



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

MCIEAST-MCB CAMLEJO 1001.2

G-1

OCT 16 2018

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE  
ORDER 1001.2

From: Commanding General  
To: Distribution List

Subj: INDIVIDUAL AUGMENTATION READINESS PLAN

Ref: (a) MCO 1001.61A  
(b) MARADMIN 225/17 of 9 May 17  
(c) MARADMIN 148/18 of 9 Mar 18  
(d) MCO 1754.9A  
(e) MCO 5351.1  
(f) MARADMIN 284/11 of 12 May 11  
(g) MCO 1050.3J

Encl: (1) Individual Augmentation Process  
(2) Individual Augmentation Request (IAR) Process and  
Timeline  
(3) Individual Augmentation Eligibility Checklist  
(4) Individual Augmentation Waiver Request  
(5) Individual Augmentation Command Certification Message  
Template  
(6) Individual Augmentation After Action Questionnaire

Reports Required: I. Individual Augmentation Command  
Certification Message (Report Control  
Symbol MCIEAST-1001.2-3), par. 4b(2)(e)  
II. Individual Augmentation After Action  
Questionnaire (Report Control Symbol  
MCIEAST-1001.2-1), par. 4b(2)(f)

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

2. Cancellation. MCIEASTO 1001.2.

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

### 3. Mission

a. To promulgate procedural guidance to meet IA requirements as set forth in references (a) through (g) and establish policies, procedures, and guidance to facilitate optimal sourcing of IA requirements in support of Total Force manpower management.

b. Summary of Revision. This Order has been revised from a Base Order to a MCIEAST-MCB CAMLEJ Order. It has been revised to update policies and procedures and should be reviewed in its entirety.

### 4. Execution

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

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

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

(b) The Commanding General (CG), MCIEAST-MCB CAMLEJ recognizes the need to identify individuals to support IA requirements as early as possible so as to sustain not only the deployed forces, but command, individual, and family readiness as well.

(c) Commanders at all levels are responsible for promoting, building, and maintaining a resilient, ready force and promoting long-term health and well-being among Marines, Sailors, and family members, in preparation for, during, and post deployment.

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

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

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

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

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

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

b. Tasks

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

(a) Establish and manage the IA process in accordance with references (a) through (g) and current higher headquarters guidance. Reference (b), has outlined the IA process and critical timelines to provide a standard foundation to support force augmentation requirements.

(b) Review requirements and compare with on hand manning for requisite grade, military occupational specialty (MOS), clearance or skill sets. Enclosure (1) provides the details pertaining to IA Process, management of IA assignments, and exemptions that will be allowed. Enclosure (2) documents the IA Request (IAR) process and provides an example of the timeline in which to follow.

(c) Provide appropriate IA sourcing solutions to fill higher headquarters requirements with requisite grade, MOS, clearance or skill sets.

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

(2) Subordinate Commanders shall:

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

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

(c) Screen personnel to ensure they meet all billet requirement criteria and deployment eligibilities utilizing enclosure (3). Enclosure (3) is provided for internal use at the command level, and is not required to be forwarded to this headquarters. Therefore, the Command may designate at what level the screening will be completed (i.e., company, battalion, squadron, etc.). The Command Representative conducting the screening, regardless of level, may sign this form to be provided to the commanding officer (CO), or designated official responsible for manning the IA requirements.

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

(e) Upon completion of the prescribed Pre-Deployment Training Program (PTP) requirements outlined by the GFC's reporting instructions, the parent command will submit the CO's Certification via naval message traffic no later than 10 days prior to reporting for deployment. Enclosure (5) provides the template to be used for all IA Command Certification messages. Additional requirements may be listed in the reporting instructions for each billet, and should be reviewed prior to the CO's Certification.

(f) Ensure enclosure (6) is completed by IA personnel upon return to duty, and forward to CG MCIEAST-MCB CAMLEJ G-1 within 30 working days of return from deployment.

c. Coordinating Instructions

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

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

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

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

5. Administration and Logistics

a. Administration

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

(2) Deploying personnel will complete the prescribed PTP requirements outlined in the reporting instructions, checklists and civilian clothing requirements for the appropriate gaining command consummate to assigned RTN will be provided for each.

