



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

MCIEASTO 1001.1A
G-1/RLO

21 NOV 2011

MARINE CORPS INSTALLATIONS EAST ORDER 1001.1A

From: Commanding General
To: Distribution List

Subj: U.S. MARINE CORPS RESERVE (USMCR) SUPPORT TO MARINE CORPS
INSTALLATIONS EAST (SHORT TITLE: MCIEAST RESERVE SUPPORT SOP)

Ref: (a) Title 10, United States Code
(b) Public Law 108-375, National Defense Authorization
Act Fiscal Year 2005
(c) MCO 1001R.1K
(d) MCO 5400.49B
(e) MCO 3000.19A
(f) MCO 5311.1D
(g) MCO 1001.62
(h) MCO P1610.7F
(i) MCO P1070.12K
(j) JAGINST 5800.7E
(k) MCO 1001.59A
(l) MCO 6100.13
(m) MCO 6110.3
(n) NAVMED P-117
(o) MCO P1900.16F
(p) DOD 7000.14-R, Department of Defense Financial Management
Regulation, February 3, 2011
(q) NAVSO P-6034
(r) MCTFSPRIUM
(s) MCO 1770.2A

Encl: (1) MCIEAST Reserve Policy and Procedural Guidance

Reports Required: I. MCIEAST IMA Muster Sheet (Report Control Symbol
MCIEAST-0000-YY) chap 2, par. 3d(1)(d)

1. Situation. To promulgate policies and procedures for the effective employment of Reserve Component (RC) individuals, and units assigned or attached to installations and subordinate units throughout Marine Corps Installations East (MCIEAST).
2. Cancellation. MCIEASTO 1001.1.
3. Mission. This Order establishes policies and procedures for the effective employment of RC individuals and units assigned or attached to installations and subordinate units throughout MCIEAST.

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

21 NOV 2011

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To publish standardized procedures for the effective utilization of RC elements assigned or attached to MCIEAST.

(2) Concept of Operations. In accordance with references (a) through (s) establish policies, procedures and guidance to facilitate optimal support to affected RC personnel.

b. Subordinate Element Missions. General and Special Staff sections and MCIEAST commanders will ensure compliance with the contents of this Order.

5. Administration and Logistics

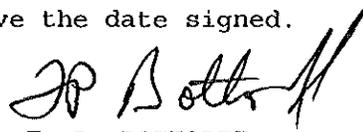
a. All forms referenced in this Order can be obtained via the MCIEAST share portal utilizing the following web address:
<https://intranet.mcieast.usmc.mil/Manpower%20%20Adjutant/ADJUTANT/MCIEAST%20FORMS%20MANAGEMENT%20PROGR/Pages/default.aspx>

b. Submit all recommendations concerning this Order to the Assistant Chief of Staff (AC/S), G-1 (Attn: MCIEAST RLO) via the cognizant staff section.

6. Command and Signal

a. Command. This Order is applicable to MCIEAST.

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



F. P. BOTTORFF
Chief of Staff

DISTRIBUTION: A

21 NOV 2011

MCIEAST RESERVE POLICY AND PROCEDURAL GUIDANCE

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 1	PURPOSE AND ORGANIZATION.	1-1
1.	Purpose	1-1
2.	MCIEAST Ready Reserve Categories.	1-1
3.	MCIEAST Reserve Forces Aggregates and Responsibilities.	1-3
Chapter 2	MANAGEMENT OF MCIEAST RESERVES.	2-1
1.	ADCON and OPCON.	2-1
2.	Reserve Support Personnel	2-1
3.	IMA Program	2-3
4.	IRR Augments.	2-6
5.	Administration.	2-6
Chapter 3	ACTIVE DUTY FOR OPERATIONAL SUPPORT (ADOS).	3-1
1.	Application	3-1
2.	Policy.	3-1
3.	ADOS-AC.	3-1
4.	ADOS-RC.	3-1
5.	ADOS-CO.	3-1
6.	MCIEAST ADOS-AC and ADOS-RC Requirements.	3-1
7.	MCIEAST ADOS-CO Requirements	3-2
8.	ADOS Orders Administration.	3-2
Chapter 4	DEPLOYMENT PROCESSING COMMAND RESERVE SUPPORT UNIT (EAST) (DPLMNT PROCESS CMD RSU (EAST))	4-1
1.	DPLMNT PROCESS CMD RSU (EAST), Camp Lejeune, NC	4-1
2.	Commanding Officer, DPLMNT PROCESS CMD RSU (EAST).	4-1
3.	Mission	4-1

21 NOV 2011

Chapter 1

Purpose and Organization

1. Purpose. To detail selected categories of the RC; describe the concept for employment by MCIEAST organizations (MCIEAST Command Element (CE), subordinate installations and activities); outline the separate conditions and constraints that must be met prior to MCIEAST employment; delineate general and special staff officer responsibilities for the effective recruiting, planning, coordination, support, and employment of MCIEAST Reserve Marines.

2. MCIEAST Ready Reserve Categoriesa. Active Reserve (AR)

(1) Definition. Per reference (c), AR Marines are Selected Marine Corps Reserve (SMCR) Marines serving in full time active duty (AD) billets and are issued Permanent Change of Station Orders (PCSO) to Headquarters, U.S. Marine Corps (HQMC), combatant commanders' headquarters, operational command elements or supporting establishments for two to three years. Upon completion of their tour of duty, AR Marines execute PCSO to follow-on duty stations. AR Marines serve the purpose of integrating Reserve Marines and units into AD commands, and for organizing, administering, recruiting, instructing, or training the RC.

