

TEEP /TOP /TOT

RAAUZYUW RUJIAAA1973 0422240-UUUU--RUJIAAA.
ZNR UUUUU ZUI RUEOMCG5274 0422242
RUJIAAA T ELECTMAINTCO FOURTH MAINTBN
RUJIAAA T ENGRCO BRAVO SIXTH ENGRSPTBN
RUJIAAA T FOXTROTTCO SECONDBEN TWO FIVE MAR
RUJIAAA T BRIDGECO BRAVO SIXTH ENGRSPTBN
RUJIAAA T BULKFUELCO CHARLIE SIXTH ENGRSPTBN
R 112220Z FEB 15

FM COMMARFORRES G THREE G FIVE
TO AIG 13775

RUJIAAA/COMMARFORRES G EIGHT
RUJIAAA/COMMARFORRES G FOUR
RUJIAAA/COMMARFORRES G ONE
RUJIAAA/COMMARFORRES G SEVEN
RUJIAAA/COMMARFORRES G SIX
RUJIAAA/COMMARFORRES G TWO
RUJIAAA/CG FOURTH MARDIV
RUJIAAA/CG FOURTH MARDIV G EIGHT
RUJIAAA/CG FOURTH MARDIV G FOUR
RUJIAAA/CG FOURTH MARDIV G SIX
RUJIAAA/CG FOURTH MARDIV G THREE
RUJIAAA/CG FOURTH MAW
RUJIAAA/CG FOURTH MAW G FIVE
RUJIAAA/CG FOURTH MAW G FOUR
RUJIAAA/CG FOURTH MAW G SEVEN
RUJIAAA/CG FOURTH MAW G SIX
RUJIAAA/CG FOURTH MAW G THREE
RUJIAAA/CG FOURTH MAW G TWO
RUJIAAA/CG FOURTH MLG
RUJIAAA/CG FOURTH MLG G FOUR
RUJIAAA/CG FOURTH MLG G SIX
RUJIAAA/CG FOURTH MLG G THREE
RUJIAAA/CG FOURTH MLG G TWO
RUJIAAA/FORCE HQ GP
RUJIAAA/FORCE HQ GP G FOUR
RUJIAAA/FORCE HQ GP G SEVEN
RUJIAAA/FORCE HQ GP G SIX
RUJIAAA/FORCE HQ GP G THREE
RUJIAAA/COMMARFORRES COMMAND DECK
RUJIAAA/CG FOURTH MARDIV COMMAND DECK
RUJIAAA/CG FOURTH MAW COMMAND
RUJIAAA/CG FOURTH MLG COMMAND DECK
INFO RUJIAAA/COMMARFORRES G THREE G FIVE

BT

UNCLAS

ANNOUNCEMENT OF THE MARINE FORCES RESERVE (MARFORRES)
TRAININGANNOUNCEMENT OF THE MARINE FORCES RESERVE (MARFORRES) TRAINING
(TOP)/TRANSPORTATION OF THINGS (TOT) DATABASE UPGRADE PROJECT AND
INTERIM POLICY GUIDANCE

SUBJ: ANNOUNCEMENT OF THE MARINE FORCES RESERVE (MARFORRES) TRAINING
EXERCISE AND EMPLOYMENT PLAN (TEEP)/TRANSPORTATION OF PEOPLE
(TOP)/TRANSPORTATION OF THINGS (TOT) DATABASE UPGRADE PROJECT AND

INTERIM POLICY GUIDANCE//

REF/A/MSGID: FORO 3502.1//

REF A IS THE MARFORRES TEEP STANDARD OPERATIONS PROCEDURES (SOP)//

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RMKS/1. PURPOSE. TO PUBLISH COMMAND GUIDANCE ON CHANGES TO THE TEEP, TOP, AND TOT DATABASES AND THE INTERIM PROCEDURES TO BE USED WHILE THE NEW DATABASES ARE BEING DEVELOPED AND IMPLEMENTED. THIS IS A MARFORRES G-3/5 AND G-4 COORDINATED MESSAGE.

2. BACKGROUND. THE CURRENT TEEP/TOP/TOT DATABASES DO NOT REFLECT CURRENT BUSINESS PROCESSES AND COMMARFORRES HAS INITIATED A PROGRAM TO RE-ENGINEER THESE DATABASES WITH UPDATED ARCHITECTURE AND MODERN TECHNOLOGY. THESE FUNCTIONALITY UPDATES TO THE TEEP/TOP/TOT DATABASES WILL EFFECTIVELY SUPPORT THE PLANNING AND EXECUTION OF MARFORRES TRAINING, OPERATIONAL, AND OPERATIONAL SUPPORT EVENTS BY ENHANCING THE EVENT BUDGET DEVELOPMENT AND EXECUTION FEATURES. IT WILL ALSO IMPROVE THE MOVEMENT PLANNING AND REQUEST MODULE FOR ALL TOP AND TOT REQUESTS.

3. THE CURRENT IMPLEMENTATION TIMELINE FOR THE RE-ENGINEERED DATABASE IS NLT 1 OCT 2015. MORE DETAILED IMPLEMENTATION GUIDANCE WILL BE RELEASED VIA SEPARATE MESSAGE TRAFFIC WHEN THE NEW DATABASED IS FIELDDED.

4. THE BELOW INTERIM POLICY CHANGES TO THE CURRENT TEEP AND TOP PROCESSES WILL BE IN EFFECT STARTING 1 MAR 2015.

4.A. POST EXERCISE MAINTENANCE FUNDS FOR TEEP EVENTS.

4.A.1. POST EXERCISE MAINTENANCE FUNDS ARE TO BE UTILIZED TO REPAIR EQUIPMENT USED DURING AN APPROVED TEEP EXERCISE. FUNDS SHOULD BE REQUESTED NLT 60 DAYS AFTER THE EVENT END DATE.