(3) Deploying personnel will extend/re-enlist prior to deployment to allow a minimum of three months from return from deployment providing ample time for service transition requirements. Service Members with 120 days or less of obligated service from the deployment return date will not be considered for IA assignments.

(4) Unit commanders of Marines scheduled to deploy should ensure all separating/retiring Service Members attend the prescribed Pre-Separation Counseling Brief/Interview prior to deployment regardless of whether or not a request for reenlistment has been submitted.

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

(6) Reserve Marines cannot fill active duty IA requirements without specific authorization coordinated with the Commander, U.S. Marine Forces Reserve, MARFORCOM, Commander, Marine Corps Installations Command (COMMCICOM) and MCIEAST-MCB CAMLEJ.

OCT 16 2018

(7) Personnel desiring to be assigned to an IA billet not assigned to MCIEAST-MCB CAMLEJ must have both parent and gaining command concurrences prior to acceptance of assignment. Consideration will be given to these requests only after MCIEAST-MCB CAMLEJ IA billet fulfillment.

b. Logistics


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

(2) Verify any specialized or civilian clothing requirements for the assigned RTN as needed.

6. Command and Signal

a. Command. This Order is applicable to all MCIEAST Subordinate Commands.

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

  
S. A. BALDWIN  
Deputy Commander

DISTRIBUTION: A/B

Individual Augmentation Process

1. Process

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

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

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

(1) Volunteers will be solicited of the Commands to have nominees identified, and processed 180 days prior to deployment.

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

(3) The Command's nominee will be notified by their Command of IA eligibility and a final assessment will be done to determine if any personal (medical/dental/family) issues, as well as, if their unit (e.g. command, competency, activity) has any other personnel currently on IA assignment. If yes, the Command should consider requesting a temporary waiver for that individual in order to remove them from consideration for the current IA request. Waiver justification should include an assessment of the impact of manpower shortages potentially caused by an additional augmented personnel coming from the Command.

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



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

e. The CG MCIEAST-MCB CAMLEJ has final approval of all exemption requests in addition to those addressed herein.

## 2. Establishment

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

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

## c. Exemptions

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

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



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

d. Commands will ensure the initial screening criteria have been met and verified in accordance with this Order and subsequent contingency related policy guidance messages. Review requirements and compare with on hand manning for requisite Grade, MOS, clearance or skill sets. Screen personnel to ensure they meet all billet requirement criteria and deployment eligibilities. Ensure the deploying personnel have completed the prescribed PTP. Aside from PTP requirements, ensure proper personal and family readiness plans are established. Deploying personnel will extend/re-enlist prior to deployment providing adequate service on contract upon return from deployment to allow ample time for service transition requirements.

### 3. Management

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

b. The Marines should be made aware of their possible assignment and their Commands will be notified of their status, so that they can be better prepared for IA assignment.

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

d. Combat Operational Stress Control (COSC) Program. For deployments of 90 days or more COSC training should be conducted for service members and families during three phases of

deployment: Pre-Deployment, before Re-Deployment (typically in theater) and Post-Deployment (60-120 days after return). COSC training tools and materials, along with other resources to assist, may be found in of reference (e). Commanders should ensure Marines and Sailors returning from deployment or newly joining the command, have received all required post-deployment COSC training.

#### 4. Deployment Health Assessments (DHA)

a. Completion and certification of the DHA are necessary to ensure the readiness of units, provide opportunities for early identification of emerging deployment-related health concerns, and offer opportunities for Marines to receive assistance if needed.

b. The DHA process is comprised of three required assessments designed to monitor the health of all deploying service members:

(1) Pre-DHA - conducted no earlier than 60 days prior to deployment.

(2) Post-DHA - conducted no earlier than 30 days prior to re-deployment and no later than 30 days after return from deployment.

(3) Post-Deployment Health Re-Assessment - conducted between 90 to 180 days after return from deployment to aid in identifying lingering issues.

c. Commanders will obtain by name roster for DHA in order to ensure the requirements are accomplished. Commander should encourage service members to provide honest responses on all the assessment forms. For additional guidance and reporting requirements see reference (f).