(2) MCIEAST Function. AR Marines maintain an operational link between the Commanding General (CG) MCIEAST, Deputy Commandant for Manpower and Reserve Affairs (DC, M&RA), and the Commander, Marine Forces Reserve (COMARFORRES). They provide a continuous reserve expertise presence within designated MCIEAST units and effectively advise and assist, via their unit commanders, CG MCIEAST with the integration of ARs, Individual Marine Augmentees (IMAs), Individual Ready Reserves (IRRs), and SMCR units into the operational force. They are assigned to the Table of Organization (T/O) on specified MCIEAST subordinate installations and activities. The subordinate unit commander or principal or special staff officer to which they report maintain administrative and operational control (ADCON/OPCON) of them. AR personnel will participate in MCIEAST training and exercises as directed.

b. IMA

(1) Definition. Per reference (c), an IMA Marine is a SMCR Marine who receives, training and is pre-assigned to an Active Component (AC) organization billet that must be filled to support mobilization requirements during contingency operations or other specialized requirements. Training of IMA Marines is accomplished through any combination of drills, Annual Training (AT), Active Duty for Operational Support (ADOS), or other authorized duty periods. Principally a weekday drilling assignment, IMA periods of duty may include weekends, weekdays, or through any blend necessary to meet the training, exercise, or contingency (involuntary and voluntary) requirements of the command to which they are assigned, as arranged between the IMA Marine and the assigned work section. ADCON is maintained by MARFORRES.

21 NOV 2011

(2) MCIEAST Function. IMA Marines are assigned to MCIEAST CE, subordinate installations, and activities with T/O Billet Identification Codes (BIC). As required, IMAs mobilize and deploy in support of MCIEAST installation requirements. When IMAs are not in an active status, military training is maintained primarily through drills and AT. Specific management of the MCIEAST IMA program is further outlined in Chapter 2.

c. IRR

(1) Definition. Per reference (c), the IRR consists of:

(a) Marines who had training and served previously in the AC or SMCR, and have some period of military service obligation remaining;

(b) Marines who completed their military service obligation and are in the IRR by voluntary agreement.

(2) MCIEAST Function. IRR Marines are not affiliated with or assigned to MCIEAST until globally sourced into individual billet requirements, normally through a period of approved ADOS-Contingency Operations (ADOS-CO) orders. Contingency requirements are identified and approved by HQMC via CG MCIEAST chain of command. IRR Marines may also be assigned to MCIEAST by voluntarily executing ADOS-AC or ADOS-RC orders. Specific management of IRR Marines assigned to MCIEAST is outlined in Chapter 3.

d. SMCR

(1) Definition. SMCR members are either in the AR, IMA, or the U.S. Marine Corps Forces Reserve (MARFORRES) Reserve Units (SMCR Units). Members of SMCR Units belong to the 4th Marine Division, 4th Marine Logistics Group, 4th Marine Aircraft Wing, and Force level units of MARFORRES. Per reference (c), reserve units train as units or with other units and augment the AC as units, and may use Marine Corps Installations to support their training requirements.

(2) MCIEAST Function. There are no SMCR units assigned to MCIEAST. However, during periods of training and contingency operations, SMCR units may affiliate with MCIEAST for coordination and support.

(a) Training and Exercises. During periods of training, SMCR units coordinate their own internal personnel and records management. Per reference (d) and Chapter 4 of this Order, the Deployment Processing Command Reserve Support Unit (East) (DPLMNT PROCESS CMD RSU (EAST)) provides for the scheduling and support of SMCR units.

(b) Contingencies and Activation. In support of contingencies, CG MCIEAST will internally validate SMCR unit requirements then forward those to HQMC Plans, Policies, and Operations (PP&O) via the chain of command for activation orders. Per reference (e), after unit recall or other activation status, reserve unit personnel and records management are, as applicable, the responsibility of the employing force commander.

21 NOV 2011

3. MCIEAST Reserve Forces Aggregates and Responsibilities

a. Director of Reserve Affairs (RA), HQMC. The Director, RA serves as the overall Marine Corps IMA Manager and is responsible for IMA policy, procedures, funding, and manning levels.

b. COMMARFORRES. As directed by HQMC (RA), MARFORRES exercises ADCON over IMA, IRR, and SMCR Marines, and provides consolidated reserve administrative support during peacetime. MARFORRES maintains Service Record Books (SRB)/Officer Qualification Records (OQR), issues AD orders, processes travel claims and muster periods for pay, and coordinates security clearances when requested by CG MCIEAST, via the subordinate installation Operational Sponsor (OpSponsor). For any AD period of 31 days or more (i.e., ADOS, Presidential Recall, or Mobilization) MARFORRES transfers IMA and IRR personnel records (i.e., OQR/SRB) to the gaining command under CG MCIEAST.

c. Commander, U.S. Marine Corps Forces Command (COMMARFORCOM). COMMARFORCOM validates CG MCIEAST requirements to HQMC for the purpose of involuntary or voluntary activation of MCIEAST assigned IMA, globally sourced IRR augments, and/or ADOS-AC/RC/CO requests and funding.

d. CG MCIEAST. CG MCIEAST sets priorities for reserve employment throughout the region; CG MCIEAST exercises control of reserves through appropriate principal and special staff officers, and subordinate installation and activity commanders. References (d) and (e) provide additional CG MCIEAST Reserve responsibilities as they pertain to the roles and missions of the DPLMNT PROCESS CMD RSU (EAST) which are contained in Chapter 4.

e. MCIEAST G-1 Reserve Liaison Officer (RLO). The RLO provides oversight and recommends reserve manpower and funding priorities to CG MCIEAST. The MCIEAST RLO has direct tasking authority to subordinate units for reserve administration and manpower matters. Additional responsibilities include:

(1) Vetting all reserve requirements (including, but not limited to IMA personnel funding/allocations, ADOS-AC/RC/CO orders requests, Additional Training Periods (ATP), Additional Flight Training Periods (AFTP), Readiness Management Periods (RMP) allocations, IMA recruiting requirement validation, and activation requests) throughout the region for CG MCIEAST approval and routing to MARFORCOM;

(2) Overseeing all end-unit proposed reserve force structure changes submitted and routed via the chain of command, in accordance with reference (d);

(3) Providing counsel on activation policies and procedures, and integrating SMCR units into CG MCIEAST training and exercises, contingencies, and planning operations;

(4) Performing as, or supervises duties of, the MCIEAST OpSponsor in overseeing the IMA program for all MCIEAST subordinate unit commanders and general and special staff officers;

