



UNITED STATES MARINE CORPS

FINANCE OFFICE
MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY REFER TO:
7220
FO 4-12
29 Nov 11

From: Finance Officer, Marine Forces Reserve, New Orleans, LA
To: External Administration Offices

Subj: TRAVEL VOUCHER SETTLEMENTS UNDER VERBAL ORDERS

Ref: (a) MARADMIN 636/11
(b) Joint Federal Travel Regulations
(c) MCO 1001.59A
(d) MCO 1001R.1K

Encl: (1) CMC (RA) Waiver of Marine Corps Policy dtd Oct 20, 2011
(2) CMC (M&RA) Exception to Marine Corps Policy dtd Nov 9, 2011
(3) Examples of Confirmatory Orders
(4) Example Validation of Confirmation Order Endorsement
(5) CMFR Request dtd 7 Oct 11

1. The purpose of this policy letter is to replace FO 2-12. This policy letter is a direct result of the guidance in reference (a) and is effective for all verbal orders. Enclosures (1) and (2) only provide policy exception to those orders issued during FY11 on the personnel listed in enclosure (5).

2. Per Reference (b), confirmation orders are written orders that are issued to provide documentation of a valid verbal order, issued by competent authority, that placed a Marine on active duty, or continued an existing period of active duty, prior to the issuance of written, authenticated orders in the Marine Reserve Orders Writing System (MROWS).

3. References (c) and (d) do not permit the use of verbal orders for Reserve personnel performing Active Duty for Training (ADT) or Active Duty for Operational Support (ADOS). As such, travel claims associated with confirmation orders will not be settled unless an exception to Marine Corps policy has been approved by HQMC and the provisions of reference (a) have been followed.

4. For FY11 MROWS orders contained in enclosure (5), commands must submit the appropriate memorandum approval from HQMC granting an exception to reference (c) or (d) and a command endorsement prior to settlement by the Marine Forces Reserve Finance Office. This mandate is inclusive of ALL confirmation orders, including those sets of orders that are "back-to-back" (i.e., without a break in service) orders for continuous service.

5. For those FY11 MROWS orders contained in enclosure (5) that fall under the exception to policy contained in enclosure (1), the travel voucher must include the following three supporting documents:

a. A copy of enclosure (1);

b. A command endorsement, as provided in enclosure (4), signed by the Commanding Officer, Inspector Instructor, or Officer in Charge (By direction is not authorized) affirming that a verbal order was issued with the date and time of issuance. The endorsement must be associated with the orders, and cite the MROWS tracking number; and

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c. A traveler's endorsement, as provided in enclosure (4), identifying the date, time, and location of the Marine when the verbal order was received/accepted by the Marine.

6. For those FY11 MROWS orders contained in enclosure (5) that fall under the exception to policy contained in enclosure (2), the travel voucher must include the following three supporting documents:

a. A copy of enclosure (2);

b. A command endorsement, as provided in enclosure (4), signed by the Commanding Officer, Inspector Instructor, or Officer in Charge (By direction is not authorized) affirming that a verbal order was issued with the date and time of issuance with a description of the urgent or unusual circumstance that required the member to begin travel without a written, authenticated order. The endorsement must be associated with the orders, and cite the MROWS tracking number.

c. A traveler's endorsement, as provided in enclosure (4), identifying the date, time, and location of the Marine when the verbal order was received/accepted by the Marine.

7. In the event that it is not feasible to use enclosure (4) for the command and traveler endorsement, an endorsement may be provided in the form of a non-standard paragraph or a basic endorsement to the orders as long as it contains the required information.

8. A request for exception to policy must be submitted to CMC(M&RA) for all MROWS confirmation orders for ADOS that were not included in enclosure (5).

9. A request for exception to policy must be submitted to CMC(RA) for all MROWS confirmation orders for ADT that were not included in enclosure (5).

10. Point of contact for this matter is Warrant Officer Justin Molgaard at justin.molgaard@usmc.mil or (504)697-8201 DSN 647.



D. M. HOELSCHER



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VIRGINIA 22134-5103

OCT 20 2011

MEMORANDUM FOR COMMANDER, MARINE FORCES RESERVE

Subj: BLANKET WAIVER REQUEST FOR ISSUANCE OF CONFIRMATION ORDERS

Ref: (a) MCO 1001R.1K
(b) Joint Federal Travel Regulations
(c) MCO 1001.59A

Encl: (1) CMFR Request dtd 7 Oct 11

1. The request for waiver of Marine Corps policy concerning oral and confirmation orders, as set forth in reference (a), is approved for all orders to Active Duty for Training (Annual Training, Reserve Counterpart Training, Schools/PME) listed in enclosure (1). There is no evidence to suggest that the affected Marines did anything other than carry out their orders, consistent with direction from competent authority.

