



UNITED STATES MARINE CORP.

MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70416-5400

Canc: Oct 05
ForBul 5215
MPR
02 Nov 04

ORIGINAL

FORCE BULLETIN 5215

From: Commander
To: Distribution List

Subj: ANNUAL CHECKLIST OF EFFECTIVE MARINE FORCES RESERVE
(MARFORRES) DIRECTIVES

Ref: (a) MCO 5215.1H
(b) ForO 5605.2A

Encl: (1) Force Directives Checklist
(2) Requisition for Missing Directives

1. Purpose. To publish an annual checklist of effective MARFORRES directives per the provisions contained within reference (a).

2. Action

a. Directives issued by this command are issued on a "need to act/need to know basis" and are to be maintained by the intended addressees only; therefore, copies of directives listed in enclosures (1) and (2) will be forwarded only to the commands identified as intended recipients by the distribution list. The distribution list can be found in reference (b).

b. Directives issued by MARFORRES prior to 1 October 2004, that are not listed in this Bulletin, are cancelled and shall be destroyed.

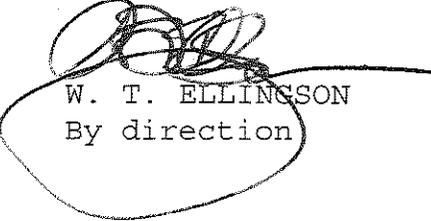
c. Addressees shall use enclosures (1) and (2) as a guide to maintaining current files of MARFORRES directives and shall review their master directive files within 30 days from receipt of this bulletin. If revision is required, please see the Force Adjutant section for an electronic version on diskette.

d. All Force directives will be reviewed on the third and sixth year of the originated date for any changes or revisions. Directives that have reached service limitations (ten years after originated date) will be returned to their respective sections for revision or cancellation.

Subj: ANNUAL CHECKLIST OF EFFECTIVE MARINE FORCES RESERVE
(MARFORRES) DIRECTIVES

e. Any Force Orders or Bulletins that affect Marine Forces Reserve will be routed through the Major Subordinate Commands (MSCs) for review/comments, before finalization.

3. Reserve Applicability. This force bulletin is applicable to the Marine Corps Reserve.



W. T. ELLINGSON
By direction

DISTRIBUTION: A

FORCE DIRECTIVES CHECKLIST

1. The following is a complete listing of all current force orders/directives as of 1 Aug 04. The columns are read as indicated below:

A - Directive Number

B - Number of Changes Issued

C - Self-Cancellation Date (year, month, day)

D - Title

E - Distribution

F - Date of Directive (year, month, day)

G - Originating Section

* - Denotes Joint Directive

Bold - Force Orders/Directives up for review

| A | B | C | D | E | F | G |
|-----------|---|---|--|-------|--------|------|
| 1000.8 | | | Implementation Plan for Phasing of Quadrennial Defense Review (QDR) Directed Marine Forces Reserve Reductions | A/B | 980115 | G-1 |
| 1000.9 | | | Implementation Plan for Reducing and Reorganizing Headquarters Marine Forces Reserve | A/B | 980403 | ADJ |
| 1001.1B | | | Management Policies for SgtMaj/1stSgt Selected Marine Corps Reserve (SMCR) Billets | D | 000830 | CMD |
| 1001.2 | | | Delegation of authority to issue appropriate duty orders | D | 020107 | ADJ |
| 1001.3 | | | Delegation of authority to approve extensions for officers in the SMCR Units | D | 020108 | ADJ |
| 1001R.4 | | | Active Duty for Special Work (ADSW) Request Processing for HQ MARFORRES Directorates | B | 040816 | MPR |
| P1040.1 | | | SOP for Recruiting & Retention | D | 930513 | G-1M |
| 1050.2 | | | Leave and Liberty Regulations | A1/B1 | 941212 | ADJ |
| 1080R.1 1 | | | Marine Corps Reserve Inactive Duty Training (IDT) Attendance Accounting | D | 040607 | 7AA |

