

UNITED STATES MARINE CORPS
COMMANDER, MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

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MARINE FORCES RESERVE
NEW ORLEANS, LOUISIANA
28 Nov 00

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: COMMANDER, MARINE FORCES RESERVE, MOBILIZATION MANAGEMENT
PLAN (SHORT TITLE: COMMARFORRES MPLAN)

Encl: (1) Record of Changes

1. Purpose. To provide guidance and establish procedures in the event of activation/mobilization of reserve units and individual reserve Marines prescribed by law.

2. Scope. Activation/mobilization requires advanced planning, periodic training, and adroit execution. This MPLAN sets forth those essential MARFORRES actions and responsibilities for Major Subordinate Commands (MSC), Force-Level units, and departments.

3. Cancellation. MARFORRES MPLAN of 9 April 1997.

4. Background. Mobilization planning takes place in every phase of deliberate planning; it is part of the U.S. Marine Corps Force Deployment Planning and Execution (FDP&E) process and as such, needs to be an integral part of deliberate and crisis action planning. The capability of COMMARFORRES to activate/mobilize units when directed by CMC (PP&O, PLN) and to recall individual Marines when directed by CMC (MPP-60) is an operational imperative. The procedures contained within this MPLAN amplify the policy and procedures contained within the Marine Corps Mobilization Management Plan (CMC MPLAN). This MPLAN complies with and supplements, but does not supersede, published Marine Corps plans, orders, and directives. During activation/mobilization, it is likely that CMC will direct changes or modifications to Marine Corps policies and procedures.

5. Information. The COMMARFORRES MPLAN consists of one comprehensive volume. It contains those actions and mission essential tasks to be accomplished in the event of activation/

1 mobilization. This document, along with the CMC MPLAN, will
2 facilitate a rapid response to national emergencies or threat to
3 national security. This document will serve as the internal SOP
4 for the MARFORRES staff.
5

6 6. Action. Commanding Generals, Commanding Officers and the
7 MARFORRES staff will disseminate the contents of this MPLAN
8 for application in training to ensure compliance at the time of
9 execution.
10

11 7. Recommendations. Recommendations concerning the MARFORRES
12 MPLAN are invited and should be submitted to the Commander,
13 Marine Forces Reserve (Attn: AC/S G-5) via the chain of command.
14

15 8. Reserve Applicability. This MPLAN is applicable to the
16 Marine Corps Reserve.
17

18 9. Certification. Reviewed and approved this date.
19

20 
21
22 P. J. DULIN
23

24 DISTRIBUTION: ANNEX Z

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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NEW ORLEANS, LOUISIANA

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MARINE FORCES RESERVE
NEW ORLEANS, LOUISIANA

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5
6 COMMANDER, MARINE FORCES RESERVE, MOBILIZATION MANAGEMENT PLAN
7 (SHORT TITLE: COMMARFORRES MPLAN)
8

9 Ref: (a) DoD Master Mobilization Plan
10 (b) Joint Pub 4-05, Mobilization Planning dtd 22 Jun 95
11 (c) Marine Corps Capabilities Plan (MCP) (Draft)
12 (d) Marine Corps Mobilization Management Plan (MPLAN) dtd
13 17 Feb 99
14

15 1. SITUATION
16

17 a. General
18

19 (1) This MPLAN satisfies the USMC MPLAN tasking and
20 provides explicit tasks to accomplish the MARFORRES mission of
21 reinforcing or augmenting the active component. It is designed
22 to provide concurrent responses to levels of
23 activation/mobilization, and allows for force expansion to meet
24 any level of activation or mobilization requirements from small-
25 scale contingencies (SSC) to Major Theater Wars (MTW).
26

27 (2) References (a) and (b) describe the specific
28 mobilization actions which define the responsibility of the
29 Department of Defense (DoD) agencies and respective services.
30 Reference (c) provides policy and guidance to the established
31 Operational and Supporting Marine Corps Commands. Reference (d)
32 delineates the policy, procedures, responsibilities, and
33 guidance for mobilization to all Marine Corps Commands.
34

35 b. Enemy Forces. Annex B (Intelligence) Omitted.
36

37 c. Friendly Forces
38

39 (1) Headquarters, U.S. Marine Corps (PP&O and M&RA) has
40 cognizance for mobilization planning and execution, manpower
41 augmentation, and equipping U.S. Marine Corps Forces.
42

43 (2) Commander, U.S. Marine Forces Atlantic
44 (COMMARFORLANT), as the U.S. Marine Corps Component Commander,
45 to USCINCFJCOM will exercise COCOM over assigned SMCR units upon
46 activation/mobilization. COMMARFORLANT shall transfer SMCR units
47 IAW MCO 3500.30B to an active duty MEF.

1 (3) Commander, U.S. Marine Forces Pacific
2 (COMMARFORPAC), as the U.S. Marine Corps Component Commander, to
3 USCINCPACOM will exercise OPCON over its assigned forces (active
4 and previous SMCR forces).
5

6 (4) Commanding Generals, U.S. Marine Corps Bases and
7 Stations, support gaining commanders and provide necessary
8 base/station support functions as required.
9

10 (5) The Commander, Material Command (COMMATCOM), manages
11 the Marine Corps Materiel and War Reserve Program and
12 coordinates the transportation of equipment and materiel to
13 Marine Force Commanders (MARFOR).
14

15 d. Attachments and detachments. None.
16

17 e. Assumptions
18

19 (1) That the level of involuntary activation will be
20 determined by the National Command Authorities (NCA).
21

22 (2) That the Presidential Reserve Call-up (PRC) will
23 precede mobilization as shown in the appropriate OPLAN/CONPLAN
24 with TPFDD.
25

26 (3) SMCR units will deploy to their port of debarkation
27 (POD) per the appropriate TPFDD.
28

29 (4) That the authority to implement STOP LOSS may occur
30 prior to PRC or Partial Mobilization.
31

32 (5) That a CMC warning order will be disseminated prior
33 to the announcement of the PRC.
34

35 (6) That both strategic and civilian transportation
36 resources will be available as planned.
37

38 (7) That supplemental appropriations will be authorized
39 by Congress.
40

41 (8) That the MARFORRES Network Information System (RNET)
42 will remain a communications medium for the command.
43

44 2. MISSION. On receipt of the activation order, COMMARFORRES
45 provides assigned SMCR units and recalled individual Marines to
46 augment and reinforce the MARFORs.

1 3. EXECUTION

2
3 a. Commander's Intent. My intent is that the MARFORRES,
4 and MSCs' staffs and separate Force Level commands continually
5 plan and train for the Force Deployment Planning and Execution
6 (FDP&E)/mobilization of the Ready Reserve to ensure that the
7 Force is fully prepared to efficiently augment and reinforce the
8 designated MARFORs when the activation/mobilization process
9 occurs. The Force Staff, MSCs, and the Crisis Action Center
10 (CAC) must work in close coordination to accomplish this aim.
11 My desired end state is that Marine Forces Reserve is fully
12 trained and equipped to promptly and efficiently mobilize and
13 deploy its units from RTC to gaining force commander and
14 individual Marines in support of established OPLANS/CONPLANS.
15 The demonstration of this capability and validation of this
16 MPLAN will be done through periodic FDP&E/mobilization
17 exercises.

18
19 b. Concept of Operations Upon receipt of the CMC warning
20 order, the COMMARFORRES CAC will be activated for 24-hour
21 operations as MARFORRES' focal point for all FDP&E matters.

22
23 (1) An alert order will be issued to MSCs and
24 Force Level units to commence preparatory actions in
25 anticipation of the activation order.

26
27 (2) When activated, communication links will
28 be established between the COMMARFORRES-CAC, HQMC-Crisis
29 Response Cell, COMMARFORLANT-Command Operations Center,
30 COMMARFORPAC-Command Operations Cell, MCRSC-Command Operations
31 Center and TRANSCOM-MTMC.

32
33 (3) When released by CMC, the activation order will
34 be distributed to the Commanding Generals and Commanding
35 Officers to facilitate expeditious movement of SMCR units to
36 designated gaining commanders or points of debarkation.

37
38 (4) COMMARFORRES (CAC) maintains situation reports on
39 all activated/mobilized units, unit equipment, and mobilized
40 individuals until reported arrival at their gaining force
41 commands (GFC), points of debarkation or final destination. See
42 ANNEX C (Operations).

43
44 c. Commanding General, 4th Marine Division; Commanding
45 General, 4th Marine Aircraft Wing; Commanding General, 4th Force
46 Service Support Group; Commanding Officers, Force Level Units

1 (1) Provide support to units for onward movement from
2 RTC to the designated gaining commander or aerial/sea point of
3 embarkation (A/SPOE).
4

5 (2) Identify and report non-deployable Marines to
6 COMMARFORRES (A/C G-1) via the CAC.
7

8 (3) Ensure that subordinate units and detachments have
9 executable Time Phased Force Deployment Data (TPFDD) validated by
10 COMMARFORRES (AC/S G-5).
11

12 (4) Update unit readiness information to COMMARFORRES
13 (A/C G-3). At a minimum, include: personnel strengths, training
14 requirements, and equipment.
15

16 (5) Provide unit movement information to the
17 COMMARFORRES (CAC). At a minimum, include: planned movement
18 departure, mode and source and unit arrival at the gaining
19 command.
20

21 (6) Be prepared to (BPT) cancel unexecuted Annual
22 Training (AT).
23

24 (7) BPT revalidate MAGTF II Level 4 data in the TPFDD to
25 the COMMARFORRES (A/C G-5) as required to support deployment
26 from RTC to GFC.
27

28 (8) O/O deploy MAG-42 and MAG-46 to conduct FRS mission
29 upon execution of appropriate OPLAN
30

31 d. Commanding General, Marine Corps Reserve Support Command
32

33 (1) On order (O/O) coordinate with CMC-MP/MM to solicit
34 IRR volunteers for operations prior to and after notification of
35 a Presidential Reserve Call-up (PRC) or mobilization.
36

37 (2) Activate the Command Operations Center (COC).
38

39 (3) O/O provide OQRs/SRBs and medical records to the
40 appropriate MARFORs mobilization support battalion (MSB) as
41 directed by CMC (MPP-60).
42
43

44 e. Coordinating Instructions. This MPLAN is effective for
45 planning upon receipt.
46

47 4. Administration and Logistics
48

1 a. Administration. COMMARFORRES (AC/S G-1) has staff
2 cognizance for personnel. Refer to Annex E (Personnel).

3
4 b. Logistics. COMMARFORRES (AC/S G-4) has staff cognizance
5 for logistics. Refer to Annex D (Logistics).

6
7 c. Time-Phased Force Deployment Data (TPFDD). COMMARFORRES
8 (AC/S G-5) has staff cognizance for deliberate planning and the
9 TPFDD.

10
11 5. COMMAND AND SIGNAL

12
13 a. Command Relationships. Annex J (Command Relationships).

14
15 b. Signal. COMMARFORRES (AC/S G-6) has staff cognizance
16 for communications. Refer to Annex K (Communications-
17 Electronics).

18
19 c. Command Post

20
21 (1) Primary. COMMARFORRES Crisis Action Center, 4400
22 Dauphine Street, New Orleans, LA 70146-5400. Phone number: DSN
23 678-8264/8263, Comm (504) 678-8264/8263.

24
25 (2) Alternate. MCRSC Command Operations Center,
26 15303 Andrews Road, Kansas City, MO 64147-1207. Phone Comm (816)
27 843-3143 or (800) 255-5082, x3143. When mobilization is
28 declared: Comm (816) 843-3153 through 3158.

29
30
31
32 P. J. DULIN
33 Chief of Staff
34

35 Tabs:

36 A - Mobilization Flow Chart

37 B - Battle Rythm
38

39
40
41
42 ANNEXES:

43
44 C-OPERATIONS

45 D-LOGISTICS

46 E-PERSONNEL

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- 1 F-PUBLIC AFFAIRS
- 2 G-FACILITIES
- 3 H-CONTRACT SERVICES
- 4 I-FINANCIAL MANAGEMENT
- 5 J-COMMAND RELATIONSHIPS
- 6 K-COMMUNICATIONS-ELECTRONICS
- 7 M-MARINE CORPS RESERVE SUPPORT COMMAND
- 8 Q-HEALTH SERVICES SUPPORT
- 9 Z-DISTRIBUTION

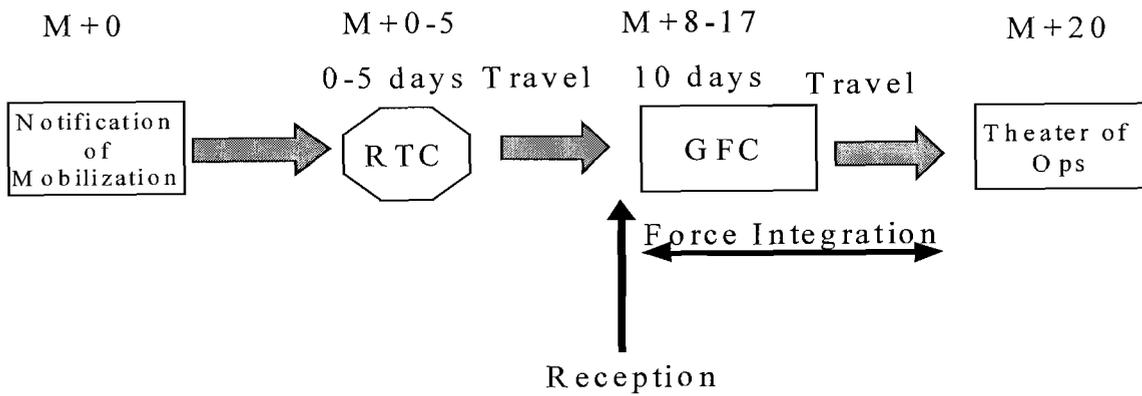
1 Tab A to COMMARFORRES MPLAN

2

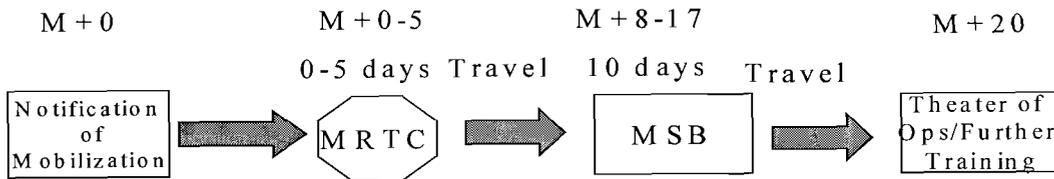
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Timeline for flow of Mobilization

SMCR UNITS



IRR



Tab B to COMMARFORRES MPLAN1
2

BATTLE RHYTHM			
<u>Event</u>	<u>From Whom</u>	<u>Action Required</u>	<u>Responsible Section</u>
Warning Order	PP&O	Stand up CAC	G-3
		Establish LOC with HQMC, MARFORPAC, MARFORLANT, MCRSC and appropriate GFCs	G-3
Activation Order	PP&O	Disseminate to MSCs and Units	G-3
		Publish Public Affairs Guidance to MSCs/Units	PAO
Upon activation		Conduct daily briefings to CMFR @ 0730	G-3
		Activate MRTCs	G-3
		Update SORTs status to MARFORLANT	G-3
		Notify MSCs to cancel all unexecuted ATs	G-3
		Validate Level IV data of ULNs to G-5	G-4
		Conduct liaison with MPP-60 re: Program 9	G-5
		Coordinate with MTMC for TOT/TOP to A/SPOE	G-4/G-5
		Coordinate shipment of temp loan equipment to SPOE	G-4/G-5
		Designate Individuals for Deferment/Exemption Board	G-1
		Address Casualty Notification and Stop-Loss	G-1
		Report number of Marines site-lined to CAC	G-1
		Provide threat brief for activated sites	G-2
		Process Frequency Requests from SMCR units	G-6
		Report readiness of activated SMCR units to deploy	G-7
		Provide guidance of conscientious objectors	SJA
		Track medical/dental issues affecting deployment	HSS
	Coordinate cancellations of contracts and GCPC for activated units	Contracting	
	Coordinate with GFC to ensure contracting support on receiving end	Contracting	
Deployment Order	MARFORLANT	Disseminate to MSCs and Units	G-3
		Deploy in support of TPFDD	G-5/G-4
		Establish LNO with GFC	G-4

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MARINE FORCES RESERVE
NEW ORLEANS, LOUISIANA

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6 ANNEX C to COMMARFORRES MPLAN
7 OPERATIONS

- 8
9 REFERENCES: (a) CMC ltr 3060 over PLN07 dtd 17 Feb 99,
10 MARINE CORPS MOBILIZATION MANAGEMENT PLAN
11 (MPLAN)
12 (b) MCO 3500.30 Assignment of Selected Marine
13 Corps Reserve (SMCR) Units to U.S.
14 Commander in Chief, Atlantic
15 (Joint Forces) Command
16 (c) MCO 3060R.17B Mobilization Operational
17 Readiness Deployment Test (MORDT)
18 (d) ForO 3060.1_ CRISIS ACTION CENTER
19

20 1. General. Per the references, this annex assigns
21 responsibilities and provides guidance for mobilization of
22 the SMCR units, and the Individual Ready Reserve (IRR).
23

24 2. Mission. When directed by CMC (PO), COMMARFORRES
25 coordinates and executes the mobilization of SMCR units to
26 reinforce and augment the gaining force commander executing
27 a Major Theater War (MTW), or a smaller scale conflict
28 (SSC).
29

30 3. Execution
31

32 a. Concept of Operation. The mobilization process
33 consists of two phases: Mobilization/activation and
34 Demobilization. For the purposes of this annex only the
35 Mobilization phase will be addressed. Pre-mobilization is
36 addressed within the Staff Regulations and other applicable
37 Force Orders. Demobilization is a Service level function
38 and will be executed when directed.
39

40 (1) Mobilization begins when CMC requests, via
41 CJCS, SECDEF authority to mobilize and/or activate SMCR
42 units shown in the appropriate OPLAN with TPFDD.
43

44 (2) When SECDEF provides CMC authority to mobilize
45 SMCR units, via CJCS and SECNAV, CMC directs COMMARFORRES
46 to mobilize SMCR units.
47

1 (3) CMC further directs, SMCR units to report to
2 COMMARFORLANT.

3
4 (4) When ordered by USCINCFJCOM, COMMARFORLANT
5 directs, through COMMARFORRES, deployment and transfer of
6 selected SMCR units to the supported operational commander.

7
8 b. Tasks

9
10 (1) AC/S G-1

11
12 (a) Designate individuals to the MFR Deferment &
13 Exemption Board. Chaired by the AC/S G-1.

14
15 (b) Be prepared to specifically address: T/Os,
16 Casualty Notification, Family Assistance, & Stop-Loss
17 Actions.

18
19 (c) Report Number of Marines site-lined
20 distributed and parent unit to COMMARFORRES CAC.

21
22 (d) Provide personnel, technical, and
23 administrative support to the COMMARFORRES division staffs.

24
25 (2) AC/S G-2

26
27 (a) Provide daily intelligence briefs to
28 COMMARFORRES on threat levels at MARFORRES CONUS unit
29 locations.

30
31 (b) Provide personnel, technical, and
32 administrative support to the COMMARFORRES CAC.

33
34 (c) Provide guidance, coordination, and
35 direction for those areas of staff/command responsibility
36 (i.e. Security Access to the CAC, Clearances, etc.).

37
38 (3) AC/S G-3

39
40 (a) Exercise staff cognizance over activation/
41 mobilization process.

42
43 (b) Activate and operate the COMMARFORRES CAC
44 for continuous 24 hour operations when directed.

45

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1 (c) Ensure that the gaining force commander is
2 aware of the SORTS readiness posture of assigned SMCR
3 units.

4
5 (d) Exercise staff cognizance over the Reserve
6 District Headquarters, Peacetime-Wartime Support Teams
7 (PWST's) of the Reserve Training Centers (RTC's) and
8 Mobilization Reserve Training Centers (MRTC's) during
9 activation/mobilization.

10
11 (e) Request activation of the PWSTs in order to
12 staff the 31 MRTC's in order to screen and process
13 activated PIM (Standby Reserve & Retired Reserve).

14
15 (f) Provide COMMARFORRES (CAC) with personnel
16 status reports which reflect number of Marines reporting to
17 MRTC's, number of no-shows, number of Individual Ready
18 Reserve (IRR) Marines deployed from the MRTC to appropriate
19 MSB, delays granted, and separations requested/recommended
20 at the MRTC. This tracking will be accomplished with the
21 use of the Marine Corps Mobilization Processing Software
22 (MCMPS).

23
24 (g) BPT deploy LNO team to the supported
25 MARFOR to assist with the reception and force integration
26 of activated SMCR units and detachments.

27
28 (4) AC/S G-4

29
30 (a) Coordinate all Force logistics supply
31 matters with each MSC and Force Level Unit as applicable.

32
33 (b) Be prepared to specifically address:

34
35 1. TPFDD (MDSSII level IV data) movement
36 of pax and cargo:

37
38 a. Ammunition/Ordnance

39
40 b. Maintenance Management

41
42 2. Publish guidance for the turnover of
43 equipment from MARFORRES to gaining force commander.

44
45 3. Continue detailed coordination on all
46 commodity requirements, less Comm-Elect equipment, of non-
47 mobilized units.

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1 4. Ensure that all MFR embarkation
2 plans/procedures will support the rapid deployment of
3 Reserve units from RTC to gaining force commander.
4

5 5. BPT validate to AC/S G-5 unit's ULN
6 Level IV data for the OPLAN TPFDD being executed.
7

8 6. Monitor the Missing, Lost, Stolen,
9 Recovered (MLSR) reporting system.
10

11 7. BPT identify: Medical/Dental readiness
12 issues preventing the efficient activation/mobilization of
13 Navy Reserve Program 9 personnel.
14

15 8. Coordinate with 4th Medical and 4th
16 Dental Battalion to ensure that their medical supplies are
17 shown in the unit's ULN to level IV detail.
18

19 9. BPT coordinate with PWST at each site
20 relative to weapons and RBE.
21

22 (5) AC/S G-5
23

24 (a) BPT validate TPFDD of SMCR units to
25 GFC, MFL, and TRANSCOM as required during execution of
26 OPLAN.
27

28 (b) Ensure NBC equipment from the NBC single
29 site unit is TPFDD to the appropriate intermediate location
30 (ILOC) of each unit.
31

32 (c) Provide guidance, coordination, and
33 direction for those areas of staff/command responsibility.
34

35 (6) AC/S G-6
36

37 (a) BPT execute Annex K of this plan.
38

39 (b) Coordinate with AC/S G-2 on security
40 (OPSEC, COMSEC, etc.)
41

42 (7) AC/S G-7
43

44 (a) Continue to evaluate the Combat Readiness
45 of non-activated units as reported by the most recent CGIs.
46 BPT take corrective action with appropriate MSC.
47

1 (b) Provide guidance, coordination, and
2 direction for those areas of staff/command responsibility.

3
4 (8) AC/S, Facilities

5
6 (a) BPT support and advise the site support
7 staff on all necessary facility issues.

8
9 (b) Ensure that all support contracts are
10 current and that PWST are ready to receive from the I&I
11 staff all paperwork essential to keep the RTC open to
12 handle all Reserve issues once the SMCR unit has departed.

13
14 (c) Provide guidance, coordination, and
15 direction for those areas of staff/command responsibility.

16
17 (9) AC/S Comptroller

18
19 (a) Coordinate with CMC (P&R) for funding
20 appropriations to support mobilization of SMCR units and
21 the IRR.

22
23 (b) Provide guidance, coordination, and
24 direction for those areas of staff/command responsibility.

25
26 (10) Director, Public Affairs. Provide guidance,
27 coordination, and direction for those areas of
28 staff/command responsibility, specifically in addressing
29 the news media with regard to the activation/mobilization
30 process.

31
32 (11) Staff Judge Advocate (SJA). Provide guidance,
33 coordination, and direction for those areas of
34 staff/command responsibility.

35
36 (12) Officer in Charge-Health Services Support

37
38 (a) BPT to identify medical/dental readiness
39 issues preventing the efficient recall of Navy Reserve
40 Program 9 personnel with COMNAVRESFOR.

41
42 (b) Provide guidance, coordination, and
43 direction for those areas of staff/command responsibility.

44 (13) Force Chaplain

45
46 (a) Provide guidance, coordination, and
47 direction for those areas of staff/command responsibility.

1 (b) Present and/or disseminate family
2 activation/ mobilization (Pre-deployment) briefs.

3
4 (c) Coordinate with unit chaplains to ensure
5 that all of their religious supplies are on the unit TPFDD.

6
7 (14) Commanding Generals, Fourth Marine Division
8 Fourth Marine Aircraft Wing, & Fourth Service Support Group

9
10 (a) Establish a response cell during the
11 activation period to coordinate MSC requirements and
12 issues.

13
14 (b) Be prepared to provide data and
15 information to the COMMARFORRES CAC.

16
17 (15) Commanding General, Marine Corps Reserve
18 Support Command (MCRSC)

19
20 (a) When activation/mobilization of SMCR units
21 is authorized, activate the MCRSC Command Operations Center
22 to coordinate MCRSC PIM processing requirements.

23
24 (b) BPT provide data and information to the
25 MARFORRES CAC.

26
27 (c) Provide administrative/logistical support
28 for involuntary recalled PIM while at the MRTC; to include
29 order writing and endorsement, transportation, messing and
30 billeting.

31
32 c. Coordinating Instructions. G-3, G-5 and HSS conduct
33 liaison with CMC (MPP-60) and COMNAVRESFOR N-1/3/5 to
34 facilitate coordination for Navy Reserve Program 9
35 activation and assignment of Navy personnel (reserve and
36 active duty) in support of SMCR units.

37
38 APPENDIXES:

- 39
40 1 - Training Requirements
41 2 - Operations Security
42 3 - Unit Checklist

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6 APPENDIX 1 to ANNEX C to COMMARFORRES MPLAN
7 TRAINING REQUIREMENTS

8
9 REFERENCE: ForBul 1500, COMMARFORRES MISSION ESSENTIAL TASK
10 LIST

11
12 1. PURPOSE. To provide guidance on training requirements
13 as it applies to SMCR units, and individuals (PIM or IMAs)
14 when directed to involuntary activate/mobilize in support
15 of a national crisis or security threat.

16
17 2. SCOPE. In accordance with the reference, prior to
18 activation/mobilization, SMCR units/individuals
19 continuously train to the same standards as their active
20 duty Marine counterparts in order to enhance war fighting
21 readiness and promote seamless integration when called upon
22 to augment and reinforce the active Marine Forces.

23
24 3. ASSUMPTIONS

25
26 a. That the requirements of Title 10 USC Section 671
27 will not be modified. Hence, basic recruits and Marines
28 who have not completed their initial skill training will
29 not be deployed until they have received twelve weeks of
30 initial skill training and a Military Occupational
31 Specialty (MOS).

32
33 b. That those Marines on active duty when the unit is
34 mobilized will join the unit at the SIA as soon as the
35 active duty for training obligation is terminated, and the
36 Marine has been properly joined to the unit by the I&I unit
37 diary clerk.

38
39 c. That minimal pre-mobilization training has been
40 conducted for IRR and Retirees, requiring combat
41 replacement training at the SIA.

42
43 d. That units will have a mission and the gaining
44 force commander will be identified upon notification of
45 activation/mobilization.

1 e. That former instructors will be identified and
2 assigned to instruct at formal schools/training centers in
3 support of predeployment training early on in the
4 activation/mobilization process.

5
6 4. CONCEPT of OPERATIONS. SMCR units continually train to
7 unit METLs in order to enhance war fighting readiness in
8 preparation to augment and reinforce active forces. Upon
9 activation/mobilization and reporting to the gaining force
10 commander, theater and mission specific training will be
11 tasked by the gaining command and as directed by the
12 Commander, U.S. Marine Corps Forces, Atlantic
13 (COMMARFORLANT) and the United States Commander in Chief,
14 Joint Forces Command (USCINCFJCOM).

15
16 5. TASKS

17
18 a. All MARFORRES Units: Utilize the following detailed
19 unit training checklist upon activation/mobilization to
20 facilitate rapid accomplishment of events, activities, and
21 tasks for the overall combat readiness of the unit.

22
23 (1) Conduct mission analysis from which training
24 requirements will be identified.

25
26 (2) Identify critical training deficiencies

27
28 (3) Prepare detailed training schedule

29
30 (4) Intensify individual physical fitness program

31
32 (5) Submit request for Mobile Training Teams

33
34 (6) Submit request for formal schools' quotas to
35 COMMARFORRES via the MSCs for Mobile Training Teams and
36 formal school quotas to satisfy critical training
37 deficiencies.

38
39 (7) Identify training support required at the SIA

40
41 (8) Ensure SORTS reports are current

42
43 b. Schools

44
45 (1) Marines of units which are mobilized and who
46 are attending formal schools will not be terminated from
47 the school if the school is a MOS producing or a

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1 Professional Military Education (PME) Course of
2 Instruction. If the Marine completes formal schooling
3 prior to the unit departing the SIA, he/she will join the
4 unit within 72 hours of course completion.

5

6 (2) Deployable Marines scheduled to attend formal
7 schools may have the course canceled by the unit training
8 Officer/Noncommissioned Officer-in-Charge of schools on a
9 case by case basis dependent upon the needs of the unit
10 being mobilized.

11

12 (3) The gaining force commander assumes
13 responsibility for formal school training once the unit
14 departs the RTC. Available school quotas should be
15 requested prior to departure of the RTC or by the advance
16 party upon arrival at the gaining command.

