

Copy no. ____ of ____
 MARINE FORCES RESERVE
 NEW ORLEANS, LOUISIANA
 12 APR 02, CHANGE 1

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 6 APPENDIX 14 TO ANNEX U TO COMMARFORRES M&FA PLAN (U)
 7 COMMARFORRES ACTIVATION MESSAGE TO UNIT/DET (U)
 8

9 1. Purpose. (U) The below message will be issued by COMMARFORRES//COC// to
 10 direct the activation of appropriate unit(s)/det(s) as directed by the CMC
 11 (PL).
 12
 13

14 FM COMMARFORRES//G3//
 15 TO COMNAVRESFOR NEW ORLEANS LA//N00/N01/N1/N3/N5//
 16 CG FOURTH MARDIV//G1/G3/G4//
 17 CG FOURTH MARINE AIRCRAFT WING//G1/G3/G4//
 18 CG FOURTH FORCE SERVICE SUPPORT GROUP//G1/G3/G4//
 19 AIG 13775//
 20 INFO CMC WASHINGTON DC//I&L/MI/LP/MP/MPP/MRA/RA/PA/RFD/OLA//
 21 PPO/PO//
 22 CNO WASHINGTON DC//N1/N1R/N3/N5/N312/N093/N095//
 23 USCINCFCOM NORFOLK VA//J3/J5//
 24 COMMARFORLANT//G1/G3/5/G4/PA//
 25 COMMARFORPAC//G1/G3/5/G4/PA//
 26 BUMED WASHINGTON DC//MED02/MED03/MED05/MED07/MED027//
 27 COMNAVPERSCOM MILLINGTON TN//00/01/PERS-2/PERS-3/PERS-33//
 28 PERS-4/PERS-45/PERS-80/PERS-81/PERS-812/PERS-9/PERS-922//
 29 CG I MEF//G1/G2/G3/G4/G5/G6/G8/COMPT/PAO//
 30 CG II MEF//G1/G2/G3/G4/G5/G6/G8/COMPT/PAO//
 31 COMMARFORRES//G1/G3/G4/G5/G6/PAO/HSS//
 32 BT
 33 UNCLAS//N01500//
 34 OPER/OPERATION ENDURING FREEDOM//
 35 MSGID/GENADMIN/COMMARFORRES/
 36 SUBJ/MOBILIZATION OF SELECTED MARINE CORPS RESERVE (SMCR) UNITS (PARTIAL MOB
 37 SEQUENCE # 1XXX)//
 38 REF/A/DOC/CMC/11OCT01//
 39 REF/B/DOC/DOD/18OCT01//
 40 REF/C/DOC/COMMARFORRES/28SEP01//
 41 REF/D/DOC/CMC/17FEB99//
 42 REF/E/MSG/R 222345Z OCT 01//
 43 REF/F/DOC/CMC/22JUL98//
 44 REF/G/DOC/CMC/21JUL99//
 45 REF/H/DOC/CMC/31MAY90//
 46 REF/I/DOC/CMC/27MAR84//
 47 REF/J/MSG/COMMARFORRES/R 280500Z SEP 01//
 48 REF/K/MSG/CMC/XXXXXXZ MAR 02//
 49 REF/L/DOC/CMC/18JUN90//
 50 REF/M/MSG/CMC/P201025Z SEP 01//
 51 REF/N/DOC/CMC/24MAY00//
 52 REF/O/DOC/UNDERSECDEF/20SEP01//
 53 REF/P/MSG/CMC/05OCT01//
 54 REF/Q/MSG/CMC/29OCT01//
 55 REF/R/MSG/CMC/26OCT01//
 56 REF/S/MSG/CMC/31AUG99//
 57 REF/T/DOC/COMMARFORRES FORO P4600.2B//

1 REF/U/MSG/COMMARFORRES/190713 NOV 01//
2 REF/V/MSG/CMC/08JAN02//
3 REF/W/MSG/COMMARFORRES/141502Z JAN02//
4 NARR/REF A IS MCO P1080.40C MARINE CORPS TOTAL FORCE SYSTEM PERSONNEL
5 REPORTING INSTRUCTION MANUAL (MCTFSPRIM).
6 REF B IS VOLUME 7A OF DOD 7000.14-R FINANCIAL MANAGEMENT REGULATIONS
7 (DODFMR).
8 REF C IS FORO 3060.2 COMMARFORRES MOBILIZATION AND FORCE ACTIVATION PLAN
9 (M&FA PLAN) (HTTP://HQ.MFR.USMC.MIL/G5/).
10 REF D IS USMC MOBILIZATION MANAGEMENT PLAN (MPLAN).
11 REF E IS MARFORRES PUBLIC AFFAIRS GUIDANCE (PAG) 3-01.
12 REF F IS MCO P3000.13C STATUS OF RESOURCE AND TRAINING SYSTEM
13 (SORTS).
14 REF G IS MCO P4400.150E CONSUMER LEVEL SUPPLY POLICY MANUAL.
15 REF H IS UM 4400-124 FMF SASSY USING UNIT PROCEDURES.
16 REF I IS MCO 8300.1C MARINE CORPS SERIALIZED CONTROL OF SMALL ARMS SYSTEM.
17 REF J IS LOI FOR FORCE WIDE CERTIFICATION OF MDSII DATA ISO ACTIVATION AND
18 DEPLOYMENT OF SMCR UNITS.
19 REF K CMC MOBILIZATION/ACTIVATION OF SMCR UNITS/DETS ISO OP ENDURING FREEDOM
20 (PARTIAL MOB SEQ #1XXX).
21 REF L IS MCO P4650.37C (MCTIM).
22 REF M IS MARADMIN 440-01.
23 REF N IS MCO P1080.20M, MARINE CORPS TOTAL FORCE SYSTEM CODES MANUAL
24 (MCTFSCODESMAN)
25 REF O IS UNDER SECRETARY OF DEFENSE MEMORANDUM OF 20 SEP 01.
26 REF P IS PAA 07-01, 051312Z OCT 01.
27 REF Q IS ALMAR 052/01, 291635Z OCT 01.
28 REF R IS PAA 08-01, 261829Z OCT 01.
29 REF S IS MCO P5800.16, MARINE CORPS MANUAL FOR LEGAL ADMINISTRATION
30 (LEGALADMINMAN).
31 REF T IS COMMARFORRES EMBARKATION SOP.
32 REF U IS COMMARFORRES CLARIFICATION OF MDSSII PROCEDURES, PENDING REVISION OF
33 REF T.
34 REF V IS MARADMIN 022-02.
35 REF W IS COMMARFORRES GUIDANCE FOR SUBMITTING PERSONNEL STATUS (PERSTAT)
36 REPORTS.
37 POC/COMMARFORRES COMMAND CENTER/DSN: 678-8701 COMM:
38 (504) 678-8701/MFRSENIORWATCHOFFICER@MFR.USMC.MIL//
39 RMKS/1. THIS IS A MOBILIZATION AND ACTIVATION ORDER FOR UNITS/DETS
40 IDENTIFIED IN PARA 2.B OF REF K DURING PARTIAL MOBILIZATION. UPON RECEIPT OF
41 THIS ORDER, EFFECT MOBILIZATION PROCEDURES TO RECALL MEMBERS IAW REF K.
42 INITIAL PERIOD OF INVOLUNTARY ACTIVE DUTY IS PER REF K. ACTIVATION IS
43 EFFECTIVE FOR ORDERS AND PAY PURPOSES AT 0001, [DATE]. TRAVEL IS NOT
44 AUTHORIZED PRIOR TO THIS TIME AND DATE.
45 THIS MESSAGE IS ORGANIZED AS FOL:
46 1.A. PARA 2 PERSONNEL/MCTFS
47 1.B. PARA 3 ADDITIONAL ENTITLEMENTS
48 1.C. PARA 4 ORDERS
49 1.D. PARA 5 ADDITIONAL PROCESSING
50 1.E. PARA 6 PUBLIC AFFAIRS
51 1.F. PARA 7 MEDICAL/DENTAL
52 1.G. PARA 8 REPORTS
53 1.H. PARA 9 SITE SUPPORT STAFF
54 1.I. PARA 10 EQUIPMENT
55 1.J. PARA 11 COMSEC EQUIPMENT
56 1.K. PARA 12 COMMUNICATIONS
57 1.L. PARA 13 GOVERNMENT ISSUED CREDIT CARDS