2. Reference (a) specifically authorizes unit commanders to issue oral and confirmatory orders for periods of Appropriate Duty. As such, there is no requirement for a waiver of policy.

3. After conducting a review of all applicable Marine Corps Orders, there is no established policy limiting the use of oral/confirmatory orders in the below duty categories, and no waiver of policy is required. As such, competent authority has the ability to decide if oral orders were appropriate per paragraph U2115 of reference (b) and to issue confirmation orders.

- a. Associate Duty
- b. Funeral Honors Duty (non-ADOS)
- c. Inactive Duty Training
- d. Legal Hold
- e. Medical Hold (if the period of active duty was authorized pursuant to 10 USC 12301(h))
- f. Notice of Eligibility
- g. Involuntary Mobilization (if the period of active duty was authorized pursuant 10 USC 12302 or 12304)

4. The request to waive Marine Corps policy concerning oral and confirmatory orders, as it relates to periods of active duty performed under reference (c), requires the approval of DC M&RA.

Subj: BLANKET WAIVER REQUEST FOR ISSUANCE OF CONFIRMATION ORDERS

Reserve Affairs Division will forward this request, with endorsement, to DC M&RA for consideration.

5. My point of contact for this matter is Major Art Sladack at 703-784-9139 or arthur.sladack@usmc.mil.



Darrell L. Moore
Major General, USMC
Director
Reserve Affairs Division



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VIRGINIA 22134-5103

NOV 09 2011

MEMORANDUM FOR COMMANDER, MARINE FORCES RESERVE

Subj: EXCEPTION TO MARINE CORPS POLICY TO ALLOW ISSUANCE OF
CONFIRMATION ORDERS

Ref: (a) MCO 1001.59A
(b) Joint Federal Travel Regulations

Encl: (1) CMFR Request dtd 7 Oct 11

1. Marine Forces Reserve is granted an exception to the Marine Corps policy contained in paragraph 4.c.(3)(a) of reference (a) that requires written, authenticated orders be issued prior to a Marine commencing Active Duty for Operational Support (ADOS). This exception applies to only those ADOS orders listed in the enclosure. However, competent authority with cognizance over the respective sets of ADOS orders listed in the enclosure must certify that the active duty and travel that occurred prior to the orders' authentication were authorized by a valid oral order in accordance with paragraph U2115 of reference (b). All other policies of the references remain in force.

2. When travel commenced prior to issuance of written, authenticated orders, written confirmation orders and associated travel claims must be submitted to the MARFORRES Finance Office to authorize payment of all applicable pay, entitlements, and travel reimbursement. Confirmation orders must provide the date the oral order was issued, the competent authority that confirmed the oral order, and a description of the urgent or unusual circumstance that required the member to begin travel without a written, authenticated order.

3. This exception to Marine Corps policy in no way certifies that the orders in question are valid, that travel and active duty were performed in accordance with applicable policies, or that information in the orders pertaining to pay and entitlements is correct. Competent authority must verify the validity and accuracy of the orders contained in the enclosure, and determine if any of these periods of active duty require further investigation.

4. My point of contact for this matter is Major Ken Casais at 703-784-9139 or kenneth.casais@usmc.mil.

Robert E. Milstead, Jr.
Lieutenant General, USMC
Deputy Commandant
Manpower and Reserve Affairs

EXAMPLES OF CONFIRMATION ORDERS:

(1) For confirmation orders issued under the following provisions:

Associate Duty
Funeral Honors Duty (drill...not ADOS)
Inactive & Incremental Inactive Duty for Training (IADT, IIADT)
Legal/Medical Hold
Line of Duty (LOD) [Formerly known as Notification of Eligibility (NOE)]
Involuntary Mobilization (Partial Mobilization (USC 12302) or Presidential Reserve Call-up (USC 12304)

*A waiver is not required per enclosure (1); however, the command must provide an endorsement justifying the verbal orders and the member must provide an endorsement for the verbal orders

(2) Member receives ADOS-CO orders for the following periods of duty:

05 Jan 2011 - 15 Apr 2011 / Authenticated 09 Jan 2011 (Confirmation)
16 Apr 2011 - 07 Jul 2011 / Authenticated 12 Apr 2011
08 Jul 2011 - 02 Sep 2011 / Authenticated 15 Jul 2011 (Confirmation)
03 Sep 2011 - 02 Dec 2011 / Authenticated 19 Aug 2011

*Traveler must provide a complete set of the current orders with all modifications, page 1 of all previous sets of orders/mods (showing that back-to-back orders were issued), the applicable waiver, command endorsement for both sets of confirmation orders, and member endorsement for the verbal orders that started on 05 Jan 2011.