17

18 Tab:

19 A - Sample Unit Training Message

20

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1 TAB A to APPENDIX 1 to ANNEX C to COMMARFORRES MPLAN
2 UNIT TRAINING MESSAGE
3
4 PRECEDENCE (NORMALLY ROUTINE)
5
6 DTG
7
8 FM (UNIT ACTIVATED)
9
10 TO (CO/CG OF GAINING COMMAND)
11
12 INFO CMC WASHINGTON DC//M&RA/PP&O/POC/CRC//
13 COMMARFORLANT//G-1/G-3/5/G-4/G-6/HSS//
14 COMMARFORPAC//G-1/G-3/G-4/G-5/G-6//
15 COMMARFORRES//G-1/G-3/CAC/G-4/G-5/G-6/FACILITIES//
16 CG MCCDC//
17 (CG SIA/BASES/STATIONS)
18
19 CLASSIFICATION (NORMALLY UNCLASS)//
20
21 MSGID/GENADMIN//
22
23 SUBJ/UNIT TRAINING MESSAGE//
24
25 REF/A/(CMC MSG)//
26
27 REF/B/COMMARFORLANT DEPLOYMENT ORDER
28
29 REF/C/CMC MPLAN//
30
31 REF/D/COMMARFORRES MPLAN//
32
33 REF/E/(UNIT DEPARTURE MESSAGE--IF ALREADY SENT)//
34
35 NARR/REF A IS ACTIVATION MSG. REF B IS THE COMMARFORLANT
36 DEPLOYMENT ORDER. REF C IS THE CMC MOBILIZATION MANAGEMENT
37 PLAN. REF D IS THE COMMARFORRES MOBILIZATION MANAGEMENT
38 PLAN. REF E IS THE UNIT DEPARTURE MSG FOR THIS COMMAND//
39 POC/(NAME)/(RANK)/(UNIT)/(PHONE#)/FAX#//
40
41 RMKS/1. (COMPLETE UNIT NAME, RUC, AND LOCATION--CITY/STATE)
42
43 2. PER REF E, THIS UNIT'S MAIN BODY SCHEDULED TO ARRIVE AT
44 (BASE/STATION), THE SIA, ON (DATE); ADVANCE PARTY ON
45 (DATE).
46
47 3. COMMANDER'S TRAINING ASSESSMENT. (BRIEF NARRATIVE OF
48 COMMANDING OFFICER'S ASSESSMENT OF UNIT'S CURRENT LEVEL OF
49 TRAINING, INCLUDING STRENGTHS, WEAKNESSES, AND PERSONNEL
50 CONTINUITY/TURBULENCE AND LEVEL OF EXPERIENCE.)
51
52 4. BASED ON THE COMMANDER'S ESTIMATE OF THE SITUATION,
53 TRAINING PRIORITIES FOR THIS UNIT AT THE SIA ARE: (LIST

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1 AND BRIEFLY DESCRIBE MAJOR TRAINING PRIORITIES, AND WHERE
2 APPLICABLE, APPROXIMATE NUMBER OF MARINES/SAILORS TO WHOM
3 EACH TRAINING ITEM APPLIES).

4

5 5. THE FOLLOWING TRAINING SUPPORT IS REQUESTED AT THE SIA:
6 (AS APPLICABLE, LIST SPECIFIC TYPES OF TRAINING FACILITIES
7 AND NON-ORGANIC INSTRUCTORS/TRAINERS REQUIRED AT THE SIA TO
8 CONDUCT TRAINING LISTED IN PARA. 4, ABOVE.)

9

10 6. ADDITIONAL REMARKS. (ANY ADDITIONAL REMARKS CONCERNING
11 UNIT TRAINING CONSIDERED IMPORTANT BY THE UNIT COMMANDER.)

12

13 7. REQUEST DESIGNATION OF APPROPRIATE POINT OF CONTACT AT
14 GAINING COMMAND/SIA AND DIRLAUTH IN ORDER TO COORDINATE AND
15 EFFECT UNIT TRAINING AT SIA.

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6 APPENDIX 2 to ANNEX C to COMARFORRES MPLAN
7 OPERATIONS SECURITY (OPSEC)
8

9 REFERENCES: (a) ForO 3060.1, Crises Action Center
10 (b) OPNAVINST 5510.1
11 (c) MCO 5500.13A
12 (d) MCRP 3-02D
13

14 1. SITUATION. This appendix identifies those measures
15 required to be taken to protect plans, movements, personnel
16 and equipment. Accordingly, OPSEC includes anti-
17 terrorism/force protection (AT/FP) and physical security.
18

19 2. MISSION. SMCR units plan for and train in OPSEC
20 measures and procedures in order to protect plans,
21 movements, personnel, equipment and installations during
22 mobilization or other threat environments.
23

24 3. EXECUTION
25

26 a. Commander's Intent. OPSEC is essential to perform
27 COMMARFORRES mission of augmenting and reinforcing the
28 active gaining command. OPSEC begins with AT/FP and is the
29 responsibility of each unit leader and commander, as well
30 as the individual efforts of unit and command members.
31 Effective AT/FP is to be conscientiously aware of and
32 prepare for hostile actions against Marines, Sailors and
33 the unit. Physical security are prudent and moral measures
34 every Marine and Sailor take to safeguard information,
35 plans and movements. AT/FP and Physical Security
36 incorporates those measures set forth in CMC and
37 COMMARFORRES regulations, and unit and command SOP's;
38 however, they depend on common sense, moral courage,
39 individual leadership, and on-going situational awareness.
40 I require all Force units to continually and actively plan
41 and train in OPSEC measures and procedures. Every unit
42 must develop a local security plan and SOP; then plan unit
43 training to incorporate those plans. My endstate is that
44 all force units have, and are well trained in, an
45 integrated operational security plan which effectively
46 counters current or projected threats to our mission.
47

1 b. Concept of Operations. This is a two phase
2 operation. During pre-mobilization, units plan and develop
3 OPSEC SOPs, and conduct unit and individual training in
4 OPSEC measures. During mobilization, units implement OPSEC
5 plans and SOPs, as appropriate, given actual or potential
6 threats.

7
8 c. Tasks

9
10 (1) AC/S G-2

11
12 (a) Provide general guidance to MSC
13 counterparts regarding physical security planning and
14 threat assessment.

15
16 (b) Monitor threat levels from available
17 sources; advise COMMARFORRES, the Force Staff sections,
18 Force units and MSCs, as appropriate.

19
20 (c) Participate in the COMMARFORRES CAC, and
21 perform the security and threat related tasks set forth in
22 reference (a).

23
24 (2) AC/S G-6

25
26 (a) Provide general guidance to MSC
27 counterparts regarding communications security (COMSEC)
28 planning.

29
30 (b) Monitor signals intelligence (SIGINT)
31 threat levels from available sources; advise COMMARFORRES,
32 the Force Staff sections, Force units and MSCs, as
33 appropriate.

34
35 (c) Provide personnel and perform the COMSEC
36 related tasks set forth in reference (a).

37
38 (3) All Staff Sections. Incorporate OPSEC planning
39 and training in the performance of your respective tasks
40 and responsibilities.

41
42 (4) Major Subordinate Commands (Fourth Marine
43 Division/Aircraft Wing/Force Service Support Group) & Force
44 Unit Commanders.

1 (a) Exercise OPSEC plans and SOPs based upon
2 present, and anticipated potential threat conditions during
3 transit from the RTC to the gaining command.

4
5 (b) Coordinate with local authorities regarding
6 same.

7
8 (c) Coordinate OPSEC measures at the ILOC with
9 the gaining commands.

10
11 d. Coordinating Instructions

12
13 (1) Information and Personnel Security Program
14 (IPSP). Per reference (b), ensure the following measures
15 are effected:

16
17 (a) Security Manager

18
19 1. The unit commander will appoint a
20 security manager in writing to perform those duties
21 previously assigned to the I-I. The unit commander will
22 ensure:

23
24 a. All personnel requiring clearances
25 are identified, hold appropriate security investigations,
26 and are familiar with IPSP related billets and duties.

27
28 b. Continue physical security measures
29 to protect classified materials and/or equipment once they
30 are removed from the confines of the I-I's storage area.
31 This action will include ensuring an adequate number of
32 serviceable security containers are available.

33
34 (b) Personnel Security

35
36 1. Commanders will identify the required
37 level of clearance/access to classified information for
38 authorized personnel.

39
40 a. Request appropriate
41 investigations/clearances for personnel assigned to those
42 billets.

43
44 b. Guidance for requesting those
45 investigations is contained in reference (b).

46
47 (c) Security of Classified Material

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1 1. Commanders will ensure appropriate
2 security is afforded to all classified material prior to,
3 during, and after mobilization.
4

5 2. All personnel will receive training in
6 the proper handling of classified material.
7

8 3. Upon notification of mobilization, a
9 review of classified materials should be conducted
10 submitting appropriate reports indicating destruction of
11 unnecessary materials.
12

13 4. Classified material retained will be
14 hand-carried to the ILOC or other deployment locations
15 following the procedures contained in reference (b).
16

17 (2) Combating Terrorism at The Installation/Unit
18 Level Program. Site (I-I's) and unit commanders/OICs shall
19 implement this program, to include a comprehensive Physical
20 Security Plan, per references (c) and (d).

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APPENDIX 3 to ANNEX C to COMARFORRES MPLAN
UNIT CHECKLIST

1. PURPOSE. This appendix provides a checklist for tasks to be accomplished by an activated SMCR unit.

ACTION TO BE TAKEN	REPORT TO	WHEN REQUIRED	MPLAN REFERENCE
<u>Administrative Tasks to be performed at RTC</u>			
Submit SITREP	MFR CAC	Every 12 hours after activation	Annex C, Appendix 3, Tab A
Deferment Request	G-1	Upon activation	Annex E, Appendix 5, Tab A
Submit Unit Training msg	GFC	Upon activation	Annex C, Appendix 1, Tab A
Ensure SORTs is correct	MFR CAC	Upon activation	Annex C, Appendix 1
Appoint a Security manager	G-2	Upon activation	Annex C, Appendix 2
Submit DD553s on all no-shows	G-1	Within 30 days of activation	Annex E
Report all T/O line # and assignments in MCTFS	N/A	Upon activation	Annex E, Appendix 6
Report any serious mishaps	Facilities	Until arrival at GFC	Annex G
Cancel cardholders, contracts and orders	Contracting	Prior to departing RTC	Annex H
Submit Pickup/Delivery msg	GFC/G-6	Prior to departing RTC	Annex K, Tab B
Submit Pickup/Delivery letter	GFC/G-6	Prior to departing RTC	Annex K, Tab C
Request for Frequency	G-6	Prior to departing RTC	Annex K, Appendix 2
Notify DCMS	DCMS	Prior to departing RTC	Annex K, Appendix 1
Comm Guard Shift	G-6	72 hours prior to shift	Annex K, Tab A
Schedule of Arrival msg	GFC/MFR CAC	72 hours prior to departure	Annex D, Appendix 4, Tab D
Transfer of Wpns msg	Crane	Upon departure from RTC	Annex D, Appendix 6
<u>Administrative Tasks to be performed on individuals at RTC</u>			
Emergency Recall Procedures	To HHQs upon completion	Upon activation	N/A
Activation Brief	To HHQs upon completion	Upon activation	N/A

Tax Considerations Counseling	Upon completion	Upon activation	N/A
Soldiers & Sailors Civil Relief Act	Upon completion	Upon activation	N/A
Personal Affairs Brief (Wills/Power of Attorney)	Upon completion	Upon activation	N/A
Annual/Career Retirement Credit Report	Upon completion	Upon activation	N/A
Allotment/Bond Authorization Request	Upon completion	Upon activation	N/A
Fleet Hometown News Release	Upon completion	Upon activation	N/A
Issue Advance Pay	Upon completion	Upon activation	N/A
ID Card Issue - Service member (DD@MC)	Upon completion	Upon activation	N/A
ID Card Issue - Dependent (DD-1173)	Upon completion	Upon activation	N/A
Benefits Waiver (VA218951)	Upon completion	Upon activation	N/A
DEERS Enrollment	Upon completion	Upon activation	N/A
Delay or Deferment Determination	Upon completion	Upon activation	N/A
Dependent Application (NAVMC 10922)	Upon completion	Upon activation	N/A
Disclosure Statement (OPNAV 5211/9)	Upon completion	Upon activation	N/A
ID Tags	Upon completion	Upon activation	N/A
Family Separation Allowance (DD 1561)	Upon completion	Upon activation	N/A
Leave Accrual DET/Processing	Upon completion	Upon activation	N/A
Issue Meal Cards	Upon completion	Upon activation	N/A
OQR/SRB Audit	Upon completion	Upon activation	N/A
Orders Endorsement	Upon completion	Upon activation	N/A
Overseas Screening	Upon completion	Upon activation	N/A
Record of Emergency Data (REDs)	Upon completion	Upon activation	N/A
Security Clearance	Upon completion	Upon activation	N/A
Security Check Update (DD398) If Req'd	Upon completion	Upon activation	N/A
Separation/Travel Pay Certificate	Upon completion	Upon activation	N/A
SGLI	Upon completion	Upon activation	N/A
State of Legal Residency (DD2058)	Upon completion	Upon activation	N/A
Distribution of TOLL-FREE Phone #s (Family Service/DFAS)	Upon completion	Upon activation	N/A
Travel Settlement	Upon completion	Upon activation	N/A
Unit Diary: Activation/Join	Upon completion	Upon activation	N/A
W-4 Form	Upon completion	Upon activation	N/A
Housing Allowance	Upon completion	Upon activation	N/A
Child Care Planning	Upon completion	Upon activation	N/A
Component Code Verification	Upon completion	Upon activation	N/A
Employer Support of the Guard & Reserve Brief	Upon completion	Upon activation	N/A
Privacy Act Statement	Upon completion	Upon activation	N/A
Family Care Plans	Upon completion	Upon activation	N/A

Administrative Task to be completed upon arrival at GFC

Reception Message	MFR CAC	Upon arrival at GFC	Annex C, Appendix 3, Tab A
Logistical Tasks			
Ensure messing/billeting arrange for @ RTC	N/A	Upon activation	Annex D, Appendix 2
Validate MDSS II to higher headquarters	G-4/5	Upon activation	Annex D, Appendix 4, Tab A
Ship out equipment under temporary custody	N/A	Upon activation	Annex D, Appendix 3, Tab A
Notify MCLB Albany and change TAC II address	MCLB Albany/G-4	Upon activation	Annex D, Appendix 3, Tab C
Upgrade priority to FAD III, Priority 03	MCLB Albany/G-4	Upon activation	Annex D, Appendix 3, Tab C
Prepare CMR for movement to GFC	N/A	Upon activation	Annex D, Appendix 3, Tab C
Adjust Reserve LM2 report	N/A	Upon activation	Annex D, Appendix 3, Tab C
Report Equipment in need of repair	G-4	Upon activation	Annex D, Appendix 4, Tab A
Request for disposition instructions of Excess V (W) material	G-4	Upon activation	Annex D, Appendix 3, Tab B
Embark Gear for movement	N/A	Upon activation	Annex D, Appendix 4, Tab A
Submit for TOP/TOT	G-4	Upon activation	Annex D, Appendix 4, Tab A
Uniform Inventory (NAVMC604)	To HHQs upon completion	Upon activation	N/A
Inspect 782 Gear/Equipment	To HHQs upon completion	Upon activation	N/A
Issue Weapons Custody Cards	To HHQs upon completion	Upon activation	N/A
Conduct Medical/Dental Screening	To HHQs upon completion	Upon activation	N/A
Report Shortfalls in Transportation	G-4	Upon activation	Annex D, Appendix 4, Tab B
Submit shipment msg	G-4	72 hours prior to departure	Annex D, Appendix 4, Tab C
Transfer any I2P2 equipment to GFC	GFC/G-5	Prior to departing RTC	Annex K, Appendix 3, Tab B

1

2

3 Tab:

4 A - Example Reception Message

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1 TAB A to APPENDIX 3 to ANNEX C to COMMARFORRES MPLAN
2 RECEPTION MESSAGE
3
4 PRECEDENCE (NORMALLY ROUTINE)
5
6 DTG
7 FM (UNIT ACTIVATED)
8 TO COMMARFORRES//G-1/G-3/CAC/G-4/G-5/G-6/FACILITIES//
9
10 INFO CMC WASHINGTON DC//M&RA/PP&O/POC/CRC//
11 COMMARFORLANT//G-1/G-3/5/G-4/G-6/HSS//
12 COMMARFORPAC//G-1/G-3/G-4/G-5/G-6//
13 (CO/CG OF GAINING COMMAND)
14 (CG SIA/BASES/STATIONS)//
15
16 CLASSIFICATION (NORMALLY UNCLASS)//
17
18 MSGID/GENADMIN//
19
20 SUBJ/RECEPTION MESSAGE//
21
22 REF/A/(CMC MSG)//
23
24 REF/B/COMMARFORLANT DEPLOYMENT ORDER
25
26 REF/C/CMC MPLAN//
27
28 REF/D/COMMARFORRES MPLAN//
29
30 REF/E/UNIT DEPARTURE MESSAGE//
31
32 NARR/REF A IS ACTIVATION MSG. REF B IS THE COMMARFORLANT
33 DEPLOYMENT ORDER. REF C IS THE CMC MOBILIZATION MANAGEMENT
34 PLAN. REF D IS THE COMMARFORRES MOBILIZATION MANAGEMENT
35 PLAN. REF E IS THE UNIT DEPARTURE MSG FOR THIS COMMAND//
36 POC/(NAME)/(RANK)/(UNIT)/(PHONE#)/FAX#//
37
38 RMKS/1. (COMPLETE UNIT NAME, RUC, AND LOCATION--CITY/STATE)
39
40 2. PER REF E, THIS UNIT'S MAIN BODY ARRIVED AT
41 (BASE/STATION), THE SIA, ON (DATE); ADVANCE PARTY ON
42 (DATE).
43
44 3. PERSONNEL REPORT
45 3.A. NUMBER OF MARINE CORPS OFFICERS:
46 3.B. NUMBER OF NAVAL OFFICERS:
47 3.C. NUMBER OF MARINE CORPS ENLISTED:
48 3.D. NUMBER OF NAVY ENLISTED:
49 3.E. OFFICERS/ENLISTED REMAINING BEHIND AT RTC:
50
51 4. CARGO: NUMBER OF SHORT TONS
52
53 5. ADDITIONAL COMMENTS

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6 ANNEX D to COMMARFORRES MPLAN
7 LOGISTICS

8
9 REFERENCES: (a) MCO P4400.82
10 (b) MCO P4450.7
11

12 1. SITUATION
13

14 a. General. This Annex assigns responsibilities and
15 provides guidance for COMMARFORRES logistical procedures to
16 meet the expanded support requirements of mobilization.
17

18 b. Friendly Forces
19

20 (1) Higher Headquarters
21

22 (a) CMC (PP&O/PLN/MP&RA), when authorized,
23 directs COMMARFORRES to activate/mobilize SMCR units and
24 individuals to meet the operational requirements of the
25 force commanders in support of CINC OPLANS/CONPLANS with
26 TPFDDs.
27

28 (b) CMC (I&L) implements plans for general
29 logistic support, transportation, material management, and
30 procurement in support of mobilization.
31

32 (c) COMMARFORRES directs command authority of
33 activated U.S. Marine Corps units be chopped to
34 CINCUSJFCOM.
35

36 (2) Adjacent. None.
37

38 (3) Supporting. The supported Marine Forces
39 (MARFOR) Commander will provide equipment to the supporting
40 reserve unit from "internal force redistribution" operating
41 force assets during a national emergency in order to
42 fulfill the shortfall in T/E of the SMCR unit's T/A. The
43 movement of Reserve Training Allowance (T/A) equipment or
44 T/E from a Reserve Remote Storage Activity (RRSA) to GFC
45 may be requested from MATCOM or MARCORLOGBASES by the
46 gaining MARFOR Commanders to fulfill part of a Reserve Unit

1 T/E. MARCORLOGBASES, Albany provides required additional
2 equipment to complete Reserve Unit T/Es.

3
4 2. MISSION. COMMARFORRES provides logistical support
5 during the mobilization process to ensure that maintenance
6 and accountability of force assets is maintained to ensure
7 the timely deployment from RTC to GFC of pax and cargo.

8
9 3. EXECUTION

10
11 a. Concept of Operations. Logistical support of the
12 MPLAN will be conducted in two phases: Pre-mobilization and
13 Mobilization.

14
15 b. Tasks

16
17 (1) Pre-mobilization

18
19 (a) COMMARFORRES G-4 will:

20
21 1. Coordinate with gaining commands on
22 procedures for transferring custody of Marine Corps Reserve
23 equipment and supplies.

24
25 2. Establish procedures for reduction of
26 maintenance at RTCs to include:

27
28 a. The reporting of unserviceable
29 controlled items in accordance with reference (a).

30
31 b. Disposition of garrison property.

32
33 c. RTC facility operations to include
34 support of garrison mobile equipment and weapons.

35
36 (b) SMCR Units/Detachments will:

37
38 1. Ensure adequate stocks of forms, mount-
39 out containers, and supplies are on hand for activation.

40
41 2. Ensure maintenance procedures are in
42 accordance with current orders and directives.

43
44 3. Maintain unit's MDSS II data to
45 identify PAX and cargo to be deployed to the GFC.

1 4. Ensure a current locator deck exists
2 for all items, showing field warehouse locations, per
3 reference (b).

4
5 (2) Mobilization

6
7 (a) COMMARFORRES G/4 will:

8
9 1. Establish a logistic cell within the
10 CAC.

11
12 2. Support actions required to facilitate
13 the execution of logistic support for Reserve forces during
14 mobilization.

15
16 3. Monitor/coordinate the movement of
17 personnel and equipment from the RTC to the GFC APOE/SPOE.

18
19 (b) SMCR Units. All SMCR units will execute
20 amplifying guidance regarding the transfer of equipment
21 from RTC to GFC, POE, POD by COMMARFORRES and follow
22 specific supply and maintenance procedures explained in
23 Appendices 1 through 6.

24
25
26
27
28
29 APPENDIXES:

- 30 1 - LOGISTICS CONCEPTS
31 2 - BILLETING AND MESSING
32 3 - EQUIPMENT
33 4 - TRANSPORTATION
34 5 - AMMUNITION
35 6 - ORDNANCE

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6 APPENDIX 1 to ANNEX D to COMMARFORRES MPLAN
7 LOGISTICS CONCEPTS
8

9 1. Purpose. To provide guidance to COMMARFORRES SMCR
10 units during the activation/mobilization process on
11 logistics concepts.
12

13 2. Scope This appendix amplifies Annex D and explains in
14 detail the various sub-processes that occur.
15

16 a. Marine commands coordinate with Navy commands
17 ensuring available Navy support required to deploy and
18 sustain the wartime force.
19

20 b. Upon activation, CSSD 41 (Camp Pendleton) and CSSD
21 42 (Camp Lejeune) will be task organized from 4th FSSG.
22

23 (1) Potential missions for the CSSDs include the
24 following:
25

26 (a) Assist in the distribution of initial issue
27 received from stores and/or IMMs, and provide required
28 intermediate level maintenance support.
29

30 (b) Manage Force Remain-Behind-Equipment (RBE),
31 Supply, Maintenance and/or redistribution management and
32 assume responsibility of RBE. RBE will be reported to
33 COMMARCORMATCOM and COMMARCORLOGBASES, Albany.
34
35

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6 APPENDIX 2 to ANNEX D to COMMARFORRES MPLAN
7 BILLETING AND MESSING

8
9 REFERENCES: (a) MCO P4200.15
10 (b) ForO P4200.15
11 (c) ForO P4790.3
12

13 1. Purpose. To provide guidance to COMMARFORRES SMCR
14 units during the activation/mobilization for billeting and
15 messing.

16
17 2. Scope Units will develop a plan to provide billeting
18 and messing for mobilized Reservists at the RTC.
19

20 a. This support plan will be maintained in the unit's
21 Mobilization Folder with the following considerations and
22 arrangements:
23

24 (1) Units with RTCs located on a military
25 installation will ensure that provisions for billeting and
26 messing for personnel under mobilization conditions are
27 included in the ISSA.
28

29 (2) Units whose RTC is large enough to provide
30 shower and sleeping accommodations for personnel at the
31 site will billet personnel in the RTC under mobilization
32 conditions, as local ordinances and base directives allow.
33

34 (3) If the RTC is not located on a military
35 installation and the facility will not accommodate sleeping
36 space for unit personnel:
37

38 (a) The unit will maintain board and lodging
39 agreements (BLA) which will be prepared and executed on a
40 DD Form 1155.
41

42 (b) Instructions for preparation of the DD Form
43 1155 are contained in the Marine Corps Purchasing
44 Procedures Manual in accordance with references (a) and
45 (b); (MCO P4200.15, Appendix 6, Section 3, Appendix A,
46 figure A-4, and ForO 4200.1, Appendix 9).
47

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1 (c) A copy of the agreement will be maintained in
2 the unit's Mobilization Folder.

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APPENDIX 3 to ANNEX D to COMMARFORRES MPLAN
EQUIPMENT

1. Purpose. To provide guidance on equipment issues during mobilization.

TABS:

- A - Consolidated Memorandum Receipt (CMR)
- B - Excess Class VII End Items (PEIs)
- C - Mobilization

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6 TAB A to APPENDIX 3 to ANNEX D to COMMARFORRES MPLAN
7 CONSOLIDATED MEMORANDUM RECEIPT
8

9 REFERENCES: (a) ForO 4400.2
10 (b) COMMARFORRES Letter of Instruction (LOI)
11 G-4/MRB, 4400, 27 Jan 98: the Conversion
12 of Site Line Distribution to Consolidated
13 Memorandum Receipt (CMR) Concept
14

15 1. General. Reserve units cannot normally store or
16 maintain their full T/E allowance at their site; therefore,
17 a portion of their total allowance is kept on hand as a
18 Training Allowance (T/A). Reserve units may also require
19 other items of equipment not organic to their unit to
20 support training, for instance, a truck for an infantry
21 company. Such equipment is normally assigned from the T/E
22 of another Reserve unit and placed in a Consolidated
23 Memorandum Receipt (CMR). The custodial unit uses,
24 maintains, and stores the equipment, but the owning unit
25 retains supply accountability by assigning a Responsible
26 Officer (RO).
27

28 2. Upon activation/mobilization. Units with temporary
29 custody of the equipment will be directed to ship the CMR
30 equipment to the ownings unit's designated GFC. In this
31 way, the owning unit may complete its T/E prior to
32 departing the SIA for the Theater of Operations. For
33 planning purposes, units report CMR equipment in MDSS II
34 citing an appropriate code of borrowed equipment.
35 Similarly, when a SMCR unit is mobilized, it must return
36 CMR equipment in its custody. Refer to the above references
37 for further explanation.

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TAB B to APPENDIX 3 to ANNEX D to COMMARFORRES MPLAN
EXCESS CLASS VII END ITEMS [PEIS]

1. Within 30 days after the unit departs the RTC, designated personnel at the RTC will submit WIR's (Recoverable Item Report) for all excess Class VII principal end-items (PEIs) regardless of condition utilizing the WIR On Line Processing Handler (WOLPH) system. Once assets are loaded to the system, COMMARFORRES Supply Branch will monitor WIR/disposition requests to COMMARCORLOGBASES, Albany, GA, who will provide disposition instructions.

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6 TAB C to APPENDIX 3 to ANNEX D to COMMARFORRES MPLAN
7 MOBILIZATION
8

9 REFERENCES: (a) MCO 3000.11
10 (b) MCO 8300.1
11 (c) MCO P4400.150
12 (d) UM 4400.124
13 (e) ForO P4600.150
14

15 1. Site Support Staff. The Inspector-Instructor will
16 ensure that the PWST OIC and site support staff are trained
17 and fully prepared to carryout the day to day
18 responsibilities of the site commander.
19

20 2. T/E Equipment. Only T/E equipment will be shipped to
21 the GFC. Garrison property (desks, chairs, site computer
22 servers) and Plant Property (Firearms Training Systems)
23 will not be deployed or included in submitted MDSSII data.
24

25 3. Aviation Logistics During mobilization, the RTC will
26 transfer all fully mission capable aircraft, qualified
27 personnel (organizational and intermediate level), mobile
28 facilities and sufficient quantities of support equipment
29 and supply assets to maintain the aircraft. In order to
30 standardize these supporting requirements, contingency
31 support packages (CSPs) have been developed so that all
32 requirements can be readily identified and mobilized upon
33 notification. Procedures and responsibilities for the
34 accomplishment of all aviation logistics requirements shall
35 be in accordance with the appropriate directive.
36

37 a. Planning. Prior to departing the RTC, 4th Marine
38 Aircraft Wing will accomplish the following tasks:
39

40 (1) ID in the appropriate TPFDD the MAG and MALS
41 designated to perform Fleet Replacement Squadron (FRS)
42 support.
43

44 (2) Coordinate with either 3d or 2d MAW logistics
45 requirements for the extended support of FRS/Fleet
46 Replacement Enlisted Skills Training (FREST) operations.
47

1 b. Headquarters Marine Corps/Aviation Support
2 Logistics branch will provide assistance to 4th Marine
3 Aircraft Wing units by coordinating with the various Navy
4 supporting air commands to ensure that any noted
5 deficiencies in the support of Marine Aviation logistics
6 are cataloged and rectified as soon as possible.

7
8 4. Company/Battery Size Units In the event
9 company/battery size units are activated separate from the
10 umbrella of their parent unit:

11
12 a. Be prepared to report to the GFC with T/A (Type I,
13 A-E TAMCN). Type II allowance items (TAMCN's K through Z)
14 will be taken at the discretion of the unit's Commanding
15 Officer.

16
17 b. Comply with the gaining units supply policy and
18 procedures upon departure from the RTC.

19
20 c. Be prepared to receive, inspect, and place into
21 operation that portion of unit T/E not held as T/A.

22
23 d. Activated chaplains (US Naval Reserve Program 9
24 personnel) will have their T/E items provided (combat kits,
25 ministry supplies) from SMCR units T/A assets or from the
26 gaining force Commander via the War Reserve System
27 withdrawal of initial issue stocks.

28
29 5. Supply Procedures for Company Sized Units or
30 Detachments. Upon activation/mobilization the following
31 procedures apply:

32
33 a. Notify MCLB, Albany, GA (Code: 802)
34 DODADD/Readiness section of mobilization and change to TAC
35 II address to GFC. Once modified, incoming shipments of
36 items from the IMMs will be diverted automatically to the
37 SIAs.