#### 5. Respite and Reintegration

a. Deployment Dwell. The ratio of time spent deployed or activated in support of a designated contingency operation against all time spent in "dwell" (i.e. not deployed/activated). The dwell ratio is 1:2 for Active Component and 1:5 for Reserve Component.

b. Post-Deployment/Mobilization Respite Absence (PDMRA). PDMRA is based strictly on a 1:2/1:5 ratio and will be determined by the length of the deployment/activation. It shall be used

prior to a service member's EAS or transition or in conjunction with the next permanent change of assignment orders (Permanent Change Station, Permanent Change Assignment, etc.). Failure to use PDRMA days within the designated time frame will result in loss of the benefit. Reserve Marines may be extended under their mobilization orders in order to allow use of PDMRA prior to demobilization. This is a non-monetary compensation. Service members may not sell back PDRMA at anytime with the exceptions specified in paragraph 3b(9) of reference (j).

c. In-Garrison Stand Down. After returning from deployment, and before granting post-deployment leave, IAs should be afforded a decompression period consisting of five abbreviated work-days in garrison. This post-deployment period is a crucial time for Marine leaders to observe their Marine and Sailors during the transition back to the home and garrison environments, and to ensure they receive any needed care.

d. Leave And Liberty. As compensation for long or arduous deployments from home, afloat or activities for which normal liberty is inadequate due to isolated locations, opportunities should be afforded all Marines and Sailors to take leave or liberty within the constraints of operational requirements. Placing particular emphasis on these circumstances, special liberty of three to four days may be granted by commanders as a respite from duty.

Individual Augmentation Request (IAR) Process and Timeline

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

➤ MCIEAST receives IA tasking via message traffic.

- 240 days - G-1 Manpower informs the MCIEAST Command's S-1 of the need to fill the requirement.
- 180 days - MCIEAST advertises upcoming billet vacancies.
  - Commands identify volunteers and provide G-1 Manpower Officer the required information to be forwarded to COMMCICOM.
- 160 days - G-1 Manpower identifies eligible personnel that will be selected from the established IA pool, and notify their Commands.
- 150 days - MCIEAST tasks commands in accordance with process outlined in enclosure (1) of this Order.
- 140 days - S-1 will forward the IAR to all personnel that meet the billet requirements for, rank, MOS and any special requirements noted.
- 120 days - G-1 Manpower forwards identified nominee's information to COMMCICOM.
  - G-1 Manpower confirms with commands selection and sourcing of their nominee.
- 90 days - (no latter than) - G-1 Manpower submits volunteer/ nominee, and sources in the Marine Corps Force Augmentation Processing System.
- 60 days - Less pending training with gaining forces command, identified personnel will be PTP complete.
- 10 days - Commands publish CO Certification Message.

OCT 16 2018

## Individual Augmentation Eligibility Checklist

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

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Signature Field

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Date

MCIEAST-MCB CAMLEJO 1001.2  
OCT 16 2018

Individual Augmentation Waiver Request

COMMAND LETTERHEAD

1001  
INIT  
DD Mmm YY

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

Subj: INDIVIDUAL AUGMENTATION (IA) WAIVER REQUEST

Ref: (a) MCIEAST-MCB CAMLEJO 1001.2

1. Per the reference, I request a waiver from the following augmentation request: Line Item, Designator, Grade, Billet Title.
2. My reason(s) for requesting this waiver is/are (provide special reason for requesting waiver and justification, i.e., any information that is pertinent to your request. If reason is due to medical and/or dental issues, identify actions that will be taken to resolve issues).