1 1.M. PARA 14 MAGTF II JOPES
2 1.N. PARA 15 EMBARKATION
3 1.O. PARA 16 COMPTROLLER/FISCAL
4
5 2. PERSONNEL/MCTFS AND ADMINISTRATIVE INSTRUCTIONS FOR ACTIVATION ARE
6 IDENTIFIED BELOW.
7 2.A. UPON ACTIVATION OF A MOBMCC, ALL INDIVIDUAL SMCR RECORDS WITHIN MCTFS
8 THAT HAVE A MOBMCC EQUAL TO THE ACTIVATED MOBMCC AND VALID RECSTAT/STRENGTH
9 CAT CODE WILL BE ACTIVATED. PER REF N, A VALID RECSTAT/STRENGTH CAT CODE IS
10 IDENTIFIED AS POSSESSING A RECORD STATUS EQUAL TO "0" AND A STRENGTH CATEGORY
11 EQUAL TO "0" OR "F". THE ACTIVATION ENTRY SUBMITTED BY THE MISSA WILL
12 AUTOMATICALLY PLACE EACH SMCR MEMBER ASSIGNED TO THE ACTIVATED MOBMCC IN AN
13 "AWAITING INITIAL JOIN" STATUS. THOSE MEMBERS WITHOUT A VALID RECORD
14 STATUS/STRENGTH CATEGORY WITHIN THE MOB MCC WILL NOT BE ACTIVATED. THESE
15 MEMBERS' RECORDS WILL REMAIN IN THE SMCR RUC AND MOBMCC FOR ANY FUTURE
16 REPORTING REQUIREMENTS AS MAY BECOME NECESSARY.
17 2.B. THE SITE SUPPORT RUC OF THE ACTIVATED UNIT WILL REPORT AN INITIAL JOIN
18 (TTC 022 007) FOR EACH ACTIVATED MEMBER IN ORDER TO BEGIN APPROPRIATE PAY AND
19 ALLOWANCES. ENSURE INITIAL JOIN ENTRIES ARE ACTION DATED USING THE FIRST DAY
20 OF THE ACTIVE DUTY (ACTIVATION DATE) PERIOD AS DESIGNATED IN PARA 1 ABOVE.
21 2.C. PER TITLE 10, UNITED STATES CODE, SMCR MEMBERS PARTICIPATING IN THE
22 IIADT PROGRAM THAT HAVE NOT YET OBTAINED THEIR PMOS WILL NOT BE ACTIVATED.
23 ENSURE THAT MEMBERS IN THIS CATEGORY HAVE A STRENGTH CATEGORY CODE EQUAL TO
24 "H" RESIDENT IN MCTFS PRIOR TO THE ACTIVATION DATE.
25 2.D. IN ADDITION TO THE INITIAL JOIN, THE FOLLOWING ENTRIES MUST BE
26 SUBMITTED FOR EACH MEMBER BY THE GFC.
27 2.D.1. CHAN BAH (TTC 388 001) - MEMBERS CALLED OR ORDERED TO ACTIVE DUTY IN
28 SUPPORT OF A CONTINGENCY OPERATION ARE ENTITLED TO BAH-I REGARDLESS OF THE
29 DURATION OF ACTIVATION IAW REF B CHAP 26.
30 2.D.1.A. MEMBERS WITH DEPENDENTS - PER REF B, RATE OF BAH IS PAYABLE AT THE
31 LOCALITY RATE OF THE MEMBER'S PRIMARY RESIDENT.
32 2.D.1.B. MEMBERS WITHOUT DEPENDENTS - BAH IS AUTHORIZED TO
33 RESERVISTS WITHOUT DEPENDENTS WHO BECAUSE OF THE CALL OR ORDER ARE UNABLE TO
34 CONTINUE TO OCCUPY THEIR PRIMARY RESIDENCE THAT IS OWNED BY THE MEMBER, OR
35 FOR WHICH THE MEMBER REMAINS RESPONSIBLE FOR RENT PAYMENT. THE RATE PAYABLE
36 IS BASED ON THE LOCALITY RATE OF THE MEMBER'S PRIMARY RESIDENT. VERIFICATION
37 OF MEMBER REMAINING RESPONSIBLE FOR RENT OR MORTGAGE PAYMENT IS REQUIRED.
38 2.D.2. START BAS (PER CHAP 8 OF REF A) - OFFICERS ARE AUTOMATICALLY ENTITLED
39 TO FULL BAS AT ALL TIMES ON A MONTHLY BASIS. BAS WILL BE STARTED ON ENLISTED
40 MEMBERS BASED OFF OF THE TYPE OF BAS PAYABLE TO THE ACTIVE DUTY STAFF.
41 2.D.3. HOME ADDRESS (TTC 499 025) - ENSURE HOME ADDRESS IS ACCURATE/UPDATED.
42 2.D.4. HOME TELEPHONE (TTC 499 024) - ENSURE HOME PHONE NUMBER IS
43 ACCURATE/UPDATED.
44 2.D.5. TAX EXEMPTIONS (TTC 430 000 & 302 000) - ENSURE FEDERAL/STATE TAX
45 EXEMPTIONS ARE ACCURATE/UPDATED. AUDIT TAX EXEMPTION IN SRB/OQR WITH MEMBER
46 TO ENSURE ANY CHANGES MADE BY THE MEMBER IN EMSS ARE ACCURATELY REFLECTED.
47 2.D.6. DEPENDENT INFORMATION - ENSURE THE BELOW DEPENDENT INFORMATION IS
48 ACCURATE/UPDATED AS APPLICABLE:
49 NUMBER DEPN
50 DDLB (DATE OF ACTIVATION)
51 DGLC
52 DEPN ADD (ENSURE BAQ APPL REFLECTS CHANGES)
53 DEPN LOSS (ENSURE BAQ APPL REFLECTS CHANGES)
54 DEPN LOC/DEPN LOC ALL
55 SERVICE SPOUSE INFO
56 CUSTODY STAT
57 COMPLETE RED AUDIT