38
39 b. Upgrade priority on outstanding requisitions (DASF,
40 Pending Open Purchase Documents). Force Activity
41 Designator III (FAD III, Priority 03) will be utilized for
42 this purpose. Assets received after unit deploys will be
43 forwarded to the mobilized unit.

44
45 c. Supply sections will prepare shipping invoices (DD
46 1149, DD 1348) for all equipment being shipped from their

1 location regardless of the destination (IE: SIA, POE or
2 MCLB Albany).

3
4 d. Utilizing ATLASS, prepare a Consolidated Memorandum
5 Receipt (CMR) to accompany the Responsible Officer (RO) to
6 the SIA. This CMR will be provided to the RO in both hard
7 copy and on an ATLASS Courier disk prior to the RO
8 departure to the GFC.

9
10 e. The RO will be appointed in accordance with
11 references (c) and (d) of TAB D.

12
13 f. Individual and Crew-Served weapons will be handled
14 in the following manner:

15
16 (1) CMR will be created for all weapons being
17 shipped to the GFC.

18
19 (2) This CMR will be signed for by the RO who is
20 deploying to the SIA. The RO will use this document and a
21 DD1348 which will be prepared in accordance with reference
22 (b) of TAB D (CRANE reporting procedures) to provide the
23 gaining commander (Supply Officer) asset visibility to
24 which the SMCR unit will be assigned. The Supply Officer
25 will verify serial numbers and receive the weapons from the
26 RO.

27
28 g. COMSEC equipment will be shipped only by direction of
29 COMMARFORRES (AC/S G-6/G-4) utilizing procedures defined in
30 CMS4L.

31
32 h. Individuals or units holding telephone, IMPAC, COPAC,
33 POL, or any other government-issued credit cards will
34 handle them according to Annex H.

35
36 7. Embarkation. Embarkation will be accomplished in
37 accordance with reference (e) (SOP FOR EMBARKATION) of TAB
38 D.

39
40 8. Maintenance Upon notification of mobilization the
41 following procedures pertain:

42
43 a. Units will ensure that a complete and up-to-date
44 publication library is embarked with the mobilized unit.
45 This publication library will support all T/E items that
46 the deploying unit is required to maintain and support.

47

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1 b. PEIs that are in the maintenance cycle at the time
2 of mobilization, if repaired, will be shipped to the
3 mobilized unit prior to deployment if time and situation
4 permits. Any equipment that is not repaired within
5 sufficient time to meet deployment schedule will be WIR via
6 the WOLPH system.

7
8 c. Units will adjust their Reserve LM2 report (MARES
9 Readiness Reporting) concurrently with the transfer of
10 ATLASS/SASSY files to the gaining command. Further guidance
11 is contained in reference (a) of TAB D.

12
13 9. Logistics Planning Factors The following factors,
14 while not unique to mobilization, must be addressed since
15 the demands of mobilization will cause an increase in:

16
17 a. The receipt, temporary storage, security,
18 aggregation into ship/aircraft-load lots, and temporary
19 accounting for accompanying supplies.

20
21 b. Supply support of ground and aviation
22 tenant/transient units.

23
24 c. The receipt, accounting, temporary custody,
25 storage, security, and reissue or shipment of excess
26 equipment.

27
28 d. Garrison property issue and recovery.

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APPENDIX 4 to ANNEX D to COMMARFORRES MPLAN
TRANSPORTATION

1. Purpose. To provide policy, guidance, and procedures for the orderly and expeditious movement of Marine Corps Reserve units, detachments, personnel, supplies, and equipment from the RTC to SIA which are consistent and optimum with the SOP for Transportation and Embarkation.

Tabs:

- A- Pre-mobilization
- B- Execution Responsibilities Upon Mobilization
- C- Required Transportation Messages and Sample LOA

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6 TAB A to APPENDIX 4 to ANNEX D to COMMARFORRES MPLAN
7 PRE-MOBILIZATION
8

- 9 REFERENCES: (a) DOD 4500.9R
10 (b) MCRP 4-13.1A
11 (c) MCO P4600.7C
12 (d) MCO P4600.19
13 (e) ForO P4600.1
14 (f) ForO P4600.2
15 (g) ForO P8010.1, Appendix F
16

17 1. To plan effectively and efficiently, refer to the
18 following regulations:
19

20 a. MCO P4600.7C- Marine Corps Transportation Manual
21 (MCTM).
22

23 b. MCO 4600.19 - DOD Use of Domestic Civil
24 Transportation Under Emergency Conditions.
25

26 c. DoD 4500.9R establishes United States
27 Transportation Command (USTRANSCOM) as the single manager
28 for transportation, other than service unique or theater
29 assigned transportation assets.
30

31 d. ForO P4600.1-SOP for Commercial Transportation.
32

33 e. ForO P4600.2-SOP for Embarkation.
34

35 2. Responsibilities
36

37 a. AC/S G-4 Strategic Mobility Office (SMO)
38

39 (1) Will maintain ULNs in the TPFDD for each SMCR
40 unit. These ULNs are created in level 5 detail to ensure
41 units' equipment is identified for timely CONUS movement.
42 Coordinate databases with the gaining commander allows
43 contents to be compared with the OPLAN TPFDD. Chapter 5 of
44 MCO P4600.7C provides information on responsibilities,
45 document preparation and submission requirements during
46 mobilization.
47

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1 (2) Upon receipt of the mobilization alert order,
2 coordinate with mobilized SMCR unit(s) to ensure updates to
3 MDSS II are identified, completed, and forwarded to the
4 AC/S G-5 to upload into MAGTFII/TPFDD.

5
6 b. Commanding Officers of SMCR Units

7
8 (1) Prepare and provide MDSSII data to
9 COMMARFORRES, AC/S G-4 (SMO).

10
11 (2) MAGTF II Plan will be prepared and kept current
12 for each SMCR unit/detachment.

13
14 (a) The contents of the MAGTF II Plan shall be
15 tailored to meet specific transportation needs of each
16 unit's/detachment's movement from the RTC to the designated
17 GFC.

18
19 (b) Specific SMCR units are assigned to
20 different gaining commands in the various OPLANs. In this
21 instance, multiple MAGTF II Plans will be prepared to
22 support the movements to the different SIAs.

23
24 (c) Recommended key documents to be maintained
25 in the MAGTF II Plan are:

- 26
27 1. MDSS II Garrison Report.
28
29 2. ISSAs, LOAs, and Open Ended Contracts.
30
31 3. Movement Plans to include the following
32 information:
33 a. Organization of Movement.
34
35 b. Supplies and Equipment to be
36 loaded.
37
38 c. Embarkation Points.
39
40 d. Narrative route instructions with
41 highlighted strip maps.
42
43 e. Facilities Diagram.
44
45 f. Advance Party Instructions.
46
47 4. Load Plans and Load Plan Summary Sheets

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1 (d) Additionally, each unit will maintain a
2 Mobilization Turnover Folder which will contain the
3 following:

- 4
- 5 1. Embarkation Officer/Chief/NCO
6 assignment letters.
- 7
- 8 2. Embarkation Officer/Chief/NCO billet
9 description.
- 10
- 11 3. Complete list of required reports. (TAB
12 C)
- 13
- 14 4. Points of Contacts.
- 15
- 16 5. Report of Shipment (see TAB C).
- 17
- 18 6. Report of Scheduled Arrival Message
19 (see TAB C).
- 20
- 21 7. Blank Government Transportation
22 Requests (GTR) for mobilization: Use only for passenger bus
23 movement support from RTC to GFC or from RTC to APOE.
- 24
- 25 8. Blank Meal Tickets for mobilization use
26 only for passengers requiring meal service.
- 27
- 28 9. Blank Government Bills of Lading (GBL)
29 for mobilization: Use only for freight shipments. Not
30 applicable for units with ISSAs on file with nearest TMO.
- 31
- 32 10. Report of Equipment in Need of Repair
33 (figure B-13 of ForO P4600.2).
- 34
- 35 11. Request for Disposition Instructions
36 for Excess Class V(W) Material (ForO P8010.1 (Ammo SOP)).
- 37
- 38 (3) Execute Inter-Service Support Agreements
39 (ISSAs) and/or Letters of Agreement (LOA) with the nearest
40 Traffic Management Office/Installation Transportation
41 Office (TMO/ITO) serving their area for all freight
42 transportation shipments and commercial passenger bus
43 support upon mobilization. See Sample LOA (TAB C). All
44 commercial air passenger support will be processed using
45 current travel procedures and policies established by G-
46 4/SMO. Refer to reference (e).
- 47

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1 (4) Upon receiving a mobilization order, submit
2 actual freight shipment requests to the nearest
3 Base/Station TMO/ITO per the established ISSA/LOA. Request
4 enough transportation support necessary to transport the
5 SMCR unit equipment from its RTC to the SIA.

6
7 (5) Preparation of Equipment and Documentation
8 Required for Shipment
9

10 (a) Marking of equipment for shipment will be
11 in accordance with Military Standard 129 (Military Standard
12 Marking for Shipment and Storage). Refer to reference (c)
13 Chapter 3, MCO P4600.7C.

14
15 (b) Commercial shipments of equipment and
16 supplies to the gaining commands will also be in accordance
17 with reference (c) of TAB A to Appendix 4 (Transportation).
18

19 (c) Air movement procedures will be in
20 accordance with MCRP 4-13.1A (Movement of Units in Air
21 Force Aircraft) and Joint Publications 5-03.1.
22

23 (d) Ensure sufficient embarkation material is
24 available to pack required equipment bound for the GFC.
25 Individual boxes accompanying the unit on commercial
26 aircraft/buses will not exceed 42"x16"x15", nor 200 pounds.
27

28 (e) Ensure sufficient blocking and bracing
29 material is available from the freight carriers or local
30 vendors to properly secure equipment on organic or
31 commercial trucks. If material is not available, the unit
32 must have an open ended contract and/or ISSA (figure C-6 of
33 ForO P4600.2).
34

35 (f) Be aware of available loading ramps or the
36 need to build portable ramps.

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6 TAB B to APPENDIX 4 to ANNEX D to COMMARFORRES MPLAN
7 EXECUTION RESPONSIBILITIES UPON MOBILIZATION
8

9 1. AC/S G-4 (SMO)

10
11 a. COMMARFORRES (AC/S G-4 SMO) in coordination with
12 the MSCs contact the activated SMCR units for immediate
13 submission of large group travel data to COMMARFORRES (AC/S
14 G-4 SMO). The required data is for procuring and routing
15 commercial air passenger transportation support from the
16 RTC to the respective GFC.

17
18 b. As required, procure passenger travel support for
19 activated units from the Air Mobility Command (AMC) or
20 current COMMARFORRES Commercial Travel Office (CTO)
21 contractor, as applicable.

22
23 c. Review activated units ISSAs to ensure freight
24 transportation support and dunnage material for packing,
25 blocking and bracing has been coordinated with nearest
26 local TMO/ITO.

27
28 d. Provide guidance and assistance, as required, to
29 activated units without local TMO freight support.

30
31 e. Report transportation shortfalls or problems which
32 cannot be resolved to CMC (LFT). If the LRCC has been
33 activated, send all such reports to CMC (LRCC/LFT).

34
35 2. Commanding Officers of SMCR Units

36
37 a. Report to COMMARFORRES (AC/S G-4 SMO) any
38 transportation shortfalls or emergencies which cannot be
39 resolved. The report must include the following
40 information:

41
42 (1) Nature of the problem.

43
44 (2) Quantity of freight or number of passengers.

45
46 (3) Unit identification, if unit is involved.
47

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- 1 (4) Origin.
- 2
- 3 (5) Destination.
- 4
- 5 (6) Available load date at origin.
- 6
- 7 (7) Required delivery date at destination.
- 8

9 b. Send a Report of Scheduled Arrival Message (TAB C)
10 to the gaining command, informing the Base/Station at the
11 SIA as well as COMMARFORRES//G-3//G-4//G-5//CAC// as soon
12 as passenger transportation arrangements have been
13 completed. This report is essential for the gaining
14 command to coordinate the reception of arriving unit(s),
15 and if necessary, arrange for subsequent transportation
16 from the aerial port of debarkation (APOD) to the SIA. A
17 telephonic report is acceptable, if time is limited.

18
19 c. Send a Report of Shipment (TAB C) message on the
20 same day that a freight shipment is made to the applicable
21 gaining command, informing the Base/Station at the SIA as
22 well as COMMARFORRES//G-3//G-4//G-5//CAC//. If transit
23 time is 24 hours or less, the REPSHIP will be forwarded
24 telephonically or facsimile.

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6 TAB C to APPENDIX 4 to ANNEX D to COMMARFORRES MPLAN
7 REQUIRED TRANSPORTATION MESSAGES AND SAMPLE LOA
8

9 1. Commanding Officers of SMCR Units
10

11 a. Report of Shipment. During mobilization, the
12 number and volume of freight shipments will dramatically
13 increase. Installation freight receiving activities must
14 be prepared to receive the increased volume of freight and
15 properly distribute it to joining units. To ensure that
16 installation freight receiving activities can prepare for
17 the reception of inbound freight, all I-I/COs must furnish
18 the destination TMO with a REPSHIP message on the same day
19 a shipment is made. I-I/COs located within 24 hour transit
20 time should telephone the REPSHIP data the day of the
21 shipment. The REPSHIP message will include the following,
22 as applicable, to the type of shipment being made:
23

24 **SAMPLE REPORT OF SHIPMENT NAVAL MESSAGE**
25

26 (1) Subject of message (REPORT OF SHIPMENT).
27

28 (2) Domestic release number.
29

30 (3) Carrier and routing.
31

32 (4) Car or vehicle number and seal numbers
33 including the net Class of explosives weight in each
34 vehicle (if applicable).
35

36 (5) Government Bill of Lading (GBL) number.
37

38 (6) Date of shipment.
39

40 (7) Estimated date/time of arrival.
41

42 (8) Date applicable to each shipment as follows:
43

44 (a) DOD Identification Code (DODIC) for
45 ammunition/explosives, national stock number for sensitive
46 weapons.
47

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1 (b) Quantity (round or item count) for
2 ammunition, item count for other shipments.

3
4 (c) Ammunition lot number, sensitive item
5 category for weapons or ammunition.

6
7 (d) Number and type of containers.

8
9 (e) Weight and cube.

10
11 (f) Complete or partial shipments.

12
13 (g) Project code.

14
15 (h) Registration number for registered mail
16 shipments of sensitive weapons, if appropriate.

17
18 (i) Requisition document number reflected on DD
19 1348-1 or other documentation.

20
21 (9) Security classification of shipment.

22
23 b. All activated SMCR units will prepare and submit a
24 REPORT OF SCHEDULED ARRIVAL Naval Message as follows:

25
26 **SAMPLE REPORT OF A SCHEDULED ARRIVAL MESSAGE**

27
28 HEADER INFORMATION

29
30 MESSAGE PRECEDENCE/DATE/TIME GROUP ZYB
31 FM (UNIT ACTIVATED)
32 TO (GAINING MEF COMMANDER/BASE TMO//

33
34 INFO CMC WASHINGTON DC/PP&O/M&RA/MPP-60//
35 COMMARFORPAC/G-3/G-4/G-5//
36 COMMARFORLANT/G-3/5/G-4//
37 COMMARFORRES/CAC/G-3/G-4/G-5//
38 CG (MSCs-DIV, WING, FSSG) /G-1/G-3/G-4//
39 CG BASE OF GAINING COMMAND//

40
41 CLASSIFICATION//SSIC//
42 MSGID/GENADMIN//
43 SUBJ/REPORT OF SCHEDULED ARRIVAL//
44 REF/A/CMC MSG/
45 REF/B/DOC/COMMARFORRES//
46 NARR/REF A IS CMC-HQMC ACTIVATION MSG. REF B IS
47 COMMARFORRES MPLAN// POC/(NAME)/(RANK)/(UNIT)/(PHONE#)//

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- 1 RMKS/1. COMPLETE UNIT IDENTIFICATION (I.E. NAME, RUC, UIC,
2 AND LOCATION (CITY/STATE) OF THE RESERVE TRAINING CENTER.
3 2. TOTAL NUMBER OF PERSONNEL. (NOTE-NAVY PERSONNEL NOT
4 INCLUDED)
5
6 A. SMCR OFFICERS ACTIVATED:
7 B. SMCR ENLISTED ACTIVATED:
8 C. NUMBER OF I-I OFFICERS INTEGRATED INTO UNIT T/O:
9 D. NUMBER OF I-I ENLISTED INTEGRATED INTO UNIT T/O:
10 E. NUMBER OF AR OFFICERS INTEGRATED INTO UNIT T/O:
11 F. NUMBER OF AR ENLISTED INTEGRATED INTO UNIT T/O:
12 G. OFFICERS/ENLISTED IN ADVANCE PARTY:
13 H. OFFICERS/ENLISTED REMAINING BEHIND AT RTC:
14 I. OFFICERS/ENLISTED TRAVELING WITH MAIN BODY:
15 J. TOTAL NUMBER OF OFFICERS/ENLISTED TRAVELING TO SIA:
16
17 3. MODE OF TRANSPORTATION FOR UNIT PERSONNEL:
18
19 4. NAME OF CARRIER:
20
21 5. COMMERCIAL ARRIVAL TERMINAL:
22
23 6. ESTIMATED/SCHEDULED DATE AND TIME OF ARRIVAL:
24
25 7. ARRIVING UNIT'S GAINING COMMAND:
26
27 8. REQUIREMENT FOR SUBSEQUENT TRANSPORTATION:
28
29 9. MILITARY EQUIPMENT: (NOTE-DO NOT INCLUDE TOT, JUST
30 EQUIPMENT TRAVELING WITH MAIN BODY)
31
32 A. TOTAL WEIGHT:
33 B. TOTAL CUBE:
34 C. NUMBER OF PIECES:
35 D. GENERAL DESCRIPTION:
36
37 10. (TYPE AND NUMBER) SPECIAL PROCESSING ASSISTANCE
38 REQUIRED AT THE SIA: **(NOTE: SMCR UNITS BY EXCEPTION ONLY)**
39
40 A. MEDICAL:
41 B. DENTAL:
42 C. ADMINISTRATION:
43 D. LEGAL:
44 E. OTHER:
45
46
47

1 c. SAMPLE Letter of Agreement (LOA)

2
3 LETTER OF AGREEMENT WITH COMMERCIAL CARRIER SSIC
4 Date
5

6 Letter of Agreement (LOA) between Greyhound Lines, Inc.,
7 3794 First Street, Augusta, GA 30910 and Detachment 1,
8 Motor Transport Maintenance Company, Central Avenue,
9 Augusta, GA 30909

10
11 Subj: TRANSPORTATION OF SELECTED MARINE CORPS RESERVE
12 UNIT PERSONNEL FROM AUGUSTA, GA TO CAMP LEJEUNE, NC
13 IN THE EVENT OF ACTIVATION/MOBILIZATION
14

15 1. This Letter of Agreement (LOA) provides for the
16 transportation of SMCR unit personnel from Augusta, GA to
17 Camp Lejeune, NC when mobilization is directed by the
18 COMMARFORRES or other competent authority.
19

20 2. Bus transportation will be provided by Greyhound Bus
21 Lines, Inc. from 2869 Central Avenue, Augusta, GA to a
22 designated point aboard Camp Lejeune, NC.
23

24 3. The buses will be provided by Greyhound Bus Lines, Inc.
25 within 24 hours of notification by the Marine Corps Reserve
26 Commander. The actual number and size of the buses
27 required will be provided when Greyhound is notified.
28 Method of payment will be by Government Transportation
29 Request (GTR).
30

31
32 I. A. RESERVE
33 CAPT USMC
34

I. A. BUS
Vice President
Greyhound Bus
Lines, Inc.
35

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APPENDIX 5 to ANNEX D to COMMARFORRES MPLAN
AMMUNITION

REFERENCES: (a) ForO P8020.1

1. Class V(W) requirements. Questions of employment, disposal, and other mobilization related issues are addressed in reference (a).
2. Class V(A) ammunition. Questions of employment, disposal, and other mobilization related issues are addressed in reference (a).

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APPENDIX 6 to ANNEX D to COMMARFORRES MPLAN
ORDNANCE

REFERENCE: (a) MCO 8300.1__

1. IMR cards. The Individual Material Record (IMR) cards for individual weapons will be signed for in bulk by the senior Marine of the activated unit.
2. Transfers. All transfers of weapons will be reported to Naval Weapons Station, Crane, IN., in accordance with reference (a).
3. Weapons recovery. All weapons will be recovered by the I-I staff immediately upon the unit's return to the RTC. Transfer of custody will be reported to Naval Weapons Station Crane, IN.
4. Aviation Ordnance Equipment. Once mobilization occurs, ordnance logistic requirements will be the responsibility of the gaining Marine Aircraft Wing unit.

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ANNEX E to COMMARFORRES MPLAN
PERSONNEL

- REFERENCES:
- (a) MCO P1000.6G (ACTS Manual)
 - (b) MCO P1001R.1J (MCRAMM)
 - (c) MCO P1070.12J (IRAM)
 - (d) MCO P1080.20M (MCTFSCODESMAN)
 - (e) MCO P1080.40B (MCTFSPRIM)
 - (f) MCO P1200.7U (MOS MAN)
 - (g) MCO 1306.16E (Conscientious Objectors)
 - (h) MCO P1400.31B (MARCORPROMMAN, VOL 1)
 - (i) MCO P1400.32B (MARCORPROMMAN, VOL 2)
 - (j) MCO P1610.7E (Performance Eval Manual)
 - (k) MCO 1700.23E (Request Mast)
 - (l) MCO 1740.13A (Family Care Plans)
 - (m) MCO P1741.8D (Gov't Life Ins Manual)
 - (n) MCO P1900.16E (MARCORSEPMAN)
 - (o) MCO P3040.4D (MARCORCASPROC MAN)
 - (p) MCO P5800.16A (Legal Admin Manual)
 - (q) DFAS 7220.45R (B&A Manual)
 - (r) DODFMR, Vol 7, Part A (DoD Financial Management Regs)
 - (s) DFAS-KC 7220.31-R (MCTFSAPSM)
 - (t) MARINE CORPS MPLAN

1. General

a. Mission. COMMARFORRES(AC/S G-1) provides administrative guidance to Force Level Assets and MSCs to ensure the fluid implementation of mobilization processing for all Reserve members identified for mobilization. With the specific intent to eliminate potential pay problems, identify and process all new pay entitlements, accurately provide required dependent support, and to provide superb customer service with family members throughout the mobilization period.

b. Assumption. That the MARFORRES Network Information System (RNET) will be the main communications medium for MARFORRES G-1.

2. EXECUTION

1 a. Concept of Operations. Administrative support
2 during mobilization will include implementing CMC recall
3 requests and ensuring units maintain liaison with family
4 members of mobilized Marines.

5
6 b. Tasks

7
8 (1) MARFORRES AC/S G-1 will

9
10 (a) As required, coordinate and provide
11 direction on all Force administrative matters.

12
13 (b) Ensure Force Level units and MSCs maintain
14 current information on SMCRs (MCRSC for all Pretrained
15 Individual Manpower [PIMs] less retirees) addresses, phone
16 numbers, marital-status, number of dependents, civilian
17 employment and any other information that would interfere
18 with mobilization.

19
20 (c) Ensure Force Level Units and MSCs maintain
21 accurate and current MOS(s), MOBMCC, T/O line numbers,
22 billet MOSs, strength category codes, record status codes,
23 current physical dates, SGLI, RED, and security clearances
24 information in the Marine Corps Total Force System (MCTFS).

25
26 (d) Ensure units and dependents have current
27 information on DEERS, RAPIDS, and Family Services Center
28 locations.

29
30 (e) Develop a plan on how non-deployables will
31 be utilized.

32
33 (f) As directed by CMC (PP&O), assist MSCs and
34 Force Asset units in the mobilization and implementation of
35 EAD for SMCR personnel.

36
37 (g) Throughout mobilization, continually notify
38 CMC(MM) of COMMARFORRES manpower status and identify
39 personnel shortages/excesses of T/O requirements.

40
41 (h) Coordinate with MCRSC to cancel unexecuted
42 Reserve Counterpart Training (RCT) orders.

43
44 (i) Direct MCRSC to maintain appropriate plan
45 to conduct initial administrative processing of PIMs.

46

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1 (j) Cancel all IRRs and SMCRs transfers as
2 directed by CMC (M&MP).

3
4 (k) Assist Force Level Units and MSCs with
5 coordinating pay for mobilized personnel.

6
7 (l) Establish a deferment/separation board.
8 See Appendix 5.

9
10 (m) Oversee MCRSCs determination of eligibility
11 for deferment on IMAs, IRRs, and retirees requests (MCRSC
12 may authorize deferment for up to 30 days) and submit
13 deferment reports to CMC(RA).

14
15 (n) Ensure Force Level Units and MSCs submit
16 DD553s on all no-shows 30 days after reporting date.

17
18
19
20
21
22 APPENDIXES:

- 23 1 - Manpower Classification Assignment
24 2 - Stop-Loss Actions
25 3 - Navy Augmentation & Program 9 Support
26 4 - Command Religious Program
27 5 - Deferment/Separation Criteria
28 6 - Emergency Recall Procedures
29 7 - Mobilization Procedures
30 8 - Readiness Support Program
31 9 - Legal

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APPENDIX 1 to ANNEX E to COMMARFORRES MPLAN
MANPOWER CLASSIFICATION ASSIGNMENT

REFERENCES: (a) MCO P1200.7 (MOS MAN)
(b) Marine Corps MPLAN

1. SITUATION. This appendix assigns responsibilities and provides guidance for COMMARFORRES manpower classification procedures in the event of mobilization. The references are applicable.

2. Concept of Operations

a. Marines in the SMCR who have not completed IADT will be ordered to formal schools for MOS training by their unit, except for high school students. Those individuals, who are members of the DEP, and are currently attending high school will not be mobilized.

b. Units who have members of the PLC Program who are currently participating in the Simultaneous Membership Program, will ensure that they are mobilized with their Reserve unit in their current enlisted grade and MOS.

c. CG, MCRSC will notify IRR members participating in the PLC or OCS Programs to submit requests in writing to CG, Marine Corps Recruiting Command via their Officer Selection Officer requesting termination of their status in the PLC or OCS Programs to be eligible for mobilization with the Reserves.

3. Coordinating Instructions. Each MSC and Force Level Unit will continually monitor MOS qualifications and personnel enrolled in PLC or OCS. All units will ensure all current MOS information has been reported into the MCTFS.

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6 APPENDIX 2 to ANNEX E to MARFORRES MPLAN
7 STOP-LOSS

8
9 1. PURPOSE. The purpose of this appendix is to provide
10 clarification of what stop-loss means to COMMARFORRES.

11
12 2. STOP-LOSS

13
14 a. Stop-Loss actions are not linked to any specific
15 level of recall or mobilization.

16
17 b. Certain stop-loss actions are within the authority
18 of CMC (M&RA) while others (involuntary retention) require
19 presidential authority under 10 U.S.C. 12305. Stop-loss
20 actions will not be implemented until directed by CMC (MPP-
21 60) via message traffic.

22
23 c. CMC (MPP-60) has the authority to implement the
24 following stop-loss actions without presidential authority:
25

26 (1) Permanent Change of Station Orders (PCSO).
27 Certain PCSOs will be delayed or canceled. Force manpower
28 will build-up to wartime strengths. The majority of PCSOs
29 authorized will be within a confined geographical location
30 (e.g., from FMF to non-FMF) and will be directed by CMC
31 (MMOA/MMEA).

32
33 (2) Transients. Personnel in a transient status
34 may be ordered to their assigned duty station immediately
35 by CMC (MMOA/MMEA).

36
37 (3) Inter/Intra Unit Transfers. Inter-unit/intra-
38 unit transfers in the active or reserve components may be
39 suspended.

40
41 (4) Extension of Enlistment. Active and reserve
42 enlistments may be involuntarily extended (normally for
43 first term personnel only). Duration and terms of the
44 extension will be specified by CMC (MPP-60).

45
46 (5) Leave. All leave may be canceled, except
47 emergency, and convalescent.

1 (6) Administrative Separations. Administrative
2 separations may be suspended except those associated with
3 attrition at recruit training, involving minors, or
4 disability.

5
6 (7) Reserve Specific Issues

7
8 (a) Transfers from the SMCR to the IRR may be
9 suspended.

10
11 (b) Transfer from the IRR to SMCR may be
12 suspended unless specifically approved by CMC (MMOA/MMEA).

13
14 (c) Service Transfer. Discharge for enlistment
15 in another service may not be granted.

16
17 (d) Active Duty for Training (ADT). ADT may be
18 suspended with the exception of Reserves on IADT.

19
20 (e) SMCR Units. SMCR units already on active
21 duty for training at the time of recall may be directed to
22 proceed to the SIA and not be allowed to return to the RTC.
23 CMC (PO) will make the determination.

24
25 d. Presidential Stop-Loss Actions (10 USC 12305).
26 Authorizes the President to suspend any provision of law
27 relating to promotion, retirement, or separation applicable
28 to any member of the Armed Forces during any period the
29 reserve component is serving on active duty under 10 USC
30 12301, 12302, or 12304. This authority is applicable to
31 any member of the Armed Forces whom the President
32 determines essential to the security of the United States.
33 The stop-loss shall terminate upon an individuals release
34 from active duty or at such time as determined by the
35 President. Prior to full mobilization, the Marine Corps
36 requests authority from the SECNAV to implement the below
37 listed stop-loss actions:

38
39 (1) Involuntary Retention. All personnel on active
40 duty at the time of full mobilization or subsequently
41 recalled/mobilized, will be retained for the duration of
42 the national emergency plus six months. Exceptions are
43 personnel ordered discharged as a result of a court-martial
44 sentence or discharged for underage (minors), disability,
45 humanitarian, or unsuitability reasons.

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1 (2) Resignations. Retain those personnel whose
2 voluntary resignations have been approved but not executed.

3

4 (3) Retirements and transfers to the FMCR.
5 Personnel whose retirement or transfer to the FMCR has been
6 approved, but not yet executed, and personnel on terminal
7 leave, may be directed to return to their duty stations.