21 NOV 2011

(5) Managing permissions for Drill Manager (DM) Module for all MCIEAST subordinate commands.

f. Subordinate Unit Commanders and MCIEAST General and Special Staff Officers. Subordinate unit commanders and general/special staff officers take a personal interest in and are responsible for the effective scheduling and execution of the day-to-day duty assignments and integration of CG MCIEAST forces and personnel, assigned or attached, active and reserve. The assigned unit OpSponsor, IMA Officer in Charge (OIC), or senior IMA Marine of the unit/section may assist the unit commander/general or special staff officer; however, commanders, general and special staff officers are personally responsible for:

(1) Screening, interviewing, and vetting of potential assignment of IMAs to their commands, staffs, or departments before they are joined to appropriate T/O BIC;

(2) Directing internal billet assignments and overseeing personnel actions, active or reserve, within their units/departments;

(3) As required, the MCIEAST RLO and/or unit assigned OpSponsors advise unit commanders, general and special staff officers in their responsibilities for the integration and employment of assigned reserves as outlined in references (c) and (g).

g. OpSponsor. Per references (c) and (g), the Commanding Officer (CO) of each subordinate installation with IMA BICs allocated on their T/O shall appoint in writing an OpSponsor. The OpSponsor will perform administrative coordination and training documentation in accordance with the references. The OpSponsor may create and assign in writing, for their unit or command an Alternate OpSponsor. They may also form an IMA detachment and designate an IMA OIC. OpSponsors, by virtue of their assigned billet, are authorized to assign Drill Mustering Officials in writing within their units and commands. See Chapter 2 for amplifying instructions. OpSponsors are authorized direct liaison with the MCIEAST G-1 RLO.

h. IMA OICs. Per reference (c), an IMA OIC is assigned where an IMA Detachment has been formally established. IMA Detachments may be established where the large number of IMA Marines assigned justifies the administrative grouping of the Marines for ease of accountability and control. Not all MCIEAST subordinate units will have an IMA detachment nor is there a requirement to establish a detachment. The following applies:

(1) IMA OICs advise MCIEAST subordinate unit commanders and assists the OpSponsor with the administration of IMA members per reference (c).

(2) Billet is an additional duty; the primary duty of the officer will be to an assigned MCIEAST installation or activity IMA BIC.

(3) As a special staff officer, the billet reports to and is guided in his duties by the appointing OpSponsor. An IMA OIC does not command or direct IMAs.

i. Personnel Administration. Each subordinate installation, normally through the servicing Personnel Administration Center (PAC), is tasked with

MCIEASTO 1001.1A

21 NOV 2011

providing administrative support as required for reserve Marines attached to their commands in excess of 30 days.

Chapter 2

Management of MCIEAST Reserves

1. ADCON and OPCON. Installation and activity commanders exercise OPCON over IMAs assigned to their units. MARFORRES exercises ADCON over IRRs and IMAs until the Marine is in receipt of Active Duty (AD) orders for 31 days or longer. Upon 31 days or more of AD orders, installation and activity commanders exercise both OPCON and ADCON over assigned IRR and IMA.

2. Reserve Support Personnel. In addition to the AR Marines contributing reserve expertise to ensure successful integration of reservists into the MCIEAST CE, subordinate installations and activities, there are several key personnel directly responsible for supporting IMA members.

a. MCIEAST

(1) MCIEAST G-1 RLO

(a) The MCIEAST RLO is co-located with and reports to the MCIEAST Assistant Chief of Staff (AC/S), G-1. The MCIEAST RLO is functionally responsible for recommending priorities for reserve manpower and funding, de-conflicting competing requirements for reserve support within the region, and ensuring proper integration and employment of reserve Marines.

(b) As required, the RLO effectively coordinates with HQMC, via MARFORCOM and MARFORRES in support of recruiting, assignment, funding, and administrative support of MCIEAST assigned IMA and reserve Individual Augmentee (IA). Specifically, the MCIEAST RLO facilitates and coordinates validation of the Marine Corps Recruiting Command (MCRC) recruiting mission for IMA billets throughout the region, and conducts mission planning with the OpSponsors to ensure that additional IMA recruiting requirements are identified to HQMC (RA) and MCRC.

(c) In coordination with the OpSponsors for each subordinate installation/activity, the RLO performs the below outlined duties in support of reserve requirements:

1. Ensures correct and effective coordination with MARFORRES concerning all administrative matters of IMAs assigned throughout MCIEAST;

2. Coordinates with OpSponsors to ensure the execution of internal IMA administrative support procedures.

3. In conjunction with the OpSponsors:

a. Annually develops and submits region-wide prioritized ADOS budget requirements to MARFORCOM G-1 (Reserve Manpower);

b. Tracks and effectively obligates fiscal year ADOS budget;

21 NOV 2011

c. Annually develop and submits region-wide ATP/AFTP/RMP requirements to MARFORRES;

d. Ensures OpSponsors manage IMA Drills, AT, ATP, AFTP, and RMP using DM.

4. Performs as the MCIEAST DM Module Manager; assigns and manages all permissions in DM for MCIEAST and its subordinate commands per reference (c), and as required by higher headquarters;

5. Ensures fitness reports and proficiency and conduct marks of joined IMA and IRR Marines are submitted by subordinate units and staff sections accurately and timely through Marine OnLine (MOL), and in accordance with existing MCIEAST policies;

6. Assists subordinate unit commanders and general and special staff officers, via their OpSponsors, with the development of revised IMA manpower requirements as required;

7. As required and outlined in Chapter 3, endorse requests and waivers for ADOS orders for further submission to higher headquarters;

8. Coordinates with OpSponsors, HQMC (RA), MCRC, and the Prior Service Recruiter (PSR) to validate IMA recruiting requirements throughout the region;

9. Serves as the senior staff advisor to the CG MCIEAST on all matters pertaining to reserve policy, programs, and individual Reserve Marines.