4.A.2. TO REQUEST FUNDS, GO TO THE TEEP DATABASE AND FROM THE "VIEW ALL EVENTS FOR FY-2015" OPTION, SELECT THE EXERCISE YOUR UNIT SUPPORTED. IF YOU DO NOT SEE YOUR EXERCISE, REQUEST THAT YOUR MSC TEEP MANAGER CREATES THE POST EXERCISE MAINTENANCE EVENT FOR YOUR EXERCISE.

4.A.3. CLICK ON THE EVENT AND SELECT "SUBMIT A REQUEST TO THIS EVENT."

4.A.4. COMPLETE THE UPPER PORTION OF REQUEST WITH UNIT INFO AND DATES.

4.A.5. GO TO THE "1A1A POST EXERCISE MAINT" BLOCK AND ENTER THE AMOUNT OF FUNDS BEING REQUESTED.

4.A.6. USING THE EXAMPLE FORMAT ATTACHED TO THE TEEP REQUEST, THE UNIT WILL UPLOAD TO THE TEEP REQUEST AN EXCEL SPREADSHEET DETAILING THE FOLLOWING INFORMATION FOR YOUR EQUIPMENT DENSITY LIST (EDL):

TAMCN, NSN, NOMENCLATURE, DODAAC, SERIAL NUMBER, PRE-EXERCISE LIMITED TECHNICAL INSPECTION (LTI) GCSS-MC SERVICE REQUEST NUMBER, POST-EXERCISE LTI/MAINTENANCE GCSS-MC SERVICE REQUEST NUMBER, TOTAL COST OF POST-EXERCISE SERVICE REQUEST NUMBER.

4.A.7. A PRE AND POST EXERCISE LTI MUST BE COMPLETED AND DOCUMENTED IN GCSS-MC WITH THE LTI SHEETS UPLOADED TO THE GCSS-MC SERVICE REQUEST IOT RECEIVE FUNDS.

4.A.8. SUBMIT TEEP REQUEST.

4.A.9. THE MSC G-3 AND G-4 MUST VALIDATE THE FOLLOWING: THE REQUESTED POST EXERCISE MAINTENANCE FUNDING IS FOR EQUIPMENT THAT PARTICIPATED IN THE EXERCISE, A PRE-EXERCISE LTI WAS CONDUCTED, AND THE POST-EXERCISE LTI IDENTIFIES A MAINTENANCE PROBLEM THAT RESULTED FROM THE EXECUTION OF THE EXERCISE, AS DOCUMENTED ON THE POST-EXERCISE LTI.

4.A.10. MSC G-3 AND G-4 MUST REVIEW AND APPROVE THE TEEP REQUEST (INDICATE G-4 HAS APPROVED IN THE "COMMENTS" BLOCK OF THE REQUEST).

4.A.11. ONCE MSC G-3 HAS APPROVED TEEP REQUEST, MFR G-3 TEEP MANAGER WILL REVIEW AND APPROVE. ONCE APPROVED, THE TEEP REQUEST WILL GENERATE A FINANCIAL INFORMATION POINTER (FIP) THAT THE UNIT WILL USE AS THEIR LINE OF ACCOUNTING (LOA) FOR PURCHASING THE REQUIRED PARTS.

4.B. TOP REQUESTS/SUBMISSIONS POLICY FOR TEEP EVENTS IS AS FOLLOWS:

4.B.1. THE NUMBER OF PASSENGERS (PAX) REQUIRED TO TRANSPORT DETERMINES THE TYPE OF TOP REQUEST.

4.B.2. TRAVEL REQUESTS ARE PROCESSED BY THE MARFORRES G-4 DISTRIBUTION MANAGEMENT OFFICE (DMO) AND THE COMMERCIAL TICKET OFFICE (CTO).

4.B.3. THE INTERIM TOP REQUEST POLICY FOR TEEP EVENTS IS AS FOLLOWS:

4.B.3.A. INDIVIDUAL TRAVEL (1 PAX).

4.B.3.A.1. INDIVIDUAL TRAVEL WILL BE BUDGETED FOR ON THE TEEP REQUEST BASED ON THE INDIVIDUAL'S ORDERS TYPE. INDIVIDUAL TRAVELERS ON ANNUAL TRAINING (AT) ORDERS WILL COMPLETE THE INDIVIDUAL TRAVEL BLOCK OF THE TEEP REQUEST. INDIVIDUAL TRAVELERS ON INACTIVE DUTY TRAINING (IDT) TRAVEL ORDERS WILL COMPLETE THE INACTIVE DUTY TRAVEL (PID 2) BLOCK OF THE TEEP REQUEST. INDIVIDUAL TRAVELERS ON ACTIVE DUTY OPERATIONAL SUPPORT (ADOS) TRAVEL ORDERS WILL COMPLETE THE ADOS (PID 3) BLOCK OF THE TEEP REQUEST. INDIVIDUAL TRAVELERS ON ACTIVE DUTY/ACTIVE RESERVE (AD/AR) TEMPORARY ADDITIONAL DUTY (TAD) ORDERS WILL COMPLETE THE 1A1A TAD BLOCK OF THE TEEP REQUEST. THE UNIT WILL ATTACH A ROSTER OF ALL PERSONNEL TRAVELING VIA INDIVIDUAL TRAVEL TO THE TEEP REQUEST.

4.B.3.A.2. ONCE THE TEEP REQUEST IS APPROVED, THE UNIT WILL INITIATE THE ORDERS WRITING PROCESS IN THE MARINE RESERVE ORDERS WRITING SYSTEM (MROWS) OR THE DEFENSE TRAVEL SYSTEM (DTS) FOR THE INDIVIDUAL TRAVELERS ASSOCIATED WITH THE TEEP REQUEST, ROUTING ACCORDINGLY.