8

9

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6 APPENDIX 3 to ANNEX E to COMMARFORRES MPLAN
7 NAVY AUGMENTATION & PROGRAM 9 SUPPORT

8
9 REFERENCE: (a) Marine Corps MPLAN

10

11 1. SITUATION

12

13 a. General. This appendix assigns responsibilities and
14 provides guidance for COMMARFORRES Program 9 USNR augmentation
15 in the event of mobilization.

16

17 b. Assumptions

18

19 (1) That upon mobilization, COMMARFORRES units will be
20 augmented by Program 9 USNR personnel to include physicians,
21 dentists, Medical Service Corps, nurses, corpsmen, dental
22 technicians, naval gunfire officers, Chaplains, and Religious
23 Program specialists.

24

25 (2) That Program 9 support to the SMCR will be provided
26 by the Commander, Naval Reserve Force, New Orleans, LA
27 (COMNAVRESFOR).

28

29 2. Concept of Operations

30

31 a. Tasks. Commanders monitor Navy augmentation
32 requirements and identify shortfalls to COMMARFORRES during all
33 phases of mobilization.

34

35 b. Coordinating Instructions. The COMMARFORRES AC/S G-1
36 coordinates with the MSCs on the status of U.S. Navy Reserve
37 augmentation shortfalls. The MSCs G-1s will coordinate
38 requirements with the COMMARFORRES AC/S,G-1 to ensure that all
39 SMCR units have on-hand the required number of Navy personnel
40 indicated by T/O. Additional Navy personnel will be furnished
41 upon arrival of the unit at the SIA.

42

43 3. ADMINISTRATION AND LOGISTICS

44

45 a. Administration. Navy Reservists who are affiliated with
46 a U.S. Marine Corps Reserve unit (SMCR) will be activated and
47 processed separately at the Naval Mobilization Processing Site

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1 (NMPS). The only two NMPSs are located at Camp Pendleton and
2 Camp Lejeune. Once the processing is complete, USNR personnel
3 will rejoin their original affiliated SMCR units.

4

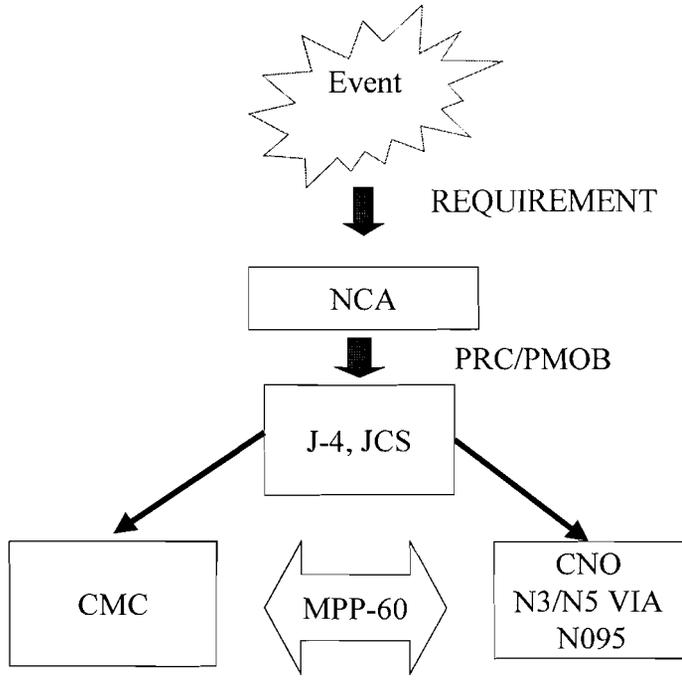
5 Tab:

6 A- Program USNR 9 Mobilization Flow Chart

1 TAB A to APPENDIX 3 to ANNEX E to COMMARFORRES MPLAN
2 PROGRAM 9 USNR MOBILIZATION FLOW CHART

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4
5
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9

1. PURPOSE. The purpose of the Program 9 USNR mobilization flow chart is to demonstrate the coordination and communication required between the CNO of the Navy and the HQMC-Manpower (MM) (MPP-60), and the actions taken by both during the involuntary activation/mobilization process.



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New Orleans, Louisiana

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6 APPENDIX 4 TO ANNEX E to COMMARFORRES PLAN
7 COMMAND RELIGIOUS PROGRAM
8

9 REFERENCES: (a) SECNAVINST 1730 series
10 (b) MCO 1730.6 series
11 (c) ForO 1730 series
12 (d) COMNAVSURFRESFORINST 3502.1b
13 (e) MSG COMMARFORRES 220900Z NOV 99
14

15 1. SITUATION
16

17 a. General. This annex assigns responsibilities and
18 provides guidance for COMMARFORRES Chaplains and Religious
19 Program Specialists (RP) in the event of mobilization.
20

21 b. Friendly Forces Chaplains receive guidance from
22 two separate sources depending on issues of concern.
23

24 (1) Headquarters Marine Corps (REL) and Chief of
25 Chaplains, Director for Reserve Affairs (N097R) provides
26 guidance and instructions concerning Chaplain issues as
27 they pertain to mobilization readiness.
28

29 (2) Headquarters Marine Corps (MPP-60) promulgates
30 guidance and coordinates with CNO (N3 and N5) on issues
31 dealing with the mobilization of Naval Reserve personnel in
32 support of SMCR units.
33

34 (3) COMMARFORRES (AC/S G-5) TPFDD Navy Reserve
35 Program 9 personnel from NRA to NMPS.
36

37 c. Assumptions
38

39 (1) That the Chaplain/RP and their equipment are
40 included in the TPFDD.
41

42 (2) That the SMCR unit Chaplains/RPs embarked
43 supplies are staged with the S-4.
44

45 (3) That the Chaplain/RP will be presented with the
46 issues and location of the crisis/emergency.

1 (4) That the Chaplain/RP are considered qualified
2 to activate/mobilize when they have successfully completed
3 the requirements of their Individual Training Plans (ITP)
4 per reference (d).

5
6 2. MISSION. To provide and facilitate for religious
7 ministries per references (a), (b) and (c) for Marines,
8 Sailors and their families.

9
10 3. EXECUTION

11
12 a. Concept of Operations. This appendix covers the
13 period commencing from the mobilization alert warning order
14 through the actual call-up of reserve units, detachments,
15 or individuals. During this period, preparations for
16 activation/mobilization will be made regarding unit, family
17 and civilian employer concerns.

18
19 b. Tasks for Chaplains/RPs

20
21 (1) Prepare family pre-deployment briefs and other
22 preparations for use should mobilization be ordered.

23
24 (2) Ensure supplies on backorder are expedited or
25 obtained from other sources.

26
27 (3) Implement the Command Religious Program per
28 SECNAV 1730.7 series, to include: divine, special and
29 seasonal worship services, religious rites, sacramental
30 acts, religious education, pastoral counseling, etc.

31
32 (4) Ensure appointed Lay Readers are equipped and
33 trained to contribute to Command Religious Program
34 Objectives.

35
36 (5) Chaplains will become knowledgeable of the
37 religious and cultural beliefs, customs and practices of
38 the people in areas of possible deployment.

39
40 (6) Identify procedures for Emergency notifications
41 involving the American Red Cross, Navy and Marine Corps
42 Relief Society, Military hospitals, Station Chapels etc..

43
44 (7) Anticipate ministry to Marines and Sailors in
45 relation to requests for Conscientious Objector status,
46 Humanitarian Reassignments, and Hardship discharges.

47

1 (8) Prepare and have ready for use samples of
2 condolence letters.

3

4 (9) Become familiar with procedures for the
5 Temporary Internment of personnel killed in combat.

6

7 c. Mobilization. Naval reservists, including
8 Chaplains and RPs are **NOT** considered mobilized until they
9 are fully processed through a Navy Mobilization Processing
10 Site (NMPS) and released to the Marines. This means they
11 will not attach to their assigned SMCR unit until arrival
12 of the SMCR unit at the SIA.

13

14

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6 APPENDIX 5 to ANNEX E to COMMARFORRES MPLAN
7 DEFERMENT/SEPARATION/MEDICAL CRITERIA
8

9 REFERENCES: (a) MCO P1900.16_ (MARCORSEPSMAN)
10 (b) MCO P5800.8_ (LEGAL ADMIN MAN)
11 (c) Marine Corps MPLAN
12

13 1. SITUATION
14

15 a. General. This appendix assigns responsibilities
16 and provides guidance for COMMARFORRES deferment,
17 separation, and medical criteria in the event of
18 mobilization.
19

20 b. Assumptions
21

22 (1) That all COMMARFORRES units are continually
23 screening their Marines to ensure they remain mobilization
24 ready.

25 (2) That all COMMARFORRES units are immediately
26 inputting Duty Limitation Codes into the MCTFS upon their
27 identification.
28

29 2. Concept of Operations
30

31 a. Tasks
32

33 (1) Mobilization
34

35 (a) Commanders can authorize deferments for up
36 to 15 days.
37

38 (b) MCRSC is the authorizing authority for IRR
39 deferment requests for a period up to 30 days. MCRSC will
40 conduct a deferment request board within 48 hours upon
41 receipt of requests.
42

43 (c) COMMARFORRES, will be the authorizing
44 authority for all SMCR deferment requests for a period over
45 15 days and up to 30 days. The COMMARFORRES (AC/S G-1)
46 will conduct a deferment request board.
47

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1 (d) Upon activation, all units will immediately
2 notify COMMARFORRES (AC/S G-1) utilizing enclosure (1), TAB
3 A of this appendix. The following information will be
4 provided: how many deferment requests received for a period
5 up to 15 days; how many deferment requests received for a
6 period up to 30 days; how many Marines that declare they
7 are Conscientious Objectors; how many Marines are pending
8 Administrative Separation; how many Marines reported Not
9 Physically Qualified (that were qualified last schedule
10 drill); how many No Shows the unit had; and how many
11 Marines the unit has in hands of civilian authorities
12 (IHCA).

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1 TAB A to APPENDIX 5 to ANNEX E to COMMARFORRES MPLAN
2 DEFERMENT/LEGAL/MEDICAL QUALIFICATION REPORT

3

4 1. PURPOSE. In order to provide critical information to
5 CMC, it is imperative the report contained in the enclosure
6 to this TAB be filled out correctly and sent expeditiously
7 to the attention of the COMMARFORRES, Crisis Action Center
8 (CAC); INFO copy to COMMARFORRES,
9 G-1.

10

11 ENCL:

12 1 - SAMPLE DEFERMENT REQUESTS/LEGAL MOBILIZATION
13 INFORMATION MEDICAL QUALIFICATION REPORT

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1 ENCLOSURE(1) to TAB A to APPENDIX 5 to ANNEX E to
2 COMMARFORRES MPLAN
3 SAMPLE DEFERMENT REQUESTS, LEGAL MOBILIZATION INFORMATION,
4 MEDICAL QUALIFICATION REPORT

5
6 From: UNIT
7 To: COMMARFORRES (AC/S G-1)
8 CC: CHAIN OF COMMAND, MARFORRES (AC/S G-3, AC/S G-4) AND
9 SJA

10
11 Subj: DEFERMENT REQUESTS/LEGAL MOBILIZATION
12 INFORMATION/MEDICAL QUALIFICATION REPORT
13

14 1. NUMBER OF MARINES AUTHORIZED DEFERMENTS FOR A PERIOD OF
15 15 DAYS.

16
17 ENLISTED OFFICER
18 NO. GRADE MOS NO. GRADE MOS

19
20 2. NUMBER OF MARINES REQUESTING DEFERMENTS FOR A PERIOD
21 OVER 15 DAYS TO MARFORRES.

22
23 ENLISTED OFFICER
24 NO. GRADE MOS NO. GRADE MOS

25
26 3. NUMBER OF MARINES PENDING ADMINISTRATIVE SEPARATIONS.

27
28 ENLISTED OFFICER
29 NO. GRADE MOS NO. GRADE MOS

30
31 4. NUMBER OF MARINES NOT PHYSICALLY QUALIFIED FOR ACTIVE
32 DUTY.

33
34 ENLISTED OFFICER
35 NO. GRADE MOS NO. GRADE MOS

36
37 5. NUMBER OF MARINES THAT DID NOT REPORT FOR DUTY (NO
38 SHOWS).

39
40 ENLISTED OFFICER
41 NO. GRADE MOS NO. GRADE MOS

42
43 6. NUMBER OF MARINES REQUESTING CONSCIENTIOUS OBJECTOR
44 STATUS.

45
46 ENLISTED OFFICER
47 NO. GRADE MOS NO. GRADE MOS

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1 7. NUMBER OF MARINES IHCA.

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ENLISTED

NO. GRADE

MOS

OFFICER

NO. GRADE

MOS

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6 APPENDIX 6 to ANNEX E to COMMARFORRES MPLAN
7 EMERGENCY RECALL PROCEDURES

8
9 1. SITUATION

10
11 a. General. This appendix assigns responsibilities
12 and provides guidance for COMMARFORRES Emergency Recall
13 procedures in the event of mobilization.

14
15 b. Assumptions

16
17 (1) That each COMMARFORRES command maintains
18 accurate home addresses and telephone numbers on all unit
19 members.

20
21 (2) That any changes to home addresses and phone
22 numbers will be entered by the units into the MCTFS.

23
24 2. Concept of Operations

25
26 a. Tasks

27
28 (1) Phase I - Pre-mobilization (Peacetime)
29 Emergency recall procedures will be published by all units
30 within COMMARFORRES in a policy letter. These procedures
31 will include a positive means of contacting all unit
32 members within 24 hours.

33
34 (a) Telephonic contact will be the primary
35 means of notification.

36
37 (b) When telephonic contact cannot be made,
38 alternate means can be utilized such as: mailgrams,
39 television and radio announcements, letters, or utilization
40 of local law enforcement officials.

41
42 (c) A test of emergency recall procedures will
43 be conducted unannounced on a quarterly basis to validate
44 the units written procedures. A record of the results will
45 be maintained for the past four quarters in the units
46 Mobilization Turnover Guide. The records will include at a
47 minimum:

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1. Date/Time Frost call initiated.

2. A list of unit personnel that could not be notified and a reason why.

(d) An attempt will be made to contact all Marines on the unit rolls at the time of the frost call; to include those Marines pending involuntary administrative separation, Temporarily Not Physically Qualified (TNPQ)/Not Physically Qualified (NPQ), etc.

(e) An attempt will be made to personally speak with each Marine. Contact with a relative or friend will be considered a contact, but it is imperative for the contact to inform the Marine to call his unit immediately upon notification by them. Leaving a message on an answering machine is not considered a positive contact.

(f) Frost Call goal is 100%.

(2) Phase II - Mobilization. All units will continue to immediately report any changes to their T/O, and T/O line number assignments after mobilization into the MCTFS.

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6 APPENDIX 7 to ANNEX E to COMMARFORRES MPLAN
7 MOBILIZATION PROCEDURES

8

9 1. PURPOSE. The purpose of the mobilization checklist is to
10 ensure that all administrative actions are completed during
11 mobilization processing in a timely and accurate manner.

12

13 ENCL:

14 1 - SAMPLE MOBILIZATION CHECK-IN SHEET

1 ENCL (1) to APPENDIX 7 to ANNEX E to COMMARFORRES MPLAN
2 SAMPLE MOBILIZATION CHECK-IN SHEET

3
4 (RANK) LAST NAME, FIRST, MI) (SSN/MOS) (UNIT)
5

6 The following administrative actions will be accomplished
7 at each station. Mobilization Station Personnel will
8 initial, or stamp required actions upon completion.
9 Requests for deferment will be brought to the attention of
10 the unit's First Sergeant/Sergeant Major, or senior
11 enlisted Marine for appropriate disposition prior to
12 mobilization processing. Officer deferments will be
13 brought to the attention of the Commanding Officer.
14

15 - - - - -
16 ****STATIONS 1 THRU 3 MUST BE COMPLETED IN ORDER****
17 - - - - -

18
19 **STATION 1 - RECEPTION AND CONTROL (MSC) INITIAL**

- 20
- 21 1. Enter appropriate information on check-in sheet _____
22 and deliver to Marine.
- 23
- 24 2. Maintain a log of personnel who check-in to _____
25 include Name, Grade, SSN and Time reported in.
26 (Maintain separate logbook for each unit/MSC).
27
- 28 3. Complete applicable endorsements on orders _____
29 and issue to Marine.
- 30
- 31 4. Issue OQR/SRB. _____
32

33 **STATION 2 - MEDICAL AND DENTAL SCREENING**
34 **INITIAL**

- 35
- 36 1. Complete medical checklist and place in member's _____
37 record. If member requires physical exam, direct
38 him/her to report to the Medical Treatment Facility
39 (MTF) when/where available. Upon completion of
40 physical exam, the Marine will resume processing at
41 Station 2.
42
- 43 2. Administer immunizations, as required. _____
44
- 45 3. If Marine is allergic to any medicine or has any _____
46 other allergic condition, complete NAVMED
47 Form 6150/20. (Marine will take form to Station 4

- 1 to be issued Red Medical Warning Tag.)
- 2
- 3 4. If fully qualified, complete medical endorsement _____
- 4 portion of orders and return to Marine.
- 5
- 6 5. File Medical/Dental Records in appropriate _____
- 7 unit embarkation box.
- 8

9 **STATION 3 - ORDERS SECTION (MSC)**

10 **INITIAL**

- 11
- 12 1. Complete assignment endorsement on orders. _____
- 13 - - - - -
- 14 **PROCEED TO THE FIRST AVAILABLE STATION, 4 THRU 8
- 15 ONLY**
- 16 - - - - -
- 17

18 **STATION 4 IDENTIFICATION SECTION (BN ADMIN)**

19 **INITIAL**

- 20
- 21
- 22 1. Use the Real-Time Automated Personnel _____
- 23 Identification System/Dependent Eligibility
- 24 Enrollment Reporting System (RADIDS/DEERS) for
- 25 ID Card issuance.
- 26 Recover Reserve ID Card DD 2S(RES) and store
- 27 in safe for re-issuance upon demobilization.
- 28 Take photo. Issue ID card and inform Marine that
- 29 the card will be signed/laminated at Station 9).
- 30
- 31 2. Prepare ID Tags and/or Red Medical Warning Tags, _____
- 32 if required.
- 33
- 34 3. Update Application for Dependent ID Card _____
- 35 (DD Form 1172), as required.
- 36

37 **STATION 5 PAY SECTION (BN ADMIN)**

38 **INITIAL**

- 39
- 40 1. Have Marine review W-4 Form (State/Federal) and _____
- 41 DD Form 2058 on file.
- 42
- 43
- 44 2. Prepare Allotment/Bond Authorization Request _____
- 45 (NAVMC 11160). Instruct Marine as to time and
- 46 date Allotment/Bond Form will be available for
- 47 signature.

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- 1 3. Process Direct Deposit Form (SF 1199A). Complete _____
2 Split Pay Option Request Form.
- 3
- 4 4. Complete BAH application (NAVMC 10922), as _____
5 applicable.
- 6
- 7 5. Complete top portion of FSA Form (DD Form 1561) _____
8 and file in service record, as applicable.
- 9
- 10 6. Verify pension waiver status. Ensure VA Form _____
11 21-8951 is on file in SRB/OQR for all Reserve
12 Marines.
- 13

14 **STATION 6 - SERVICE RECORD SECTION (BN ADMIN)**

15 **INITIAL**

- 16 1. Prepare/update BAQ application (NAVMC 10922). _____
17
- 18 2. Verify RED. (Note: Ensure guardian information is _____
19 completed on RED for single parents with custody
20 of child(ren) or dual service parents (regardless
21 of component) and corresponds with copy of Special
22 Power of Attorney on file in SRB/OQR.)
- 23
- 24 3. Verify Servicemens Group Life Insurance Forms _____
25 (SGLV Forms 8286 and 8285), as applicable.
- 26
- 27 4. Ensure copy of Special Power of Attorney is on _____
28 file in SRB/OQR, as applicable.
- 29
- 30 5. Audit Basic Individual Record/Basic Training _____
31 Record ((R)BIR/(R)BTR).
- 32
- 33 6. Make page 3 entries in service record. _____
34 (Note: ROS must also be updated with marks of "NA"
35 effective the day of transfer (Cpl's and below).
- 36
- 37

38 **STATION 7 - LEGAL ASSISTANCE**

39 **INITIAL**

- 40 1. Wills, Power of Attorney, and Personal Affairs. _____
41
- 42

43 **STATION 8 - PUBLIC AFFAIRS SECTION**

44 **INITIAL**

- 45 1. Complete Fleet Hometown News Release, NAVSO 5724/1. _____
46
- 47 2. Have Marine address envelope to dependents who

UNCLASSIFIED

1 cannot attend scheduled briefings so that
2 information letter can be mailed to them. _____

3

4 **STATION 9 VERIFICATION AND SIGNATURE**

5 **INITIAL**

6 1. Admin Officer will verify and sign all
7 documents. _____

8 (Note: If a new SGLV Form 8285 is completed, only
9 the unit Commander may sign).

10

11 2. DD Form 2MC laminated and issued to Marine. _____

12

13 3. Collect all DD Form 1172's and place in _____
14 separate file folder. Once all DD Form 1172's have
15 been collected for that unit, a copy will be made and
16 filed in the respective Marine's service record.
17 The original will be returned to the Marine with
18 specific instructions concerning the issuance of
19 dependent ID Cards.

20

21 4. File service records in embarkation box.

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- 1 ENCLOSURE 2 to APPENDIX 7 to Annex E COMMARFORRES MPLAN
 2 RESERVE AND RETIREE PROCESSING TASKS
 3
 4
 5

TASKS	RTC	GAINING CMD
Equipment (782)	SMCR	IMA
Issue advance pay	SMCR	IMA
Assistance Agencies Brief	SMCR	IMA
ID Card Issue Servicemember (DD2MC)	SMCR	
ID Card Issue-Dependent (DD1173)		
ID Card Recovery/Reissue-Servicemember		
ID Card Recovery-Dependent		
Benefits Waiver (VA21-8951)	SMCR	
Career Planning (Screen for AcDu Shortfalls)		
Child Care Planning	SMCR	
Component Code Verification	SMCR	
DEERS	SMCR	
Delay of Deferment Determination	SMCR	IMA
Dental Records Screening	SMCR	IMA; SMCR
Dental Exam	SMCR	IMA; SMCR
Dependent Application (NAVMC10922)	SMCR	
Discharge Certificate (DD214)		
Disclosure Statement (OPNAV 5211/9)	SMCR	
ID Tags	SMCR	IMA
Support of the Guard & Reserve (ESGR) Brief	SMCR	IMA
Separation Allowance (DD 1561)		SMCR; IMA
Legal Processing (Wills, Pwr of Atty, SSR Act Brief, etc)	SMCR	IMA
Leave Accrual Det/Processing		
Meal Cards	SMCR	IMA
Medical Audit/Screening	SMCR	IMA; SMCR
Medical Data/Exemp Screening	SMCR	IMA
Medical Exam	SMCR	IMA
QDR/SRB Audit	SMCR	IMA
Orders Endorsement	SMCR	IMA; SMCR
Overseas Screening	SMCR	
Pay Records (Temp)-Close & Mail to DFAS		
POV Registration		IMA; SMCR
Privacy Act Statement (NAVMC11000)	SMCR	IMA
Promotion Screening	SMCR	IMA
REDS	SMCR	IMA
Release from AcDu		
Security Clearance	SMCR	IMA; IRR; RET

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Separation Counseling		IMA; IRR; RET
Trvl Pay Certificate		
SGLI	SMCR	IMA
Soldiers & Sailors Civ Relief Act Brief		
State of Legal Residency (DD 2058)	SMCR	IMA
Tax Considerations Counseling	SMCR	IMA
TASKS	RTC	GAINING CMD
Dist of Toll Free Phone numbers (Family Services, DFAS, etc)	SMCR	
Transportation to Gaining Command	SMCR	IMA
Transportation to RTC/HOR		
Travel Settlement		SMCR; IMA ; IRR; RET
Uniform Inventory (63?)	SMCR	IMA
UD Entries: Activation and Join	SMCR	IMA
Vets Reemployment Brief		
W-4 Form	SMCR	IMA
Weapons Registration		SMCR; IMA
Welcome Aboard Brief		SMCR; IMA
Gas Mask and Gas Mask Inserts	SMCR	IMA; IRR/ RET

1

NOTES:

* IRR and Retirees will complete administrative forms at the MRTC to ensure each Marine has proper documentation. Final completion and UD entries will be conducted by MPC personnel.

** IRR AND retirees will update RED and SGLI information at the MRTC. copy will be kept by the MRTC until the Marine reports safely to the MPC.

2

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5
6 APPENDIX 8 TO ANNEX E to COMMARFORRES MPLAN
7 READINESS SUPPORT PROGRAM STANDARD OPERATING PROCEDURE
8

9 REFERENCE: (a) Force Order P3060.3B
10

11 1. SITUATION
12

13 a. General. This appendix provides amplifying
14 guidance for COMMARFORRES Readiness Support Program (RSP)
15 Standard Operating Procedures (SOP). The reference is
16 applicable.
17

18 b. Assumptions
19

20 (1) That the activation of Peacetime/Wartime
21 Support Team (PWST) personnel will commence upon
22 notification of the Presidential Reserve Callup (PRC), and
23 that the Marine Corps manpower portion of that recall will
24 be a number sufficient for conducting all functions of the
25 Readiness Support Program (RSP).
26

27 (2) That all PWST personnel recalled to active duty
28 will have received adequate training to perform any and all
29 RSP functions; thus, replacing the normal active duty
30 support staff (i.e., I-I staff), as based upon the approved
31 Integrated T/Os.
32

33 c. Mission. COMMARFORRES' supporting role requires
34 maintaining Reserve Training Center (RTC) and Mobilization
35 Reserve Training Center (MRTC) sites during peacetime and
36 after mobilization. Site support during peacetime and
37 wartime includes those Base Commander type responsibilities
38 as well as all of the tasks that keep faith with our
39 Marines, their families, and the local communities.
40

41 2. EXECUTION
42

43 a. Concept of Operations
44

45 (1) The RSP consists of the following seven
46 functions:
47

- 1 (a) Family Assistance and Support
2
3 (b) Site Maintenance
4
5 (c) Community Outreach
6
7 (d) Casualty Assistance
8
9 (e) Civil-Military Activities/Disaster Relief
10
11 (f) Individual Ready Reserve (IRR) muster
12 processing
13
14 (g) Pre-trained Individual Manpower (PIM)
15 Mobilization Processing
16

17 (2) The first five of these functions are normally
18 implemented and maintained utilizing the Site Commanders
19 normal MSC chain of command. However, COMMARFORRES has at
20 his disposal the ability to task organize any of the above
21 functions via a geographical orientation with Reserve
22 Districts. The last two functions listed are under the
23 purview of the Commanding General, MCRSC and will normally
24 be conducted via the Reserve Districts.
25

26 (3) Site Commanders have ultimate responsibility
27 for the care and upkeep of facilities and property in their
28 charge and serve as the Marine Corps active duty
29 representative within their respective communities. All
30 Site Commanders will have a PWST assigned to their site for
31 the purpose of assisting with the execution of RSP
32 functions. In the event of mobilization, if the Site
33 Commander is reassigned, the officer in charge of the sites
34 PWST (or in the case of some 4th MAW sites, a designated
35 Active Reserve officer) will assume the duties and
36 responsibilities of Site Commander. This procedure will
37 ensure there is always a Site Commander present at each
38 RTC/MRTC.
39

40 (4) In addition to the normal COMMARFORRES chain of
41 command, under the RSP, the Force is also divided into six
42 Reserve Districts. Reserve Districts are an administrative
43 geographical grouping of COMMARFORRES RTC/MRTCs,
44 established for the purpose of coordinating RSP functions
45 whenever a geographical approach is desired. Authority to
46 utilize the Reserve Districts for the purpose of
47 coordinating RSP functions other than IRR Muster Processing

1 and PIM Mobilization Processing rests with COMMARFORRES
2 (RSD).

3
4 b. Tasks

5
6 (1) COMMARFORRES (G-3). COMMARFORRES (G-3) will
7 maintain oversight of the RSP in peacetime and upon
8 involuntary activation or mobilization.

9
10 (2) Commanding Generals of the 4TH MARDIV, 4TH MAW,
11 AND 4TH FSSG. The Commanding Generals of the 4th MARDIV,
12 4th MAW, and 4th FSSG are responsible for ensuring that
13 their subordinate units properly execute the seven
14 functions of the RSP.

15
16 (3) Commanding General, Marine Corps Reserve
17 Support Command (MCRSC). The Commanding General, MCRSC is
18 specifically responsible for the execution of the IRR
19 Muster Processing and PIM Mobilization Processing functions
20 of the RSP. These two RSP functions are applicable to the
21 Reserve Districts and sites, and both functions are placed
22 under the operational control (OPCON) of the Commanding
23 General, MCRSC.

24
25 (4) RESERVE DISTRICT COMMANDERS. The Commanders of
26 14th, 23rd, 24th, and 25th Marines, in addition to Marine
27 Aircraft Groups 42 and 49, will also serve as Reserve
28 District Commanders, and will be prepared to coordinate the
29 execution of any RSP function as directed by COMMARFORRES
30 (RSD).

31 (5) SITE COMMANDERS. Site Commanders, regardless
32 of component, are responsible for the execution and/or
33 coordination of all RSP functions within their sites'
34 geographical area of responsibility.

35
36 c. Coordinating Instructions Commanding Generals of
37 the 4th MarDiv, 4th MAW, 4th FSSG, and MCRSC, in addition
38 to Commanding Officers of Force units and Commanders of
39 Reserve Districts and sites will:

40
41 (1) Implement the intent and guidance contained
42 herein.

43
44 (2) Be guided in the performance of their duties
45 relative to RSP by policies and procedures contained in
46 Force Order P3060.3_.