(2) OpSponsor. Per references (c) and (g), an OpSponsor is designated in writing by the commander of each subordinate installation/activity with IMA personnel allocated to their T/O. OpSponsor responsibilities include:

(a) Monitor and advises their unit commanders and general and special staff officers for the effective integration and support of IMA Marines into assigned staff sections;

(b) Ensures procedures are in place to actively advertise vacant IMA program billets;

(c) As needed, coordinates interviews of prospective IMA Marines with the AD principal in order to determine qualifications and availability ensuring assignment policy outlined in reference (g) is practiced. Once favorably completed, the Marine formally requests for the billet assignment to MARFORRES through coordination with PSR or Marine's present command as appropriate.

(d) For the following fiscal year, annually develop and submits command ADOS budget and ATP/AFTP/RMP requirements to MCIEAST G-1 RLO;

21 NOV 2011

(e) Ensures all AT, off-site Inactive Duty for Training (IDT), and active duty for training (ADT) orders requests are entered in Marine Reserve Order Writing System (MROWS) and are submitted to MARFORRES 30 days prior to the orders start date. ADOS and all other orders requests will need to be forwarded through the MCIEAST RLO Office for approval and should be submitted 45 days prior to the orders start date and 60 days for ADOS-CO orders requests. Detailed instructions are contained in Chapter 3.

(f) Ensures management of drill accounting through DM Module; Forwards all appointment letters, letters designating certifying officials, mustering officials, and delegation of authorization cards (NAVMC 11119) to MARFORRES via MCIEAST RLO per reference (c), and as required by higher headquarters;

(g) Provides oversight and guidance in order to assist coordination and planning of the IMA's weekday and weekend drills and periods of AT, to include an annual Obligor drill and AT schedule, if required;

(h) Ensures procedures are in place to facilitate the completion of all required annual training (i.e., Physical Fitness Test (PFT), Combat Fitness Test (CFT), basic/skills progression training, etc.), providing other training support as necessary or required;

(i) As required, coordinates and conducts group IMA drill weekends for individual records review and medical or dental updates, but not more frequently than once every six months (except in the case of Obligators, who may be assigned mandatory drill weekends as directed by the OpSponsor);

(j) Creates tracking procedures to ensure the unit commanders and general and special staff officers generate and submit fitness reports and proficiency and conduct marks on IMA Marines for required reporting periods and/or occasions per references (h) and (i) respectively;

(k) Ensures security clearance requirements for IMA billets are current and appropriate;

(l) Enforces Marine Corps standards (i.e., Professional Military Education (PME), body composition and military appearance, physical fitness, etc.), and advises the MCIEAST RLO on orders continuation suitability for any IMA Marine not meeting standards.

3. IMA Program

a. Overview. Per reference (c), Chapter 10, and this Order, the IMA consists of officer and enlisted personnel assigned to MCIEAST subordinate installation and activity T/Os. Generally, IMA Marines are senior enlisted and officers, therefore, they traditionally have greater latitude with their civilian work schedule and are able to drill during weekday hours.

b. Recruiting. Recruiting sources for IMA personnel are Prior Service/Non-Obligor Marines affiliated with the IRR or SMCR.

21 NOV 2011

(1) IRR. PSRs coordinate interviews, through the OpSponsors, with the appropriate duty section to which the Marine may be joined. Geographic requirements, Military Occupational Specialty (MOS), and civilian background determine which installation/activity staff section the prospect will be assigned. On the staff section's recommendation, the PSR obtains the OpSponsor's approval/signature, and submits the prospect's application to MARFORRES for final approval.

(2) SMCR. Prior Service/Non-Obligor Marines of the SMCR may request an interunit transfer, in accordance with reference (g), from their current unit to an IMA billet within MCIEAST. OpSponsors will coordinate an interview with the SMCR member to determine assignment suitability.

(3) Non-prior Service (NPS)/Obligor Marines. Per reference (g), NPS Marines, or Obligor, will not be recruited to IMA program billets. In situations where the Obligor cannot drill because an SMCR unit is not available within commuting distance, HQMC (RA) must approve the Obligor's join to the IMA program if a billet exists. The OpSponsor must then comply with the mandatory participation requirements provided in reference (c).

c. Length of Tour. The standard tour length is three years for officer and enlisted Non-Obligors. Obligor IMA Marines are under an initial four to six year contract or service obligation. Unless an extension is approved by HQMC (RA), or an interunit transfer is executed, MARFORRES will transfer Marines to the IRR upon completion of their tour. Conditions for requests of IMA tour extensions, not to exceed five years, are outlined in reference (g).

d. Minimum Participation Requirements. IMA Marines assigned to MCIEAST units are required to perform 48 paid regular drills per fiscal year (two drills equates to an eight to 24 hour day, for a maximum of 24 total days) and one AT Period (normally 12 days plus one travel day, if not local and authorized). Drills and ATs are funded through MARFORRES.

(1) Drills

(a) IDT. Per reference (c) and (g), IDTs, or regular drills, cannot exceed 48 per fiscal year and are accountable by the OpSponsor.

(b) Additional IDT Periods. Additional periods of duty are intended to support MCIEAST requirements to improve IMA readiness by providing individuals the means to receive required training for attaining and maintaining designated readiness levels. Three categories of additional duty periods are ATP, AFTP, and RMP. Fiscal year limitations for these periods are defined in reference (c). These additional periods are limited to annually promulgated MARFORRES allocations to MCIEAST platoon codes. Requests beyond the initial allocation are coordinated by the OpSponsor through the MCIEAST RLO and submitted to MARFORRES.

(c) Scheduling. The scheduling and location of all drills are arranged between the Marine's work section, the IMA Marine, and as required, by the OpSponsor.

21 NOV 2011

(d) Muster Sheets. To account for drills performed, the MCIEAST IMA Muster Sheet form will be completed in accordance with reference (c), Chapter 5. After verifying completion of drills through the IMA Marine's assigned work section, the authorized mustering official will submit the signed muster sheet to the OpSponsor or designated certifying official for certification. The OpSponsor is responsible for the timely and accurate reporting of their IMA's drills and will account for drills using DM. In the case that DM is not accessible or functioning, completed muster sheets will be forwarded to MCIEAST RLO for processing and payment. Unless otherwise directed, OpSponsors must maintain file copies for two fiscal years, and be prepared to forward to MCIEAST RLO on an as-needed basis.