4.B.3.A.3. ORDERS WILL BE CREATED FOR RESERVE MARINES IN MROWS AS "INDIVIDUAL" WITH "COMMERCIAL AIR" SELECTED FOR THE AUTHORIZED TRAVEL LEGS. THE ORDERS WILL BE ROUTED ACCORDINGLY USING THE APPROPRIATE PID.

4.B.3.A.3.A. THE FUNDING LOA WILL BE CREATED AND ROUTED VIA MROWS. THE AIRLINE TICKET WILL ONLY BE PURCHASED UPON ORDERS AUTHENTICATION. MROWS ORDERS MUST BE AUTHENTICATED NLT 15 BUSINESS DAYS PRIOR TO

TRAVEL IOT ENSURE RESERVATIONS ARE NOT AUTO CANCELLED AND TICKETS ARE ISSUED IN A TIMELY MANNER.

4.B.3.A.3.B. SIMULTANEOUSLY, THE UNIT WILL COMPLETE IN ITS ENTIRETY THE "CTO COMMERCIAL AIR TRAVEL REQUEST FORM" AND EMAIL IT TO MFRRESERVATIONS@RAVTRAV.COM AND MFRG4DMOTOP@USMC.MIL. THE APPROVED FORM CAN BE FOUND ON THE MARFORRES G-4 DMO SHAREPOINT SITE AT: [HTTPS://SHAREPOINT.MARFORRES.USMC.MIL/G4/DMO/SITEPAGES/HOME.ASPX](https://sharepoint.marforres.usmc.mil/g4/dmo/sitepages/home.aspx).

4.B.3.A.4. ORDERS WILL BE CREATED FOR AD/AR MARINES IN DTS COMPLETING THE APPROPRIATE TRAVEL ITINERARY AND USING THE APPROPRIATE TEEP LOA.

4.B.3.A.5. INDIVIDUAL TRAVEL REQUESTS MUST BE ROUTED TO THE CTO NLT 30 DAYS PRIOR TO THE REQUESTED MOVEMENT DATE.

4.B.3.B. GROUP TRAVEL (2 OR MORE PAX).

4.B.3.B.1. GROUP TRAVEL IS DEFINED AS "TRAVELERS WHO DEPART FROM THE SAME LOCATION, ON THE SAME DATE/TIME, AND ARRIVE AT THE SAME DESTINATION." GROUP TRAVEL WILL BE FURTHER CATEGORIZED AS GROUP TRAVEL-COMMERCIAL, GROUP TRAVEL-CHARTER, OR GROUP TRAVEL-BUS. GROUP TRAVEL OF 2-99 PAX WILL BE REPRESENTED AS GROUP TRAVEL-COMMERCIAL, WHILE GROUP TRAVEL OF 100 OR MORE PAX WILL BE REPRESENTED AS GROUP TRAVEL-CHARTER, AND GROUP TRAVEL-BUS WILL REPRESENT A BUS ONLY MOVEMENT. NOTE: BUS REQUESTS IN SUPPORT OF A COMMERCIAL OR CHARTER FLIGHT WILL BE CAPTURED ON THE SAME TOP REQUEST AS THE FLIGHT.

4.B.3.B.2. THE CURRENT TEEP DATABASE DOES NOT SUPPORT THE SUBMISSION OF MULTIPLE TOP REQUESTS, USING THE "GROUP TRAVEL" SELECTION BUTTON ON A SINGLE TEEP REQUEST. THEREFORE, UNITS MUST CREATE AND SUBMIT A SEPARATE TEEP REQUEST FOR EACH GROUP OF TRAVELERS MOVING ON THE SAME DATE, FROM THE SAME LOCATION AND GOING TO THE SAME DESTINATION.

4.B.3.B.2.A. EXAMPLE: UNIT X HAS 200 MARINES GOING TO ANNUAL TRAINING (AT), 175 PAX WILL BE TRAVELING ON THE MAIN BODY DEPARTING ON 1 JUL VIA GROUP TRAVEL-CHARTER. ADDITIONALLY, 23 PAX WILL BE TRAVELING ON THE ADVON ON 28 JUN VIA GROUP TRAVEL-COMMERCIAL, AND 2 PAX WILL BE TRAVELING AS INDIVIDUALS ON 5 AND 6 JUL. THE UNIT MUST CREATE TWO TEEP REQUESTS FOR THIS AT. TEEP REQUEST 1 WILL INCLUDE THE 2 INDIVIDUAL TRAVELERS INPUTTED IN THE "INDIVIDUAL TRAVEL" SECTION OF THE REQUEST AND THE 175 PAX ON MAIN BODY IN THE "GROUP TRAVEL" SECTION AS A GROUP TRAVEL-CHARTER REQUEST. TEEP REQUEST 2 WILL INCLUDE ONLY THE 23 PAX ON ADVON IN THE "GROUP TRAVEL" SECTION AS A GROUP TRAVEL-COMMERCIAL REQUEST.

4.B.3.C. GROUP TRAVEL-COMMERCIAL (2-99 PAX).

4.B.3.C.1. GROUP TRAVEL-COMMERCIAL REQUESTS WILL REQUIRE THE UNIT TO SUBMIT A "GROUP TRAVEL" REQUEST IN THE TEEP DATABASE, WHICH WILL GENERATE A TOP REQUEST.

4.B.3.C.2. GROUP TRAVEL-COMMERCIAL REQUESTS MUST BE ROUTED TO DMO NLT 30 DAYS PRIOR TO THE REQUESTED MOVEMENT DATE.