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6 APPENDIX 9 to ANNEX E to MARFORRES MPLAN
7 LEGAL

8
9 Ref: (a) MCO P1900.16_, MARCORSEPMAN
10 (b) MCO P1001R.1, MCRAMM
11 (c) MCO 1306.16_., Conscientious Objectors
12 (d) Uniformed Services Employment and Reemployment
13 Rights Act of 1994 [38 U.S.C. Sections 4301- 4333]
14 (e) MCO 1740.13, Establishment of Child Care Plans for
15 Dual-Service Parents and Single Parents With
16 Custody of Their Children
17

18 1. TASKS

19
20 a. Mobilization

21
22 (1) Reserve Site Judge Advocates assigned to
23 MARFORRES MSCs will be reassigned to the Legal Services
24 Support Section, 4th FSSG, upon mobilization. They will
25 not mobilize with the units to which they are
26 administratively assigned for drill purposes.
27

28 (2) The SIA's are primarily responsible for legal
29 assistance during mobilization.
30

31 b. Convening Authority:

32
33 (1) COMMARFORRES is the general courts-martial
34 (GCM) convening authority for all SMCR unit personnel and
35 PIM. When units are mobilized, the CG of the gaining
36 command is the GCM convening authority once the unit
37 departs the RTC.
38

39 (2) The CG of the gaining command of IMA's has GCM
40 convening authority once the IMA has departed the place
41 from which ordered to active duty.
42

43 (3) GCM convening authority for PIM (excluding
44 IMA's addressed in the preceding subparagraph) upon
45 departure from an MCMS is the CG of the SIA base/station to
46 which they are ordered.

1 c. Absentees/Deserters who return to military control
2 will be assigned as delineated in Figure 6-1 of reference
3 (a). In cases involving special or unusual circumstances,
4 CMC (POS-40) is authorized to deviate from Figure 6-1 and
5 direct assignment to other commands.

6
7 d. Jurisdiction over Reservists upon Mobilization

8
9 (1) Reservists are subject to the UCMJ when called
10 or ordered to active duty under mobilization orders from
11 the effective date of such orders through the date of
12 termination from active duty.

13
14 (2) Mobilization activation orders will provide a
15 specific provision advising the Reservist that jurisdiction
16 attaches from the date ordered to active duty through the
17 date of termination from active duty. Commanding Officers
18 of SMCR units will ensure each Reservist acknowledges
19 receipt of the mobilization activation order.

20
21 (3) Reservists who fail to report for active duty
22 who had notice of their orders will be handled on a case-
23 by-case basis. Disciplinary or administrative action will
24 be taken as appropriate. Reservists who fail to report,
25 who did not have notice of their orders and who cannot be
26 located, may be processed for separation as an
27 unsatisfactory participant per reference (a).

28
29 e. Delay/Exemption. Requests for delay or exemption
30 shall be processed in accordance with guidance contained in
31 reference (b).

32
33 f. Voluntary Separation. Once on active duty, a member
34 with an unexpected hardship, or other valid reason, may be
35 processed for separation in accordance with the provisions
36 of reference (a).

37
38 g. Conscientious Objectors. Mere application for
39 conscientious objector status does not exempt a Marine from
40 active military service. The person seeking conscientious
41 objector status bears the initial responsibility of
42 presenting evidence which demonstrates a sincere opposition
43 to war in any form based upon religious training and
44 belief.

45

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1 (1) A Marine who possesses qualifying beliefs which
2 became fixed before entering military service is not
3 eligible for conscientious objector status.

4
5 (2) Requests for discharge or assignment to
6 noncombatant duties based on conscientious objection will
7 be handled at the SIA on an individual basis with the final
8 determination made per the facts and circumstances in the
9 particular case and the policy and procedures set forth in
10 reference (c).

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ANNEX F to COMMARFORRES MPLAN
PUBLIC AFFAIRS

REFERENCE: (a) SECNAVINST 5720.44A

1. SITUATION

a. General. This Annex assigns responsibilities and provides guidance for COMMARFORRES Public Affairs (PA) procedures in the event of mobilization.

b. Friendly Forces

(1) The PA Detachments at Miramar, Anacostia and New Orleans will revert to MSC control upon mobilization.

(2) The COMMARFORRES Public Affairs Officer (PAO) will coordinate with HQMC PA to provide support to the active component as required by the given contingency.

c. Assumptions

(1) Media representatives may accompany mobilizing forces and be present at the SIAs.

(2) Government information agencies can be expected to provide information on actions resulting from execution of this MPLAN.

(3) The PA program is conducted per reference (a) and PA guidance from higher headquarters.

(4) The Office of the Assistant Secretary of Defense (Public Affairs, OASD/PA), will make the initial announcement of mobilization to the public.

(5) HQMC PA coordinates DoD authorized news releases and provides:

(a) Copies of official national level news releases.

1 (b) Public Affairs Guidance (PAG), particularly
2 when changes to existing policies and procedures are
3 involved.

4
5 (c) Assistance in developing local information
6 programs to maintain a favorable public image of the Marine
7 Corps Reserve.

8
9 (d) Public Service radio and television public
10 information programs.

11
12 2. MISSION. Conduct PA operations in support of the
13 mobilization process to ensure adequate PA support is
14 provided to mobilized units, and the continuous flow of
15 timely, accurate information to U.S. and foreign publics,
16 consistent with Security, Accuracy, Propriety and Policy
17 (SAPP), in order to inform and maintain public support.

18
19 3. EXECUTION

20
21 a. Concept of Operations. SMCR units will effect
22 liaison with COMMARFORRES PAO on all PA matters or material
23 prepared for release concerning the Marine Corps prior to
24 arrival at the SIA. Until arrival at the SIA, PA
25 activities will be carried out under the direct control of
26 COMMARFORRES PAO who will coordinate with HQMC PAO as
27 required. COMMARFORRES PAO will relinquish direct PA
28 control upon arrival at the SIA. Serious incidents
29 occurring in transit to the SIA will be a joint
30 responsibility; thus, requiring a coordinated effort
31 between the gaining active installation/unit at the SIA and
32 COMMARFORRES PA. Therefore, both organizations must be
33 notified.

34
35 b. Tasks

36
37 (1) COMMARFORRES PAO will:

38
39 (a) As required, coordinate and provide
40 direction on all PA matters for the Force during periods of
41 direct control, as specified in paragraph 3a(2) of this
42 Annex.

43
44 (b) As required, disseminate PAG consistent
45 with higher headquarters' guidance to subordinate units via
46 naval message or RNET.

47

1 (c) Implement a proactive PA plan throughout
2 the Force for media and community relations within SAPP
3 parameters.

4
5 (d) Energize the Fleet Home Town News (FHTN)
6 Release program by encouraging units to provide input
7 (within SAPP parameters) to the FHTN center.

8
9 (e) Provide PA personnel as directed from
10 higher headquarters in support of deployed USMC/R units.

11
12 (2) MSCs and Force units will:

13
14 (a) Utilize PWSTs/Unit Information Officers to
15 the maximum extent in order to effectively implement the PA
16 plan.

17
18 (b) Follow COMMARFORRES PAG when responding to
19 query, issuing news releases, granting interviews or
20 dealing with any media request (only after consultation
21 with COMMARFORRES PAO). Be prepared to respond to
22 supplemental guidance from COMMARFORRES PAO as needed.
23 Contact COMMARFORRES PAO concerning issues not covered by
24 existing PAG, or when questions arise.

25
26 (c) Refer to RNET databases pertaining to PA
27 (media skills guide etc.).

28
29 (d) Exercise release authority on routine
30 mobilization issues only after delegation of authority by
31 COMMARFORRES through COMMARFORRES PAO, via the chain of
32 command.

33
34 (e) Conduct Public Briefings (see Appendix 1).

35
36 (f) Follow Marine Forces Reserve Public Affairs
37 SOP as appropriate.

38
39 (g) Be familiar with this Annex and ensure
40 prompt communication with COMMARFORRES PAO on all relevant
41 PA matters.

42
43 c. Coordinating Instructions

44
45 (1) Coordination of the Release of Information

46

1 (a) No public release of information concerning
2 this MPLAN will be made until the appropriate levels of
3 government, to include OASD PA, make the initial release
4 concerning mobilized SMCR forces. Queries prior to the
5 release will be referred to COMMARFORRES PAO for
6 coordination and resolution with higher authority.

7
8 (b) After initial release, COMMARFORRES PAO
9 will exercise release authority for Reserve mobilization
10 news. Delegation of release authority for routine matters
11 may be made in accordance with COMMARFORRES guidance, and
12 such guidelines will be set forth in subsequent PAG from
13 COMMARFORRES PAO.

14
15 (c) Direct any questions concerning the
16 authority to release information to COMMARFORRES PAO.

17
18
19 (2) Non-releasable Information

20
21 (a) Classified Information

22
23 (b) Unit rosters

24
25 (c) Exact unit strength

26
27 (d) Information pertaining to units other than
28 local unit(s)

29
30 (e) Information pertaining to:

31
32 1. The type or length of the training to
33 be conducted at the SIA.

34
35 2. Deployment dates.

36
37 3. Anticipated combat theater assignments.

38
39 4. Any other information of potential
40 tactical value to the enemy.

41
42 (3) Other Coordinating Instructions

43
44 (a) Accreditation. Media accreditation
45 requirements for the period prior to arrival at the SIA
46 will be established by the COMMARFORRES PAO.

1 (b) Security Review. Security review of news
2 media products is not envisioned prior to the arrival at
3 the SIA. Do not divulge classified information to any news
4 media.

5
6 4. LOGISTICS. As required, units are directed to provide
7 necessary logistical support on a not-to-interfere with
8 mission basis for PA efforts during the phases of
9 mobilization. This effort may include but is not limited
10 to the following:

11
12 a. Transportation. GME, tactical and military air
13 assets.

14
15 b. Communications. Phones, radio, computers and
16 satellite communication access, as available.

17
18 c. Messing, billeting and medical treatment. Media
19 will be afforded privileges consistent with the rank of
20 major. When practical, services provided to the media will
21 be on a reimbursable to-the-government basis (e.g.
22 billeting, chow, transportation).

23
24 d. Facilities. Hardened or expeditionary facilities
25 for standing up an information bureau or press conference
26 briefing area.

27
28
29 APPENDIX:

30 1 - Public Briefing Information

31 2 - Sample Mobilization Media Release

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6 APPENDIX 1 to ANNEX F to COMMARFORRES MPLAN
7 PUBLIC BRIEFING INFORMATION
8

9 REFERENCE: (a) SECNAVINST 5720.44A, CHAP. 4
10

11 1. Personal contact is the most effective communication
12 tool available to inform Marines, the public and
13 dependents, and substantially reduces rumor. A public
14 meeting should be held in the unit's RTC promptly after
15 public announcement of mobilization. Convene additional
16 meetings as required to maintain proper communication.
17

18 a. Consider the following categories/groups for
19 invitation to a public briefing:
20

21 (1) Marines and dependents.
22

23 (2) Local government officials.
24

25 (3) School officials.
26

27 (4) Employers of reservists (Use ESGR ombudsmen).
28

29 (5) Representatives of the news media (print and
30 broadcast).
31

32 b. Invitations to briefings should be in writing and
33 announced via local news media (press release).
34

35 c. Topics to be considered for the briefings include:
36

37 (1) General information about the SIA.
38

39 (2) Procedures governing the travel of families to
40 the SIA.
41

42 (3) Assignment of reservists after reporting to the
43 SIA.
44

45 (4) Delay and exemption criteria, including high
46 school and college students.
47

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- 1 (5) Continued employment rights.
2
3 (6) Provisions of the Soldiers and Sailors Civil
4 Relief Act (SSRA).
5
6 (7) Length of active duty envisioned.
7
8 (8) Dependent allotments.
9
10 (9) Community and personal hardships that may be
11 caused by mobilization.

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NEW ORLEANS, LOUISIANA

APPENDIX 2 to ANNEX F to COMMARFORRES MPLAN
SAMPLE MOBILIZATION NEWS RELEASE

REFERENCE: (a) SECNAVINST 5720.44A

1. Use the following news release only after
COMMARFORRES (PAO) has given direction to do so.
Release to local media (print and broadcast) as
appropriate. In the header, insert unit address and
phone number where COMMARFORRES (PAO's) address
appears below, and insert date and release number.
Put in appropriate headline (e.g., (Unit Name)
Mobilized for Southwest Asia Contingency). For
further clarification and any questions, contact
COMMARFORRES (PAO).

News Release

Marine Forces Reserve

Public Affairs Office

4400 Dauphine Street
New Orleans, LA 70146-5400
(504) 678-4177/Fax (504) 678-6549

Release Number:00X-98
Release Date:XX/XX/98

HEADLINE

FOR IMMEDIATE RELEASE

(For use when the local unit is affected)

ANYTOWN, USA -- The mobilization of Reserve Forces
announced today by the President will affect (several,
more than 100, nearly 100) local residents who are
members of the Marine Corps Reserve.

According to (CO's Name, Grade) USMCR, Commanding
Officer of (the unit), the unit will depart for
(Station of Initial

-more-

F-2-1

UNCLASSIFIED

1 Assignment) in about (number of days) days.
2 Individual reservists and retirees may be ordered to
3 Marine Corps Mobilization Reserve Training Center in
4 the area, he/she said.

5 (CO's Name) said members of his/her unit, slated
6 for mobilization, will be afforded the maximum
7 possible time for personal preparations before
8 departing. Families and employers of the departing
9 Marines will be invited to attend a meeting at the
10 Marine Corps Reserve Training Center, to be briefed on
11 the situation.

12 Amplifying information will be released as
13 received, consistent with national security concerns.
14

15 SAMPLE NEWS RELEASE FOR UNITS NOT MOBILIZED

16
17
18 FOR IMMEDIATE RELEASE
19 (FOR USE ONLY WHEN THE LOCAL UNIT IS NOT
20 MOBILIZED)

21
22 ANYTOWN, USA -- Mobilization of certain elements of
23 the Marine Corps Reserve will not immediately affect
24 the majority of the local Marine Reservists, the
25 Commanding Officer of (Unit Name) said today.
26

27 (CO's Name) stated that (Unit Designation) is
28 presently not included in plans to recall
29 approximately _____ Marine Reservists within the next
30 few weeks. (CO's Name) said a possibility does exist
31 that certain members of the unit may be recalled
32 individually. Individual recalls will depend on
33 military skill requirements.
34

35 Amplifying information will be released as
36 received, consistent with national security concerns.
37

38 SAMPLE RADIO/TV PUBLIC SERVICE ANNOUNCEMENT

39 All Marines attached to (unit's name) must report to
40 the Reserve Training Center at (address), by (time)
41 (date). Marines attached to (unit's name) may
42 telephone the training center for additional
43 information.

Copy no. ___ of ___
MARINE FORCES RESERVE
NEW ORLEANS, LOUISIANA

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6 ANNEX G to COMMARFORRES MPLAN
7 FACILITIES

8
9 REFERENCES: (a) MCO P5090.2A

10
11 1. PURPOSE. This Annex assigns responsibilities and
12 provides guidance for COMMARFORRES (Facilities) procedures
13 in the event of mobilization.

14
15 2. MISSION. The Facilities Department will focus on
16 facility policies and procedures consistent and associated
17 with ongoing facility projects involving construction,
18 maintenance and repair, etc. It will also conduct and
19 support compliance with both statutory/regulatory
20 requirements and management of Marine Corps programs for
21 protection of human health and the environment, pollution
22 prevention, preservation of natural, cultural, and historic
23 resources, remediation of past contamination and compliance
24 with appropriate laws and regulations. Facilities will
25 also ensure adequate ground safety is provided at all sites
26 and the continuous flow of timely, accurate information in
27 order to inform and maintain safety related matters and
28 policies. It will ensure all Interservice Support
29 Agreements, leases, licenses, contracts and funding
30 documents to support Reserve Training Centers and the
31 Bachelor Lease Housing Program are supported and
32 maintained.

33
34 3. EXECUTION

35
36 a. Concept of Operations Facilities support during
37 mobilization.

38
39 (1) Facilities will immediately be assigned the
40 responsibility to accomplish remaining base support
41 functions. Comprehensive site requirements procedures
42 remain the same as pre-mobilization/peacetime, except
43 required closure, partial closure, etc. Requirements at
44 joint and tenant sites will be initiated to achieve cost
45 savings for installations and facilities not slated for
46 utilization during mobilization.

1 Owned and Leased installations and facilities will be
2 evaluated based on mobilization schedules and requirements.

3
4 (2) Upon activation, the AC/S, Facilities will
5 assume the duties as Director, Facilities.

6
7 (3) The AC/S Facilities will supervise the
8 accomplishment of the following base support functions:

9
10 (a) Facilities Management

11
12 1. Disposition of Property. Non-T/E,
13 garrison, property will be inventoried and a change of
14 responsible officer initiated. The results of the
15 inventory will be forwarded to the Director, Facilities.

16
17 2. Joint Training Centers Includes
18 Training Centers where the Marine Corps Reserve Unit is a
19 tenant.

20
21 a. ISSAs will be reviewed by the PWST
22 to determine whether a modification is required to reflect
23 the space requirements during post mobilization.
24 Recommended changes will be forwarded to the Director,
25 Facilities.

26
27 b. PWST will be mobilized to carry out
28 the duties of the site commander. See Appendix 8 of Annex E
29 for specific details.

30
31 3. Marine Corps Owned/Managed Centers
32 Per the RSP SOP, all duties relating to facilities
33 management during mobilization will be attended to by the
34 PWST assigned to the unit.

35
36 (b) Facilities Projects

37
38 1. All maintenance, repair, and minor
39 construction projects for which contracts have been awarded
40 will be completed.

41
42 2. Other projects will be reviewed for
43 cost effectiveness of maintaining the center in a good
44 state. Projects in design or pre-construction award will
45 be reviewed and either canceled or placed on hold as
46 appropriate.

1 (c) Lease Operations

2
3 1. Interservice Support Agreements
4 (ISSAs). Review and modify, as appropriate, the ISSAs for
5 activated RTCs.

6 2. Leases/Licenses. Review and modify, as
7 appropriate, those leases or licenses in effect for real
8 property at activated RTCs.

9
10 3. Leased Bachelor Housing. All leases
11 for activated personnel will be terminated effective the
12 date the SMCR unit departs to the SIA.

13
14 (d) Safety Operations SMCR units will effect
15 liaison with COMMARFORRES (Facilities) Safety Department on
16 all safety matters that cannot be resolved at the unit
17 level. Until arrival at the SIA, COMMARFORRES Safety will
18 continuously monitor and assist in Ground Safety matters.
19 Serious mishaps or incidents occurring while in transit to
20 the SIA will be a joint responsibility and a coordinated
21 effort between the gaining force commander and COMMARFORRES
22 Safety. Both the gaining force commander and COMMARFORRES
23 Safety must be notified when a serious mishap or incident
24 occurs.

25
26 1. COMMARFORRES Safety will develop a
27 program to provide guidance and instructions on safety
28 matters for the PWST.

29
30 2. PWST will conduct Safety related duties
31 per Appendix 1 of this Annex.

32
33 b. Coordinating Instructions

34
35 (1) Reserve Centers must forward all requests or
36 recommendations concerning facilities issues through the
37 Commanding General or designated representative of their
38 respective MSC.

39
40 (2) All decisions made concerning the disposition
41 or modifications of any Marine Corps Reserve facilities and
42 installations will be made by the AC/S, Facilities.

43
44
45 Appendix:

46 1 - RESERVE TRAINING CENTER PWST INSTRUCTIONS

Copy no. ___ of ___
MARINE FORCES RESERVE
NEW ORLEANS, LOUISIANA

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6 APPENDIX 1 to ANNEX G to COMMARFORRES MPLAN
7 RESERVE TRAINING CENTER FACILITY INSTRUCTIONS FOR THE PWST

8
9 REFERENCE: (a) MCO P5090.2A
10 (b) ForO 3060.3B
11

12 1. Purpose. To provide all of the information required
13 for the designated Officer in Charge of the PWST to assume
14 and maintain the daily responsibilities of a RTC.
15

16 2. Tasks during Mobilization
17

18 (1) All garrison type property will be inventoried and
19 signed for by a Responsible Officer appointed from within
20 the PWST. The results of the RO inventory will be
21 forwarded to Director, Facilities within 30 days of PWST
22 activation.
23

24 (2) The inventory will be conducted prior to the
25 departure of the relieved Responsible Officer.
26

27 (3) Keys to Vehicles or Equipment. Unless otherwise
28 instructed, keys for commercial vehicles, and other
29 garrison mobile equipment signed for during the garrison
30 property inventory will be secured. This equipment will
31 only be used for the completion of the mission and only by
32 properly trained and licensed personnel of the PWST.
33

34 (4) Assume responsibility for space used by the Marine
35 Corps in Joint Centers and all Marine Corps property
36 located therein.
37

38 (5) The PWST will assume responsibility for all Marine
39 spaces and all government property.
40

41 (6) Assume responsibility for performing all fiscal
42 tasks outlined in ForO P7300.2 until directed to terminate
43 such action by the AC/S, Comptroller when one of the
44 following conditions occurs:
45

46 (a) Termination action will occur when a Marine
47 Corps owned or managed Reserve Center is:

1 1. Closed.

2

3 2. Control is transferred to another
4 organization.

5

6 3. When Marine Corps occupancy of space in a
7 Joint Reserve Center is no longer required.

8

9 (7) The PWST will submit the following when requested
10 by the AC/S, Comptroller:

11

12 (a) A final Fiscal Document Transmittal (FDT)
13 listing all previously unreported fiscal obligations.

14

15 (b) The FDT will be transmitted by a cover letter.
16 Fiscal Year files will be sent by certified mail when
17 requested.

18

19 (c) Subhead 27AO fiscal ledgers and current fiscal
20 year files will be sent by certified mail when requested.

21

22 (d) A change of address will be initiated to ensure
23 that all future bills to be submitted against prior
24 obligations will be forwarded to the AC/S, Facilities.

25

26 (8) Safety

27

28 (a) PWST will gather safety data to submit
29 generated reports as required.

30

31 (b) PWST will conduct a safety walk through of all
32 areas ensuring all hazardous materials are collected and
33 staged for disposal.

34

35 (c) PWST will ensure all areas are clean and free
36 of any debris that could be a fire hazard or present any
37 other hazard.

38

39 (d) PWST will continue to monitor facilities for
40 fire/explosion hazards and to report these findings to MFR,
41 Facilities Safety Branch, when discovered.

Copy no. ____ of ____
MARINE FORCES RESERVE
NEW ORLEANS, LOUISIANA

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6 ANNEX H to COMMARFORRES MPLAN
7 CONTRACT SERVICES
8

- 9 REFERENCES: (a) Federal Acquisition Regulation (FAR)
10 (b) Navy Acquisition Procedures Supplement
11 (NAPS)
12 (c) NAVSUPINST 4200.85C
13 (d) MCO P4200.15G
14 (e) ForO P4200.1
15 (f) COMMARFORRES GCPC Program Instructional
16 Manual
17

18 1. SITUATION
19

20 a. General. This annex assigns responsibilities and
21 provides guidance for COMMARFORRES Purchasing and
22 Contracting procedures in the event of mobilization. The
23 COMMARFORRES Regional Contracting Office (RCO) will provide
24 support to the activated unit as outlined in this annex.
25 Additionally, the cognizant USMC Regional Contracting
26 Office responsible for support of the SIA will provide
27 procurement support at the SIA. If the SIA is a Force
28 site, the Force RCO will provide all required contracting
29 support until departure from the SIA.
30

31 b. Assumptions
32

33 (1) COMMARFORRES is responsible for all procurement
34 support for the activating unit during pre-mobilization and
35 mobilization prior to departure from the RTC.
36

37 (2) Upon departure from the RTC, the activated unit
38 is chopped to the gaining command and all required
39 contracting support is the responsibility of the cognizant
40 USMC RCO from the gaining force commander.
41

42 (3) All units/detachments have appointed
43 Government-wide Commercial Purchase Card (GCPC, VISA)
44 cardholders.
45

46 (4) All required purchasing not otherwise outlined
47 in this annex which is below the GCPC threshold of \$2500 is

1 the responsibility of the unit/detachment until arrival at
2 the SIA of the gaining command.

3
4 (5) All purchasing and contracting above the GCPC
5 threshold of \$2500 required at the RTC will be executed by
6 the Force RCO.

7
8 (6) Board and Lodging Agreements and Blanket
9 Purchase Agreements for supplies and/or services at the
10 COMMARFORRES sites will remain in effect after mobilization
11 unless cancellation is requested in writing by the
12 contractor.

13
14 2. MISSION. Conduct purchasing and contracting in support
15 of the mobilization process to ensure adequate purchasing
16 and contracting support is provided to mobilized units and
17 that sufficient supplies and services are available to
18 support the mobilization requirements of the COMMARFORRES
19 units/detachments prior to departure from the RTC.

20
21 3. EXECUTION

22
23 a. Concept of Operations. During mobilization,
24 COMMARFORRES units/detachments will continue to conduct
25 purchasing below the \$2500 GCPC threshold. All
26 requirements above \$2500 and any procurements not permitted
27 by the GCPC will be forwarded to the COMMARFORRES RCO for
28 procurement action. The RCO staff will provide additional
29 support and guidance as required. Contracting support for
30 the SMCR unit/detachment shifts to the USMC RCO responsible
31 for support of the SIA when the SMCR unit arrives at the
32 SIA of the Gaining Command. The COMMARFORRES RCO will act
33 as a liaison with the Gaining Command RCO to ensure
34 required support is provided. During this phase, the
35 COMMARFORRES RCO will continue to provide purchasing and
36 contracting support to the PWST personnel and the
37 COMMARFORRES RTC site.

38
39 b. Tasks

40
41 (1) Mobilization

42
43 (a) COMMARFORRES RCO will:

44
45 1. Upon departure notification of the unit
46 from the RTC, cancel all unit GCPC cardholder accounts

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1 except one required to ensure unit/personnel movement from
2 the RTC to SIA of gaining command.

3
4 2. Execute terminations for convenience of
5 all service contracts identified and requested by unit
6 personnel.

7
8 3. Appoint PWST/site personnel as GCPC
9 unit approving officials and/or cardholders.

10
11 4. Provide coordination with RCO
12 responsible for support of the SIA to ensure required
13 support is provided to the mobilized unit.

14
15 5. Provide procurement support for any
16 COMMARFORRES site which is also designated as the SIA until
17 the activated unit/detachment has departed the SIA.

18
19 6. Establish a 24 Hour on-call contracting
20 duty to the COMMARFORRES CAC, and provide a duty roster to
21 the CAC Operations Officer.

22
23 (b) All COMMARFORRES Units will:

24
25 1. Notify the COMMARFORRES RCO when
26 departing the RTC via the Unit Departure Message.

27
28 2. Cancel all cardholders accounts except
29 for the one required during the unit/personnel movement
30 from the RTC to SIA of the gaining command in accordance
31 with the instructions contained in Appendix 1 of this
32 Annex.

33
34 3. Request termination of service
35 contracts no longer required at the COMMARFORRES site.

36
37 4. Request appointment of PWST/site
38 personnel as GCPC unit approving officials and cardholders.

39
40
41 APPENDIX:

42 1 - GCPC PROCEDURES

Copy no. ___ of ___
MARINE FORCES RESERVE
NEW ORLEANS, LOUISIANA

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6 APPENDIX 1 to ANNEX H to COMMARFORRES MPLAN
7 GCPC PROCEDURES

8
9 REFERENCES: (a) NAVSUPINST 4200.85C
10 (b) ForO P4200.1
11 (c) COMMARFORRES GCPC Instruction Manual
12

13 1. Mobilization

14
15 A. Upon mobilization, procedures for management of the
16 GCPC programs (IMPAC, COPAC, SUBSISTENCE and PAYMENT ONLY)
17 are as follows:
18

19 (1) Prior to departing the RTC, cardholders should
20 cut the VISA card in two except the one card to be used for
21 the unit/personnel movement from the RTC to the SIA of the
22 Gaining Command.
23

24 (2) Notify the approving official that the unit is
25 mobilizing and which card that will be used during the
26 unit/personnel movement from the RTC to the SIA of the
27 gaining command.
28

29 (3) Forward the cardholders pending file with all
30 supporting documents for credit card purchases made during
31 that period to the unit approving official via FEDEX (if
32 the unit approving official is located at another site).
33

34 (4) Forward the Visa card via two-day mail to the
35 Regional Contracting Office, COMMARFORRES with
36 correspondence indicating the unit has mobilized.
37

38 (5) Cardholders should provide written instructions
39 for those Marines remaining at the RTC on the procedures
40 involved with forwarding the UNSIGNED Statement of Account
41 to the unit approving official. Current procedures for
42 processing the statement of account in the absence of the
43 cardholder and additional guidance is contained in the
44 COMMARFORRES GCPC Program Instruction Manual located in RCO
45 Customer Service Database on the RNET on the S05 server in
46 the COMMARFORRES Contracting Directory.
47

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1 (6) If the unit approving official is mobilized,
2 the I&I/site commander must request the appointment of a
3 new unit approving official. The new approving official
4 should normally be the PWST or site support staff. Requests
5 should be submitted to the COMMARFORRES RCO using the
6 database outlined in paragraph 1.a.(5) above. Statements
7 of account will be reviewed and signed by the new unit
8 approving official in accordance with the procedures
9 outlined in the COMMARFORRES GCPC Instruction Manual.

10
11 b. Cardholders will only take one of their GCPC Visa
12 Cards to the SIA. Upon notification of mobilization, the
13 COMMARFORRES RCO will cancel the credit cards in the GCPC
14 programs except the one required to be carried and possibly
15 used until the unit arrives at the SIA of the gaining
16 command. Once there, the card is cut in two and any
17 receipts should be mailed to the COMMARFORRES RCO in the
18 most expeditious fashion.

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NEW ORLEANS, LOUISIANA

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ANNEX I to COMMARFORRES MPLAN
FINANCIAL MANAGEMENT

- REFERENCES: (a) ForO P7300.2 (Fiscal SOP)
- (b) ForO P3060.3B (RSP SOP)
- (c) ForO P4400.2 (Pre-Mobilization Ground Supply Policy)

1. SITUATION

a. General. Financial management is an integral part of MARFORRES Mobilization Planning and Readiness.

b. Assumptions

(1) Release of prepositioned war reserves (PWR) without immediate reimbursement.