(2) Orders. The following is a list of commonly used types of orders:

(a) AT. ATs may be arranged at any time during a fiscal year between the OpSponsors and the IMA Marine as long as scheduling supports the mission of the duty location and the Marine's availability. IMA Marines will normally perform a minimum of 12 consecutive days of AT (exclusive of travel) per fiscal year. Following the provisions detailed in reference (c), paragraph 5101, requests for extended or split AT submitted via MROWS may be approved by DC M&RA or MARFORRES, respectively, provided the sponsoring command/organization has budgeted the required associated funding. Basic pay and allowances are paid in the increments below:

1. First In Progress Payment (IPP). This will normally include the first seven days on orders and can be expected to be paid during the AT period. MARFORRES must receive endorsed orders with proper reporting endorsement provided by OpSponsor to effect this first payment.

2. Final Payment. Upon completion of orders, a completed travel claim with proper reporting/detaching endorsement provided by OpSponsor will be submitted to MARFORRES. This will effect one or both of the following payments:

a. Final IPP. The final IPP will include remaining days on orders.

b. Travel. Any reimbursable travel expenses and per diem entitlements will be received in a separate payment by the MARFORRES Finance Office.

(b) Off-Site IDT. IMA Marines executing off-site drills will be issued MROWS orders and are entitled to Temporary Additional Duty (TAD) allowances as prescribed in reference (q). To account for the individual's drill dates, exclusive of travel days unless travel on orders commences from the Home Training Center, muster sheets will be completed and certified in DM. For reimbursement of TAD allowances, a travel claim, including muster sheet(s) and travel itinerary, will be submitted to and paid by MARFORRES.

(c) ADOS-AC/RC/CO. Refer to Chapter 3 for defining purposes, requesting procedures, and responsibilities of execution of ADOS-AC/RC/CO orders.

21 NOV 2011

e. Training Requirements. IMA Marines will complete the PFT and CFT annually with their assigned units in accordance with reference (1). Personal weapons qualifications, gas chamber, basic infantry skills training, or other training may be directed at the discretion of the assigned unit, or as advised by the OpSponsor. The OpSponsor will advise unit commanders and general and special staff officers on all current training requirements to ensure annual and basic infantry skills training for the IMA are coordinated and executed. The OpSponsor will report training completion to MARFORRES while IMAs are in a drilling status.

4. IRR Augments. Historically, the availability of IMA Marines have been insufficient to fill all individual augmentation requirements for major exercises and contingencies. Globally sourced IRRs are not part of the SMCR, but are from another pool of Reserve Marines which help fill MCIEAST requirements.

a. Contingencies. IRRs are subject to activation under voluntary or involuntary basis, in support of contingencies. Subordinate unit commanders and general and special staff officers identify billet requirements to MCIEAST RLO. Billet requirements are validated by the Chief of Staff, MCIEAST prior to submission to HQMC Manpower Management Force Augmentation (MMFA) and PP&O for review and approval, via MARFORCOM (G-1). From start of the request to receipt of orders, the cycle typically takes 90-120 days to complete.

b. Exercises. In support of exercises and training periods of short duration (30 days or less), AD orders are normally filled through Reserve Counterpart Training (RCT), or regionally controlled MCIEAST (G-1) ADOS funding. For longer periods (31 days or more) additional administrative, medical, and dental requirements are required before orders may be issued. Depending on the readiness of the IRR Marine, from start of the request to receipt of orders the cycle typically takes 45-60 days to complete.

c. IRRs aren't statutorily entitled to paid drills or AT, as are SMCR/IMA Marines. However, as available, IRR Marines may earn retirement credit and obtain satisfactory years by voluntarily accepting orders to AD in support of MCIEAST requirements.

d. During periods of AD orders, IRRs report to the subordinate unit identifying the globally sourced IA requirement. The MCIEAST RLO will monitor gaining units to ensure the IRR is administratively and logistically supported throughout the term of AD.

5. Administration

a. Service Records. MARFORRES maintains IMA and IRR SRBs/OQRs, and Medical/Dental records until an IMA is ordered to AD through ADOS in excess of 30 days. Each subordinate installation, normally through the servicing PAC, is tasked with requesting service records from MARFORRES as required.

b. Civilian Employment Information (CEI). The CEI Program is a data collection point created to capture civilian employment-relations for interests outlined in sections 12302 and 10149 of reference (a). Department

21 NOV 2011

of Defense (DoD) requires IMA and IRR Marines to update CEI through MOL on an annual basis, or when their employment information changes, whichever happens first. All MROWS orders will be disapproved if CEI isn't current in MCTFS.

c. Security Clearance. Managed and processed by MARFORRES, security clearances and access for IMA billet-holders will be current, per reference (g).

d. Fitness Reports, Proficiency and Conduct Marks, and Awards. The review and reporting of assigned MCIEAST personnel and the handling of appropriate evaluations and awards follows the MCIEAST chain of command. The following applies:

(1) Fitness Reports. Installation commanders and general and special staff officers are Reporting Seniors or Reviewing Officers over assigned personnel, active or reserve, and will submit fitness reports in accordance with reference (h).

(2) Proficiency and Conduct Marks. Proficiency and conduct marks for IMAs are submitted per reference (i).