| | | | | |
|----------|--|---|--------|--------------------------|
| 1080R.2 | Global Joint Policy for Prior-Service Marines Trained in Critical MOS'S | D | 981218 | G-1 |
| 1300.2 1 | Personnel Sponsorship Program for Active Duty Marines | D | 930226 | G-1 |
| 1300.4A | Air Officer and Forward Air Controller Assignments | D | 961209 | G-3 |
| 1300.7 | SMCR Officer Assignment | D | 960521 | G-1P |
| 1300.8A | Relief for Cause and Good of the Service Transfer | D | 040220 | G-1P |
| 1301.1 | Personnel sponsorship program for the SMCR | D | 020129 | SgtMaj |
| 1301.4 | Assumption of Command | A | 010602 | ADJ |
| 1414.1 | Navy Enlisted Fleet Marine Force (FMF) Enlisted Warfare Specialist Program for Program Nine Personnel Serving with Marine Forces Reserve | B | 020419 | G-4 |
| 1430.1 | LCpl through Sgt Meritorious Promotion | B | 000522 | SgtMaj |
| P1500.3 | Formal School Training Management Guide | D | 940523 | G-3T |
| 1535.1 | Alternate Training Instructional Program | D | 010701 | G-3T |
| P1540.3 | SOP for Pre-Mobilization Training | D | 950322 | G-3T |
| 1540.4 | Naval Reserve Support For the Selected Marine Corps Reserve | D | 940601 | G-4 *COMNAV RESFOR |

| | | | | |
|-----------|---|------|--------|--------|
| 1601.2F 1 | Instructions for CMD Duty Watch | A/A1 | 020930 | ADJ |
| 1610.2B | Performance Evaluation System | D | 030320 | G-1 |
| 1650.1B 1 | Marine of the Year Awards Program | D | 020107 | SgtMaj |
| 1650.4 | MCROA Annual Brigadier General Robert G. Balance Award | D | 981120 | G-4 |
| 1650.8 | Major General Hugh W. Hardy Award | B1 | 980529 | ADJ |
| 1650.9A 1 | Marine Forces Reserve Awards Board | A | 970821 | ADJ |
| 1700.2B | Request Mast | D | 030625 | G-7 |
| P1700.3 | SOP for MWR | D | 951030 | G-1 |
| 1700.4 | Sailor of the Year Awards Program | D | 011101 | HSS |
| P1730.1A | SOP For Command Religious Programs | D | 010502 | REL |
| 1730.2 | Suicide Awareness Program | B | 030505 | CHAP |
| 1754.2A | Family Readiness Support Program (FRSP) | D | 970605 | G-1 |
| 1754.5 | MARFORRES TAMP | D | 951121 | G-1 |
| 1900R.1 | Physical Qualifications of Officer & Enlisted SMCR | D | 930315 | ADJ |
| 2060.1 | Guidance and Administrative Controls on the use of Government Telephone Service | D | 990720 | G-6 |

| | | | | |
|----------|--|-------|--------|------|
| 3040.2A | Casualty Processing | D | 980618 | ADJ |
| 3060 | MARFORRES Mobilization Plan | D | 001128 | G-5 |
| 3060.1 | Crisis Action Center (CAC) | A | 940509 | G-3 |
| 3060.17 | Moblization Operational Readiness Deployment Test (MORDT) | D | 030625 | G-7 |
| 3060.2 1 | COMMARFORRES Mobilization and Force Activation Plan | D | 020412 | G-5 |
| P3060.3C | Readiness Support Program SOP | B | 030404 | G-3R |
| 3061.2 | Frost Call System | A1/B1 | 950316 | ADJ |
| 3300.1 | Marine Forces Reserve Antiterrorism/Force Protection Program | D | 000720 | NBC |
| P3400.2A | SOP for NBCD | A | 000720 | NBC |
| 3440.1C | Local Destructive Weather Plan (DWP) | A | 010101 | G-3 |
| 3440.2A | Marine Corps Reserve Assistance to Civil Authorities | D | 990727 | G-3 |
| 3500.3 | Parachuting & Diving Policy & Program Admin | D | 950703 | G-1P |
| 3500.5 | Marine Corps Combat Readiness Evaluation System (MCCRES) | D | 960301 | G-3 |
| 3591.2 | High Shooters Recognition Program | D | 950111 | G-3T |
| P3800.1 | SOP for Intelligence | D | 930517 | G-2 |