(2) Invocation of the provisions of 41 USC Section 11 and suspension of the quarterly limitation for annual accounts.

2. MISSION. To provide information and guidance on the financial management aspects during mobilization planning.

3. EXECUTION

a. Mobilization

(1) COMMARFORRES

(a) Support actions required to facilitate the execution of fiscal procedures to support Reserve Forces during mobilization.

(b) Monitor/coordinate the fiscal procedures for personnel transitioning into the SIA.

(c) SMCR Units/Detachments

1. Funding. All costs associated with the call-up/mobilization are chargeable to the active Marine Corps.

1 a. Reserve Personnel Marine Corps
2 (RPMC) Funds
3 (1) Upon mobilization RPMC appropriation
4 may be closed out.

5
6 (2) SMCR units will identify excess
7 funds to the AC/S Comptroller. The AC/S Comptroller will
8 consolidate and identify excess funds to CMC (Code P&R) for
9 withdrawal.

10
11 (3) Funding for pay and allowances,
12 subsistence, clothing, and PCS travel for SMCR personnel ordered
13 to IAD will be provided from the MPMC appropriation.

14
15 (4) The transfer of funding
16 responsibility from RPMC to MPMC will be effective upon
17 mobilization at Reservist's residence, or place from which
18 ordered to active duty.

19
20 (a) Appropriation data will be
21 provided via an activation Letter of Instruction and activation
22 message.

23 (b) Appropriation data will cover
24 pay and allowances, travel, per diem, and other entitlements
25 when rated.

26
27 2. Operating Budgets

28
29 a. Will remain active during the entire
30 period of mobilization.

31
32 b. Will be used to fund selective
33 operational costs as directed until arrival at the SIA. As soon
34 as possible, after announcement of mobilization, identify
35 funding requirements necessary to support the mobilization
36 effort.

37
38 3. TOT and Preservation, Packaging, & Packing
39 (PP&P) requirements for shipment of all equipment and cost of
40 dunnage, packing and crating material, etc., will be coordinated
41 with AC/S, G-4 (TMO). Shipment of all equipment and cost of
42 dunnage, packing and crating material, etc., will be chargeable
43 to active duty appropriation data.

44
45 4. Unit Records. The following action is
46 required upon notification of mobilization:

47

1 a. All units will cancel unfilled orders
2 except those assigned priority designator "3" or "6" which can
3 reasonably be expected to be filled prior to the date the unit
4 is scheduled to depart for the SIA.

5
6 b. Funds associated with canceled orders
7 will be de-obligated.

8
9 c. Funds will be reallocated by the
10 MARFORRES Comptroller upon approval of a revised command
11 operating budget.

12
13 d. Certify all legitimate unpaid bills for
14 payment as rapidly as possible.

15
16 5. In the event of Mobilization:

17
18 a. The I-I or PWST personnel will maintain
19 and prepare financial records (appropriation subheads .2731 and
20 .2732) at the RTC until the unit becomes an integral part of the
21 regular forces.

22
23 b. At this time, all records and files will
24 be closed out, packed, and ready for shipment at the direction
25 of COMMARFORRES Comptroller.

Copy no. ____ of ____
MARINE FORCES RESERVE
NEW ORLEANS, LOUISIANA

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6 ANNEX J to COMMARFORRES MPLAN
7 COMMAND RELATIONSHIPS
8

- 9 REFERENCES: (a) Title 10 United States Code
10 (b) Secretary of Defense Memorandum Assignment
11 of Forces dtd 6 Sep 96
12 (c) Forces For Unified Commands Memorandum FY-
13 1997
14 (d) Marine Corps Mobilization Management Plan
15 (e) MCO 3500.30 Assignment of Selected Marine
16 Corps Reserve (SMCR) Units to U.S.
17 Commander in Chief, Atlantic Command (U.S.
18 Commander In Chief, Joint Forces Command)
19 (f) ForO 5400.1 Command Relationships for U.S.
20 Marine Corps Forces, Reserve
21 (g) COMMARFORRES//G-5/G-8//Msg R 070900Z Apr
22 98
23

24 1. SITUATION. To describe command relationships of the
25 Reserve Component during periods of pre-mobilization and
26 activation /mobilization.
27

28 2. BACKGROUND. Reference (a) provides for the
29 establishment of the U.S. Marine Corps Reserve and
30 establishes direct reporting role between COMMARFORRES and
31 the Commandant of the Marine Corps (CMC). Reference (b)
32 and (c) assigns SMCR units to U.S. Commander in Chief,
33 Joint Forces Command (USCINCJFCOM) and provides USCINCJFCOM
34 the authority for Training, and Readiness Oversight (TRO)
35 responsibility. Reference (d) directs COMMARFORRES to
36 provide trained combat, combat support, and combat service
37 support units and individuals to augment or reinforce the
38 active U.S. Marine Corps forces. Reference (e) assigns
39 Commander, U.S. Marine Corps Forces, Atlantic
40 (COMMARFORLANT), in his capacity as the U.S. Marine Corps
41 Service Component Commander to USCINCJFCOM, with
42 responsibility for exercising TRO, through COMMARFORRES,
43 over SMCR units assigned to USCINCJFCOM. Reference (g)
44 describes command relationships for Major Subordinate
45 Commands and Force Level Units of COMMARFORRES.
46

1 3. Operational Control (OPCON) Relationships and
2 Responsibilities. Transferable command authority that may
3 be exercised by commanders at any echelon at or below the
4 level of combatant command. OPCON is inherent in combatant
5 command (command authority). OPCON may be delegated and is
6 the authority to perform those functions of command over
7 subordinate forces involving organizing and employing
8 commands and forces, assigning tasks, designating
9 objectives and giving authoritative direction necessary to
10 accomplish the mission. OPCON includes authoritative
11 direction over all aspects of military operations and joint
12 training necessary to accomplish missions of command.
13 OPCON should be exercised through the commanders of
14 subordinate organizations. Normally this authority is
15 exercised through subordinate joint force, Service, and/or
16 functional component commanders. OPCON normally provides
17 full authority to organize commands and forces and to
18 employ those forces as the commander in operational control
19 considers necessary to accomplish assigned missions. OPCON
20 does not, in and of itself, include authoritative
21 directions for logistics or matters of administration,
22 discipline, internal organization, or unit training.

23
24 4. Combatant Command (COCOM) Relationships and
25 Responsibilities. Nontransferable command authority
26 established by Title 10 ("Armed Forces"), United States
27 Code, Section 164, exercised only by commanders of unified
28 or specified combatant commands unless otherwise directed
29 by the President or the Secretary of Defense. Combatant
30 Command (command authority) cannot be delegated and is the
31 authority of a combatant commander to perform those
32 functions of command over assigned forces involving
33 organizing and employing commands and forces, assigning
34 tasks, designating objectives, and giving authoritative
35 direction over all aspects of military operations, joint
36 training, and logistics necessary to accomplish the mission
37 assigned to the command. Combatant command (command
38 authority) should be exercised through the commanders of
39 subordinate organizations. Normally, this authority is
40 exercised through subordinated joint force, Service, and/or
41 functional component commanders. Combatant command
42 (command authority) provides full authority to organize and
43 employ commands and forces as the combatant commander
44 considers necessary to accomplish assigned missions.
45 Operational control is inherent in combatant command
46 (command authority).

47

1 5. Planning Relationships and Responsibilities.
2 COMMARFORRES shall direct appropriate U. S. Marine Corps
3 Reserve units to report for planning to their gaining
4 MARFOR/MAGTF commander (GFC). Report for planning, or
5 DIRLAUTH, will allow both GFC and individual U. S. Marine
6 Corps Reserve units to directly consult or coordinate an
7 action(s) required to accomplish a warfighting mission or
8 other operational tasks. While DIRLAUTH is a coordination
9 relationship and not a command relationship, and it always
10 carries with it the requirement of keeping COMMARFORRES,
11 the commander granting DIRLAUTH, informed by units
12 authorized DIRLAUTH. Planning relationships are established
13 to:

14
15 a. Establish an operational link between the GFC and
16 U.S. Marine Corps Reserve units which will augment or
17 reinforce that GFC.

18
19 b. Allow U. S. Marine Corps Reserve units that have
20 been apportioned to the appropriate OPLAN/COPNPLAN with
21 Time Phased Force Deployment Data (TPFDD) to coordinate
22 actions (i.e., training opportunities, METLS, etc.) with
23 their GFC.

24
25 c. Support deliberate planning and crisis action
26 planning actions.

27
28 Upon execution, COMMARFORRES will direct change of command
29 authority of activated U.S. Marine Corps Reserve units, as
30 directed by CMC (PO and MPP-60), from COMMARFORRES to
31 CINCUSJFORCOM (COMMARFORLANT) who then will exercise
32 Command Authority (COCOM) over activated and assigned U.S.
33 Marine Corps Reserve units.

34
35
36
37
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39
40 Appendix:

41 1 - Command Relationships
42

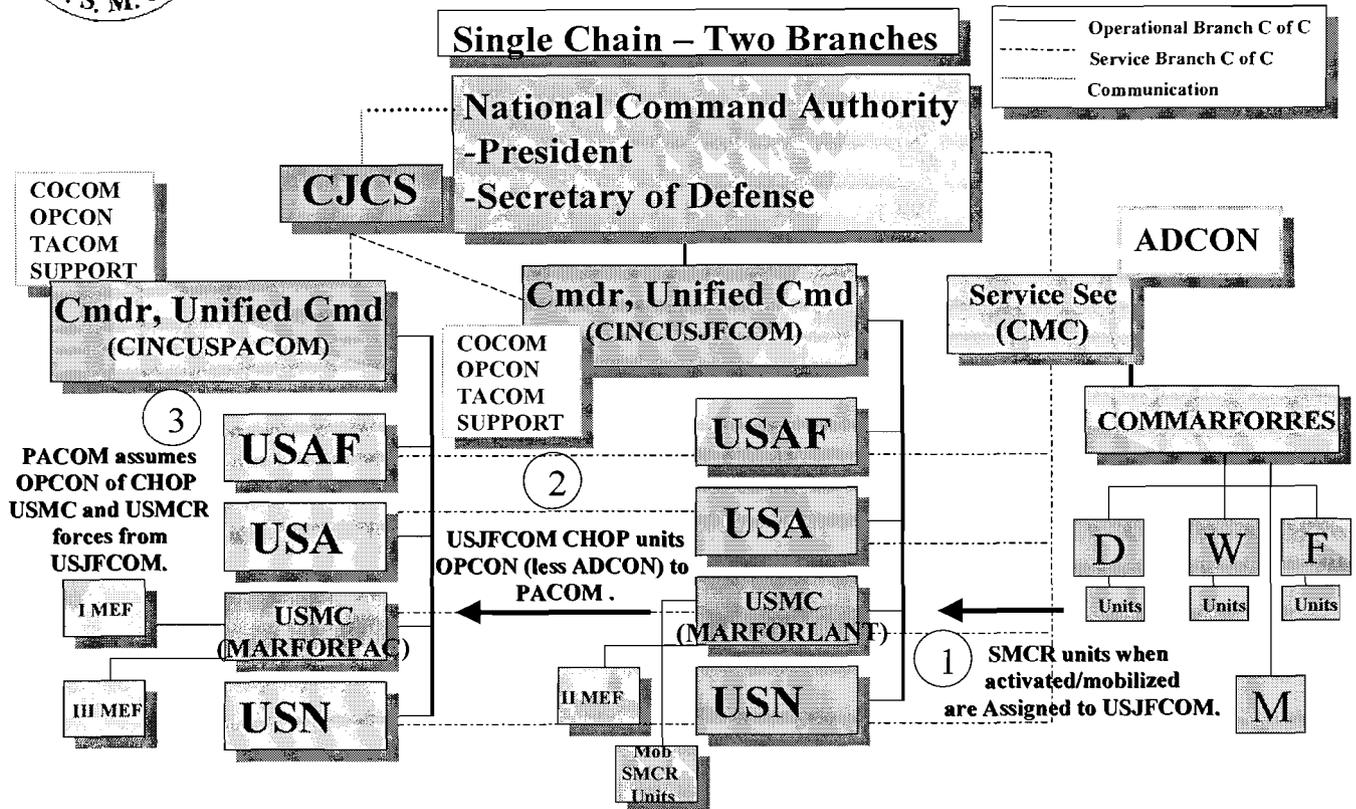
1 APPENDIX 1 to ANNEX J to COMMARFORRES MPLAN
2 COMMAND RELATIONSHIPS

3
4 1. Purpose. To provide the COMMARFORRES chain of command
5 as it is currently reflected in the command organization
6 chart.



Command Relationships

(Ref: UNAAF, Joint Pub 3-0 and 5-0)



7
8
9
10

Copy no. ____ of ____
MARINE FORCES RESERVE
NEW ORLEANS, LOUISIANA

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5
6 ANNEX K to COMMARFORRES MPLAN
7 COMMUNICATIONS-ELECTRONICS
8

9 REFERENCES: (a) FM 3-1
10 (b) MWCP 6-22
11 (c) FM 24-1
12 (d) NTP 4
13 (e) NTP 6
14 (f) NTP 9
15 (g) OPNAVINST 5510.1
16 (h) CMS-21
17 (i) MCEB Pub 7
18

19 1. SITUATION
20

21 a. General. This annex provides guidance,
22 instructions, and procedures for Communications-Electronics
23 (C-E) support in the event of an involuntary
24 activation/mobilization of COMMARFORRES SMCR
25 units/individuals and Pretrained Individual Manpower (PIM).
26

27 b. Friendly Forces. The AC/S G-6 will coordinate with
28 COMMARCORSYSCOM/C4I and /CIS (Commander, Marine Corps
29 Systems Command/Command, Control, Communications, Computers
30 and Intelligence (C4I)/Communication Information Systems
31 (CIS)) concerning any ongoing fielding plan of
32 communications and/or Information Systems. Also, the G-6
33 will coordinate with MCTSSA (Marine Corps Tactical Systems
34 Support Activity) concerning any systems or software
35 standard upgrades and/or version changes.
36

37 c. Assumptions
38

39 (1) That the primary means of unclassified command,
40 control, communications and computers (C4) among MFR
41 headquarters and Inspector-Instructor (I-
42 I)/Peacetime/Wartime Support Team (PWST) staffs will be E-
43 mail via the Reserve Network Information System (RNET).
44 Secondary means of unclassified C4 will be via commercial
45 telephones and/or facsimile.
46

1 (2) That the primary means of formal unclassified
2 and classified C4 will be through the use of the Official
3 Naval Messaging System (Autodin or Defense Messages System
4 (DMS)). Secondary means of classified C4 will be via STU-
5 III telephones and/or facsimiles.

6
7 (3) That the initial communications support is
8 provided from existing facilities. If facilities are
9 limited or unavailable, then resources organic to arriving
10 units are used until other means become available.

11
12 (4) That mobilized units are assigned frequencies
13 and call signs by COMMARFORRES for convoy control while
14 enroute from their RTC to the SIA, depending upon the mode
15 of transportation.

16
17 (5) That mobilized units will be provided the means
18 to process Unit Diaries at the SIA and/or final
19 destination.

20
21 2. MISSION. The COMMARFORRES, AC/S G-6 will provide C-E
22 support in terms of informal instruction, guidance, and
23 assistance in support of mobilization planning.

24
25 3. EXECUTION

26
27 a. Concept of Operations. Upon receipt of the
28 activation /mobilization alert order, the G-6 will perform
29 these actions:

30
31 b. Tasks

32
33 (1) Coordinate with the gaining command at the SIA
34 to ensure cryptographic equipment/software requirements are
35 met.

36
37 (2) Coordinate with the Base CEO at the SIA
38 regarding the acceptance of the Communications Guard.

39
40 (3) Coordinate the frequency assignment with
41 regional and local frequency coordinators at the SIA.

42
43 (4) Coordinate C-E requirements with Commanding
44 General, MCRSC to preclude redundant requests for assets
45 which may be available at a collocated RTC.

46
47 c. Coordinating Instructions

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1 (1) All SMCR units will coordinate C-E requirements
2 with the AC/S G-6 via the chain of command to preclude
3 redundant requests for assets which may be available at a
4 collocated RTC.

5
6 (2) All references to time will be expressed as
7 Universal Coordinated Time (ZULU Time) for all Naval
8 Messages.

9
10 (3) All COMMARFORRES staff departments, MSCs, and
11 SMCR units will ensure and safeguard all classified
12 equipment to include classified naval messages, facsimiles,
13 and any classified or sensitive material.

14
15 (4) All SMCR units identified for activation/
16 mobilization will request deactivation of their Telephone
17 Calling Cards and return them to the Peacetime/Wartime
18 Support Team (PWST) custodian via Registered Mail upon
19 arriving at the SIA.

20
21 (5) Upon mobilization, SIA's and MCRSC will access
22 the Total Force System, supply data bases, etc., via the
23 Marine Corps Data Network (MCDN).

24
25 (6) All activated SMCR units will submit
26 communication guard shift messages 72 hours prior to the
27 effective time of the shift. All communication guard shift
28 messages must be submitted in accordance with reference
29 (d). See Tab A.

30
31 (7) All activated SMCR units will prepare Naval
32 Message pickup delivery authorization (Naval Message) and
33 letter correspondence (if there is a change while enroute)
34 to the gaining command's communication center prior to the
35 arrival at the SIA. See Tab B.

36
37 (8) MCMP will be used to monitor the flow of IRR
38 Marines and PIMs at HQMC (MPP-60), MCRSC and MARFORRES.

39
40 (9) G-6 will provide any necessary support to
41 ensure the MCMPS is operating efficiently.

42
43 4. SPECIAL MEASURES. All activated units are directed to
44 maintain strict COMSEC, OPSEC, and Physical Security
45 measures upon notification of activation/mobilization.

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- 1 APPENDIX:
- 2 1 - COMMUNICATIONS SECURITY
- 3 2 - FREQUENCY MANAGEMENT REQUESTS FOR SMCR UNITS

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1 TAB A to ANNEX K to COMMARFORRES MPLAN
2 COMMUNICATION GUARD SHIFT MESSAGE
3
4 PRECEDENCE **(NOTE 6.)**
5 R DDHHMMZ MMM YY
6 FM UNIT SHIFTING GUARD
7 TO COMMUNICATION CENTER GAINING GUARD
8 COMMUNICATION CENTER LOSING GUARD
9 INFO NAVCSRF HONOLULU HI//N33/DBASE//
10 NCTAMS LANT NORFOLK VA//N3//
11 COMNAVCOMTELCOM WASHINGTON DC//N31/N32// **(NOTE 1.)**
12 NAVCOMTELSTA JACKSONVILLE FL//N3/N32/N32B// **(NOTE 2.)**
13 COMMARFORRES//G-6//
14 BT
15 C L A S S I F I C A T I O N //N02325// **(NOTE 3.)**
16 MSGID/GENADMIN/UNIT SHIFTING GUARD/-//
17 SUBJ/COMMSHIFT// **(NOTE 3.)**
18 REF/A/DOC/COMNAVCOMTELCOM/01FEB95//
19 AMPN/NAVAL TELECOMMUNICATIONS PROCEDURES
20 FLEET COMMUNICATIONS NTP 4 (D)//
21 RMKS/ALFA: UNIT SHIFTING GUARD/ROUTING INDICATOR
22 BRAVO: DATE TIME GROUP OF SHIFT **(NOTE 4.)**
23 CHARLIE: SERVING COMMUNICATION CENTER OR SHIP ASSUMING
24 GUARD.
25 DELTA: REASON FOR SHIFT.
26 ECHO - **(NOTE 5.)**
27 FOXTROT - (1) Guard list request authorized on routine
28 COMMSHIFTS only
29 BT
30
31 **NOTE 1.** Include COMNAVCOMTELCOM WASHINGTON DC//N31/N32// as
32 an info addressee when shifting to/from an activity not
33 governed by NTP 4 procedures (e. g. Army or Air Force
34 communications facilities).
35
36 **NOTE 2.** Include the appropriate NCTAMS as an information
37 addressee on COMMSHIFT messages for that ocean area.
38 NAVCOMTELSTA San Diego CA will be added as an information
39 addressee on all shifts involving the Pacific/Indian ocean
40 communications area. Marine Corps COMMSHIFTS shall include
41 their respective chain.
42
43 **NOTE 3.** The COMMSHIFT classification is commensurate with
44 the information contained and will contain declassification
45 instructions as appropriate. The only authorized SSIC and
46 subject line for use on COMMSHIFTS are: /N02325/ and
47 "COMMSHIFT".

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1 **NOTE 4.** Date and Zulu time for COMMSHIFT. COMMSHIFT will
2 be effective at new radio day (0001Z) unless the COMMSHIFT
3 qualifies for immediate precedence
4

5 **NOTE 5.** When the unit in paragraph ALFA is the host unit
6 for other embarked guarded addressable PLAs they must be
7 identified in this paragraph.
8

9 **NOTE 6.** The nature or requirement for the COMMSHIFT will
10 dictate the precedence assigned to the message as
11 delineated below.
12

13 a. During normal operations, transmit COMMSHIFT
14 messages in time to reach the Common Source Route File
15 (CSRF) update authority (NAVCSRF HONOLULU HI) between 48
16 and 72 hours prior to the effective time of the shift.
17 Assign such COMMSHIFT messages routine precedence only and
18 whenever possible an effective time of 0001Z.
19

20 b. If a change in communications guard is required
21 within 24 to 48 hours send the COMMSHIFT message using
22 priority precedence and whenever possible an effective time
23 of 0001Z.
24

25 c. Immediate precedence is reserved for COMMSHIFTS
26 that are effective in less than 24 hours and are dictated
27 by an urgent change in operations or by equipment failure.
28

29 **Note 7.** A Communication Guard Shift should take effect
30 when the unit headquarters (FLAG) moves from one command to
31 another for command and control reporting purposes.

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1 TAB B to ANNEX K to COMMARFORRES MPLAN
2 PICKUP/DELIVERY MESSAGE

3
4 R DDHHMMZ MMM YY
5 FM UNIT MOVING
6 TO COMMUNICATION CENTER UNIT MOVING TO
7 BT

8 UNCLAS //N02300//
9 MSGID/GENADMIN/UNIT MOVING//
10 SUBJ/COMMUNICATIONS SUPPORT
11 REF/A/DOC/CNO//
12 REF/B/MSG/UNIT MOVING//

13 NARR/REF A IS OPNAVIST 5510.1, REF B IS COMMSHIFT TO YOUR
14 COMMUNICATION CENTER//
15 RMKS/1. THE FOLLOWING IS A LIST OF AUTHORIZED PERSONNEL
16 FOR MESSAGE PICKUP AND DELIVERY:

17
18 NAME RANK SSN CLNC BILLET
19 MARINE MAJ 123-45-6789 TS CO

20
21 2. THE FOLLOWING IS A LIST OF PERSONAL AUTHORIZED ACCESS
22 TO PICKUP AND DELIVERY COMSEC MATERIAL:

23
24 NAME RANK SSN CLNC BILLET
25 MARINE MAJ 123-45-6789 TS CO

26 BT

27
28 **NOTE:** This message is sent in advance (same time as the
29 comm guard shift message) to the gaining command at the
30 SIA, to inform the gaining commands communication center
31 who is authorized to retrieve and deliver Naval Messages at
32 the communications center.

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1 TAB C to ANNEX K to COMMARFORRES MPLAN
2 PICKUP/DELIVERY LETTER

3
4 FORMAL UNIT LETTER HEAD

5
6 From: Unit CO
7 To: Communication Center

8
9 Subj: PICKUP AND DELIVERY LIST

10
11 1. The following is a list of authorized personnel for
12 pickup and delivery of messages up to and including their
13 clearance:

14
15 NAME RANK SSN CLNC BILLET
16 MARINE I. B. MAJ 123-45-6789 TS CO

17
18 2. The following is a list of personal authorized access
19 to pickup and delivery comsec material up to and including
20 their clearance:

21
22 NAME RANK SSN CLNC BILLET
23 MARINE I. B. MAJ 123-45-6789 TS CO

24
25
26 3. POC THIS COMMAND IS:

27
28
29 I. B. Marine

30
31 **NOTE:** This letter is to be hand carried to the
32 communication center as soon as the unit arrives in theater
33 with any changes that may have occurred while in transit.

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6 APPENDIX 1 to ANNEX K to COMMARFORRES MPLAN
7 COMMUNICATIONS SECURITY
8

9 REFERENCES: (a) CMS 21A
10 (b) OPNAVINST 5510.10A/5510.36
11

12 1. Purpose. To provide guidance concerning Communications
13 Security throughout COMMARFORRES.
14

15 2. Scope. This Appendix provides a general overview of
16 steps to be taken upon the activation/mobilization of SMCR
17 units/individuals under a specific category level of
18 mobilization or Presidential Reserve Callup (PRC) including
19 the activation of the COMMARFORRES CAC.
20

21 a. When a unit receives a mobilization warning order,
22 the unit Electronic Key Management System (EKMS) custodian
23 and Communications Officer need to determine how soon the
24 deploying unit will require contingency materials, and for
25 the CMS material that they currently hold, what will not be
26 required for the deployment. Based on the Theater of
27 Operation, requests will be made, in accordance with
28 reference (a), to the appropriate Controlling Authorities
29 for keying material not currently held by the unit.
30

31 b. In the event of a full mobilization, the CMS
32 account will go with the deploying unit, the CMS account
33 must notify, via message, COMSEC Material Issuing Office
34 (CMIO) and Defense Courier Service (DCS) station, info DCMS
35 WASHINGTON DC//30//,CMC Washington DC//csj-3//and
36 COMMARFORRES//G-6 EKMS, whenever there is a change in the
37 servicing DCS station or a change in the Command address in
38 accordance with reference (a). When the unit has reached
39 the SIA, the CMS Custodian will notify the
40 IMEF/IIMEF/IIIMEF COMSEC Management Office (MCMO), in
41 advance, of the intent to draw the ICP contingency package,
42 and will provide the MCMO with a copy of the EKMS Accounts
43 validated CMS Form 1.
44

45 c. In the event of a partial/individual mobilization,
46 the EKMS manager and the Communications Officer will make a
47 determination, based on the types of equipment, the current

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1 months edition plus two months Reserve on Board (ROB) will
2 be issued on a local user basis. Once the detachment has
3 reached the SIA, the receiving unit's EKMS Manager will be
4 notified as to the material being held and what the future
5 requirements will be.

6
7 d. Ensure that appropriate security briefings are
8 given to all users prior to issue of any CMS materials in
9 accordance with references (a) and (b).

10
11 e. Ensure that all individuals having access to COMSEC
12 materials have signed a CMS Responsibility Acknowledgment
13 Statement to include all incidental users (those
14 individuals that do not normally use/or have access to
15 SINCGARS) in accordance with reference (a).

16
17 f. Upon activation of the CAC, check all Secure
18 Telephone Units (STU)-III to ensure that they are in
19 operational order. If a STU III is required to be keyed or
20 is found to be non-operational, notify the COMMARFORRES
21 EKMS manager.

22
23 g. Ensure that COMSEC security breaches/compromises are
24 reported expeditiously to the EKMS Manager and the Security
25 Manager.

26
27 3. Responsibilities. Unit Commanders are ultimately
28 responsible for the appropriate safeguarding of all COMSEC
29 material IAW the references. However, COMSEC is everyone's
30 responsibility in the unit and chain of command. Security
31 violations will be handled in accordance with applicable
32 references and the Uniform Code of Military Justice (UCMJ).

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6 APPENDIX 2 to ANNEX K to COMMARFORRES MPLAN
7 FREQUENCY MANAGEMENT REQUESTS FOR SMCR UNITS
8

9 REFERENCES: (a) OPNAVINST 2400.20()
10 (b) NTP-6 ()
11 (c) FM 24-2
12 (d) MCEB Pub 7
13

14 1. Purpose. To provide guidance for requesting
15 frequencies.
16

17 2. Scope. This appendix provides specific information and
18 abbreviated format for requesting frequencies upon
19 mobilization notification. Normally, the requirement to
20 support requests for temporary frequencies is at least 90
21 days in advance for CONUS. However, due to the unique
22 nature of mobilization, timeliness, mode of transportation,
23 route and destination (SIA), the method for requesting
24 frequencies are abbreviated to facilitate rapid movement of
25 personnel, supplies and equipment from RTC to SIA.
26

27 3. Concept. The COMMARFORRES Frequency Manager will
28 consolidate and correct all requests and then submit them
29 to the regional AFC for approval and assignment.
30

31 4. Method. The Standard Frequency Action Format (SFAF) is
32 used when requesting frequencies to higher headquarters.
33 For activation/mobilization of reserve forces, the
34 abbreviated format is used. The Frequency Request Database
35 is available for frequency request submission. Units can
36 complete the SFAF, save it, and send to the COMMARFORRES
37 Frequency Manager. The database can be accessed in Lotus
38 Notes; File; Database; Open; (server) MFRN03A; MFRHQ; G6;
39 Frequency Request Database.
40

41 a. The following abbreviated information is provided
42 to assist and guide the requesting unit:
43

44 **005 Security Classification.** Enter the overall security
45 classification of the frequency proposal or assignment and
46 appropriate special handling code, if required.
47

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1 Classification Codes

- 2
3 U - Unclassified
4 C - Confidential
5 S - Secret

6
7
8 Special Handling Codes

- 9
10 F - Not releasable to foreign nationals.
11 J - Contingency assignment. Has unified commander comments
12 only. Not releasable to foreign nationals unless
13 formally coordinated.
14 N - Releasable to NATO only.
15 R - Restricted data.
16 Z - Releasable to NATO only with limited distribution.

17
18 Declassification/Review Instructions

19
20 For **SECRET** or **CONFIDENTIAL** records, follow the
21 classification with a comma and the declassification
22 instructions in the following format:

23
24 **DEYYMM** - Declassify on: Year and Month (the last day
25 of the month is assumed).

26
27 **DEOADR** - Originating agency determination required.

28
29 Examples: 005. CF,DE9411
30 005. S,DEOADR
31 005. U

32
33 **NOTE:** The inclusion of this format line **does not** fulfill
34 the requirement for downgrading instructions as the last
35 line of the text.