(3) Awards. Installation commanders and general and special staff officers develop, evaluate, and forward appropriate personnel recognition and administrative requirements for assigned personnel, per existing MCIEAST policies.

e. Individual Equipment. IMA Marines' equipment requirements are those items necessary to accomplish their assigned drilling status tasks. Note: Unless otherwise directed, Individual Combat Clothing and Equipment (ICCE) issued to IMA by the Consolidated Issue Facility will be held by the supporting logistics sections and issued to the IMA Marine before field training. ICCE is returned to the supporting logistics section at the completion of training.

f. Medical and Dental. IMA Marines are required to meet service medical and dental qualifications as outlined in references (c) and (n). For administrative and orders-issuing purposes, the following medical updates are required: IMA Marines in a drilling status or on orders for 30 days or less will provide proof to MARFORRES of medical physicals and dental check-ups from their primary care physician. While on orders in excess of 30 days, IMA Marines will check into local military clinics to satisfy requirements.

g. Retention. IMA Marines will process requests for extensions or reenlistments on service contracts through MARFORRES or through their assigned unit if on orders in excess of 30 days.

h. Legal. All reservists are subject to the Uniform Code of Military Justice while in a duty status. References (c) and (s) outline the implementation and exercise of nonjudicial punishment and courts-martial. ADCON applies while performing the following duties:

21 NOV 2011

(1) IDT, AT, and all AD 30 days or less. IMA and IRR Marines are not joined to MCIEAST units. The OpSponsors refer adverse or punitive actions to MARFORRES.

(2) For 31 days or more of AD. IMA and IRR Marines are joined to MCIEAST units. CG MCIEAST and subordinate commanders exercise adverse or punitive actions over these personnel as other assigned or attached personnel.

i. Other Training Duty. Per reference (c), paragraph 3202, other periods of AD may be performed in order to provide structured individual and/or unit training, or educational courses to a Reserve Marine. Requests for these particular orders, to include PME and Exercise Participation, are normally funded and requested to MARFORRES (G-3).

21 NOV 2011

Chapter 3

Active Duty for Operational Support (ADOS)

1. Application. This Chapter is applicable to IMA and IRR personnel assigned to, or showing interest in, joining a MCIEAST subordinate installation or activity.
2. Policy. Per reference (k), the ADOS program is intended to provide personnel augmentation for both Active and Reserve forces, in support of emerging personnel requirements of the Total Force Marine Corps to meet short-term operational, administrative, and exercise support requirements.
 - a. ADOS is intended to accomplish those specific duties required to complete the operational support identified on each orders request.
 - b. ADOS is a volunteer program. Upon request and subject to approval by the commander, Marines may terminate orders early with a minimum of two weeks notice given to the command. Commanders may terminate orders early, provided that the Marine is given a minimum of two weeks notice.
 - c. ADOS is not a vehicle for Reserve personnel to improve the potential for augmentation to the Regular component, selection to the AR program, achieve AD retirement eligibility, or otherwise create a career status.
 - d. The ADOS program is not intended to overcome T/O sourcing shortfalls.
 - e. The beneficiary of the work to be performed by the member while on ADOS orders is the driving factor for the type of orders and funding. Accordingly, whichever component benefits, is the component against which the billet counts for end strength accounting purposes.
3. ADOS-AC. If the beneficiary is the AC, then the orders will be requested, issued, and funded against the AC budget for ADOS. The appropriation category used to fund ADOS-AC activities is Military Personnel, Marine Corps (MPMC).
4. ADOS-RC. If the beneficiary is the RC, then the orders will be requested, issued, and funded against the RC budget for ADOS. The appropriation category used to fund ADOS-RC activities is Reserve Personnel, Marine Corps (RPMC).
5. ADOS-CO. In support of a National emergency or contingency operation, ADOS-CO orders are required. ADOS-CO orders are issued by HQMC under presidential authority, and are controlled by Congress. When needed, IMAs are expected to voluntarily enter such active service within as short time as two weeks in order to support contingency operations. Involuntary activation is a last resort option, and only employed as critical circumstances dictate.
6. MCIEAST ADOS-AC and ADOS-RC Requirements
 - a. ADOS-AC/RC, or conventional ADOS, is funded through a regionally allocated annual budget. The MCIEAST RLO manages the ADOS program for the region, resources subordinate commander's requirements, prioritizes competing requirements, and develops the ADOS budget for CG MCIEAST.

21 NOV 2011

b. Subordinate Unit Commanders and MCIEAST General and Special Staff Officers. Installation and activity commanders are responsible for identifying the following requirements to the MCIEAST RLO through their respective OpSponsors:

(1) Identify projected annual ADOS funding requirements for the upcoming and following fiscal years (24 months out);

(2) Identify individual ADOS augmentation requirements for the upcoming fiscal year utilizing NAVMC form 11349 with justification.

c. OpSponsors. On behalf of installation/unit commanders and general and special staff officers, OpSponsors will validate their current fiscal year requirements and provide that data on NAVMC 11349 to MCIEAST RLO not later than the 15th of each November. That data is consolidated by the MCIEAST RLO and provided to MARFORCOM G-1 for submission to HQMC (RA) for consideration. When funds have been approved by higher headquarters and monies are allocated to MCIEAST appropriately, OpSponsors may advertise ADOS funded billets, if needed.

(1) OpSponsors will identify emerging and unfunded requirements exceeding their approved budget to MCIEAST RLO immediately. When additional funds are confirmed by MCIEAST RLO, the requirement may be filled or advertised as needed.

(2) OpSponsors will ensure nominating commands understand that subsequent assignment of Reserve personnel to TAD while performing ADOS is at the discretion of the gaining command, but should be commensurate with the purpose of the ADOS assignment. Funding for travel and transportation expenses must be provided by the gaining command.

7. MCIEAST ADOS-CO Requirements. ADOS-CO requirements are identified by the subordinate unit commanders to their OpSponsor, and are requested by the OpSponsor through the Marine Corps Mobilization Processing System (MCMPS) as a Requirement Tracking Number (RTN) to HQMC (MMFA) via MCIEAST RLO and MARFORCOM G-1.

8. ADOS Orders Administration. In accordance with reference (k), the following provides detailed information on the MCIEAST eligibility criteria, orders requesting procedures, and medical hold processes.

a. Eligibility for ADOS Orders. Marines desiring to perform ADOS shall clearly understand that the ADOS assignment is temporary and there is no entitlement, express or implied, for continued ADOS assignments, AD retirement, or other career incentives. Marines will not start travel or execute orders prior to possession of authenticated orders. Nominating commands will ensure the following requirements are met prior to requesting orders by-name to MCIEAST RLO via the OpSponsor:

(1) Requests for initial ADOS-AC/RC orders are due to MCIEAST RLO at a minimum of 45 days prior to requested start date. Requests for initial ADOS-CO orders will be requested through MCMPS for MMFA approval via MCIEAST RLO and MARFORCOM at least 60 days prior to requested start date.