| | | | | |
|-----------|--|---|--------|---------|
| 3870.2 | Conduct and Oversight of Intelligence and other Special Activities within the MARFORRES | B | 960923 | G-2 |
| 3876.1 | Interrogator/Transistor Team (ITT) and Personnel | D | 940826 | G-2 |
| 3900.4 | Requirement Documents | D | 001116 | G-3/G-5 |
| 3900.5 | National Guard and Equipment Appropriation (NGREA) Standard Operating Procedure | D | 990419 | P&R |
| 4000.2 | Defense Retail Interservice Support Program | | 960617 | G-4 |
| P4000.2 | SOP for Marine Forces Reserve Annual Training Exercises | A | 020822 | G-4 |
| 4000.19 | Interservice and Intragovernmental Support Agreement (ISA) Administration and Management | B | 990415 | FAC |
| P4200.1 | SOP for Purchasing and Contracting | D | 950531 | SUP |
| P4400.2B | Pre-Mob Ground Supply Policy Manual | D | 961107 | SUP |
| 4450.1 | Storage and Warehousing Equipment Modernization Planning | D | 941003 | SUP |
| P4600.1 | SOP for Transportation | D | 930430 | G-4 |
| P4600.2B | SOP for Embarkation | D | 990719 | G-4 |
| P4650.1 2 | SOP for Official Travel | D | 930315 | G-1P |
| P4790.3A | SOP for Maintenance Management | D | 020508 | G-4 |

| | | | | |
|----------|---|---|--------|--------|
| 4790.4 | SOP for MISCO | D | 951116 | G-4 |
| 5000.6A | Headquarters MFR Staff Organizational Roles And Mission | D | 980814 | SSEC |
| P5000.6C | Staff Regulations | D | 040527 | ADJ |
| 5000.7 | New Orleans Marine Corps Band Utilization | D | 950605 | BAND |
| 5040.4A | Command Inspection Program (CIP) | D | 000804 | INSP |
| 5050.4 | Appointment of Members to Joint Services Reserve Component Facilities Boards | D | 950320 | BOS |
| 5050.5 | Conferences | D | 950726 | COMPT |
| 5090.2 1 | Environmental Quality Awards | D | 960125 | BOS |
| P5100.1 | SOP for the Radiological Affairs Support Program (RASP) | D | 921103 | G-4 |
| 5100.1 | Force Safety Awards Program | D | 020916 | Safety |
| 5100.3 | Hazard Communication Program (HCP) | B | 930406 | BOS |
| 5100.11 | Foot Protection | D | 951116 | BOS |
| 5100.12 | Safe Handling of Lithium Sulfur dioxide Batteries | D | 950928 | BOS |
| 5100.13 | Respiratory Protection Program | D | 960624 | BOS |
| 5100.14 | Laser Safety | D | 951030 | BOS |
| 5100.15 | Traffic Safety Program | D | 960910 | BOS |
| 5101.2 | Safety Program | D | 951024 | BOS |