36
37 **010 Type of Action** Enter a single letter to describe the
38 type of action as shown below.

39
40 A - Administrative modifications.

41
42 D - Delete. To delete the existing record.

43
44 M - Modification. Required to change existing or add
45 new line numbers.

46
47 N - New. Required for new proposals or assignments.

1 R - Renewal (s). Used to extend the expiration date
 2 of a temporary assignment. Other data may be changed as
 3 necessary.

4
 5 Example: 010. N
 6 010. D
 7 010. M
 8 010. R
 9 010. A

10
 11 **110 Frequency (ies)** Enter the discrete frequency or
 12 frequency band assigned to the unit and/or required for the
 13 equipment described in the assignment. For a frequency band
 14 assignment, enter the lower frequency and the upper
 15 frequency (separated by a dash) with the frequency unit
 16 indicator preceding the lower frequency (see Example A).
 17

18 K - If frequency is less than 30 MHz.

19 M - If the frequency is at least 30 MHz but less than 100
 20 GHz.

21 G - If the frequency is at least 100 GHz, but less than 3
 22 THz.

23 T - If the frequency is 3 THz or greater.

24 Insert a decimal point only if there is a significant digit
 25 to the right of the decimal point. If more than one
 26 frequency band is listed, enter the first Data Item as 110A
 27 the second as 110B, etc.

28
 29 Example A: 110. M13250-15700

30
 31 Example B: 110A. K6737.5(6736)
 32 110B. K17034
 33 110C. M35.75-33.75

34
 35 **NOTE:** If a different station class, emission and power
 36 applies to each frequency (band), use the multiple record
 37 identifiers in Data Items 113, 114 and 115 as were entered
 38 in Data Item 110 (see Example C).
 39

40 Example C: 110A. M44.95
 41 110B. K5959
 42 113A. FX 113B. FX
 43 114A. 32K05F1E
 44 114B. 3K00J3E
 45 115A. W3 115B. W20
 46

47 **114 Emission Designator.** See enclosure 2 of this appendix.

1 **115 Transmitter Power.** Express the power to a maximum of
2 five decimal places and precede the entry the with the unit
3 designator as follows:

- 4
5 W - If the power is less than 1000 watts.
6 K - If the power is at least 1 kW but less than 1000kW.
7 M - If the power is at least 1 MWbut less than 1000MW.
8 G - If the power is 1 GW or greater.

9
10 Example: 115A. K1.5/K1.5
11 115B. W3

12
13 **140 Required Date.** This is the date that the assignment
14 is required. Enter the year, month and day (YYMMDD) as
15 appropriate.

16
17 Example: 140. 930416

18
19 **NOTE:** Give the G-6 Frequency Manager as much lead time as
20 possible.

21
22 **141 Expiration Date.** If the assignment is for less than
23 five years, enter the year, month and day (YYMMDD) the
24 requirement for use of the assignment will end. The
25 use of this data item indicates a temporary assignment.

26
27 Example: 930525

28
29 **144 Record Indicator.** This is a new requirement for all
30 requests. Use the appropriate indicator below.

- 31
32 Y - Assignment record is to be processed through the
33 IRAC.
34 U - If the assignment record is inside the U.S. and its
35 possessions.
36 O - If the assignment record is out side the US&P.

37
38 **200 Agency.** Enter USN

39
40 **201 Unified Command.** Enter JFMO LANT if requesting
41 frequencies east of the Mississippi; NFCWUS if west of the
42 Mississippi.

43
44 **204 Command.** Enter MARFORRES.

45
46 **205 Sub-Command.** This is an optional data item. If used
47 enter 4MARDIV, 4FSSG or 4MAW as appropriate.

1 **207 Operating Unit.** Enter the I-I location for all
 2 requests and the actual unit name for away from the
 3 location of the I-I site.

4
 5 **208 User Net/Code.** Enter the appropriate Reporting Unit
 6 Code (RUC) for the operating unit.

7
 8 **NOTE:** Data Items 300 through 363 relate to the transmitting
 9 antenna and equipment used.

10
 11 **300 State/Country.** Enter the 2 letter abbreviation for the
 12 state in which the transmitter is located.

13
 14 **301 Antenna location.** Enter the name of the actual
 15 location (city) of the transmitter antenna. Military
 16 locations are considered cities.

17
 18 **303 Antenna Coordinates.** Enter the geographical
 19 coordinates Degrees, Minutes and Seconds plus (N,S,E or W)
 20 for the transmitting antenna location.

21
 22 Example: 303. 404500N1114390W

23
 24 **306 Auth Mileage Radius.** If the equipment is portable
 25 mobile and/or transportable, enter the radius in kilometers
 26 (KM) from the coordinates listed in Data Item 303 to
 27 describe the area in which the transmitter will operate.
 28 Suffix the mileage with a "T" if the radius applies only to
 29 the transmitter, or a "B" if the radius applies to both.
 30 When both fixed or mobile stations transit on the same
 31 frequency do not use this item and enter the radius in Data
 32 Item 406.

33
 34 Example: 306. 30T
 35 306. 150B

36
 37 **340 Equip Nomenclature.** Enter a G for (Government) or C
 38 for (Civilian) equipment followed by a comma with the
 39 equipment nomenclature or brand of equipment and model for
 40 civilian equipment for the transmitter location. Separate
 41 multiple entries with a slant bar.

42
 43 Example: 340. G,AN/PRC-119
 44 340. C,MOTMX300R

45
 46 **354 Antenna Name.** Enter the name (type of antenna).

47

1 Example: 354. WHIP

2
3 **355 Antenna Nomenclature.** If known, indicate the military
4 nomenclature or commercial manufacturer antenna
5 nomenclature or model number. Omit this line number if
6 antenna is part of a satellite transponder.

7
8 Example: 355. AS-1729
9 355. RC-292
10 355. YAGI

11
12 **362 Antenna Orientation.** Enter the azimuth of the
13 transmitting antenna in degrees from true north if a
14 directional antenna, or one of the codes listed below.

15
16 S - Fixed but steerable in the horizontal plane.
17 ND - Non-directional.
18 R - Rotating through 360 degrees.

19
20 **363 Antenna Polarization.** Enter the polarization of the
21 transmitting antenna using the following codes.

22
23 H - Fixed horizontal.
24 S - Horizontal vertical.
25 V - Fixed vertical.
26 T - Tracking that can observe a moving object (Radars).

27
28
29 **406 Auth Mileage Radius.** Enter the radius in Kilometers
30 from the coordinates listed in item 403. Describe the area
31 in which the receiving station will operate.

32
33 **502 Description of Requirement.** Give a general description
34 of the requirement indicating specific use of the frequency
35 (ies). Include other remarks as appropriate. In the case
36 of convoy control during mobilization, it will be necessary
37 to include the exact route of the convoy and identify any
38 crossing of state borders. Also include mode of
39 transportation.

40
41 **803 Requester Data.** Provide the name and phone number of
42 the individual submitting the request.

43
44 Submission will be accomplished by one of the following
45 means:

46
47 (1) E-mail(with link from the Frequency Request

1 Database)

2

3 (2) Facsimile

4

5 (3) Telephone

6

7 (4) Naval Message

8

9 6. Responsibilities. It is the responsibility of the S/G-
10 6 or Comm Officer to be familiar with the references and to
11 submit a frequency request upon being notified of impending
12 activation/mobilization in response to a specific crisis or
13 national emergency.

14

15 Tab:

16 A - Emission Designators

17 B - Frequency Request Message

18 C - Frequency Request Flowchart

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1 TAB A to APPENDIX 2 to ANNEX K to COMMARFORRES MPLAN
2 EMISSION DESIGNATORS

3
4 1. Purpose. To provide guidance for selecting an emission
5 designator.

6
7 2. Scope. The commonly used emission designators required
8 for data line #113 of the Standard Frequency Action Format
9 (SFAF) can be found in the line 113 drop down box of SFAF in
10 the Lotus Notes database. This entry is required when
11 submitting a frequency request.

12
13 3. Concept. The emission designator is combination of
14 different types of information. It identifies how much
15 spectrum is used to transmit, how it is modulated (if it is
16 modulated), and what kind of information is being passed.

17
18 4. Resources. See MCWP 6-22 Appendix D, and Frequency
19 Request Database on Lotus Notes.

20
21

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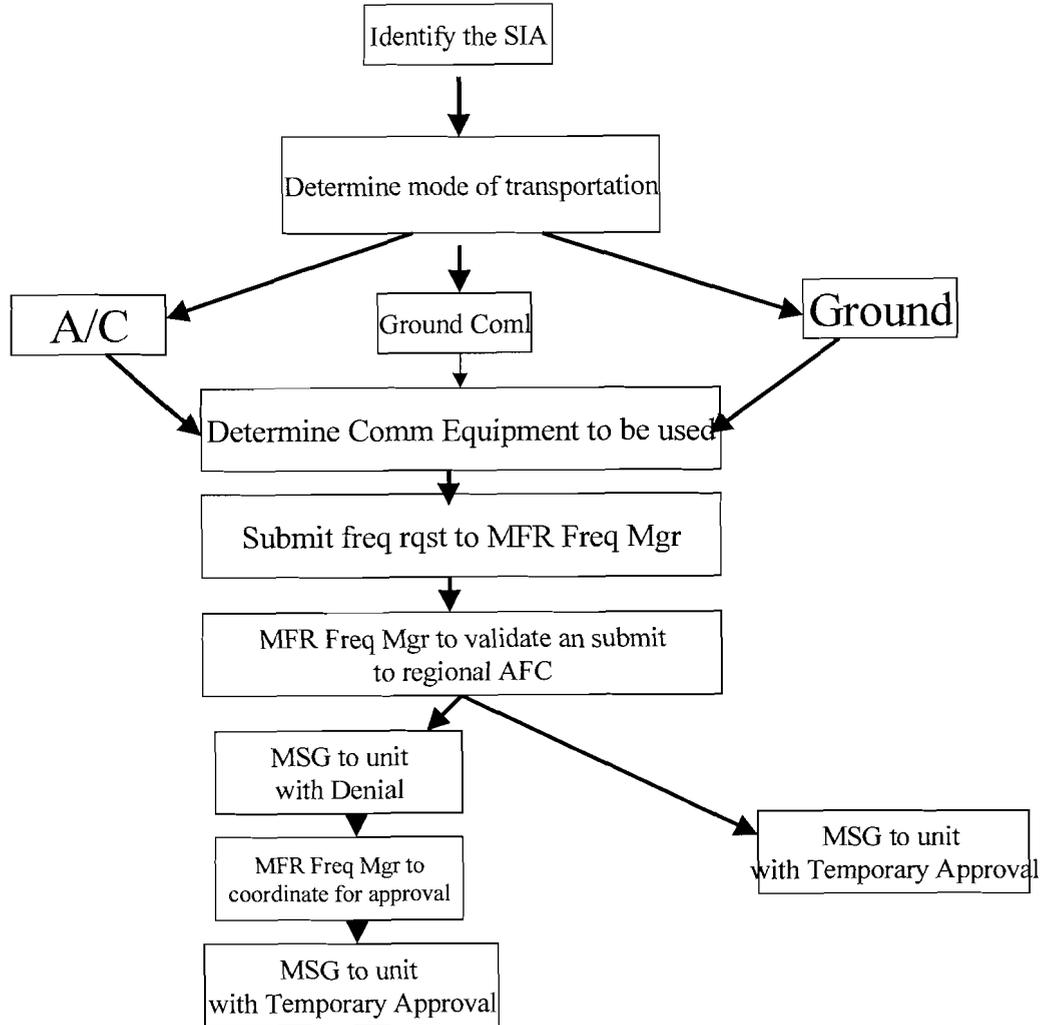
1 TAB B to APPENDIX 2 to ANNEX K to COMMARFORRES MPLAN
2 FREQUENCY REQUEST MESSAGE
3
4 RTTUZYUW 3380930-UUUU-- .
5 ZNR UUUUU
6 R DDHHMMZ MMM YY ZYB
7 FM (UNIT PLAD OR I-I PLAD)
8 TO COMMARFORRES//G-6/FREQ//
9 INFO (MSC)
10 INFO BT
11 UNCLAS //N02410//
12 MSGID/GENADMIN//
13 SUBJ/FREQUENCY PROPOSAL - TEMPORARY - USMC//
14 REF/A/DOC/US NAVY/900601//
15 NARR/REF A IS THE NTP-6, SPECTRUM MANAGEMENT PLANNING
16 GUIDE// POC/PONTIUS,DL/MSGT/TEL:DSN 678-
17 6777/TEL:COML(504) 678-6777//
18 RMKS/1. PER THE REF, THE FOLLOWING REQUEST IS SUBMITTED:
19 005. UE
20 010. N
21 110. M30-75.95 (3)
22 113. FL/MLP
23 114. 32K00F1E
24 115. W35
25 140. 930301
26 141. 940228
27 200. USN (Remains the same for all requests)
28 201. PACFLT
29 204. COMMARFORRES (Remains the same for all
30 requests)
31 207. I-ISALTLAKE
32 208. N14124
33 300. UT
34 301. SALT LAKE CITY
35 303. 4045XXN11153XXW
36 340. G,AN/PRC-119/G,AN/MRC-145
37 343. 4967/6
38 354. WHIP
39 355. G,AT-271/G,AS-1729/G,RC-292
40 362. ND
41 363. V
42 406. 100B
43 502. REQUIRED FOR CONVOY CONTROL DURING MOBILIZATION. THE
44 EXACT ROUTE WILL BE FROM HTC TO.... MODE OF TRANSPORTATION
45 WILL BE COMMERCIAL BUS FROM RTC TO SIA. ALSO LIST ANY OTHER
46 PERTINENT INFORMATION CONCERNING THE USE OF THIS FREQUENCY

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1 803. POC GYSGT FERGUSON, COMMARFORRES FREQ MGR DSN 678-
2 6777//
3 BT
4 #0001
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1 TAB C to APPENDIX 2 to ANNEX K to COMMARFORRES MPLAN
2 FREQUENCY REQUEST FLOW CHART
3
4 Upon notification of mobilization:



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1 TAB B to APPENDIX 3 to ANNEX K to COMMARFORRES MPLAN
2 INTELLIGENCE, INFORMATION, PROCESSING AND PRODUCTION (I2P2)
3 CONTRACT

4
5 1. Purpose. The I2P2 equipment consists of commercial,
6 modified-commercial, and specially designed equipment, which has
7 been acquired to support COMMARFORRES. A MARFORRES I2P2
8 supported site may include PCs, workstations, LANs, secure and
9 non-secure video systems, communications devices, imagery/ELINT
10 exploitation equipment, and associated COTS software. General
11 Dynamics, the I2P2 contractor, will maintain I2P2 equipment per
12 the contract. The contractor will not maintain equipment which
13 is not specifically authorized under the contract, or is not
14 identified with an I2P2 bar code label unless authorized by the
15 Senior GSR/FM. Enclosure (1) is a list of MARFORRES Government
16 Site Representatives (GSRs) and General Dynamics Field Service
17 Technicians (FSTs).

18
19 2. Scope. The Marine Corps Systems Command (MARCORSYSCOM) has
20 introduced into the Marine Corps Inventory a number of new and
21 complex Command, Control, Communications, Computers and
22 Intelligence (C4I) Systems and Equipment. Commander, Materiel
23 Command (MATCOM), Life Cycle Management Center (LCMC), Albany, GA
24 is responsible for effective and efficient maintenance support of
25 C4I systems using the Air Force's Single Service Logistics
26 Support Manager (SSLSM) contracts. MATCOM (LCMC) has appointed a
27 Senior Government Site Representative/Funding Manager (GSR/FM)
28 who has GSR's at each location in which the I2P2 Contract
29 provides coverage. The MATCOM Senior GSR/FM has two basic roles.
30 First, to ensure that GSR's receive the guidance and services
31 they need to support their operational mission. The second role
32 is to ensure that the contractor performs the maintenance service
33 necessary to keep Marine Corps supported systems and equipment
34 operational.

35
36 3. Execution. Upon Mobilization/activation of MARFORRES Reserve
37 units, any I2P2 equipment will be transferred from that unit to
38 the Gaining Force Commander. The Reserve GSR will contact the
39 MATCOM (LCMC) GSR/FM to request coordination in the transferring
40 of the I2P2 Site GSR responsibly from the Reserve Forces to the
41 Gaining Force GSR. The Gaining Force Commander will have a
42 GSR/FST in place to receive any equipment and upon deactivation
43 the Reserve I2P2 equipment will revert to the unit that
44 originally owned said equipment.

45
46 Enclosure:

47 1 - MARFORRES GSRs and General Dynamics FSTs

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ENCLOSURE (1) to TAB B to APPENDIX 3 to ANNEX K to COMMARFORRES
 MPLAN
 MARFORRES GSRs and GENERAL DYNAMICS FSTs

<u>Location</u>	<u>GSR</u>	<u>Phone</u>	<u>FST</u>	<u>Phone</u>
Ft Sheridan Reserve Center	CWO Mudd	847 688-3912	Chris Wise	847 688-7129 Ext 2526
ELMACO, Wichita, KS	GySgt Chavez	316 682-3252	Jeff Masharka	316 683-0718
MARFORRES, New Orleans, LA	Linda Saski	504 678-8226	Jeff Masharka	316 683-0718
MASS-6, Westover ARB, Springfield, MA	SSgt Raymer	413 593-2238	MCAS, Cherry Point Mark Breuer	252 466-3596
MARFORRES, New Orleans, LA	Capt Wade	504 678-6547	Jeff Masharka	316 683-0718
MACS-23, Aurora, CO	Capt Whalen	303 677-6264	Per Call	800 530-8999

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Marine Forces Reserve
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ANNEX M to COMMARFORRES MPLAN
MARINE CORPS RESERVE SUPPORT COMMAND
TO BE PUBLISHED AT A LATER DATE

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6 ANNEX Q to COMMARFORRES MPLAN
7 HEALTH SERVICES SUPPORT
8

9 REFERENCES: (a) MANMED Ch 15
10 (b) COMNAVRESFORINST 1540.10B/ForO 1540.4
11 (c) ForO P6000 series
12 (d) BUMEDINST 6230.15
13

14 1. Situation
15

16 a. Purpose. To provide guidance regarding Medical and
17 Dental mobilization processing for SMCR and USNR-R (Program Nine)
18 personnel.
19

20 b. Assumptions
21

22 1) That proper medical management of SMCR units will
23 ensure all health service mobilization requirements are met in
24 accordance with reference (a).
25

26 (2) That a portion of the Health Service readiness can
27 and will be accomplished prior to departing the RTC. All
28 personnel need to be as near to 100% medical/dental ready as
29 possible before departing to theater.
30

31 (3) That the requirement for medical and dental services
32 will necessitate direct liaison in advance on the part by the
33 unit with the Navy Medical/Dental organizations.
34

35 2. Mission. Utilizing the guidance and provisions set forth in
36 the references, screen/update the medical readiness of all
37 mobilizing personnel and activate/mobilize the Program Nine
38 personnel to deploy with their assigned SMCR unit.
39

40 3. Execution
41

42 a. Concept of Operations. The primary mission of the SMCR
43 Medical Department is to prepare the unit for deployment,
44 continue to provide medical support for the unit at the SIA, and
45 to provide or assist in the medical care of the unit once
46 deployed.
47

48 b. Tasks and Responsibilities

49 (1) Screen the health records for current physicals in
50 accordance with reference (a) of this annex.

1 (2) Complete Annual Certifications (NAVMED 6120/3) on all
2 personnel and (NAVMED 6410/2) on aviation personnel. Obtain
3 appropriate medical/dental officer evaluations for personnel who
4 indicate a change in their health status.

5
6 (3) Verify proper health/dental record entries are made
7 for personnel having allergies and that medical warning
8 identification tags have been issued to the member.

9
10 (4) Verify that all personnel having unaided binocular
11 visual acuity of 20/40 or worse, and special category personnel
12 with unaided visual acuity of worse than 20/20, are issued gas
13 mask inserts(GMI).

14
15 (5) Ensure DNA specimens are collected and proper record
16 entries are made if DNA specimen is not on file at the DNA
17 Repository, Monterey, CA.

18
19 (6) Verify that each member has a negative HIV test
20 within 12 months. Twelve months is used as a screening measure
21 and deployment to outside Continental United States (OCONUS) will
22 normally require personnel to have a HIV test between 3-6 months.

23
24 (7) Ensure verification data is documented on the forms
25 within the health/dental record as well as the jacket itself.

26
27 (8) Immunizations for SMCR Marines will be administered
28 at the RTC in accordance with the schedule outlined in reference
29 (c). Specific immunizations will be administered at the RTC or
30 the SIA.

31
32 (9) Dental exam requirements coincide with the timing of
33 physical exams. Dental exams must meet at least Type 2 standards
34 in order for SMCR personnel to be deployed beyond the SIA.
35 Report of Scheduled Arrival messages will include a **by exception**
36 **summary** of dental support required upon arrival at the GFC.

37
38 c. Coordinating Instructions

39
40 (1) IRR, retiree, and standby reservist medical and
41 dental processing will be limited to processing requests for
42 delay and exemption.

43
44 (2) Reservists and retirees pending fitness for duty/
45 retention determination will not be deployed until a final
46 decision is reached by BUMED and CMC.

47
48 (3) Deploying personnel will be screened during the
49 activation/mobilization process to ensure they meet all
50 requirements as set forth in reference (b).

1 (4) Medical/Dental deficiencies identified during the
2 screening process should be corrected prior to the member
3 deploying to theater.

4

5 (5) Direct liaison with MRTC to support decisions
6 qualifying a Marine at the MRTC as "non-deployable" or "delayed".

7

8

9

10 Appendixes:

11 1 - Immunization Schedule

12

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 Marine Forces Reserve
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APPENDIX 1 to ANNEX Q to COMMARFORRES MPLAN
IMMUNIZATION SCHEDULE

1. Purpose. To provide basic immunization information in the format of an immunization schedule.

Vaccinations for Military Personnel

<u>Immunizing Agent</u>	<u>Navy</u>	<u>Marine Corps</u>
Adenovirus Types 4 and 7	B	B
Cholera	E	E
Hepatitis A	A/R	A/R
Hepatitis B	F,G	F,G
Influenza	A,B,R	A,B,R
JE. Vaccine	D	D
Measles	B,F	B,F
Meningococcal (A, C, Y, W135)	B,D	B,D
Mumps	B,F,G	B,F,G
OPV	B,R	B,R
Plague	F	F
Rabies	F	F
Rubella	B,F	B,F
Tetanus-diphtheria	A,B,R	A,B,R
Typhoid	C,D	C,D
Varicella	F,G	F,G
Yellow fever	A,R	A,R

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- 1 Legend:
2 A--All active duty personnel
3 B--Recruits
4 C--Alert Forces
5 D--When deploying or traveling to high risk areas
6 E--Only when required by host country for entry
7 F--High Risk Occupational Groups
8 G--As directed by applicable Surgeon General
9 R--Reserve Component
10 X--Reserve Component personnel on inactive duty for 30 days
11 or more during the influenza season
12
13 2. Immunizing females of childbearing age. A pregnancy
14 screening test is not routinely required prior to administering
15 vaccines or toxoids, including live virus vaccines to females of
16 childbearing age.

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ANNEX Z to COMMARFORRES MPLAN
DISTRIBUTION LIST

REFERENCE: (a) ForO 5605.2

DISTRIBUTION LISTS: A1 and Copy to:

DISTRIBUTION LIST, A1

<u>ACTIVITY</u>	<u>LOCATION</u>	<u>DISTR</u>
COMMAND	NEW ORLEANS, LA	2
AC/S, G-1.	NEW ORLEANS, LA	4
AC/S, G-2.	NEW ORLEANS, LA	3
AC/S, G-3.	NEW ORLEANS, LA	3
AC/S, G-4.	NEW ORLEANS, LA	4
AC/S, G-5	NEW ORLEANS, LA	2
AC/S, G-6.	NEW ORLEANS, LA	3
AC/S, G-7.	NEW ORLEANS, LA	2
AC/S, COMPTROLLER.	NEW ORLEANS, LA	2
AC/S, FACILITIES.	NEW ORLEANS, LA	2
STAFF SECRETARY.	NEW ORLEANS, LA	1
SGTMAJ	NEW ORLEANS, LA	1
ADJ.	NEW ORLEANS, LA	2
PAO.	NEW ORLEANS, LA	1
SJA.	NEW ORLEANS, LA	2
BAND	NEW ORLEANS, LA	1
CHAPLAIN	NEW ORLEANS, LA	1
FORCE SUPPLY	NEW ORLEANS, LA	3
HQBN, COMMARFORRES	NEW ORLEANS, LA	2
4TH MARDIV HQTRS	NEW ORLEANS, LA	2
4TH MAW HQTRS.	NEW ORLEANS, LA	2
4TH FSSG HQTRS	NEW ORLEANS, LA	2
MARINE CORPS RESERVE SUPPORT		
COMMAND (MCRSC)	KANSAS CITY, MO	2
I MEF Augmentation Command		
Element (I MACE)	CAMP PENDLETON, CA	2
II MEF Augmentation Command		
Element (II MACE)	CAMP LEJEUNE, NC	2

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3 ACTIVITY

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5 CMC Codes PP&O, I&L, AVN, M&RA

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6 COMMARFORPAC

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7 COMMARFORLANT

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8 COMMARFOREUR

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9 COMMARFORSOUTH

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10 CG, MCCDC

2

11 CG MCAGCC/MCB TWENTY NINE PALMS

2

12 CG MCB CAMPEN

2

13 CG MCB CAMLEJ

2

14 COMMARCORLOGBASES

2

15 CG MCAS MIRAMAR

2

16 COMCABEAST

2

17 COMCABWEST

2

18 CO MCAS BEAUFORT

2

19 CO MCAS NEW RIVER

2

20 CO MCAS YUMA

2

21 CG I MEF

4

22 CG II MEF

4

23

Glossary of Terms, Acronyms and Abbreviations**Section I**

Purpose. To provide a list of abbreviations and definitions relevant to the COMMARFORRES MOBILIZATION MANAGEMENT PLAN.

ABBREVIATIONSDEFINITIONS

A-hour	Reserved for operations directed by the Joint Chiefs of Staff.
Activation	The ordering of a reserve component member and/or unit to active duty in the federal service other than for training.
Aerial Port	An airfield that has been designated for the sustained air movement of personnel and material and to serve as an authorized port for entrance into or departure from the country where it is located. (Joint Pub 1-02)
Air Mobility Command	Single manager operating agency for designated airlift service. Previously referred to as Military Airlift Command (MAC) (adapted from Joint Pub 1-02).
Air Movement	Air transport of unit, personnel, supplies, and equipment, including airdrops and air landings. (Joint Pub 1-02)
Alert	An order issued by competent authority to initiate execution planning. (JDS Procedures Manual)
Alert Order	A crisis action planning directive from the Secretary of Defense, issued by the Chairman of the Joint Chiefs of Staff, that provides essential guidance for planning and directs the initiation of execution planning following a decision by the NCA that U.S. military forces may be required to conduct military operations. (Joint Pub 5-03.1)
Augmentation Forces	Forces to be transferred to the operational command of a supported

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commander during the execution of an operation. (Joint Pub 5-02.1)

Basic Plan

The part of an operation plan that forms the base structure for annexes and appendices. It consists of general statements about the situation, mission, execution, administration and logistics and command and control (adapted from Joint Pub 5-02.2). (JOPS Vol II)

Casualty Family Teams
(CASFAMTMS)

Set up to provide casualty calls and family assistance when required. Duties of casualty assistance take precedence over all functions of an I-I/PWST officer until all casualty assistance actions have been completed.

C-Day

The unnamed day on which deployment begins or is to begin. The deployment may be movement of troops, cargo, weapons systems, or combination of these elements using any or all types of transportation. For execution, the actual day is under the authority and direction of the Secretary of Defense. (Joint Pub 1-02)

Combatant Command

Command Authority. Non-transferable command authority established by title 10, United States Code, section 164, exercised only by commanders of unified or specified combatant commands. Combatant Command (command authority) is the authority of a Combatant Commander to perform those functions of command over assigned forces involving organizing and employing commands and forces, assigning tasks, designating objectives, and giving authoritative direction over all aspects of military operations, joint training, and logistics necessary to accomplish the missions assigned to the command. Combatant Command (command authority) should be exercised through the commanders of subordinate organizations; normally this authority is exercised through the Service component commander. Combatant Command (command authority)

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provides full authority to organize and employ commands and forces as the CINC considers necessary to accomplish assigned missions. Also called COCOM. (JCS Pub 1-02) Command and Control The exercise of authority and direction by a properly designated commander over assigned forces in the accomplishment of the mission. Command and control functions are performed through an arrangement of personnel equipment, communication facilities, and procedures that are employed by a commander planning, directing, coordinating, and controlling forces and operations in the accomplishment of the mission. (JCS Pub 1-02)

Command and Control Systems

The procedures, facilities, equipment, communications, data, processing systems, and for personnel essential to a commander planning, directing and controlling operations of assigned forces pursuant to missions assigned. (Joint Pub 1-02)

Commander-in-Chief (CINC)

Is a commander of a combatant command.

Component Command

The Component commander and all individuals, units, detachments, organizations or installations under the Component commander's military command that have been assigned to the operational command of the commander of the unified command. (Joint Pub 0-2)

Component Commander

The senior officer of each service assigned to a unified command (except for the unified commander and members of his joint staff) and qualified for command by the regulations of his service, unless another officer is so designated by competent authority. (Joint Pub 5-2)

Concept of Operations

A verbal or graphic statement, in broad outline, of a commander's assumptions or intent in regard to an operation or series of operations. The

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concept of operations is often embodied in campaign plans and operation plans. The concept of operations is designed to give an overall picture of the operation. (Joint Pub 1-02)

Contingency Plan

An operation plan in an abbreviated format that would require considerable expansion or alteration to convert it into an OPLAN or OPORD. A CONPLAN contains the combatant commander's strategic concept and the annexes and appendixes considered necessary to complete planning. Generally, detailed support requirements are not calculated and TPFDD files are not prepared. (Joint Pub 5-02.1 (JOPS Volume I)). A plan for major contingencies which can reasonably be anticipated in the principal geographic sub-areas of a command. (JointPub 1-02).