21 NOV 2011

(2) Orders requests requiring approval of a waiver will be submitted to HQMC Manpower and Reserve Affairs (M&RA) via MCIEAST RLO and MARFORCOM. Upon approval, the order writing authority will promptly issue orders to enable the member ample opportunity for employer notification or Permanent Change of Station coordination. The following types of command-endorsed waivers must be submitted to MCIEAST RLO with its corresponding timeline:

(a) Orders requests exceeding 365 days continuous AD, 1,095 days of AD in a 1,460-day period, five years continuous AD, or 16 years of active service require submission at a minimum of 90 days prior to the requested start date.

(b) ADOS-AC/RC orders requests totaling 181 to 365 days with per diem will be submitted at a minimum of 60 days prior to the requested start date.

(c) ADOS-AC/RC orders requests totaling 181 to 365 days without per diem will be submitted at a minimum of 45 days prior to the requested start date. Upon approval from RA via MROWS, PCSOs will be issued and executed accordingly.

(3) The following information must be resident and current in Marine Corps Total Force System:

(a) Physical Health Assessment (PHA) or physical exam, current within one or two years respectively.

(b) Human Immunodeficiency Virus (HIV), current within one year.

(c) PFT and CFT, current in accordance with reference (1).

(d) CEI, current within one year.

(e) Member must have a valid mailing address, or Place which Entered Active Duty (PLEAD), in order to receive their orders. Post Office Boxes are not acceptable.

(4) Member must be a rank match to the billet requirement. One rank up or one rank down applies, with the exception for the rank of Colonel, Sergeant Major, and First Sergeant. In the case of ADOS-CO, the member's present BIC must equal the BIC of the requirement in MCMPS.

(5) Member must be within the established body composition standards as described in reference (1), and physically fit for duty per references (c), (l), (m), and (n).

(6) Requested orders end date must be 15 days prior to the Reserve End of Current Contract (RECC) or 30 days prior to the Mandatory Removal Date.

(7) SMCR Marines, including IMAs, shall be satisfactory participants in the SMCR. ADOS normally will not be considered a substitute for annual unit training requirements. To further ensure satisfactory participation, IMA Marines will complete required IDTs and AT for the fiscal year before executing ADOS.

21 NOV 2011

(8) Per Public Law 110-181 (Fiscal Year 2008 National Defense Authorization Act, section 515), it is required that an IMA, IRR, or SMCR member who desires to waive his 30 day notification of mobilization must provide a written statement to HQMC (MMFA) indicating such.

(9) For nominated IMA or SMCR Marines not assigned to MCIEAST, written approval is required from the Inspector-Instructor, CO, or current OpSponsor. IRR Marines do not require permission or endorsement.

NOTE: IRR Marines not current with medical and training requirements prior to the execution of orders will have the opportunity to complete these requirements on orders.

b. Requesting Procedures

(1) ADOS-AC and ADOS-RC

(a) Nominating commands will request orders to the OpSponsor for formal screening of the Marine's record to ensure eligibility criteria is met. The OpSponsor will determine what type of orders will satisfy the requirement-ADOS-AC or ADOS-RC.

(b) The OpSponsor will then forward a formal orders request to the MCIEAST RLO, not less than 45 days from requested start date, using the MCIEAST Reserve Orders Request form. This request will clearly articulate orders type, billet requirements, duties, special qualifications, experience necessary, level of security clearance if required, location of duty assignment, and the unit point of contact.

(c) After confirming the Marine's eligibility, and if funds are available, the MCIEAST RLO will enter the request into MROWS. If commercial travel is requested, the MCIEAST RLO will request flight arrangements through MARFORRES, Commercial Travel Office. The following order writing information will apply:

1. Government lodging and meals are directed if available. If government lodging and meals are not available, per reference (g), per diem may be authorized. Prior planning and advance requests for per diem and lodging will be coordinated between the requesting section and the MCIEAST RLO.

2. Rental car is not authorized. If required, individual MCIEAST units may coordinate and pay for rental cars or car pools out of their own funding in order to provide transportation to and from the airport, lodging, and duty sites.

3. For ADOS-AC, MCIEAST will provide the order writing authority with direct fund citation data to cover the travel and per diem costs.

(d) The MCIEAST RLO will track orders routing and authentication in MROWS, also viewable by the OpSponsor. If the orders are disapproved, MCIEAST RLO will notify the OpSponsor for corrective action and resubmission

21 NOV 2011

of updated request, if applicable. Once authenticated, orders will be printed and released to the OpSponsor who will ensure a copy is delivered to the Marine.

1. 31 Days or More. Upon commencement and completion of the ADOS periods in excess of 30 days, and in accordance with references (o) through (r), the appropriate unit diary entries will be completed by the servicing PAC of the Marine's assigned unit ensuring that the correct component code is reported for accurate end strength accounting. Marines must obtain a command reporting and detaching endorsement specifically stating availability of government quarters and messing. Travel claims will be submitted to local finance office for reimbursement of per diem and travel entitlements.

2. 30 Days or Less. Marines on ADOS orders for less than 31 days are physically accountable by their assigned command. However, pay and allowances, settlement of travel claims, and other administration is controlled by MARFORRES, or Inspector-Instructor for SMCR Marines. OpSponsors will provide reporting and detaching endorsements specifying availability of government quarters and messing. Endorsed ADOS orders will be submitted to MARFORRES to initiate IPPs normally paid in seven day increments. Upon completion of the ADOS period, travel claims must be submitted to MARFORRES for payment of final IPP and per diem and/or travel entitlements. Travel claims must include all orders, endorsements, and applicable receipts.

(2) ADOS-CO

(a) Nominating commands will request orders to the OpSponsor for formal screening of the Marine's record, ensuring eligibility criteria is met. In MCMPS, the OpSponsor will nominate the Marine into the requested RTN using the Manpower Requirement Tracking Module (MRTM), further ensuring the Marine's BIC and MOS is a match to the requirement.