4.B.3.C.3. THE UNIT MUST FILL OUT THE "GROUP OFFICIAL TRAVEL REQUEST FORM" THAT IS ATTACHED TO THE TOP REQUEST INSIDE THE TOP DATABASE, PROVIDING ALL REQUIRED TRANSPORTATION SECURITY ADMINISTRATION (TSA) INFORMATION.

4.B.3.C.3.A. IN ADDITION, THE REQUEST FORM MUST PROVIDE THE ACCURATE ORDERS TYPE (FUNDING) CODE PER TRAVELER. THE CODE SELECTED SHOULD

MATCH THE TYPE OF ORDERS THE TRAVELER IS ON FOR THE TRAVEL PERIOD. THERE MAY BE MULTIPLE ORDERS TYPES FOR A SINGLE GROUP TRAVEL REQUEST. THE "GROUP OFFICIAL TRAVEL REQUEST FORM" HAS THE ORDERS TYPE CODES BUILT IN AS A DROP DOWN SELECTION, AND EACH TRAVELER MUST HAVE THIS FIELD SELECTED. THE TOP REQUEST CANNOT BE APPROVED WITHOUT THESE DOCUMENTS.

4.B.3.C.4. ORDERS WILL BE CREATED IN MROWS OR DTS, DEPENDING ON THE TRAVELER'S SERVICE COMPONENT.

4.B.3.C.4.A. ORDERS FOR AD/AR MARINES OR NAVY WILL BE CREATED USING DTS. SINCE THE TRAVELER WILL TRAVEL ON GROUP TRAVEL, "OTHER" WILL BE SELECTED FOR HOW TRAVEL WILL BE EXECUTED TO TDY LOCATION IN DTS. A COMMENT MUST BE ADDED TO REFLECT TRANSPORTATION IS BEING COORDINATED VIA THE TOP DATABASE. THE DTS ORDERS WILL BE ROUTED ACCORDINGLY AND APPROVED NLT 15 BUSINESS DAYS PRIOR TO TRAVEL IOT TO ENSURE TICKETING CAN OCCUR PRIOR TO AIRLINE DEADLINE.

4.B.3.C.4.B. ORDERS FOR RESERVE MARINES WILL BE CREATED USING MROWS. MROWS ORDERS MUST BE AUTHENTICATED NLT 15 BUSINESS DAYS PRIOR TO TRAVEL IOT TO ENSURE TICKETING CAN OCCUR PRIOR TO AIRLINE DEADLINE.

4.B.3.C.4.B.1. RESERVE MARINES ON AT OR IDT ORDERS, WILL HAVE ORDERS CREATED USING A "MASS ORDERS" TEMPLATE WITH "GOVERNMENT AIR" SELECTED FOR THE AUTHORIZED TRAVEL LEGS. ORDERS WILL BE ROUTED ACCORDINGLY USING THE APPROPRIATE PID.

4.B.3.C.4.B.2. RESERVE MARINES ON ADOS ORDERS, WILL HAVE ORDERS CREATED IN MROWS AS "INDIVIDUAL" WITH "COMMERCIAL AIR" SELECTED FOR THE AUTHORIZED TRAVEL LEGS.

4.B.3.C.5. NAVY RESERVE TRAVELERS WILL HAVE ORDERS CREATED IN THE NAVY RESERVE ORDERS WRITING SYSTEM (NROWS) WITH THEIR TRAVEL BOOKED AND FUNDED BY THE COMMANDER NAVAL RESERVE FORCE (COMNAVRESFOR) CTO. THEREFORE, NAVY RESERVE TRAVELERS WILL NOT BE ADDED TO THE GROUP TRAVEL-COMMERCIAL REQUEST.

4.B.3.C.6. DMO WILL ASSIGN A FUNDING LOA IAW COMPTROLLER GUIDANCE.

4.B.3.D. GROUP TRAVEL-CHARTER (100 OR MORE PAX).

4.B.3.D.1. GROUP TRAVEL-CHARTER REQUESTS WILL REQUIRE THE UNIT TO SUBMIT A "GROUP TRAVEL" REQUEST IN THE TEEP DATABASE, WHICH WILL GENERATE A TOP REQUEST.

4.B.3.D.2. GROUP TRAVEL-CHARTER REQUESTS FOR CONUS TRAVEL MUST BE ROUTED TO DMO NLT 45 DAYS PRIOR TO THE REQUESTED MOVEMENT DATE.

4.B.3.D.3. GROUP TRAVEL-CHARTER REQUESTS FOR OCONUS TRAVEL MUST BE ROUTED TO STRATEGIC MOBILITY OFFICE (SMO) NLT 90 DAYS PRIOR TO THE REQUESTED MOVEMENT DATE.

4.B.3.D.4. THE UNIT MUST FILL OUT THE "GROUP OFFICIAL TRAVEL REQUEST FORM" THAT IS ATTACHED TO THE TOP REQUEST INSIDE THE TOP DATABASE, PROVIDING ALL REQUIRED TSA INFORMATION.

4.B.3.D.4.A. IN ADDITION, THE REQUEST FORM MUST PROVIDE THE ACCURATE ORDERS TYPE (FUNDING) CODE PER TRAVELER. THE CODE SELECTED SHOULD MATCH THE TYPE OF ORDERS THE TRAVELER IS ON FOR THE TRAVEL PERIOD. THERE MAY BE MULTIPLE ORDERS TYPES FOR A SINGLE GROUP TRAVEL REQUEST. THE "GROUP OFFICIAL TRAVEL REQUEST FORM" HAS THE ORDERS TYPE CODES BUILT IN AS A DROP DOWN SELECTION, AND EACH TRAVELER MUST HAVE THIS FIELD SELECTED. THE TOP REQUEST CANNOT BE APPROVED WITHOUT THESE DOCUMENTS.