F. M. LASTNAME

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

Enclosure (4)



MCIEAST-MCB CAMLEJO 1001.2  
OCT 16 2018

Individual Augmentee Command Certification Message Template

\*\*\*\*\*UNCLASSIFIED/FOR OFFICIAL USE ONLY/\*\*\*\*\*

Subject: INDIVIDUAL AUGMENTEE COMMAND CERTIFICATION OF SOURCED  
REQUIREMENTS ICO (RANK LNAME)

Originator: local command

DTG: DDHHHHZ MMM YY

Precedence: ROUTINE

DAC: FOUO

To: CG MCIEAST-MCB CAMLEJ G ONE

cc: (Gaining Forces Commander), COMMARFORCOM G ONE, COMMCICOM G  
ONE, CG MCIEAST-MCB CAMLEJ G ONE, CG MCIEAST-MCB CAMLEJ G THREE  
FIVE, CG MCIEAST-MCB CAMLEJ

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UNCLASSIFIED/FOR OFFICIAL USE ONLY/

SUBJ: INDIVIDUAL AUGMENTEE COMMAND CERTIFICATION OF SOURCED  
REQUIREMENTS ICO (RANK LNAME)

MSGID/GENADMIN/(PARENT COMMAND)/MMM YY//

REF/A/MSG/CMC WASHINGTON DC DCCDI/170023ZMAR06//

REF/B/MSG/CMC WASHINGTON DC PPO/280017ZNOV05//

REF/C/MSG/CG MCIEAST G-1/121747ZJUL11//

REF/D/DOC/ Gaining Force Commander or AOR Reporting Instructions//

NARR/REF A IS THE USMC PREDEPLOYMENT TRAINING CONTINUUM. REF B IS  
THE PERSONNEL RECOVERY PREDEPLOYMENT TRAINING REQUIREMENT. REF C

DIRECTS COMMAND CERTIFICATION OF COMPLETED REQUIREMENTS VIA

MESSAGE TRAFFIC NLT 10 DAYS PRIOR TO IA DEPARTURE. REF D IS THE

REPORTING INSTRUCTIONS HANDBOOK AND COMMANDING OFFICERS

CERTIFICATION CHECKLIST FOR AOR INDIVIDUAL AUGMENTEES.//

POC: (LOCAL POC INFORMATION)/DSN: ###-###/COML: ###-###-

###/NIPR EMAIL: (POC E-MAIL ADDRESS)//

REMARKS/1. PER THE REFS, THIS IS TO CERTIFY THAT SNM (RANK, NAME,  
EDIPI/MOS) HAS COMPL THE FOL REQUIRED TRNG FOR RTN XXXXXX.

1.A. BLOCK 1A: SERVICE TRNG REQ PER COMPLETED ON (DATE).

1.B. BLOCK 1B: THEATER TRNG REQ PER COMPLETED ON (DATE).

1.B.1. SERE LEVEL B CODE OF CONDUCT TRNG COMPLETED ON (DATE).

1.B.2. ANTITERRORISM AND FORCE PROTECTION (AT/FP) TRNG COMPLETED  
ON (DATE).

1.B.3. HMMWV EGRESS ASSISTANCE TRAINER (HEAT) TRNG COMPLETED ON  
(DATE).

1.B.4. (ADDITIONAL TRNG AS REQUIRED BY RTN REPORTING INSTRUCTIONS)  
COMPLETED ON (DATE).

2. PER REF B COMMANDING OFFICERS READINESS CERTIFICATION COMPLETED  
AND SUBMITTED ON (DATE).

BT//

Enclosure (5)

Reporting Requirement: MCIEAST-MCB CAMLEJ-1001.2-1

## Individual Augmentation After Action Questionnaire

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

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

1. Which Gaining Force Command did you support?

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

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

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

3. What command/staff were you assigned to?

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

4. What was your billet description?

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

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

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

6. Was your training adequate to perform these duties?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

7. Was the PTP appropriate for your assignment?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

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

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

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

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

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

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

11. How was this notification communicated to you?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

12. Were the reporting instructions provided to you accurate?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

13. Was the gear list accurate?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

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

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

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

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

16. Was the reception organized?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

17. Was immediate billeting available?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

18. Was the place to eat convenient?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

19. Were there immediate provisions for your weapon?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

20. Was administrative support reasonably available?

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

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

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

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

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

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

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

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

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

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

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_

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

☐ YES ☐ NO ☐ N/A Comments: \_\_\_\_\_