



## UNITED STATES MARINE CORPS

MARINE FORCES RESERVE  
2000 OPELOUSAS AVENUE  
NEW ORLEANS, LA 70146-5400

IN REPLY REFER TO:

1001

G-1

**JAN 12 2012**

### FORCE POLICY LETTER 01-12

From: Commander, Marine Forces Reserve  
To: Distribution List

Subj: LEADERSHIP AND MANAGEMENT OVER CONFIRMATION ORDERS BEING  
ISSUED TO RESERVE COMPONENT MEMBERS

Ref: (a) Joint Federal Travel Regulations, Volume 1  
(b) MARADMIN 636/11 of 24 Oct 11,  
(c) MARFORRES Policy Letter 13-11 of 12 Dec 11  
(d) MCO 1001R.1K  
(e) MCO 1001.59A

1. Purpose. To heighten the awareness of the Force surrounding the issuance of confirmation orders to members of the Reserve Component.

### 2. Information

a. References (a), (b), and (c) specifically require any orders issued as confirmation to be as a result of "urgent or unusual circumstances". References (d) and (e) strictly prohibit the confirmational issuance of Active Duty Operational Support (ADOS) and Active Duty for Training orders. Yet, over the past 3 years, approximately 10 percent of all reserve duty orders are considered confirmatory orders. This practice has put many of our Marines in a financial hardship situation and must be brought under control.

b. Commanders need to understand that any order issued within the Marine Reserve Order Writing System (MROWS) that is "authenticated" after the date the orders were to be executed is considered a confirmation order. There are many routing requirements built into MROWS and it is incumbent upon the leadership throughout the Force to ensure that requests for reserve duty are completely processed prior to the effective date of the orders. Leaders are doing an injustice to our

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Marines when we are unable to provide the member with an authenticated set of orders to execute prior to them being effective.

c. In the event Operational requirements render the issuance of confirmation orders as unavoidable, reference (b) requires both the Commanding Officer (CO)/ Office in Charge (OIC)/Inspector-Instructor (I-I)/OpSponsor and the member to complete an endorsement explaining the circumstances of the confirmation orders being issued. This endorsement will be required to settle the Marines travel claim. The Marine Forces Reserve Finance Office will not settle any travel claims associated with a set of confirmation orders without a waiver from competent authority and the required CO/OIC/I&I/OpSponsor and member endorsements.

d. I hold leadership personally responsible in becoming familiar with the references surrounding confirmation orders as well as educating your subordinate Commanders and ensuring that immediate action is taken to reduce the number of confirmation orders issued. Leadership is further charged with incorporating practices that will ensure your commands are issuing orders both timely and appropriately.

e. We must and we will make improvements in this area, and I am convinced we can do so with hands on, top-down leadership.



STEVEN A. HUMMER

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<http://www.marines.mil/unit/marforres/MFRHQ/G1/Adjutant/G-1%20Adjutant%20Directives/default.aspx>