4.B.3.D.5. AD/AR MARINES OR NAVY UTILIZING GROUP TRAVEL-CHARTER WILL HAVE ORDERS CREATED USING DTS. SINCE THE TRAVELER WILL TRAVEL ON GROUP TRAVEL, "OTHER" WILL BE SELECTED FOR HOW TRAVEL WILL BE EXECUTED TO TDY LOCATION IN DTS. A COMMENT MUST BE ADDED TO REFLECT TRANSPORTATION IS BEING COORDINATED VIA THE TOP DATABASE. THE DTS ORDERS WILL BE ROUTED ACCORDINGLY AND APPROVED NLT 15 BUSINESS DAYS PRIOR TO TRAVEL.

4.B.3.D.6. RESERVE MARINES OR NAVY UTILIZING GROUP TRAVEL-CHARTER WILL HAVE ORDERS CREATED USING MROWS OR NROWS WITH "GOVERNMENT AIR" SELECTED FOR THE TRAVEL LEGS CORRESPONDING TO THE GROUP TRAVEL-CHARTER REQUEST. ORDERS WILL BE ROUTED ACCORDINGLY.

4.B.3.D.7. DMO WILL ASSIGN A FUNDING LOA IAW COMPTROLLER GUIDANCE.

4.B.3.E. GROUP TRAVEL-BUS.

4.B.3.E.1. GROUP TRAVEL-BUS REQUESTS WILL REQUIRE THE UNIT TO SUBMIT A "GROUP TRAVEL" REQUEST IN THE TEEP DATABASE, WHICH WILL GENERATE A TOP REQUEST.

4.B.3.E.2. GROUP TRAVEL-BUS REQUESTS MUST BE ROUTED TO DMO NLT 30 DAYS PRIOR TO THE REQUESTED MOVEMENT DATE.

4.B.3.E.3. ALL REQUIREMENTS FOR COMMERCIAL BUSES FOR EXERCISE AND DRILL WEEKEND MOVEMENTS MUST HAVE AN APPROVED TEEP AND TOP REQUEST PRIOR TO EXECUTION OF MOVEMENT.

4.B.3.E.4. THE CURRENT PROCESS ALLOWS FOR THE UNIT TO CONTACT LOCAL CARRIERS AND OBTAIN THREE QUOTES THAT ARE UPLOADED TO THE TEEP/TOP REQUEST. THE UNIT'S MSC G-4 WILL VALIDATE THE BUS REQUIREMENT AND ENSURE THE REQUEST HAS ALL OF THE CORRECT DOCUMENTATION. THE MSC G-3 WILL APPROVE THE TEEP REQUEST.

4.B.3.E.5. THE FINAL AUTHORITY TO COMMIT THE GOVERNMENT FOR THE MOVEMENT RESTS WITH THE MARFORRES G-4 DMO. UNITS MUST HAVE A DMO APPROVED TEEP AND TOP REQUEST PRIOR TO EXECUTION OF MOVEMENT.

4.B.3.E.6. DMO WILL ASSIGN A FUNDING LOA IAW COMPTROLLER GUIDANCE.

4.C. TOP REQUESTS/SUBMISSIONS FOR NON-TEEP EVENTS.

4.C.1. A NON-TEEP EVENT TOP REQUEST IS DEFINED AS ANY TOP REQUEST NOT BEING FUNDED BY A TEEP EVENT.

4.C.2. THE NUMBER OF PAX REQUIRED TO TRANSPORT DETERMINES THE TYPE OF TOP REQUEST USED.

4.C.3. THE INTERIM TOP REQUEST POLICY FOR NON-TEEP EVENTS IS AS FOLLOWS:

4.C.3.A. INDIVIDUAL TRAVEL (1 PAX).

4.C.3.A.1. INDIVIDUAL TRAVEL FOR RESERVE MARINES WILL BE SUBMITTED BY THE REQUESTING UNIT USING BOTH MROWS AND THE "CTO COMMERCIAL AIR TRAVEL REQUEST FORM."

4.C.3.A.1.A. THE REQUESTING UNIT WILL INITIATE THE MROWS ORDERS WRITING PROCESS FOR THE INDIVIDUAL TRAVELER. THE ORDERS WILL BE CREATED IN MROWS AS "INDIVIDUAL" WITH "COMMERCIAL AIR" SELECTED FOR THE AUTHORIZED TRAVEL LEGS. THE ORDERS WILL BE ROUTED ACCORDINGLY USING THE APPROPRIATE PID.

4.C.3.A.1.B. SIMULTANEOUSLY, THE REQUESTING UNIT WILL COMPLETE IN ITS ENTIRETY THE "CTO COMMERCIAL AIR TRAVEL REQUEST FORM" AND EMAIL IT TO MFRRESERVATIONS@RAVTRAV.COM AND MFRG4DMOTOP@USMC.MIL. THE

APPROVED FORM CAN BE FOUND ON THE MARFORRES G-4 DMO SHAREPOINT SITE AT: [HTTPS://SHAREPOINT.MARFORRES.USMC.MIL/G4/DMO/SITEPAGES/HOME.ASPX](https://sharepoint.marforres.usmc.mil/g4/dmo/sitepages/home.aspx).

4.C.3.A.1.C. INDIVIDUAL TRAVEL REQUESTS MUST BE ROUTED TO THE CTO NLT 30 DAYS PRIOR TO THE REQUESTED MOVEMENT DATE AND MROWS ORDERS MUST BE INITIATED NLT 30 DAYS PRIOR TO THE DATE OF EXECUTION.