1 SGLI ELECTION FOR MEMBER AND SPOUSE
2 COMPLETE DDFORM 1172 FOR ANY ADD/LOSS OF DEPNS
3 2.D.7. EAS/ECC - REPORT EAS (TTC 077 000) AND ECC (TTC 122 000) AS SPECIFIED
4 IN THE MARINE'S ORDERS. EAS MUST BE ACTION DATED 1 DAY PRIOR TO ECC IN ORDER
5 FOR MCTFS TO PROPERLY CYCLE. MCTFS HAS BEEN MODIFIED TO ALLOW THE REPORTING
6 OF OFFICER EAS AND ECC AT THE RU LEVEL. UNLESS STOP-LOSS IS PLACED IN
7 AFFECT, SMCR MEMBERS WITH A RESECC EXPIRING DURING THE ACTIVATION PERIOD WILL
8 HAVE THEIR ACTIVATION ORDERS, EAS AND ECC TERMINATE 1 DAY PRIOR TO THE RESECC
9 UNLESS THE MEMBER EXTENDS OR REENLISTS.
10 2.D.8. START CRISIS CODE (TTC 887 000) - THE CRISIS CODE IDENTIFIED FOR
11 ENDURING FREEDOM IS 9GF (NINE-GOLF-FOX).
12 2.D.9. ENSURE THE APPROPRIATE COMPONENT CODE IS REFLECTED IN MCTFS. THE
13 COMPONENT CODE FOR AN ACTIVATED SMCR MEMBER IS "KM." ACTIVATED MEMBERS
14 POSSESSING INACCURATE COMPONENT CODES WILL REQUIRE CORRECTIVE ACTION TO BE
15 TAKEN BY THE MISSO.
16 2.D.10. START PERSTEMPO (TTC 323 000) - THE TYPE CODE FOR OPERATION ENDURING
17 FREEDOM IS "WAA." START CRISIS CODE MUST BE ACTION DATED 1 DAY PRIOR TO THE
18 START PERSTEMPO ENTRY IN ORDER FOR MCTFS TO PROPERLY CYCLE IF BOTH ENTRIES
19 ARE REPORTED ON THE SAME UNIT DIARY. PER REF'S Q, R, AND S, THE SECDEF HAS
20 SUSPENDED THE ACCUMULATION OF DEPTEMPO DAYS FOR THE PURPOSE OF HDPD, AND THE
21 REQUIREMENT FOR FLAG AND GENERAL OFFICERS TO MANAGE THE DEPTEMPO OF CERTAIN
22 MEMBERS. HOWEVER, THE REQUIREMENT TO TRACK AND REPORT DEPTEMPO REMAINS IN
23 EFFECT.
24 2.D.11. CONUS COLA - IF PAYABLE, SUBMIT CONUS COLA ENTRY. CONUS COLA RATE
25 IS DETERMINED BY THE MEMBER'S PRIMARY RESIDENCE.
26 2.D.12. PENSION WAIVED (TTC 860 001) OR PENSION NOT WAIVED
27 (TTC 860 002) - SMCR MEMBERS IN RECEIPT OF A PENSION OR DISABILITY
28 COMPENSATION MUST COMPLETE VA FORM 21-8951-2. THERE IS NO REPORTING
29 REQUIREMENT FOR MEMBERS NOT IN RECEIPT OF A PENSION.
30 2.D.13. START SPLIT PAY (TTC 156 000).
31 2.D.14. ACTIVATED MEMBERS ARE ENTITLED TO REQUEST ONE MONTH'S
32 ADVANCE PAY PER REF B AND AS AUTH IN REF M.
33 2.D.15. MEMBERS NOT REPORTING. PER REF O, "MEMBERS FAILING TO COMPLY WITH
34 AN ORDER TO ACTIVE DUTY SHALL BE REPORTED AS ABSENT WITHOUT OFFICIAL LEAVE TO
35 CIVILIAN AUTHORITY." MEMBERS POSSESSING A VALID RECORD STATUS/STRENGTH
36 CATEGORY CODE THAT FAIL TO REPORT FOR ACTIVATION WILL BE JOINED AND
37 IMMEDIATELY DROPPED TO DESERTION (TTC 381 000). ON THE 31ST DAY FOLLOWING
38 THE SUBMISSION OF THE DESERTION ENTRY, COMPLETE AND DISTRIBUTE THE DD FORM
39 553 PER REF S. ENSURE MFR (G1/SJA) ARE ANNOTATED IN THE "COPY TO" LINE OF
40 EACH DD FORM 553 COMPLETED.
41 2.D.16. UNSAT PARTICIPANTS REPORTING FOR DUTY. IF THE RU HAS NOT
42 RECEIVED THE DISCHARGE AUTHORITY TO SEPARATE THE UNSATISFACTORY PARTICIPANT,
43 AND HE/SHE REPORTS FOR DUTY, CHANGE THE MEMBERS STRENGTH CATEGORY CODE BACK
44 TO "0" AND ACTIVATE MEMBER WITH THE COMMAND.
45
46 3. ADDITIONAL ENTITLEMENTS AS APPLICABLE
47 3.A. FAMILY SEPARATION ALLOWANCE II (FSA-II TTC 189 003) - FSA IS PAYABLE IN
48 THE AMOUNT OF 100.00 PER MONTH FOR PERIODS OF OVER 30 DAYS OF SEPARATION IAW
49 REF B.
50 3.B. IMMINENT DANGER PAY (TTC 293/297) - PAYABLE IN THE AMOUNT OF 150.00 PER
51 MONTH FOR THOSE AREAS DESIGNATED IN REF B, FIGURE 10-1.
52 3.C. HOSTILE FIRE PAY (TTC 293/297) - PER REF B CHAP 10.
53 3.D. HARDSHIP DUTY PAY - PAYABLE IN AMOUNTS RANGING FROM 50.00 - 150.00 PER
54 MONTH FOR AREAS DESIGNATED IN THE REF B.
55 3.E. COMBAT ZONE TAX EXCLUSION - APPLICABLE IN PRESIDENTIALLY
56 DESIGNATED COMBAT ZONES. BENEFITS INCLUDE EXCLUSION FROM FEDERAL INCOME TAX.
57 DESIGNATED AREAS ARE LISTED IN REF B.

1 3.F. CLOTHING ALLOWANCES PER REF B CHAP 29

2 3.F.1. OFFICERS ORDERED TO ACTIVE DUTY FOR A PERIOD OF MORE THAN 90 DAYS AND
3 HAVE NOT PREVIOUSLY RECEIVED AN ADDITIONAL ACTIVE DUTY UNIFORM ALLOWANCE
4 WITHIN THE LAST 2 YEARS ARE ENTITLED TO AN ADDITIONAL \$100 ALLOWANCE.

5 3.F.2. ENLISTED MEMBERS BEING ACTIVATED MAY BE AUTHORIZED TO ACCRUE THE
6 BASIC CASH CLOTHING REPLACEMENT ALLOWANCE (CRA) BEGINNING WITH THE FIRST DAY
7 OF THE MONTH FOLLOWING THE DATE OF ACTIVATION.

8 3.G. SMCR MERITORIOUS PROMOTIONS WILL REMAIN AS SMCR PROMOTION QUOTAS.
9 COORDINATION FOR MERITORIOUS PROMOTIONS WILL REMAIN WITH THE MARFORRES CHAIN
10 OF COMMAND AND UNIT'S/DET'S MSC.

11
12 4. ORDERS

13 4.A. PER REF M, IDENTIFY MEMBERS IN EXCESS OF 16 YEARS TOTAL CUMULATIVE
14 ACTIVE FEDERAL SERVICE VIA MSG TO COMMARFORRES/G1/INFO THE CHAIN OF COMMAND.
15 MSG SHOULD IDENTIFY NAME, RANK, SSN, TOTAL CUMULATIVE ACTIVE FEDERAL SERVICE,
16 SMCR RUC, AND MOBMCC BEING ACTIVATED WITH. SUBMIT THIS NOTIFICATION ASAP
17 UPON RECEIPT OF THIS MESSAGE. MFR WILL COORDINATE WITH CMC//MPO/RA// FOR
18 WAIVERS FOR ACTIVATION.

19 4.B. GOV TRANS IS THE PREFERRED METHOD OF TRANSPORTATION FOR SMCR MEMBERS IN
20 REPORTING TO THE RTC FOR ACTIVATION THAT RESIDE OUTSIDE THE REASONABLE
21 COMMUTING DISTANCE AS PRESCRIBED BY THE COMMAND. RU MUST ARRANGE GOV TRANS
22 FOR ALL MEMBERS REQUIRING TRANS TO DEPART HIS/HER HOME AND ARRIVE AT THE RTC
23 ON THE DATE OF ACTIVATION. IF MEMBER LIVES OUTSIDE OF REASONABLE COMMUTING
24 DISTANCE AND POV IS AUTHORIZED, THE MEMBER WILL BE ALLOWED 1 DAY OF
25 TRAVELTIME FOR EACH 350 MILES TRAVELED BY POC TO COMMENCE ON DATE OF
26 ACTIVATION. FOR ANY FRACTION OF 350 MILES IN EXCESS OF 175 MILES GRANT
27 ADDITIONAL DAYS OF TRAVEL IN ACCORDANCE WITH REF L.

28 4.C. ACTIVATION ORDERS FOR SMCR MEMBERS WILL BE GENERATED THROUGH THE USE OF
29 ROWS. BLOCKED TONS WILL BE PROVIDED FOR ORDERS GENERATION AFTER RECEIPT OF
30 THE INITIAL PERSTAT IN ORDER TO BLOCK THE APPROPRIATE NUMBER OF TONS
31 REQUIRED. SPECIFIC ORDERS GENERATION GUIDANCE WILL BE RELEASED VIA SEPCOR.

32 4.D. MEMBERS CURRENTLY ON ADSW

33 4.D.1. MEMBERS WHO ARE CURRENTLY ON ADSW (EXCESS 30 DAYS) AT
34 THE SITE SUPPORT OF THE ACTIVATED UNIT - MISSO WILL REPORT COMPONENT CODE
35 "KM" AND ADJUST THE EAS/ECC IN ACCORDANCE WITH THE ORDERS. CURRENT ADSW
36 ORDERS WILL REQUIRE CANCELLATION EFFECTIVE THE DAY PRIOR TO ACTIVATION IN
37 ORDER TO ISSUE ACTIVATION ORDERS EFFECTIVE THE ACTUAL DATE OF ACTIVATION. RU
38 MUST FAX A COPY OF THE MEMBER'S ACTIVATION ORDERS TO THE MISSO AT DSN 465-
39 3115 (ATTN: CWO5 COLBERT) FOR ACCURATE REPORTING.

40 4.D.2. MEMBERS CURRENTLY ON ADSW (EXCESS 30 DAYS) AT A RUC/MCC OTHER THAN
41 THE ACTIVATED UNIT'S SITE SUPPORT WILL REQUIRE CANCELLATION OF ADSW ORDERS ON
42 THE DAY PRIOR TO ACTIVATION AND ISSUANCE OF ACTIVATION ORDERS EFFECTIVE
43 ACTIVATION DATE. MEMBERS IN THIS CATEGORY MUST BE TRANSFERRED (TTC 361 002)
44 TO AND JOINED (TTC 020 007) BY THE SITE SUPPORT, FOR DU. RU MUST FAX A COPY
45 OF MEMBER'S ACTIVATION ORDERS TO THE MISSO AT DSN 465-3115 (ATTN CWO5
46 COLBERT) FOR ACCURATE REPORTING.