Coordinating Authority

A commander or individual assigned responsibility for coordinating specific functions or activities involving forces of two or more Services or two or more forces of the same Service. The commander or individual has the authority to require consultation between the agencies involved, but does not have the authority to compel agreement. If essential agreement cannot be obtained the matter will be referred to the appointing authority. (Joint Pub 1-02)

Crisis Action Center
(CAC)

A MARFORRES agency activated upon mobilization to serve the Commander and is normally composed of representatives from each of the general & special staff along with liaison cells from the MSC's.

Crisis Response Cell

A CMC agency activated upon mobilization whose function is to process mobilization information.

D-Day

The unnamed day on which a particular operation (assault, strike, etc.) commences or is to commence.

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(Joint Pub 1-02)

Deployment Support Organizations	Task-oriented units belonging to COMMARFORRES that support deploying and redeploying MEFs.
E-Day	Exercise day.
E-Hour	Reserved for operations directed by the Joint Chiefs of Staff.
Execution Order	An order issued by competent authority to initiate operations.(Joint Publ-02)
F-Hour	The effective time of announcement by the Secretary of Defense to the military departments of a decision to mobilize Reserve units.(Joint Pub 1-02)
Force List	A list of the total forces required by an operation plan, including assigned forces, augmentation forces, and other forces to be employed in support of the plan. (Joint Pub 1-02)
Global Command and Control System (GCCS)	Is a classified communications to receive and transmit classified material.
Government-wide Commercial Purchase Card (GCPC)	Is a credit card held by a designated individual Marine normally at the dollar threshold of \$2500.
H-hour	Is the specific hour on d-day at which a particular operation commences.
I & I Integration	The operational assignment of as many Inspector-Instructor active duty personnel to a SMCR unit as possible in order to take full advantage of their experience and training prior to and during mobilization, and more importantly during deployment and employment in theater.
L-Hour	The specific hour on C-day at which a deployment operation commences or is to commence. L-hour is 0000Z unless otherwise specified. (JDS Procedures Manual)

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Major Subordinate Command Generally used to describe the component elements of the Marine Corps MEF (i.e. Division, Wing, and FSSG).

Marine Corps Mobilization Processing Reserve System (MCMPS) A computer software system that tracks and monitors Individual Ready Marines that have been recalled from the time the Marines report to the MRTCs to the Mobilization Processing the accession at the gaining command.

Mobilization Reserve Training Center (MRTC) One of thirty-one prearranged sites throughout Continental United States (CONUS) established to administratively process Pretrained Individual Manpower (PIM) (IRRs, IMAs, and Retirees) during mobilization. MRTC's are for the purpose of directing/supervising RSP related peacetime and wartime functions.

M-Day The day on which mobilization commences or is to commence. (Joint Pub 1-02)

Military Personnel Marine Corps (MPMC) An appropriation from which all pay and allowances for mobilized Reserve/Retired personnel are funded.

Military Sealift Command The single manager operating agency for designated sealift service. Also referred to as MSC. (Joint Pub 1-02)

Military Traffic Management Command The single manager operating agency for traffic, land transportation, and common-user ocean terminals. Also referred to as MTMC. (Joint Pub 1-02)

Mobilization The process by which the Armed Forces or part of them are brought to a state Of readiness for war or other national emergency. This includes activating all or part of the Reserve components, as well as assembling and organizing personnel, supplies and materiel. (Joint Pub 1-02)

Mobilization Deployment Planning The act of using authorized systems and measures for planning,

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coordinating, and monitoring movements and deployments of mobilized forces and material necessary to meet military objectives.

(JDS Users Manual Volume 1)

Movement Schedule

A schedule developed to monitor or track a separate entity whether it is a force requirement, cargo or personnel increment, or lift asset. The schedule reflects the assignment of specific lift resources (such as an aircraft or ship that will be used to move the personnel and cargo included specific movement increment). Arrival and departure times at POE, etc., are detailed to show a flow and workload at each location. Movement schedules are detailed enough to support plan implementation. (Joint Pub 1-02)

National Command Authorities (NCA)

The President and the Secretary of Defense or their duly deputized alternates.

National Committee for Employer Support of the Guard and Reserve (NCESGR)

Created by DOD to inform employers of the increasing importance of the Guard and Reserve, and to explain the necessity for, and the role of, these forces in national defense.

Navy Mobilization Processing Site (NMPS)

Camp Lejeune and Camp Pendleton have been designated as NMPS by CMC (M&RA). As such, they are responsible for processing and gaining to active duty Navy reserves assigned to SMCR units.

N-Day

An unnamed day before C-day. (NO02 = 2 days before C-day); or, the day a unit is notified for deployment or redeployment. (Joint Pub 1-03.21)

Node

A location in a mobility system where a movement requirement is originated, processed for onward movement, or terminated.

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Non-Organic Equipment/Material /Cargo	Equipment, material, and cargo that is used/owned by unit/activity/Reservist, but is moved by conveyance not owned or controlled by the unit/activity/Reservist.
Non-Unit-Related Cargo	All equipment and supplies other than those identified as the unit equipment or accompanying supplies of a specific unit requiring transportation to an area of operations (i.e., re-supply, military support allies), and support of nonmilitary programs such as civil relief. A cargo increment number (CIN) is assigned to a non-unit-related cargo element for movement requirement identification.
Non-Unit-Related Personnel	All personnel requiring transportation to or from an area of operations, other than those assigned to a specific unit, for example, filler personnel, replacements, temporary duty/temporary additional duty personnel, civilians, and medical evacuees. A personnel increment number (PIN) is assigned to a non-unit related personnel element for movement requirement identification.
Notional Ship	A theoretical or average ship of any one category used in transportation planning (i.e., a liberty ship for dry cargo; a T-2 tanker for bulk petroleum, oils, and lubricants; and a personnel transport of 2,400 troop spaces).
Operation and Maintenance, Marine Corps (O&MMC)	An appropriation from which all operations and maintenance funds for active forces are funded.
Operation and Maintenance, Marine Corps Reserve (O&MMCR)	An appropriation from which all operations and maintenance funds for reserve forces are funded.
Operation Order	A directive issued by a commander to subordinate commanders to effect the coordinated execution of an operation. (Joint Pub 1-02).
Operation Plan (OPLAN)	1. A plan for a single or a series of

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connected operations to be carried out simultaneously or in succession.

2. The designation "Plan" is used instead of "Order" in preparing for operations well in advance. An operation plan may be put effect at a prescribed time, or on a signal, and then becomes the operation order.

Operation Plan (OPLAN)

A wartime plan prepared to meet the threat against the national security of the United States. Operation Plan (OPLAN) A plan for a single or series of connected operations to be carried out simultaneously or in succession. It is usually based upon stated assumptions and is in the form of directive employed by higher authority to permit subordinate commanders to prepare supporting plans and orders. The designation "plan" is usually used instead of "order" in preparing operations well in advance. An operation plan may be put into effect at a prescribed time, or on signal, and then becomes an operation order. (Joint Pub 1-02)

Operational Command

The authority to perform those functions of command involving the composition of subordinate forces, assignment of tasks, designation of objectives, and authoritative direction necessary to accomplish its mission. Operational command includes directive authority for logistics and joint training. Operational command should be exercised through the commanders of assigned normal organizational units or through the commanders of subordinate forces established by the commander exercising operational command. Operational command provides full authority to organize forces as the operational commander deems necessary to accomplish assigned missions, and to retain or delegate operational control as necessary. Operational command does not, of itself, include such matters as

administration, discipline, internal organization, logistics and control, and unit training. Operational command is exercised solely by the commanders of the unified and specified commands. Also called OPCOM, the term is still used in NATO, but is replaced in Joint planning by COCOM. (JCS Pub 0-2)

Operational Control

The authority delegated to a commander to perform those functions of command over subordinate forces involving composition of subordinate forces, the assignment of tasks, the designation of objectives, and the authoritative direction necessary to accomplish the mission. Operational control includes directive authority for joint training. Operational control should be exercised through the commanders of normal organizational units or through the commanders of subordinate forces established by the commander exercising operational control. Operational control normally provides full authority to organize forces as the operational commander deems necessary to accomplish missions, and to retain or delegate operational control or tactical control as necessary. Operational control may be limited by function, time, or location. It does not include such matters as administration, discipline, internal organization, logistic and control, and unit training. Also called OPCON. (JCS Pub 0-2)

Operational Readiness

The capability of a unit, ship, weapon system, or equipment to perform the missions or functions for which it is organized or designed.

Origin

The beginning point of a deployment. The point or station at which a movement requirement is located. For hypothetical requirements, the origin will be the most likely station at which the requirement will originate. (JDS Users Manual Volume 1)

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Partial Mobilization Expansion of the active Armed Forces (short of full mobilization) resulting from action by Congress or the President to mobilize Reserve Component units and/or individual Reservists to meet all or part of the requirements of a particular contingency, operational war plan, or to meet requirements incident to hostilities.

Passenger Mile One passenger transported one mile. For air and ocean transport, use nautical miles; for rail and inland waterway transport in CONUS, use statute miles.

Peacetime/Wartime Support Team (PWST) Comprises a mixture of Individual Mobilization Augmentee (IMA), Individual Ready Reserve (IRR) and Fleet Marine Corps Reserve (retiree) billets. PWST's are assigned to each RTC to perform RSP related functions and prepare to assume I-I responsibilities in the event of a wartime mobilization of I-I personnel.

Planning Order An order issued by the Joint Chiefs of Staff to initiate execution planning. The order normally will follow a COMMANDER'S ESTIMATE and will precede the JCS ALERT ORDER. NCA approval of a selected course of action is not required before a Planning Order can be issued. (JCS Pub 5-02.4)

Planning Programming and Budgeting The cyclic process that produces the DoD portion of the President's budget submission to Congress (adapted from DoD Instruction 7045.14).

Port of Debarkation (POD) The geographic point at which cargo or personnel are discharged. May be a seaport or aerial port of debarkation. For unit requirements, it may or may not coincide with the destination. For non-unit-related requirements, the port of support for a specific type of shipment will be designated. (JDS Users Manual Vol 1). The geographic point in the routing scheme

where a movement requirement will complete its strategic deployment.

Port of Embarkation
(POE)

The geographic point (seaport or airport) in the routing scheme where a movement requirement will begin its strategic deployment. A specified port whereby Marine units, equipment and supplies are embarked aboard U.S. Navy ships for movement to a theater of war. The geographic point in a routing scheme from which cargo or personnel depart. This point may or may not coincide with the origin. (JDS Users Manual Volume 1).

Port of Support

The geographic point (seaport or airport) in an objective area that is the terminal point for strategic deployment for non-unit-related supplies and replacement personnel. Each component designates ports of support for four categories of resupply: general cargo, ammunition, POL, and air deliveries (adapted from the JDS Users Manual Volume 1).

Pre-Positioned War
Reserve Materiel
Requirement (PWRMR)

The portion of the War Reserve Materiel Requirement (WRMR) designated for positioning at or near the intended point of shipment or use. (OPNAVINST S8010.12E) (The intent is to reduce reaction time and to assure timely support of a specific force/project until replenishment can be effected. For aviation peculiar materiel, requirements are computed to support 90 days of combat flying hours. War reserve materiel for aviation and AMAL's/ADAL's for the Marine Corps Reserve is managed through the Navy War Reserve Program (NAVWARP) under the cognizance of the Commander, Naval Supply Systems Command.)

Pre-Positioned War
Reserve Materiel
Requirement (PWRMR)

That portion of war Reserve materiel requirement which approved Secretary of Defense guidance dictates to be reserved and positioned at or near the point of planned use or issue to the

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user prior to hostilities to reduce reaction time and to assure timely support of a specific force or project until replenishment can be effected.

Pre-Positioned War Reserve Materiel Requirement Field

That portion of the MEF 60 days of accompanying supplies held at the forward MEF location or other designated sites.

Pre-Positioned War

Assets which are designated to meet the Reserve Materiel pre-positioned war Reserve material Stock (PWRMS) requirements.

Pre-Positioned War Reserve Materiel Requirement Stores

The portion of the MEF 60 day sustainment held at COMMARCORLOGBASES Albany or by the IMM's.

Principle Planning Agent

The command designated by a component commander as the agency with authority to develop component plans for contingency operations. This command has principle planning authority, that is he may speak for and make decisions for the component commander in OPLAN development.

Readiness Support Program (RSP)

RSP's purpose is to enhance Total Force readiness by improving public awareness and understanding of the Marine Corps, while ensuring the efficient processing of mobilized Reserve manpower, as well as providing post-mobilization support to Active and Reserve component families and Reserve sites.

Ready Reserve

Consists of both the Selected Reserve (SELRES) and the Individual Ready Reserve (IRR). The SELRES participate in a Selected Marine Corps Reserve program in a drilling pay status. The PIM consists of those Reservists (IRR Retirees) who are not on active duty, not in the SELRES, and in a non-drill pay status.

Ready to Load Date (RLD)

The date when a unit will be ready to move from origin.

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Recall For the purposes of this MPLAN, mobilization and recall are synonymous. See mobilization in this glossary for additional information.

Remain Behind Equipment (RBE) Any organic FMF equipment, regardless of class of supply, that remains behind when a force deploys. RBE= OH- (FIE+FOE) where (FIE+FOE) = TPFDD. FIE is Fly-in-Echelon and FOE is Follow-on-Echelon.

Required Delivery Date (RDD) Date unit or member is required to be at gaining command.

Reserve Components Reserve components of the Armed Forces of the United States are the Army National Guard; the Army Reserve; the Naval Reserve; the Marine Corps Reserve; the Air National Guard; the Air Force Reserve; and the Coast Guard Reserve. Within each Reserve component a Reservist is placed in one of three Reserve categories, (i.e., Ready Reserve, Standby Reserve, and Retired Reserve).

Reserve Personnel Marine Corps (RPMC) An appropriation from which all pay, allowances, per diem and travel for inactive duty training (IDT) and Active Duty Special Work (ADSW), in support of reserves training reserves, are funded.

Reserve Training Center (RTC) The physical site where ready reservists muster collectively to conduct their inactive duty training periodically.

Reserve Unit Assignment Document (RUAD) An ADP-generated document which gives the pertinent information on each person actually assigned to an authorized billet, together with billet description, those who are cross-assigned (In-Out), and those who are assigned to a unit In Assignment Processing (IAP) billet. Applicable to USNR program 9 personnel.

Reserve Unit A five-character, numeric code which

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Identification Code (RUIC) uniquely identifies each Reserve unit of the Naval Reserve. It may be the same as the AUIC for those Reserve units which are part of an active command such as Naval Reserve Force (NRF) ships and Reserve Force Squadrons (RESFORONS).

Retired Reserve Those members of the Reserve Forces who have been determined to be eligible for retirement, with or without pay, and are assigned at their request or by law to the Retired Reserve. In certain circumstances, they may be involuntarily mobilized.

S-Day Is defined as the day which denotes the mobilization action (PRC) which cannot exceed 200,000 personnel.

Selected Reserve Those Ready Reserve (SMCR & IMA) personnel who (SELRES) participate in the Selected Marine Corps Reserve in a drilling pay status. The Selected Reserve supports mobilization requirements so essential to initial wartime missions as to require priority over other Reserve requirements.

Selective Mobilization Expansion of the active Armed Forces by mobilization of Reserve component units and/or individual Reservists, by authority of Congress or the President, to satisfy an emergency requirement for a force tailored to meet that requirement (i.e., mobilization for domestic emergencies, such as civil disturbances or instances where Federal Armed Forces may be used to protect life or Federal property and functions or to prevent disruption of Federal activities). Selective mobilization differs from partial mobilization in that it would not normally be associated with requirements for contingency plans involving external threats to the national security.

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Single Sponsor/Military Couple with Dependents	Selected Reserve personnel are required by MCO 1740.13 to execute a formalized dependent care plan to ensure adequate dependent care in their absence. Personnel who are not able to provide for contingent care are processed for separation.
Sourcing (Force)	The identification of the actual units, their origins, POE'S, and movement characteristics to satisfy the notional force requirements in the TPFDD. (JDS Users Manual Vol 1)
Sourcing (Logistics)	The identification of the origin, and determination of the availability, of the non-unit-related logistics requirements in the TPFDD. (JDS Users Manual Vol 1)
Sourcing Sustainment	The identification of the actual supplies, their origins, POE's and movement characteristics to satisfy the planned sustainment requirements in the TPFDD.
Special Cargo	Cargo which requires special handling or protection such as pyrotechnics, detonators, watches, and precision instruments.
Specified Command	A command that has a broad continuing mission and that is established and so designated by the President through the Secretary of Defense with the advice and assistance of the Chairman of the Joint Chiefs of Staff. It normally is composed of forces from one service.
Staging Area	A general locale between the mounting area and the objective of an amphibious or airborne expedition, through which the expedition or parts thereof pass after mounting for refueling, regrouping of ships, and/or exercise, inspection, and redistribution of troops.
Staging Base	1. An advanced naval base for the

anchoring, fueling, and refitting of transports and cargo ships and for replenishing mobile service squadrons.

2. A landing and take-off area with minimum servicing, supply, and shelter provided for the temporary occupancy of military aircraft during the course of movement from one location to another.

Standby Reserve

Consists of those units and/or members of the Reserve components (other than those in the Ready Reserve) who are liable for active duty only in time of war or national emergency declared by Congress, or when otherwise authorized by law.

Station of Initial Assignment (SIA)

An area designated by HQMC to facilitate the mobilization processing of SMCR units/individuals as well as Pretrained Individual Manpower at Camp Lejeune, Camp Pendleton, Miramar, Cherry Point, and Quantico. Presently, there are only five primary sites.

Stop-Loss

Stop-Loss action procedures by which active duty personnel are extended for the war or national emergency. Stop-Loss guidance will be provided by CMC (M&RA {MPP-60}) during a war or national emergency.

Strategic Mobility

The capability to deploy and sustain military forces worldwide in support of a national emergency.

T-Day

Is defined as the day which denotes partial mobilization.

Theater

The geographical area outside Continental United States for which a Commander-in-Chief assumes responsibilities.

Throughput

The estimated traffic (expressed as an average daily capability of measurement tons, short tons, and/or passengers) that can be moved into and

through a port/aerial port. The total a port/erial port movement capability is a function of reception, discharge, and clearance - the smallest of these is the estimated throughput. (Joint Pub 5-02.1)

Time-Phased Force
Deployment Data

The computer-supported data base portion of an operation plan, it contains time-phased force data, non-unit-related cargo and personnel data, and movement data for the operation plan, including:

- a. In-place units.
- b. Units to be deployed to support the operation plan with a priority indicating the desired sequence for their arrival at the port of debarkation.
- c. Routing of forces to be deployed.
- d. Movement data associated with deploying forces.
- e. Estimates of non-unit-related cargo and personnel movements to be conducted concurrently with the deployment of forces.
- f. Estimate of transportation requirements that must be fulfilled common-user lift resources as well as those requirements that can be fulfilled by assigned or attached transportation resources. Also called TPFDD. (JCS Pub 1-02)

TPFDD Maintenance

The process that allows a supported commander to incorporate changes to Time-Phased Force and Deployment Data that have occurred since TPFDD refinement (adapted from Joint Pub 5-02.1). (JOPS Volume 1)

TPFDD Refinement

For regional plans, a two-phased process that identifies specific forces, incorporates accurate movement requirements for the first 90 days of a TPFDD, and ensures that the deployment transportation requirements for the TPFDD are within the

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capabilities defined in JCS guidance.
(JDS Users Manual Vol 1)

Time-Phased Force
Deployment List

Appendix 1 to annex A of the operation plan. It identifies types and/or actual units required to support the operation plan and indicates origin and ports of debarkation or ocean area. It may also be generated as a computer listing from the time-phased force and deployment data. (Joint Pub 1-02)

Time Sensitive Planning

Similar to Crisis Action Planning in its approach to OPLAN development. Consists of operational planning tasks necessary to develop an OPORD and TPFDD in a time constrained environment. The term is generally applied to situations which do not require offensive combat (e.g. deployments to areas devastated by natural disasters or riots, humanitarian relief ops, etc.).

Total Mobilization

Expansion of the active Armed Forces by the organization and/or generation of additional units or personnel beyond the existing approved active and Reserve structures to respond to the requirements generated by the contingency, including mobilization of all national resources needed to create and sustain such force.

Training Unit
Identification Code
(TRUIC)

The TRUIC indicates the unit where an individual trains.

Transportation
Operating Agencies
(TOA)

These agencies are the Military Traffic Management Command under the Department of the Army, the Military Sealift Command under the Department of Navy, and the Air Mobility Command (AMC) under the Department of the Air Force.

Unit Identification
Code (UIC)

A five-character alphanumeric code which uniquely identifies each Active, Reserve, and National Guard unit of

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the Armed Forces. The Comptroller of the Navy (NAVCOMPT) assigns a five-digit numeric or alphanumeric code to ships, aircraft units, shore activities, divisions of shore activities, commands, bureaus and offices, contractors, plants, and in some instances, functions or specialized elements for identification.

Unit Line Number (ULN)	A seven-character alphanumeric code that uniquely identifies each force requirement in the TPFDD. It is made up of three elements: a force requirement number (FRN), a fragmentation code (FRAG), and an insert code (INSERT).
Unit Mobilization Unit Identification Code (UMUIC)	<p>The UMUIC is the unit identification code of the unit to which the individual would mobilize.</p> <ol style="list-style-type: none">1. Any military element whose structure is prescribed by competent authority.2. An organizational title of a subdivision of a group in a task force.3. A standard of basic quantity into which an item of supply is divided, issued, or used. In this meaning, also called unit of issue.
War Game	A simulation, by whatever means, of a military operation involving two or more opposing forces, using rules, data, and procedures designed to depict actual or assumed real-life situation.
Warning Order	A directive used by commanders to advise subordinates of impending action. The Chairman of the Joint Chiefs of Staff may use the warning order as a planning directive to initiate Phase III of the Crisis

Action Procedures, course of action development. An order that initiates development of course(s) of action, and requests that a COMMANDER'S ESTIMATE be submitted. (JDS Procedures Manual).

War Reserve Materiel

The quantity of an item, in addition to the M-day force materiel requirement, required to be in the military supply system on M-day to support planned mobilization, expand the materiel pipeline, and sustain in training, combat and combat support operations, as applicable, the approved United States force structure (Active and Reserve) and those Allied forces designated for United States materiel support, through the period and at the level of support prescribed for war materiel planning purposes.

War Reserve Materiel Requirement

A listing of the Non-Nuclear ordnance Requirement (NNOR) to support the Entire combat ordnance required by Navy and Marine Corps (air) forces. (OPNAVINST S8010.12E)

War Reserve System

A system that supports the Marine Corps program for the requirements determination, acquisition, management, and distribution of War Reserve Materiel (WRM) (Classes I, II, III-Packaged, IV, VII, VIII, and IX). Logistics planning factors are extracted from the LMIS to support this system. The WRS does not support aviation peculiar material computations. WRM for aviation and AMAL's/ADAL's for the Marine Corps Reserve is managed through the Navy War Reserve Program (NAVWARP) under the cognizance of the Commander, Naval Supply Systems Command.

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Section II

Purpose. To provide a list of acronyms relevant to the MARFORRES MOBILIZATION MANAGEMENT PLAN.

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<u>DESCRIPTION</u>	<u>ACRONYMS</u>
Assistant Chief of Staff	AC/S
Active Duty for Training	ADT
Automated Data Processing	ADP
Automated Data Processing Equipment	ADPE
Area Frequency Coordinator	AFC
Air Logistic Division	ALD
Aerial Port of Embarkation	APOE
Annual Training	AT
Aviation Consolidated Allowance List	AVCAL
Armaments Weapons Support Equipment	AWSE
Basic Allowance for Housing	BAH
Billeting and Lodging Allowance	BLA
Crisis Action Center	CAC
Communications-Electronics	C-E
Combat Individual Equipment Total Asset Visibility	CLETAV
Consolidated Material Record	CMR
Communications Security Material System	CMS
Combat Operations Center	COC
Combatant Command (command authority)	COCOM
Communications Officer	COMMO
Communications Security	COMSEC
Consolidated Ship/Station Allowance Report	COSAL
Combat Replacement Company	CRC
Command Religious Program	CRP
Combat Refresher Training	CRT
Contingency Support Package	CSP
Coded Unit Breakdown by Site	CUBS
Defense Business Operation Fund	DBOF
Direct Deposit	DD
Delayed Entry Program	DEP
Defense Finance Accounting Service	DFAS
Department of the Navy	DON
Daily Processing Report	DPR
Deployment Support Organization	DSO
Electronic Fund Transfer	EFT
Facilities	FAC
Force/Activity Designator	FAD
Force Deployment Option	FDO
Fiscal Document Transmittal	FDT
Force Level Unit	FLU
Fleet Marine Corps Reserve	FMCR
Family Readiness Officer	FRO
Fleet Replacement Enlisted Skills Training	FREST
Family Readiness Support Program	FRSP
Family Separation Allowance	FSA
Government Bill of Lading	GBL
Global Command and Control System	GCCS
General Courts-Martial	GCM

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Gas Mask Inserts	GMI
Government Transportation Request	GTR
Home of Record	HOR
Individual Activity Code	IAC
Initial Active Duty for Training	IADT
Inactive Duty for Training	IDT
Integrated Materiel Managers	IMM
International Merchants Purchase Authorization Card	IMPAC
Individual Material Readiness List	IMRL
Information and Personnel Security Program	IPSP
Individual Ready Reserve	IRR
Interservice Support Agreement	ISSA
Individual Training Standards	ITS
Judge Advocate	JA
Joint Frequency Management Office Atlantic	JFMOLANT
Joint Operations Planning and Execution System	JOPEX
Local Area Network	LAN
Leave and Earnings Statement	LES
Letter of Agreement	LOA
Letter of Instruction	LOI
Logistic Readiness Coordination Center	LRCC
Limited Technical Inspection	LTI
Mechanized Allowance List	MAL
Marine Aviation Logistic Squadron	MALS
Monitored Command Code	MCC
Marine Corps Data Network	MCDN
Marine Corps Lessons Learned System	MCLLS
Marine Corps Mobilization Processing System	MCMPSP
Marine Corps Mobilization Networking System	MCMNS
Marine Corps Capability Plan	MCP
Marine Corps Publication Distribution System	MCPDS
Marine Corps Combat Readiness Evaluation System	MCCRES
Marine Corps Reserve Support Command	MCRSC
Marine Corps Total Force System	MCTFS
Marine Forces Reserve	MFR
Marine Corps Integrated Material Management System	MIMMS
Manpower Mobilization Assignment System	MMAS
Maintenance Management Officer	MMO
Mobilization Management Report	MMR
Memorandum of Agreement	MOA
Mobilization Monitor Command Code	MOBMCC
Mobilization Operations Center	MOBOC
Memorandum of Understanding	MOU
Mobilization Processing Center	MPC
Maritime Prepositioning Force	MPF
Mobilization Management Plan	MPLAN
Mobilization Reserve Training Center	MRTC
Military Personnel, Marine Corps	MPMC
Mission Performance Standards	MPS
Major Regional Conflict	MRC

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Standard Document Number	SDN
Site of Initial Assignment	SIA
Servicemen's Group Life Insurance	SGLI
Staff Judge Advocate	SJA
Selected Marine Corps Reserve	SMCR
Simultaneous Membership Program	SMP
Strategic Mobility Unit	SMU
Single Scope Background Investigation	SSBI
Site Security Manager	SSM
Special Allowance Training Pool	STAP
Training Allowance	T/A
Table of Equipment	T/E
Tactical Exploitation of National Capabilities	TENCAP
Traffic Management Office	TMO
Table of Manpower Requirements	T/MR
Temporarily Not Physically Qualified	TNPQ
Table of Organization	T/O
Transportation of People	TOP
Transportation of Things	TOT
Time Phased Force and Deployment Data	TPFDD
Time Phased Force and Deployment List	TPFDL
Unit Identification Code	UIC
Uniformed Services and Re-employment Rights Act	USERRA
Wide Area Network	WAN
Recoverable Item Report	WIR

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Major Subordinate Command	MSC
Message Text Format	MTF
Mount Out Roster	MRoster
National Agency Check	NAC
National Command Authorities	NCA
Naval Frequency Coordinator Western Unites States	NFCWUS
Naval Telecommunications Publication	NTP
Navy Mobilization Processing Site	NMPS
Not Physically Qualified	NPQ
Naval Reserve Activity	NRA
Non-Temporary Storage	NTS
Operational Control	OPCON
Public Affairs	PA
Primary Aircraft Allowance	PAA
Public Affairs Officer	PAO
Peacetime Wartime Support Team	PWST
Permanent Change of Station Orders	PCSO
Pretrained Individual Manpower	PIM
Publications Listing	PL
Platoon Leaders Class	PLC
Procurement Marine Corps	PMC
Preventative Maintenance Checks and Services	PMCS
Professional Military Education	PME
Provost Marshal's Office	PMO
Port of Embarkation	POE
Program of Instruction	POI
Purchase Request Document	PRD
Personnel Support Detachment	PSD
Personnel Security Investigations	PSI
Presidential Selected Reserve Call-up	PSRC
Prior Service Recruiting Service	PSRS
Prepositioned War Reserves	PWR
Readiness Support Program	RSP
Remain Behind Equipment	RBE
Record of Emergency Data	RED
Release from Active Duty	RELACDU
Religious Ministry Team	RMT
Reserve Mobilization Transportation Plan	RMTP
Reserve Network Information System	RNET
Reserve Marine on Line	RMOL
Religious Program Specialist	RP
Reserve Personnel Marine Corps	RPMC
Reserve Support Unit	RSU
Reserve Tactical Network	RTN
Reserve Training Center	RTC
Reserve Training Center Mobilization Team	RTCMT
Responsible Officer	RO
Reporting Unit Code	RUC
Special Allowance	S/A
Satellite Communication	SATCOM

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