4.C.3.A.1.D THE FUNDING LINE OF ACCOUNTING (LOA) WILL BE CREATED AND ROUTED VIA MROWS. THE AIRLINE TICKET WILL ONLY BE PURCHASED UPON ORDERS AUTHENTICATION. MROWS ORDERS MUST BE AUTHENTICATED NLT 15 BUSINESS DAYS PRIOR TO TRAVEL IOT ENSURE RESERVATIONS ARE NOT AUTO CANCELLED AND TICKETS ARE ISSUED IN A TIMELY MANNER.

4.B.3.A.2. INDIVIDUAL TRAVEL ORDERS WILL BE CREATED FOR AD/AR MARINES AND NAVY IN DTS COMPLETING THE APPROPRIATE TRAVEL ITINERARY AND USING THE APPROPRIATE LOA.

4.C.3.B. GROUP TRAVEL (2 OR MORE PAX).

4.C.3.B.1. GROUP TRAVEL IS DEFINED AS "TRAVELERS WHO DEPART FROM THE SAME LOCATION, ON THE SAME DATE/TIME, AND ARRIVE AT THE SAME DESTINATION." GROUP TRAVEL WILL BE FURTHER CATEGORIZED AS GROUP TRAVEL-COMMERCIAL, GROUP TRAVEL-CHARTER, OR GROUP TRAVEL-BUS. GROUP TRAVEL OF 2-99 PAX WILL BE REPRESENTED AS GROUP TRAVEL-COMMERCIAL, WHILE GROUP TRAVEL OF 100 OR MORE PAX WILL BE REPRESENTED AS GROUP TRAVEL-CHARTER, AND GROUP TRAVEL-BUS WILL REPRESENT A BUS ONLY MOVEMENT. NOTE: BUS REQUESTS IN SUPPORT OF A COMMERCIAL OR CHARTER FLIGHT WILL BE CAPTURED ON THE SAME TOP REQUEST AS THE FLIGHT.

4.C.3.B.2. ALL GROUP TRAVEL FOR NON-TEEP EVENTS WILL BE ENTERED DIRECTLY INTO THE TOP DATABASE.

4.C.3.C. GROUP TRAVEL-COMMERCIAL (2-99 PAX).

4.C.3.C.1. GROUP TRAVEL-COMMERCIAL REQUESTS WILL REQUIRE THE UNIT TO SUBMIT A "GROUP TRAVEL" REQUEST IN THE TOP DATABASE.

4.C.3.C.2. GROUP TRAVEL-COMMERCIAL REQUESTS MUST BE ROUTED TO DMO NLT 30 DAYS PRIOR TO THE REQUESTED MOVEMENT DATE.

4.C.3.C.3. THE UNIT MUST FILL OUT THE "GROUP OFFICIAL TRAVEL REQUEST FORM" THAT IS ATTACHED TO THE TOP REQUEST INSIDE THE TOP DATABASE, PROVIDING ALL REQUIRED TSA INFORMATION.

4.C.3.C.3.A. IN ADDITION, THE REQUEST FORM MUST PROVIDE THE ACCURATE ORDERS TYPE (FUNDING) CODE PER TRAVELER. THE CODE SELECTED SHOULD MATCH THE TYPE OF ORDERS THE TRAVELER IS ON FOR THE TRAVEL PERIOD. THERE MAY BE MULTIPLE ORDERS TYPES FOR A SINGLE GROUP TRAVEL REQUEST. THE "GROUP OFFICIAL TRAVEL REQUEST FORM" HAS THE ORDERS TYPE CODES BUILT IN AS A DROP DOWN SELECTION, AND EACH TRAVELER MUST HAVE THIS FIELD SELECTED. THE TOP REQUEST CANNOT BE APPROVED WITHOUT THESE DOCUMENTS.

4.C.3.C.4. ORDERS MUST BE CREATED IN MROWS OR DTS, DEPENDING ON THE TRAVELER'S SERVICE COMPONENT. ORDERS WILL BE ROUTED IN CONJUNCTION WITH THE SUBMISSION OF THE TOP REQUEST.

4.C.3.C.4.A. ORDERS FOR AD/AR MARINES OR NAVY WILL BE CREATED USING DTS. SINCE THE TRAVELER IS ON GROUP TRAVEL, "OTHER" WILL BE SELECTED FOR HOW TRAVEL WILL BE EXECUTED TO TDY LOCATION IN DTS. A COMMENT MUST BE ADDED TO REFLECT THAT TRANSPORTATION IS BEING COORDINATED VIA THE TOP DATABASE. THE DTS ORDERS WILL BE ROUTED ACCORDINGLY AND APPROVED NLT 15 BUSINESS DAYS PRIOR TO TRAVEL IOT TO ENSURE TICKETING

CAN OCCUR PRIOR TO AIRLINE DEADLINE.

4.C.3.C.4.B. ORDERS FOR RESERVE MARINES WILL BE CREATED USING MROWS. MROWS ORDERS MUST BE AUTHENTICATED NLT 15 BUSINESS DAYS PRIOR TO TRAVEL IOT TO ENSURE TICKETING CAN OCCUR PRIOR TO AIRLINE DEADLINE.

4.C.3.C.4.B.1. RESERVE SMCR MARINES ON AT, IDT TRAVEL, OR MOBILIZATION ORDERS, WILL HAVE ORDERS CREATED USING A "MASS ORDERS" TEMPLATE WITH "GOVERNMENT AIR" SELECTED FOR THE AUTHORIZED GROUP TRAVEL LEGS. ORDERS WILL BE ROUTED ACCORDINGLY USING THE APPROPRIATE PID.