47 4.D.3. MEMBERS WHO ARE CURRENTLY ON ADSW (LESS THAN 30 DAYS) WILL HAVE THEIR
48 ADSW ORDERS TERMINATED EFFECTIVE IMMEDIATELY UPON NOTIFICATION OF
49 MOBILIZATION/ACTIVATION AND PROCESSED FOR ACTIVATION PER THIS MESSAGE.

50
51 5. ADDITIONAL PROCESSING

52 5.A. EMPLOYER SUPPORT OF THE GUARD AND RESERVE (ESGR). INFORMATION AND
53 SUPPORT CAN BE FOUND AT THE ESGR WEBSITE WWW.ESGR.ORG (LOWER CASE) AND
54 APPENDIX 8 TO ANNEX E OF REF C.

55 5.B. EMPLOYER INFORMATION OF RESERVIST ACTIVATED SHOULD BE CAPTURED.
56 ALTHOUGH A RESERVE MEMBER CANNOT BE REQUIRED TO PROVIDE EMPLOYER DATA,
57 PARTICIPATION IS HIGHLY ENCOURAGED. USE THE FORM LOCATED WITHIN DEFENSE

1 MANPOWER DATA CENTER WEBSITE
2 [HTTPS://WWW.DMDC.OSD.MIL/SWG/OWA/WEBGUARD.LOGIN?APPL=9018](https://www.dmdc.osd.mil/swg/owa/webguard.login?appl=9018) (LOWER CASE). THE
3 INDIVIDUAL MARINE CAN LOGIN AND ENTER HIS/HER EMPLOYER INFORMATION OR A
4 PRINTED FORM CAN BE FILLED OUT AND A CLERK LOGIN THE MARINE AND ENTER THE
5 INFO.
6 5.C. FAMILY READINESS. MARINES AND FAMILY MEMBERS WITH QUESTIONS REGARDING
7 PERSONAL OR FAMILY SUPPORT MAY CONTACT THE FRO OR KVC AT ANY MARINE CORPS RTC
8 OR ONE OF THE FAMILY SERVICE CENTERS LOCATED AT ANY MAJOR MARINE CORPS, ARMY,
9 AIR FORCE, OR NAVY INSTALLATION.
10 5.C.1. WEST OF THE MISSISSIPPI RIVER (INCLUDING WISCONSIN) CALL MCB CAMP
11 PENDLETON, CA 1-800-845-2131 OR 1-800-253-1624.
12 5.C.2. EAST OF THE MISSISSIPPI RIVER (MINUS WISCONSIN) CALL MCB QUANTICO, VA
13 1-800-336-4663.
14 5.C.3. FAMILY READINESS INFORMATION IS ALSO AVAILABLE ON THE
15 MARFORRES WEBSITE [WWW.MFR.USMC.MIL](http://www.mfr.usmc.mil) AND CLICKING ON FAMILY.
16 5.D. DELAY/EXEMPTION AND SEPARATION
17 5.D.1. AMPLIFYING POLICIES AND PROCEDURES MAY BE FOUND IN REF V. GENERAL
18 GUIDANCE CAN BE FOUND IN REFS C AND D.
19 5.D.2. MEMBERS REPORTING FOR DU AND BEING FOUND TNPQ MAY BE
20 ACTIVATED AT THE COMMANDER'S DISCRETION. MEMBERS NOT BEING ACTIVATED IN A
21 TNPQ STATUS WILL BE DELAYED UNDER THE DELAY/EXEMPTION AND SEPARATION
22 GUIDANCE.
23
24 6. PUBLIC AFFAIRS. MARFORRES PAO WILL COORDINATE WITH THE MSC'S FOR MEDIA
25 COVERAGE OF THE ACTIVATION OF THE UNITS. QUERIES CAN BE FORWARDED TO MAJ
26 DYSART AT (504)678-0700 OR DYSARTCC@mfr.usmc.mil.
27 6.A. REVIEW REF C AND E. IT IS RECOMMENDED THAT INFORMATION ON WHAT CAN AND
28 CANNOT BE SAID TO THE MEDIA AND THE PUBLIC AFFAIRS GUIDANCE FOR FAMILIES BE
29 PROVIDED TO ALL MEMBERS.
30 6.B. ALL MFR PERSONNEL SHOULD ATTEMPT TO MEET THE FOLLOWING KEY
31 COMMUNICATION OBJECTIVES DURING MEDIA OPPORTUNITIES REGARDLESS OF THE
32 QUESTIONS ASKED:
33 -- WE'RE READY TO GO.
34 -- MOBILIZATION READINESS IS OUR NUMBER ONE PRIORITY, ALL THE TIME.
35 -- WE APPRECIATE THE SUPPORT OF OUR FAMILIES AND EMPLOYERS.
36 6.C. THE FOLLOWING INFORMATION THAT MAY BE DISCUSSED/RELEASED TO CIVILIAN
37 MEDIA UNLESS OTHERWISE CLASSIFIED:
38 -- CURRENT UNIT MISSION;
39 -- UNIT'S KNOWN CAPABILITIES;
40 -- APPROX SIZE OF THE UNIT;
41 -- APPROX AMOUNT AND GENERAL DESCRIPTION OF EQUIPMENT ASSIGNED TO THE UNIT;
42 -- UNCLASSIFIED EXERCISES AND OPERATIONS THAT THE UNIT HAS PREVIOUSLY
43 PARTICIPATED IN.
44 6.D. MFR PERSONNEL MUST NOT:
45 -- SPECULATE REGARDING WHICH MFR UNITS OR INDIVIDUALS MAY BE
46 ACTIVATED/RECALLED;
47 -- WHEN MFR UNITS OR INDIVIDUALS MAY BE ACTIVATED/RECALLED;
48 -- SPECULATE WHAT MISSIONS OR TASKS MFR UNITS OR INDIVIDUALS MAY BE CALLED
49 UPON TO PERFORM;
50 -- SPECULATE WHERE MFR UNITS MAY DEPLOY OR OPERATE;
51 -- SPECULATE ON ANY ASPECT OF POTENTIAL FUTURE OPERATIONS RESULTING FROM THE
52 EVENTS OF 11 SEP 01 OR THE CURRENT PARTIAL MOBILIZATION AUTHORIZATION; AND
53 -- RELEASE INFORMATION THAT IS CLASSIFIED.
54 6.D. ACTIVATED PERSONNEL SHOULD FILL OUT FLEET HOME TOWN NEWS RELEASE FORMS
55 (NAVSO 5724/1). IN BLOCK 23 LIST EVENT AS "MOBILIZED FOR OPERATION ENDURING
56 FREEDOM." FORMS CAN BE FOUND AT
57 [HTTP://WWW.CHINFO.NAVY.MIL/NAVPALIB/CHINFO/FHTNC.HTML](http://www.chinfo.navy.mil/navpalib/chinfo/fhtnc.html).