| | | | | |
|-----------|--|-------|--------|-------|
| 5110.2A | Postal Procedures | D | 030225 | ADJ |
| 5200.1B | Internal Management Control Program | D | 020805 | Compt |
| 5211.2 | Privacy Act of 1974 | D | 950321 | ADJ |
| 5213.2 | Forms Management Program | D | 950731 | REPRO |
| 5214.2A | Reports Required Management Program | D | 030320 | APR |
| 5216.2A | Congressional/Special Interest Correspondence | D | 030324 | ADJ |
| 5290.2 | Headquarters audiovisual Equipment Management System (HAVEMS) Report | D | 950726 | TAVSU |
| 5311.2 | Table of Organization Management Policies | D | 951030 | G-1 |
| 5320.1 | Inspector-Instructor Staff Integration | D | 980420 | G-1 |
| 5350.3A | Serious Event/Incident Reporting | D | 010206 | ADJ |
| 5354.2A 1 | MARFORRES Equal Opportunity Program | B | 990506 | G-7 |
| 5400.1B | Procedures for Activating, Deactivating Redesignating, Restructuring, and Relocating Units within MARFORRES | A/B5 | 030711 | G-5 |
| 5400.2 | Marine Forces Reserve Command Relationships | A | 980716 | P&R |
| 5400.3 | Site CMD Relationships | A | 990721 | P&R |
| 5420.5 | Marine Corps Reserve Policy Board (MCRPB) | A1/B1 | 950321 | G-5 |
| 5420.6 | Reserve Component Facilities Program | D | 950726 | BOS |

| | | | | |
|-----------|--|----|--------|-------|
| 5420.7 | MARFORRES Resources Oversight Committee | D | 970327 | G-8 |
| P5500.1A | Physical Securities of Armories | B | 000819 | FAC |
| 5503.2A | Emergency Action Plan (EAP) for Communication Security Material Systems (CMS) | A1 | 970909 | G-6 |
| P5510.1 | SOP for Information Security Program (ISP) | D | 930629 | G-2 |
| 5510.3 | Handling and Accounting of NATO Classified Material | D | 950117 | CMCC |
| 5510.4A | Permitted and Prohibited Access to and use of the Internet and Email | D | 990616 | G-6 |
| 5511.2 | EAP for CMCC | D | 950919 | CMCC |
| 5600.2 | SOP for Printing/ Reprographic Services | D | 950726 | REPRO |
| 5605.2A | Distribution List | D | 001215 | ADJ |
| P5726.1B | Toys for Tots Program | D | 020601 | PAO |
| 5750.2 | Command Chronology | D | 950602 | G-3 |
| 5800.2A | Protection & Assistance of Crime Victims & Witness | D | 981120 | SJA |
| P5800.6 | SOP for Legal | D | 980716 | SJA |
| P6000.1 1 | SOP for Medical | D | 940316 | G-4 |
| 6200.1 | Semper Fit 2000 | D | 951121 | G-3T* |
| 6221.1 | Bloodborne Pathogen (BP) Exposure Avoidance and Management | D | 040123 | G-4 |

| | | | | |
|-----------|--|---|--------|-------|
| 7000.1 | MFR Government Travel Charge Card (GTCC) Account Delinquency and Unauthorized Use | B | 040816 | MPR |
| P7300.2 | SOP for Fiscal | D | 960606 | COMPT |
| 7500.3 | Safeguarding of Official Funds | D | 950424 | COMPT |
| 7510.2 | Guidelines for Dealing with Representatives of the General Accounting Office (GAO) the Department of Defense Inspector General (DODIG) and the Naval Audit Service (NAVAUDSVC) | D | 950401 | COMPT |
| 7510.3A | Fraud, Waste and Abuse Hotline | D | 030325 | G-7 |
| P8000.1A | SOP for Ground Ordnance | D | 031204 | G-4 |
| P8010.1 | SOP for AMMO | D | 930401 | G-4 |
| P10110.1 | SOP for Food Services | D | 931220 | G-4 |
| 11000.4 | Commercial Billeting of SMCR Personnel Performing Multiple Drills and Billeting of SMCR and Active Duty Personnel at Reserve Centers | D | 951030 | BOS |
| 11000.5 2 | Defense Utility Energy Reporting System | D | 950321 | BOS |
| 11000.6 | Procedures for Real Estate Leasing, Licensing and Joint Tenancy | D | 960521 | BOS |
| 11101.1 | Bachelor Leased Housing and Housing Referral Program | D | 961205 | BOS |