4.C.3.C.4.B.2. RESERVE MARINES ON ADOS, IMA AT, IMA IDT, OR IRR RCT ORDERS, WILL HAVE ORDERS CREATED IN MROWS AS "INDIVIDUAL" WITH "COMMERCIAL AIR" SELECTED FOR THE AUTHORIZED TRAVEL LEGS. THIS WILL CREATE MROWS LOAS TO FUND THE TICKETS ASSOCIATED WITH THE GROUP TRAVEL-COMMERCIAL REQUEST.

4.C.3.C.4.C. NAVY RESERVE TRAVELERS WILL HAVE ORDERS CREATED IN NROWS WITH THEIR TRAVEL BOOKED AND FUNDED BY THE COMNAVRESFOR CTO. THEREFORE, NAVY RESERVE TRAVELERS WILL NOT BE ADDED TO THE GROUP TRAVEL-COMMERCIAL REQUEST.

4.C.3.C.5. WHEN APPLICABLE, DMO WILL ASSIGN A FUNDING LOA IAW COMPTROLLER GUIDANCE.

4.C.3.D. GROUP TRAVEL-CHARTER (100 OR MORE PAX).

4.C.3.D.1. GROUP TRAVEL-CHARTER REQUESTS WILL REQUIRE THE UNIT TO SUBMIT A "GROUP TRAVEL" REQUEST IN THE TOP DATABASE.

4.C.3.D.2. GROUP TRAVEL-CHARTER REQUESTS FOR CONUS TRAVEL MUST BE ROUTED TO DMO NLT 45 DAYS PRIOR TO THE REQUESTED MOVEMENT DATE.

4.C.3.D.3. GROUP TRAVEL-CHARTER REQUESTS FOR OCONUS TRAVEL MUST BE ROUTED TO SMO NLT 90 DAYS PRIOR TO THE REQUESTED MOVEMENT DATE.

4.C.3.D.4. THE UNIT MUST FILL OUT THE "GROUP OFFICIAL TRAVEL REQUEST FORM" THAT IS ATTACHED TO THE TOP REQUEST INSIDE THE TOP DATABASE, PROVIDING ALL REQUIRED TSA INFORMATION.

4.C.3.D.4.A. IN ADDITION, THE REQUEST FORM MUST PROVIDE THE ACCURATE ORDERS TYPE (FUNDING) CODE PER TRAVELER. THE CODE SELECTED SHOULD MATCH THE TYPE OF ORDERS THE TRAVELER IS ON FOR THE TRAVEL PERIOD. THERE MAY BE MULTIPLE ORDERS TYPES FOR A SINGLE GROUP TRAVEL REQUEST. THE "GROUP OFFICIAL TRAVEL REQUEST FORM" HAS THE ORDERS TYPE CODES BUILT IN AS A DROP DOWN SELECTION, AND EACH TRAVELER MUST HAVE THIS FIELD SELECTED. THE TOP REQUEST CANNOT BE APPROVED WITHOUT THESE DOCUMENTS.

4.C.3.D.5. AD/AR MARINES OR NAVY UTILIZING GROUP TRAVEL-CHARTER WILL HAVE ORDERS CREATED USING DTS. SINCE THE TRAVELER WILL TRAVEL ON GROUP TRAVEL, "OTHER" WILL BE SELECTED FOR HOW TRAVEL WILL BE EXECUTED TO TDY LOCATION IN DTS. A COMMENT MUST BE ADDED TO REFLECT TRANSPORTATION IS BEING COORDINATED VIA THE TOP DATABASE. THE DTS ORDERS WILL BE ROUTED ACCORDINGLY AND APPROVED NLT 15 BUSINESS DAYS PRIOR TO TRAVEL.

4.C.3.D.6. RESERVE MARINES OR NAVY UTILIZING GROUP TRAVEL-CHARTER WILL HAVE ORDERS CREATED USING MROWS OR NROWS WITH "GOVERNMENT AIR" SELECTED FOR THE TRAVEL LEGS CORRESPONDING TO THE GROUP TRAVEL-CHARTER REQUEST. ORDERS WILL BE ROUTED ACCORDINGLY.

4.C.3.D.7. WHEN APPLICABLE, DMO WILL ASSIGN A FUNDING LOA IAW COMPTROLLER GUIDANCE.

4.C.3.E. GROUP TRAVEL-BUS.

4.C.3.E.1. GROUP TRAVEL-BUS REQUESTS WILL REQUIRE THE UNIT TO SUBMIT A "GROUP TRAVEL" REQUEST IN THE TOP DATABASE.

4.C.3.E.2. IN MOST CASES, REQUIREMENTS FOR COMMERCIAL BUSES ARE ASSOCIATED WITH A TEEP EVENT, AND SHOULD NOT BE SUBMITTED DIRECTLY INTO THE TOP DATABASE AS A NON-TEEP EVENT. HOWEVER, THERE ARE SOME INSTANCES WHERE A BUS REQUEST WILL BE SUBMITTED AND APPROVED FOR NON-TEEP EVENTS.

4.C.3.E.3 GROUP TRAVEL-BUS REQUESTS MUST BE ROUTED TO DMO NLT 30 DAYS PRIOR TO THE REQUESTED MOVEMENT DATE.

4.C.3.E.4. THE CURRENT PROCESS ALLOWS FOR THE UNIT TO CONTACT LOCAL CARRIERS AND OBTAIN THREE QUOTES THAT ARE UPLOADED TO THE TEEP/TOP REQUEST. THE UNIT MSC G-4 WILL VALIDATE THE BUS REQUIREMENT, ENSURE THE REQUEST HAS ALL OF THE CORRECT DOCUMENTATION AND ENSURE IT IS NOT ASSOCIATED WITH A TEEP EVENT (I.E. DRILL WEEKEND OR AT).