1
2 7. MEDICAL/DENTAL
3 7.A. DET WILL IDENTIFY MEDICAL/DENTAL DEFICIENCIES IN THE
4 ACTIVATION REPORT (SEE PARA 8.B. BELOW) IN THE FOLLOWING AREAS:
5 7.B.1. MEDICAL. PHYSICALS; PRESCRIPTION EYEWEAR INCLUDING GMI'S,
6 IMMUNIZATIONS, AND PERSONNEL IN A NPQ, TNPQ, OR NOE STATUS.
7 7.B.2. DENTAL. CLASS III AND IV.
8
9 8. REPORTS
10 8.A. UNITS/DETS IDENTIFIED IN PARA 2.B OF REF K MUST REPORT READINESS TO
11 ACTIVATE MOBMCC VIA MOST EXPEDITIOUS MEANS BY E-MAIL, PHONE, OR FAX TO POC.
12 MISSA ACTIONS TO ACTIVATE MOBMCC WILL NOT OCCUR UNTIL THIS REPORT IS RECEIVED
13 BY MFR.
14 8.B. REPORT ACTIVATION UPON COMPLETION OF MISSA ACTIVATION
15 ACTION AND ALL MCTFS "JOIN" ACTIONS ARE COMPLETED (SEE EXAMPLE FROM APPENDIX
16 15 TO ANNEX U OF REF C).
17 8.C. PERSONNEL STATISTICS (PERSTAT) REPORT. PER REF W, INITIAL PERSTAT
18 REPORT IS DUE ASAP UPON RECEIPT OF REF K.
19 8.D. REPORT SORTS PER REF F (SEE EXAMPLE FROM APPENDIX 19 TO ANNEX U OF REF
20 C):
21 8.D.1. ONCE THE UNIT/DET HAS BEEN IDENTIFIED TO BE ACTIVATED.
22 8.D.2. WHEN THE UNIT/DET IS ACTIVATED AT THE RTC (CHANGE OF STATUS).
23 8.D.3. WHEN THE UNIT/DET DEPLOYS FROM RTC (CHANGE OF LOCATION).
24 8.D.4. WHEN UNIT ARRIVES AND IS GAINED BY THE GFC (CHANGE OF
25 COMMAND).
26 8.E. DEPLOYMENT REPORT - (DEPLM RPT). THE DEPLM RPT WILL BE SUB VIA NAVMSG.
27 ADDITIONALLY, PROVIDE COPY TO DEPLOYMENT OPERATION TEAM (DOT) NEWSGROUP AND
28 SMO@MFR.USMC.MIL NLT TWO HOURS AFTER EACH PIECE OF TRANSPORT DEPARTS POE
29 (I.E. EACH ACFT, TT, BUS, ETC.), REGARDLESS OF THE TYPE OF TRANSPORT USED
30 (I.E. PAX VIA AIR, CARGO VIA OVERLAND, PAX VIA BUS, CARGO VIA RAIL, ETC.).
31 DEPLM RPT IS TO BE TRANSMITTED BY REMAIN BEHIND PERSONNEL ACTING AS UNIT
32 MOVEMENT CONTROL CENTER (UMCC).
33 8.F. ARRIVAL REPORT (ARR RPT). THE ARR RPT WILL BE SUB VIA NAVMSG.
34 ADDITIONALLY, PROVIDE COPY TO DOT NEWSGROUP AND SMO@MFR.USMC.MIL VIA EMAIL
35 NLT FOUR HOURS AFTER EACH PIECE OF TRANSPORT ARRIVES (I.E. EACH ACFT, TT,
36 BUS, ETC.), REGARDLESS OF THE TYPE OF TRANSPORT USED (I.E. PAX VIA AIR, CARGO
37 VIA OVERLAND, PAX VIA BUS, CARGO VIA RAIL, ETC.). UNIT WILL LIAISON WITH GFC
38 DURING THE REPORT FOR PLANNING PROCESS IOT ENSURE CONNECTIVITY IS ARRANGED
39 FOR TRANSMISSION OF THE ARR RPT.
40 8.G. SITUATION REPORT (SITREP) - NON PERSTAT INFORMATION.
41
42 9. SITE SUPPORT STAFF - N/A
43
44 10. EQUIPMENT. ALL ORGANIZATIONAL, T/E PROPERTY ACCOMPANYING 3D CAG WILL BE
45 ACCOUNTED FOR ON A CONSOLIDATED MEMORANDUM RECEIPT (CMR) PER ESTABLISHED
46 SUPPLY PROCEDURES. THE SENIOR MARINE WILL BE APPOINTED AS THE RESPONSIBLE
47 OFFICER (RO) FOR THE CMR. FORMAL TRANSFER OF WEAPONS CUSTODY IS AS FOLLOWS:
48 10.A. PREPARE A CONSOLIDATED MEMORANDUM RECEIPT (CMR) TO ACCOMPANY THE
49 RESPONSIBLE OFFICER (RO) TO THE GFC'S LOCATION.
50 10.B. INITIATE TRANSFER TRANSACTIONS (Z2M) TO REFLECT THE TRANSFER OF
51 EQUIPMENT TO THE GFC. PRIOR COORDINATION WITH THE GFC (SPECIFICALLY, THE
52 GAINING MAL HOLDER) WILL IDENTIFY THE DOCUMENT NUMBERS TO BE USED IN THE Z2M
53 PROCESS.
54 10.C. THE DETACHMENT RO WILL BE APPOINTED PER REFS E AND F.
55 10.D. THE TRANSFER OF INDIVIDUAL AND/OR CREW-SERVED WEAPONS WILL BE HANDLED
56 IN THE FOLLOWING MANNER:

1 10.D.1. THE CMR IDENTIFIED IN PARA 10.A ABOVE WILL ACCOUNT FOR ALL WEAPONS
2 BEING SHIPPED TO THE GFC.

3 10.D.2. ADDITIONALLY, PER REF G, A SEPARATE DD1348 DOCUMENT WILL BE PREPARED
4 PER CRANE REPORTING PROCEDURES AND WILL REFLECT ALL WEAPONS BY SERIAL
5 NUMBERS. THIS ACTION WILL PROVIDE BOTH THE GFC AND SOURCE SUPPLY OFFICERS
6 SPECIFIC ASSET VISIBILITY OVER THE WEAPONS TRANSFER. THE GFC SUPPLY OFFICER
7 WILL VERIFY SERIAL NUMBERS AND RECEIVE THE WEAPONS FROM THE RO. BOTH GFC AND
8 SOURCE SUPPLY OFFICERS WILL NOTIFY NWS CRANE OF THE TRANSFER.

9

10 11. COMSEC EQUIPMENT. COMSEC EQUIPMENT WILL BE SHIPPED ONLY BY DIRECTION OF
11 COMMARFORRES (AC/S G-6/G-4) USING PROCEDURES DEFINED IN CMS 21A.

12

13 12. COMMUNICATIONS

14 12.A. IN ORDER TO INSURE COMMAND AND CONTROL IS MAINTAINED DURING
15 MOBILIZATION/ACTIVATION OF UNITS AND DETACHMENTS, CERTAIN ACTIONS; I.E.,
16 COMGUARD SHIFTS, FREQUENCY REQUESTS, EQUIPMENT AND ELECTRONIC KEY TRANSFERS,
17 ETC., MAY BE REQUIRED. UNITS WILL ACCOMPLISH THESE ACTIONS PER ANNEX K OF
18 REF C.

19 12.B. REVIEW CHANGE 1 TO REF C POSTED ON THE MFR INTRANET FOR UPDATES TO
20 ANNEX K.

21

22 13. GOVERNMENT ISSUED CREDIT CARDS

23 13.A. THE AGENCY PROGRAM COORDINATOR (APC) OF ACTIVATED UNITS WILL
24 COORDINATE WITH THE GFC APC FOR TRANSFER OF HIERARCHIES. THOSE MEMBERS
25 WITHOUT A GTCC WILL APPLY FOR A CARD WITH THE APC OF THE GFC.

26 13.B. INDIVIDUALS OR UNITS POSSESSING ANY TYPE OF GOVERNMENT-ISSUED CREDIT
27 CARDS (GCPC, COPAC, POL, ETC) WILL SURRENDER THEM IAW ANNEX V OF REF C.

28

29 14. MAGTF II/JOPEs - REFER TO DETAILED INSTRUCTIONS IN REFS J AND T.

30

31 15. EMBARKATION. REFER TO DETAILED INSTRUCTIONS IN REF J.

32

33 16. COMPTROLLER/FISCAL. PROCEDURES FOR THE PURCHASE/DISTRIBUTION OF
34 INDIVIDUAL EQUIPMENT WILL BE COORDINATED UNDER SEPARATE CORRESPONDENCE.