(3) Member receives ADOS-CO orders for the following periods of duty:

05 Jan 2011 - 15 Apr 2011 / Authenticated 05 Jan 2011
16 Apr 2011 - 07 Jul 2011 / Authenticated 12 Apr 2011
08 Jul 2011 - 02 Sep 2011 / Authenticated 15 Jul 2011 (Confirmation)
03 Sep 2011 - 02 Dec 2011 / Authenticated 19 Aug 2011

*Traveler must provide a complete set of the current orders with all modifications, page 1 of all previous sets of orders/mods (showing that back-to-back orders were issued), the applicable waiver, command endorsement for the set of confirmation orders, the receiving endorsement for the first set of orders issued on 05 Jan 2011.

(4) **THIS EXAMPLE IS FOR OTHER THAN FY11 CONFIRMATION ORDERS, OR FOR CONFIRMATION ORDERS THAT ARE NOT INCLUDED IN ENCLOSURE (5).**

Member receives ADOS-CO orders for the following periods of duty:

11 Jan 2010 - 10 Jan 2011 / Authenticated 12 Jan 2010 (Confirmation)
11 Jan 2011 - 11 Jul 2011 / Authenticated 12 Apr 2011
12 Jul 2011 - 10 Jan 2012 / Authenticated 15 Jul 2011 (Confirmation)

*The command must submit a request to the appropriate HQMC authority for a special authorization for the issuance of confirmation orders for the effective date of 11 Jan 2010 (because the current waivers do not authorize other than FY11 orders)

****THEN****

Traveler must provide a complete set of the current orders with all modifications, page 1 of all previous sets of orders/mods (showing that back-to-back orders were issued), the applicable waivers for both sets of confirmation orders, and member endorsement for the verbal orders that started on 11 Jan 2010.

NOTE: The receiving endorsement or verbal receiving endorsement of the first set of orders is utilized to determine the travelers PLEAD; therefore, it is necessary to provide this item.



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE

Comment [r1]: Ensure local Command letter head is used

IN REPLY TO
1326
S1

MEMORANDUM ENDORSEMENT

From: Commanding Officer/Inspector-Instructor/OIC/OpSponsor
To: MARINE

Subj: VALIDATION OF CONFIRMATION ORDERS

Ref: (a) MARADMIN 636/11
(b) JFTR
(c) MROWS Orders Tracking # _____

Encl: (1) DC M&RA Exception to Policy **or** CMC (RA) Waiver

Subj: MEMORANDUM ENDORSEMENT

1. As required by reference (a), the following validation is provided:

a. As authorized by paragraph U2115 of reference (b), an urgent or unusual situation occurred which required official travel to begin or be performed prior to the authentication of the Marine Reserve Order Writing System (MROWS) Orders contained in reference (c). Circumstances of the urgent or unusual situation are as follows:

b. As competent authority to direct execution of orders, a verbal order was issued by me on (date) / (time) for this period of duty to be executed.

2. The enclosure is provided as authorization for these oral/confirmatory orders to have been issued and travel settled.

I.M. CO/I&I/OIC/OPSPONSOR

From: MARINE
To: Commanding Officer/Inspector-Instructor/OIC/OpSponsor

1. I verify that I received the oral order to execute the period of duty on (date) / (time). I received this oral order at location: _____
(provide home address where the oral order was received).

Comment [r2]: Must match para 1.b above

I. M. MARINE



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2000 OPELOUSAS AVE
NEW ORLEANS, LA 70146-5400

IN REPLY REFER TO:
1001
G1
7 Oct 11

From: Commander, Marine Forces Reserve
To: Deputy Commander, Manpower & Reserve Affairs
Via: (1) Director Reserve Affairs (RA/RC)

Subj: BLANKET WAIVER REQUEST FOR ISSUANCE OF CONFIRMATION
ORDERS

Ref: (a) MCO 1001R.1K

Encl: (1) List of confirmation orders issued during FY-11

1. In accordance with reference (a), request a "blanket" waiver and authority to issue confirmation orders for those Marines provided in the enclosure.

2. In light of the recent emphasis placed on the issuance of confirmation orders, a data analysis from the Marine Reserve Order Writing System (MROWS) was executed. The enclosure provides the results of this data analysis and is believed to include all confirmation orders issued within MROWS for Fiscal Year 2011.

3. The number reflected in this list is in line with annual historical numbers of confirmation orders. Recommend a comprehensive review of the orders writing process and waiver requirements to ensure we can continue to meet operational requirements and follow the requirements of ref (a) and other Marine Corps Orders. Until such time this review can occur, request that a blanket waiver be provided to all Marines listed in the enclosure so as to properly settle submitted travel vouchers.

4. A point of contact in this matter is LtCol S.W. Grandgeorge at (504) 697-7182 or scott.grandgeorge@usmc.mil.

A handwritten signature in black ink, appearing to read "R.E. Braithwaite".

R.E. Braithwaite
By direction