4.C.3.E.5. THE FINAL AUTHORITY TO COMMIT THE GOVERNMENT FOR THE MOVEMENT RESTS WITH THE MARFORRES G-4 DMO. UNITS MUST HAVE A DMO APPROVED TOP REQUEST PRIOR TO EXECUTION OF MOVEMENT.

4.C.3.E.6. DMO WILL ASSIGN A FUNDING LOA IAW COMPTROLLER GUIDANCE.

4.D. TOP ACCEPTANCE AND REJECTION PROCESS.

4.D.1. WHEN A UNIT REJECTS A COMMERCIAL FLIGHT RESERVATION OR CHARTER FLIGHT OFFER, SIGNIFICANT STEPS MUST BE TAKEN TO RESCHEDULE A NEW MOVEMENT, IN MOST CASES THIS RESULTS IN INCREASED COSTS AND CAN RESULT IN A NEW FLIGHT ITINERARY THAT DOES NOT SUPPORT THE UNITS REQUIRED OPERATIONAL TIMELINE.

4.D.2. INTERIM TOP ACCEPTANCE AND REJECTION POLICY.

4.D.2.A. UPON RECEIPT OF A GROUP TRAVEL-COMMERCIAL RESERVATION OR GROUP TRAVEL-CHARTER OFFER DMO WILL PROVIDE THE MSC G-3 AND THE MARFORRES G-3, DEPENDING ON THE TEEP EVENT LEVEL, THE RESERVATION/OFFER VIA OFFICIAL EMAIL.

4.D.2.B. THE MSC G-3/MARFORRES G-3 WILL VALIDATE THAT THE RESERVATION/OFFER MEETS THE UNIT'S OPERATIONAL TIMELINE AND THE BUDGET FOR THE EVENT.

4.D.2.B.1. IF RESERVATION/OFFER MEETS THE UNIT'S OPERATIONAL TIMELINE, THE MSC G-3/MARFORRES G-3 WILL ACCEPT THE RESERVATION/OFFER AND INFORM THE UNIT OF THEIR ACCEPTED RESERVATION/OFFER.

4.D.2.B.2. IF THE RESERVATION/OFFER DOES NOT MEET THE UNIT'S OPERATIONAL TIMELINE, THE MSC G-3/MARFORRES G-3 WILL REJECT THE RESERVATION/OFFER AND COORDINATE WITH THE DMO FOR A NEW RESERVATION/OFFER OR CANCEL THE EVENT.

4.D.3. THE TOP ACCEPTANCE AND REJECTION PROCESS WILL BE CONDUCTED AT THE MSC/MARFORRES LEVEL FOR ALL TEEP EVENTS AND MOBILIZATION/DEPLOYMENTS. THIS PROCESS WILL OCCUR AT THE REQUESTING UNIT LEVEL FOR ALL OTHER TOP REQUESTS.

4.E. CHANGES TO TOP REQUESTS.

4.E.1. CONSTANT CHANGES TO FLIGHT ITINERARIES WILL CAUSE A DELAY IN THE ISSUANCE OF AIRLINE TICKETS, INCREASE COSTS, AND POTENTIALLY NEGATIVELY IMPACT THE UNITS ABILITY TO RECEIVE FLIGHTS THAT SUPPORT THEIR OPERATIONAL REQUIREMENTS.

4.E.2. REQUESTS FOR CHANGES TO TOP REQUESTS AFTER THEY HAVE BEEN SUBMITTED IN THE TOP DATABASE MUST BE SUBMITTED BY THE REQUESTING UNIT TO THE MSC G-3/G-4. THE MSC G-3/G-4 WILL COORDINATE THE CHANGE REQUEST WITH DMO IF THEY DEEM THE CHANGE IS VALID.

4.E.3. REQUESTS FOR CHANGES TO TOP REQUESTS THAT HAVE ALREADY BEEN CONTRACTED/TICKETED WILL REQUIRE A BATTALION/SQUADRON LEVEL OR HIGHER COMMANDING OFFICER ENDORSEMENT (COE) TO BE ROUTED TO THEIR RESPECTIVE MSC CHIEF OF STAFF FOR ENDORSEMENT. UPON APPROVAL BY THE MSC CHIEF OF STAFF, DMO WILL PROCESS THE CHANGE.

4.E.3.A. THE COE MUST INCLUDE ALL DETAILS PERTAINING TO THE REQUIRED CHANGE(S), TO INCLUDE: UNIT NAME, CHANGE(S) REQUESTED, JUSTIFICATION FOR CHANGE(S), COST OF CHANGE AND THE OPERATIONAL IMPACT IF CHANGE IS NOT APPROVED. THE COE LETTER FORMAT CAN BE FOUND ON THE MARFORRES G-4 DMO SHAREPOINT SITE AT:

[HTTPS://SHAREPOINT.MARFORRES.USMC.MIL/G4/DMO/SITEPAGES/HOME.ASPX.](https://sharepoint.marforres.usmc.mil/g4/dmo/sitepages/home.aspx)

4.E.3.B. THE TOP CHANGE COE LETTERS MUST BE APPROVED AT THE MSC CHIEF OF STAFF LEVEL FOR ALL TEEP EVENTS AND MOBILIZATION/DEPLOYMENTS. THE COE LETTER CAN BE APPROVED AT THE BATTALION/SQUADRON COMMANDING OFFICER/INSPECTOR-INSTRUCTOR LEVEL FOR ALL OTHER TOP REQUESTS.

5. QUESTIONS REGARDING THIS MESSAGE SHOULD BE DIRECTED TO THE POCS LISTED ABOVE.

6. THIS MESSAGE HAS BEEN AUTHORIZED FOR RELEASE BY THE MARFORRES AC/S G-3/5, COL M.B. RALSTON.//

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