35

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 NEW ORLEANS, LOUISIANA
 28 Sep 01

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 6 APPENDIX 15 TO ANNEX U TO COMMARFORRES M&FA PLAN (U)
 7 UNIT/DET REPORTS ACTIVATION MESSAGE (U)
 8

9 1. (U) Activated units/Dets shall submit the following message once
 10 activation is completed as shown in ANNEX C of this plan:
 11

12 R DDHHHZ MMM YY PSN 227637J27

13 FM **UNIT/DET**

14 TO COMMARFORRES//COC/G1/G3/G4/G5/G6/COMP/SJA/PAO//
 15 INFO CMC WASHINGTON DC//PO/PL/MP/RA/LFT/ASM/OLA/PAO//
 16 COMMARFORLANT//G1/G3/5/G4/G6/COMPT/SJA/PAO//
 17 COMMARFORPAC//G1/G3/G5/G4/G6/COMP/SJA/PAO/

18 COMARFOR **(AS APPROPRIATE)**

19 **GAINING FORCE COMMANDER AND OTHER COMMANDS/AGENCIES AS APPROPRIATE**

20 CG FOURTH MARDIV//G3//

21 CG FOURTH MAW//G3//

22 CG FOURTH FSSG//G3//

23 CG MCRSC KANSAS CITY MO//JJJ//

24 AIG

25 BT

26 UNCLAS

27 MSGID/GENADMIN/COMMARFORRES//

28 **SUBJ/ACTIVATION OF (UNIT/DET NAME) ISO OPERATION (NAME) //**

29 REF/A/MSG/CMC WASHINGTON DC/DDHHHZ YY//

30 REF/B/MSG/COMMARFORRES DO/DDHHHZ YY//

31 NARR/REF A IS CMC AUTHORITY TO ACTIVATE UNIT/DET ISO OPERATION (NAME). REF B

32 IS COMMARFORRES MSG DIRECTING ACTIVATION.//

33 POC/MARINE/MAJ/COMMARFORRES COC/DSN: 678-XXXX//

34 RMKS/1. EFFECTIVE 0001 DDMMYY, (UNIT/DET NAME/RUC/UIC) REPORTS ACTIVATED AS
 35 AUTHORIZED IN REF A AND DIRECTED BY REF B.

36 2. (UNIT/DET) HAS REPORTED TO GFC FOR RECEPTION AND FORCE INTEGRATION,
 37 AND PRE-DEPLOYMENT ACTIVITIES.

38 3. ORGANIZATION/PERSONNEL SUMMARY:

39 3.A. ORGANIZATION

40 3.A.1. UIC:

41 3.A.2. RUC:

42 3.B. PERSONNEL

43 3.B.1. NUMBER OF OFFICERS ACTIVATED:

44 3.B.2. NUMBER OF ENLISTED ACTIVATED

45 3.B.3. NUMBER OF OFFICERS/ENLISTED IN ADVON: ULN:

46 3.B.4. NUMBER OF OFFICER/ENLISTED IN MAIN BODY: ULN:

47 3.B.5. NUMBER OF OFFICER/ENLISTED IN REAR PARTY: ULN:

48 3.B.6. NUMBER OF NON-ACTIVATED MARINES:

49 3.B.7. NUMBER OF FEMALE MARINES IN UNIT:

50 3.B.8. NUMBER OF MARINES REASSIGNED PRIOR TO ACTIVATION:

51 3.C. MOS/GRADE SHORFALL

52 3.C.1. MOS SHORFALL/NUMBER/GRADE

53 (READ IN COLUMNS)

54 3.D. MEDICAL/DENTAL

55 3.D.1. MEDICAL (NUMBER OF PHYSICALS/SCREENINGS REQUIRED)

56 3.D.2. DENTAL (NUMBER OF DENTAL EXAMS/SCREENINGS)

UNCLASSIFIED

1 4. MATERIAL CONDITION OF EQUIPMENT BY ULN:
2 5. AVIATION. DEPLOYING TYPES AND NUMBERS OF AIRCRAFT BY ULN:
3 6. AMPLIFYING REMARKS: (AS APPROPRIATE)
4 BT
5 #0172
6 NNNN
7

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 MARINE FORCES RESERVE
 NEW ORLEANS, LOUISIANA
 12 APR 02, CHANGE 1

APPENDIX 16 TO ANNEX U TO COMMARFORRES M&FA PLAN (U)
 COMMARFORRES DIRECTED CHANGE OF COMMAND AUTHORITY (U)

1. (U) Once a SMCR unit/Det reports their activation to the COMMARFORRES (Command Center), COMMARFORRES will then shift command authority of that unit/Det to CINCUSJFCOM (COMMARFORLANT). At this point, CINCUSJFCOM will exercise COCOM over this assigned unit/Det. The OPCON and ADCON relationship of that unit/Det to COMMARFORLANT and the Gaining Force Commander of that unit will be established in the USCINCJFCOM (COMMARFORLANT) issued Deployment Order. This action will shift that unit/Det from the Service Branch Chain-of-Command to the Operational Branch Chain-of-Command.

2. (U) The following message example is provided:

R DDHHHHZ MMM YY
 FM COMMARFORRES//COC//
 TO COMMARFORLANT//G1/G3/5/G4/G6/COMPT/SJA//
 CMC WASHINGTON DC//PO/PL/MP/RA/LFT/ASM/OLA/PA/
 COMMARFORLANT//G1/G3/G4/G5/G6/COMPT/SJA//
 MISSA KANSAS CITY MO//MISSA//
 INFO COMMARFORPAC//G1/G3/G5/G4/G6/COMP/SJA//
 USCINCJFCOM NORFOLK VA//J3/J5//
 CNO WASHINGTON DC//N3/N5/N93/N095//
 COMMARFORPAC//G1/G3/G5/G4/G6/COMP/SJA//
 COMMARFORSOUTH//G1/G3/G5/G3//
 COMMARFORRES//G1/G3/G4/G5/G6/PAO/HSS//
 COMNAVRESFOR NEW ORLEANS LA//N3/N5//
 CG MCCDC QUANTICO VA//TFS//
 CG II MEF//G1/G3/G4/G5/G6//
 CG SECOND MARDIV//G1/G3/G4/G5/G6//
 CG FOURTH MARDIV//G1/G3/G4/G5//
 TWO FIVE MARINES MAR//S1/S3//

[COMARFOR (AS APPROPRIATE)
 GAINING FORCE COMMANDER AND OTHER COMMANDS/AGENCIES AS APPROPRIATE]

BT
 UNCLAS

MSGID/GENADMIN/COMMARFORRES//
 SUBJ/ACTIVATION AND CHANGE OF COMMAND AUTHORITY OF HQCO, 25TH MARINES AND 2D BN, 25TH MARINES (EVENT 1006)//
 REF/A/MSG/COMMARFORRES/O XXXXXXZ DEC 01//
 REF/B/MSG/CMC WASHINGTON DC/DDHHHHZ YY//
 REF/C/MSG/DEPLOYMENT REPORTS/DDHHHHZ YY//
 REF/D/DOC/FORCES FOR/01OCT00//
 REF/E/MSG COMMARFORRES/R XXXXXXZ JAN 02//
 REF/F/MSG/COMMARFORLANT/R XXXXXXZ DEC 01
 NARR/REF A IS COMMARFORRES ACTIVATION MSG FOR HQCO, 25TH MAR AND 2D BN, 25TH MARINES. REF B IS CMC MSG AUTHORIZING MOBILIZATION/ACTIVATION OF HQCO, 25TH MARINES AND 2D BN, 25TH MARINES. REF C ARE DEPLOYMENT REPORTS FROM H1CO, 25TH MARINES AND 2D BN, 25TH MARINES. REF D IS FORCES FOR UNIFIED COMMANDS.

1 REF E IS COMMARFORRES TRANSFER OF UNIT ACTIVITY ADDRESS CODES (AAC) TO CG, II
2 MEF. REF F IS COMMARFORLANT DEPLOYMENT ORDER.//
3 POC/MARINE/MAJ/COMMARFORRES COMMAND CENTER/DSN: 678-XXXX//
4 RMKS/1. EFFECTIVE 0001 DDMMYY, HQCO 25TH MARINES AND 2D BN 25TH MARINES
5 WERE ACTIVATED PER A AS AUTHORIZED IN REF B AND REPORTED IN PER REF C. PER
6 REFS B AND D, COMMARFORRES SHIFTS COMMAND AUTHORITY TO AND DIRECTS CO, HQCO,
7 25TH MARINES AND CO, 2D BN 25 MARINES TO REPORT TO THE COMBATANT COMMAND,
8 COMMAND AUTHORITY (COCOM) OF USCINCFROM. PER REFS B AND D, COMMARFORLANT
9 ASSUMES COMMAND OF ACTIVATED USCINCFROM ASSIGNED HQCO 25TH MARINES AND 2D BN
10 25TH MARINES.
11 1.A. PER REF E, COMMARFORRES TRANSFERRED THE UNIT ACTIVITY ADDRESS CODES
12 (AAC) OF HQCO 25TH MARINES AND 2DN BN 25TH MARINES TO CG II MEF.
13 1.B. COMMARFORRES CONTINUES TO EXERCISE COMMAND AUTHORITY OF ACTIVATED
14 MARFORRES PEACETIME/WARTIME SUPPORT TEAMS (PWST).
15 2. PER REF F, COMMARFORLANT DEPLOYS AND TRANSFERS CO, HQCO 25TH MARINES AND
16 CO, 2D BN 25TH MARINES TO CG, II MEF (CG, 2D MARDIV).
17 3. UPON DEACTIVATION COMMARFORRES ACCEPTS COMMAND AUTHORITY FROM USCINCFROM
18 (COMMARFORLANT) OF HQCO 25TH MARINES AND 2D BN 25TH MARINES UPON RETURN TO
19 THEIR RESERVE TRAINING CENTER (RTC).//
20 BT
21