| | | | | |
|------------|---|---|--------|-----|
| P11240.2A | SOP for Motor Transportation | D | 020509 | G-4 |
| 11240.3 | SOP for Garrison Mobile Equipment (GME) | D | 970327 | SUP |
| 11300.2 1 | Annual Boiler and Unfired Pressure Vessel Inspection | D | 950523 | BOS |
| 11320.2 | Fire Prevention/ Protection Program | D | 960521 | BOS |
| 12000.3A | Delegation of Authority Concerning Civilian Employees | A | 980212 | G-1 |
| 12120.1 | Civilian Employee of the Quarter/Year | A | 010321 | G-1 |
| 12620.1A | Flexitime/Compressed Work Schedule | A | 010507 | G-1 |
| P12000.1 1 | Civilian Personnel | A | 981222 | G-1 |

REQUISITION FOR MISSING DIRECTIVES

The complete unit address and proper signature is required to complete this requisition.

From: Commanding Officer,
 To: Commander, Marine Forces Reserve, (Attn: Manpower, Directorate)

Subj: REQUEST FOR MISSING DIRECTIVES

Ref: (a) ForBul 5215 of 1 Aug 04

Encl: (1) Missing Directives Request List

1. Per the reference, the enclosure is forwarded for action.
2. POC:
3. Complete mailing address:

By direction

| | | | | | |
|----------|----------|------------|------------|-----------|-----------|
| 1000.8 | 1000.9 | 1001.1B | 1001.2 | 1001.3 | 1001R.4 |
| P1040.1 | 1050.2 | 1080R.1 | 1080R.2 | 1300.2 | 1300.4A |
| 1300.7 | 1300.8A | 1301.1 | 1301.4 | 1414.1 | 1430.1 |
| P1500.3 | 1535.1 | P1540.3 | 1540.4 | 1601.2F | 1610.2B |
| 1650.1B | 1650.4 | 1650.8 | 1650.9A | 1700.2B | P1700.3 |
| 1700.4 | P1730.1A | 1730.2 | 1754.2A | 1754.5 | 1900R.1 |
| 2060.1 | 3040.2A | 3060 | 3060.1 | 3060.2CH1 | P3060.3C |
| 3061.2 | 3121.1 | 3300.1 | P3400.2 | 3440.1C | P3440.2A |
| 3500.3 | 3500.5 | 3591.2 | P3800.1 | 3870.2 | 3876.1 |
| 3900.4 | 3900.5 | 4000.2 | P4000.2 | 4000.19 | P4200.1 |
| P4400.2B | 4450.1 | P4600.2B | P4650.1CH2 | P4790.3A | 4790.4 |
| P5000.6A | P5000.6C | 5000.7 | 5040.4A | 5050.4 | 5050.5 |
| 5090.2 | P5100.1 | 5100.1 | 5100.3 | 5100.11 | 5100.12 |
| 5100.13 | 5100.14 | 5100.15 | 5101.2 | 5110.2A | 5200.1B |
| 5211.2 | 5213.2 | 5214.2A | 5216.2A | 5290.2 | 5311.2 |
| 5320.1 | 5350.3A | 5354.2A | 5400.1B | 5400.2 | 5400.3 |
| 5420.5 | 5420.6 | 5420.7 | 5500.1A | 5503.2A | 5510.3 |
| 5510.4A | 5511.2 | 5600.2 | 5605.2A | P5726.1B | 5750.2 |
| 5800.2A | P5800.6 | P6000.1 | 6200.1 | 6221.1 | 7000.1 |
| P7300.2 | 7500.3 | 7510.2 | 7510.3A | P8000.1A | P8010.1 |
| P10110.1 | 11000.4 | 11000.5CH2 | 11000.6 | 11101.1 | P11240.2A |
| 11240.3 | 11300.2 | 12000.3A | 12120.1A | 12620.1A | P12000.1 |
| 12000.3A | | | | | |