(b) The OpSponsor will then forward a formal orders request to MCIEAST RLO, not less than 60 days from the requested start date, using the MCIEAST Reserve Orders Request form. It is the OpSponsor's responsibility to track this request for approval until orders have been successfully authenticated.

(c) After confirming the Marine's eligibility, the MCIEAST RLO will notify MARFORCOM G-1 of the MRTM nomination and monitor this request in MCMPS using the Sourcing Nominee Approval Process, or SNAP module, also viewable by the OpSponsor. The Marine's record will be screened and approved by HQMC (MMFA), via the approval of the Assistant Secretary of the Navy (ASN). ADOS-CO orders are then generated in MROWS by MMFA. The OpSponsor will notify the Marine appropriately for execution.

(d) Requests for extension or early termination of ADOS-CO orders will be submitted through MCMPS in the Individual Augmentation Management Module (IAMM) by the OpSponsor after the Marine's record has been screened. All eligibility criteria previously listed still apply when requesting to extend on ADOS-CO orders. The OpSponsor will formally request the modification of orders by sending the MCIEAST Reserve Orders Request to the MCIEAST RLO not less than two weeks from the current orders end date. The MCIEAST RLO will then include comments in the IAMM record forwarding the

21 NOV 2011

endorsement to MARFORCOM G-1. MARFORCOM will update IAMM record accordingly for ASN/MMFA approval and orders generation. Early termination of ADOS-CO orders are normally approved. However, extensions are dependent on the availability of funds, and may be denied. Again, it is the OpSponsor's responsibility to track these requests for approval until orders have been successfully authenticated.

(e) Upon commencement and completion of the ADOS periods, the appropriate unit diary entries will be completed by the servicing PAC of the Marine's assigned unit ensuring that the correct component code is reported for accurate end strength accounting. Reporting and detaching endorsements will be issued by the gaining command. For any concurrent TAD performed, Marines will settle travel claims through the appropriate servicing finance office with reporting and detaching endorsement, receipts, and documentation as required. All ADOS-CO travel claims will be submitted to MARFORRES Finance Office for reimbursement of per diem and travel entitlements.

(3) Reference (k) contains further information regarding pay and entitlements, including contingency-related entitlements, legal procedures, medical, and administration prior to being released from AD.

(4) Injuries Incurred While on ADOS. It is the member's responsibility to report injuries via the chain of command as soon as they occur.

(a) Line of Duty

1. Duty for less than 31 days. When a Marine is injured while on ADOS orders and the period of duty specified in the Marine's orders is less than 31 days, the Marine is required to be released from AD at the end of the orders period. Per reference (s), a Line of Duty (LOD) request must be submitted to HQMC Wounded Warrior Regiment (WWR)/Reserve Medical Entitlements Determination via the Marine Corps Medical Entitlements Data System (MCMEDS) to review, approve/disapprove, track, and manage LOD benefits throughout the Disability Evaluation System process.

2. Duty for 31 days or more. Members injured while on ADOS orders in excess of 30 days whose injuries are not resolved before their Expiration of Active Service (EAS), and who elect to be released from AD vice medical hold, may request LOD benefits via their chain of command.

(b) Medical Hold. When a Marine is injured while on ADOS and the period of duty specified in the orders is 31 days or more, and the member elects medical hold, the command will request that the member be placed in a medical hold status to WWR via MCMEDS. If approved, WWR will make the appropriate unit diary entries per reference (r).

1. Because the funding and strength category changes when a Marine on ADOS is placed on medical hold, OpSponsors and gaining commands must inform the original order writing authority by providing to them the MCMEDS screen showing WWR approval in order to issue a modification to reflect accurate accounting of ADOS funds, operational support duty strength, and notify Director, RA. The effective date of the modification will be the date the Marine was placed on medical hold. If the original orders

21 NOV 2011

authorized per diem, per diem may continue while in a medical hold status not to exceed 180 days without approval from HQMC, Director, Manpower Integration and Administration (MMIA).

2. Commands are required to immediately notify WWR. This ensures proper tracking and disposition by a Medical Evaluation Board and/or Physical Evaluation Board, if necessary. The Marine may be separated for non-serious conditions and referred to the Veteran's Administration for treatment.

3. Upon determination by a competent medical authority that the Marine is fit for duty, the order writing authority must again be notified to terminate medical hold orders. If the Marine is unfit for duty, the Marine will be separated or medically retired in accordance with reference (o).

Chapter 4

Deployment Processing Command Reserve Support Unit (East) (DPLMNT PROCESS CMD
RSU (EAST))

1. DPLMNT PROCESS CMD RSU (EAST), Camp Lejeune, NC. The DPLMNT PROCESS CMD RSU (EAST) is a subordinate command of MCIEAST.
2. CO, DPLMNT PROCESS CMD RSU (EAST). The CO of the DPLMNT PROCESS CMD RSU (EAST) is normally a command screened and slated AR Colonel. The CO advises the CG MCIEAST on matters pertaining to supporting DoD-wide reserve units and the administration, logistics, and training of AC/RC IAs, Combat Replacement (CR) forces, and DoD contractors during contingency operations.

3. Mission

a. Per reference (d), the DPLMNT PROCESS CMD RSU (EAST) conducts the planning and coordination necessary to provide training, administrative, and logistics support to Marine Corps reserve units, IRR Marines and other DoD reserve units/personnel training aboard Marine Corps bases and stations within MCIEAST.

b. Per references (d) and (e), at the direction of DC PP&O, M&RA and CG MCIEAST, the DPLMNT PROCESS CMD RSU (EAST) becomes the focal point for providing deployment processing to IAs, IRR Marines, DoD employees, and contracted personnel in preparing for potential deployment with RC or AC units. The DPLMNT PROCESS CMD RSU (EAST) accomplishes this mission by providing the administrative, operational, and logistic support necessary to ensure successful completion of training objectives in support of the Combatant Commander's intent.