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 12 APR 02, CHANGE 1

APPENDIX 17 TO ANNEX U TO COMMARFORRES M&FA PLAN (U)
 WAR RESERVE MATERIAL (WRM) RELEASE MESSAGE (U)

- (U) REFERENCES: (a) DODD 3110.6 - War Reserve Policy dtd Nov 9, 2000,
 (b) OPNAVIST 4080.11D - Navy War Reserve Material Program
 dtd Jan 21, 1999
 (c) NAVICPINST 4080.1F - Navy Aviation War Reserve Program:
 Procedures Concerning, dtd Dec 21, 2000
 (d) MCO P4400.39G - War Reserve Material (WRM) Policy
 Manual, dtd Nov 8, 1996

1. (U) Purpose. To request the release of WRM supplies ISO 4th MAW flying squadrons per the references, the below classified message is sent from the appropriate flying squadron commanders IOT request their WRM upon force activation. This message will be sent via classified DMS.

FM [UNIT/DET] [THROUGH APPLICABLE GROUP COMMANDER]//
 TO CG FOURTH MAW//ALD// (CG 4th MAW will readdress to CNO 41 through
 COMNAVAIRESFOR)
 INFO CNO WASHINGTON DC//N88//
 CMC WASHINGTON DC//ASL//
 COMMARFORPAC//G3/G4/G5/ALD//
 COMMARFORLANT/G3/G4/G5/ALD//
 COMMARFORRES/G3/G4/G5//
 COMNAVAIRSYSCOM//
 COMNAVSUPSYSCOM//
 NAVICP//0363/03412//
 [APPLICABLE GAINING FORCE COMMANDER]//
 S E C R E T//
 MSGID/GENADMIN//
 SUBJ/REQUEST RELEASE OF WAR RESERVE MATERIAL (WRM) PROJECT CODE XXX//
 POC/MAJ YOUR NAME/DSN: XXX-XXXX//
 REF/A/MSG/[ACTIVATION/DEPLOYMENT ORDER DATE]//
 REF/B/DOC/09NOV00//
 REF/C/DOC/21JAN99//
 REF/D/DOC/21DEC00//
 AMPN/REF A IS UNIT [RECALL/ACTIVATION/DEPLOYMENT ORDER]. REF B IS DOD
 DIRECTIVE REGARDING WAR RESERVE MATERIAL POLICY. REF C IS OPNAVINST ON NAVY
 WAR RESERVE MATERIAL PROGRAM. REF D IS NAVICPINST ON PROCEDURES CONCERNING
 NAVY AVAITION WAR RESERVE PROGRAM.//
 RMKS/1. PER THE REFS, REQUEST RELEASE OF WRM PROJECT CODE XXX [INSERT
 APPLICABLE PROJECT CODE] TO SUPPORT [SQUADRON NAME] AND BE PROVIDED NLT
 DDMYYY.
 2. REQUEST WRM BE SHIPPED TO:
 2.A. UNIT'S CONUS ADDRESS [I.E., INCLUDE UIC, STREET ADDRESS, BUILDING
 NUMBER, CITY, STATE, AND ZIP CODE]
 2.B. UNIT POC [I.E., INCLUDE DSN, COML NUMBER, AND NIPRNET AND SIRPNET E-
 MAIL]
 3. REQUEST WRM THAT CANNOT BE PROVIDED TO MEET CONUS TPFDD DEPLOYMENT
 DEPARTURE C DAY BE SHIPPED TO: [IN-THEATHER LOCATION] VIA FASTEST TRACABLE
 MEANS THROUGH NORMAL SUPPLY CHANNELS.//
 BT

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NEW ORLEANS, LOUISIANA
28 Sep 01

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APPENDIX 18 TO ANNEX U TO COMMARFORRES M&FA PLAN (U)
UNIT/DET HAZARDOUS MATERIAL (HAZMAT) NOTIFICATION MESSAGE (U)

(U) REFERENCE: (a) CJCSM 3122.01 dtd 14 JULY 2000

1. (U) Purpose. Per the ref, the below HAZMAT message template is provided:

FROM: UNIT NAME

TO: COMMARFORRES//G-4/G-5//

SUBJ: (UNIT NAME) HAZMAT NOTIFICATION

1. THE FOLLOWING HAZMAT CARGO IDENTIFICATION IS PROVIDED FOR ULN(S)
LISTED BELOW:

ULN

PROPER SHIPPING NAME:

NUMERIC HAZARD CLASS/DIVISION:

UN OR NA NUMBER

NET EXPLOSIVE WEIGHT (NEW):

TOTAL WEIGHT:

PACKING GROUP:

TOTAL QUANTITY:

NAME OF EACH PERSON WHO WILL PERFORM CERTIFICATION:

(REPEAT ABOVE FOR EACH ULN)

2. POC INFORMATION OF INDIVIDUAL WITH KNOWLEDGE OF THE ABOVE
HAZARDOUS ITEMS.

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 NEW ORLEANS, LOUISIANA
 28 Sep 01

6 APPENDIX 19 TO ANNEX U TO COMMARFORRES M&FA PLAN (U)
 7 ACTIVATED UNIT/DET SORTS UPDATE MESSAGE (U)

- 9 (U) REFERENCES: (a) CJCSI 4301.01
 10 (b) CJCSI 3401.02 (Global Status of Resources and Training
 11 Systems)
 12 (c) CJCSM 3150.01 (Joint Reporting Structure General
 13 Instructions)
 14 (d) MCO P3000.13 (Status of Resource and Training System)

16 1. (U) Purpose. Per the references, the below SORTS message is provided:

18 OAAUZYUW RUCCMBV0456 1560930-UUUU--RUCCFVY RUCCNOQ.
 19 ZNR UUUUU ZUI RUCOMCB1812 1561934
 20 O 050930Z JUN 01 ZYB PSN 003979J28
 21 FM VMGR FOUR FIVE TWO//S3/SORTS//
 22 TO RUCGSOF/FORSTAT WASHINGTON DC//
 23 INFO CMC WASHINGTON DC//POR//
 24 COMMARFORRES//G-3/SORTS/G2/COC//
 25 COMMARFORLANT//G-3/SORTS//
 26 COMMARFORPAC//G3/SORTS//
 27 **OTHER ORGANIZATIONS AS REQUIRED TO INCLUDE GFC**
 28 BT
 29 X X X X X X X X X X //N03500//
 30 MSGID/SORTSREP/UNIT NAME/20XXXXXX//
 31 AMPN/MESSAGE GENERATED BY GOMERS VER. 5.2.7, 22 OCT 1999//
 32 SORTUNIT/ANAME:UNIT NAME/UIC:MXXXXX/SEQNO:XXX
 33 /DTG:XXXXXXZJUN20XX/SCLAS:X//
 34 RPTDUIC/M20017//
 35 ORGLOCN/C/C/CSERV:2/OPCON:MXXXXX/ADCON:MXXXXX/HOGEO:XXXX/PRGEO:XXXX
 36 /ACTIV:OP/-/PCTEF:20//
 37 LABEL/C/A/LABEL:ANAME//
 38 GENTEXT/RMK/20010608G THE COMMANDING OFFICER HAS REVIEWED AND
 39 VALIDATES ALL THE INFORMATION AS CURRENT AND ACCURATE AS OF
 40 20010608//
 41 LABEL/U/A/LABEL:PCTEF//
 42 GENTEXT/RMK/20010608R PERCENT EFFECTIVE WILL RISE AFTER 72 HOURS AND
 43 ~~THE RECALL HAS BEEN EFFECTED//~~
 44 PERSTREN/U/A/TPERS:MC/PEGEO:XXXX/PICDA:20001011/STRUC:0/-/ASGD:30//
 45 PERSTREN/U/A/TPERS:ME/PEGEO:XXXX/PICDA:20001011/STRUC:0/-/ASGD:430//
 46 PERSTREN/U/A/TPERS:MC/PEGEO:XXXX/PICDA:20001011/STRUC:0/-/ASGD:10//
 47 PERSTREN/U/A/TPERS:ME/PEGEO:XXXX/PICDA:20001011/STRUC:0/-/ASGD:50//
 48 PERSTREN/U/A/TPERS:MC/PEGEO:XXXX/PICDA:20001011/STRUC:0/-/ASGD:0//
 49 PERSTREN/U/A/TPERS:ME/PEGEO:XXXX/PICDA:20001011/STRUC:0/-/ASGD:70//
 50 PERSTREN/U/A/TPERS:MC/PEGEO:XXXX/PICDA:20001011/STRUC:0/-/ASGD:1//
 51 PERSTREN/U/A/TPERS:ME/PEGEO:XXXX/PICDA:20001011/STRUC:0/-/ASGD:10//
 52 PERSTREN/U/A/TPERS:MC/PEGEO:XXXX/PICDA:20001011/STRUC:0/-/ASGD:10//
 53 PERSTREN/U/A/TPERS:ME/PEGEO:XXXX/PICDA:20001011/STRUC:0/-/ASGD:10//
 54 PERSTREN/U/A/TPERS:MC/PEGEO:XXXX/PICDA:20001011/STRUC:0/-/ASGD:10//
 55 PERSTREN/U/A/TPERS:ME/PEGEO:XXXX/PICDA:20001011/STRUC:0/-/ASGD:105//
 56 PERSTREN/U/A/TPERS:MC/PEGEO:XXXX/PICDA:20001207/STRUC:0/-/ASGD:30//
 57 PERSTREN/U/C/TPERS:MC/-/PICDA:20010608/STRUC:23/-/ASGD:0//

UNCLASSIFIED

1 LABEL/U/A/LABEL:ASGD//
 2 GENTEXT/RMK/20010608M ASGD NOT ADJUSTED//
 3 LABEL/U/A/LABEL:STRUC//
 4 GENTEXT/RMK/20010608M STRUCT NOT ADJUSTED//
 5 LABEL/C/A/LABEL:PEGEO//
 6 GENTEXT/RMK/20010608G TOT DEPL MC/ME/NC/NE: 20/144/0/0. MOS FILL:
 7 25/160/0/0. NON DEPLOYABLES: 5/16/0/0.; 20010608M NONDEPL BY TYPE:
 8 6/16/0/0 MOS//
 9 PERSTREN/U/C/TPERS:ME/-/PICDA:20010608/STRUC:1154/-/ASGD:0//
 10 PERSTREN/U/A/TPERS:MC/PEGEO:XXXX/PICDA:20001011/STRUC:0/-/ASGD:155//
 11 PERSTREN/U/A/TPERS:ME/PEGEO:XXXX/PICDA:20001011/STRUC:0/-/ASGD:105//
 12 PERSTREN/U/A/TPERS:MC/PEGEO:XXXX/PICDA:20001011/STRUC:0/-/ASGD:90//
 13 PERSTREN/U/A/TPERS:ME/PEGEO:XXXX/PICDA:20001011/STRUC:0/-/ASGD:166//
 14 PERSTREN/U/A/TPERS:MC/PEGEO:XXXX/PICDA:20001011/STRUC:0/-/ASGD:122//
 15 PERSTREN/U/A/TPERS:ME/PEGEO:XXXX/PICDA:20001011/STRUC:0/-/ASGD:401//
 16 OVERALL/C/C/RICDA:20010608/TREAD:OVALL/READY:1/-/?/?//
 17 PERSONEL/PRRAT:1//
 18 EQSUPPLY/ESRAT:1//
 19 EQCONDN/ERRAT:1//
 20 TRAINING/TRRAT:1//
 21 LABEL/C/A/LABEL:REASN//
 22 GENTEXT/RMK/20010608G UNIT PERCENT EMPLOYED/DEPLOYED OPTION HAS NOT
 23 BEEN USED//
 24 LABEL/C/A/LABEL:RICDA//
 25 GENTEXT/RMK/20010608G CBD TNG:2. CBD EQP:3.; 20010608M PRIMARY REASON
 26 FOR DEGRADATION IS PERSONNEL. CURRENTLY, THE 22 MARINES NON-DEPL ARE
 27 BECAUSE OF MOS QUALIFICATION. CBD QUALIFICATION IS DEGRADED DUE TO
 28 EQUIPMENT NOT AT THE TRAINING SITES. NO TRAINING FACILITIES
 29 AVAILABLE.//
 30 LABEL/C/A/LABEL:PRRAT//
 31 GENTEXT/RMK/20010608G PER STR IS 93 PERCENT. MOS FILL IS 93 PERCENT.
 32 T/O'S USED - T/O XXXX DTD 20001001, T/O XXXXE DTD 20001001, T/O
 33 XXXXB DTD 20001001, T/O XXXXC DTD 20001001, T/O XXXXA DTD 20001001,
 34 T/O XXXXA DTD 20001001, T/O XXXXA DTD 20001001.//
 35 LABEL/U/A/LABEL:PRRES//
 36 GENTEXT/RMK/20010608G MOS CRITICAL SHORT. READ MOS/TO/OH: 0202/30/15,
 37 0241/40/47, 0251/60/38.; 20010608R MOS CRITICAL SHORT
 38 0204,0231,0251//
 39 LABEL/C/A/LABEL:ESRAT//
 40 GENTEXT/RMK/20010608G EQUIPMENT SUPPLY - MEE: 0 PERCENT. PEI: 0
 41 PERCENT. T/E'S USED - NONE.//
 42 LABEL/C/A/LABEL:ERRAT//
 43 GENTEXT/RMK/20010608G EQUIPMENT READINESS - MEE: 0 PERCENT. PEI: 0
 44 PERCENT.//
 45 LABEL/C/A/LABEL:TRRAT//
 46 GENTEXT/RMK/20010608G 0 - XX DAYS TRAINING REQUIRED.//
 47 DECL/08JUN2007//
 48 BT
 49 #0001
 50 NNNN
 51
 52 2. (U) Frequency. Units shall submit a SORTSREP when:
 53
 54 a. (U) Once the unit has been identified to be activated.
 55
 56 b. (U) When the unit is activated.
 57

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- 1 c. (U) When the unit/Det deploys from RTC to the GFC.
- 2
- 3 d. (U) When the unit/Det arrives and is gained by the GFC.
- 4

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 MARINE FORCES RESERVE
 NEW ORLEANS, LOUISIANA
 12 APR 02, CHANGE 1

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 6 APPENDIX 20 TO ANNEX U TO COMMARFORRES M&FA PLAN (U)
 7 ACTIVATED SMCR/UNIT SITREP
 8

9 1. (U) The situational report (SITREP) is similar to Appendix 15 (Unit/Det
 10 Reports Activation Message) except the SITREP is submitted daily until
 11 departure from the RTC. The below is an example:
 12

13 R 010800Z FEB 02
 14 FM MAG FOUR SIX DET B
 15 TO COMMARFORRES//COC/G1/G3/G5/G6/COMP/SJA/PAO//
 16 INFO CMC WASHINGTON DC//PO/PL/MP/RA/LFT/ASM/OLA/PAO//
 17 COMMARFORLANT//G1/G3/G5/G4/G6/COMP/SJA/PAO//
 18 COMMARFORPAC//G1/G3/G5/G4/G6/COMP/SJA/PAO//
 19 CG FOURTH MAW//G3//
 20 CG FOURTH MARDIV//G3//
 21 CG MCRSC KANSAS CITY MO//JJJ//
 22 CG THIRD MAW
 23 CG FOURTH FSSG//G3//
 24 MAG FOUR SIX DET BRAVO
 25 BT
 26 UNCLAS
 27 MSGID/GENADMIN/MAG FOUR SIX DET B//
 28 SUBJ/SITREP FOR ACTIVATED UNIT//
 29 REF/A/RMG/CMC WASHINGTON DC/DTD/281009Z/DEC/01//
 30 REF/B/RMG/COMMARFORRES/DTD/040654Z/JAN/02//
 31 NARR/REF A IS CMC AUTHORITY TO ACTIVATE HMH-769 ISO OPERATION
 32 ENDURING FREEDOM//
 33 POC/XXXXXX/CWO3/MAG-46 DET B/-/TEL:DSN XXXXXXXX//
 34 POC/XXXXXX/MAJ/HMH-769 MAIN/-/TEL:DSN XXXXXXXX//
 35 POC/XXXXXX/MAJ/HMH-769 OPS/-/TEL:DSN XXXXXXXX//
 36 RMKS/1. EFFECTIVE 0001 31 JAN 02, HMH-769/03021/M01769 REPORTS
 37 ACTIVATED AS AUTHORIZED IN REF A AND DIRECTED BY REF B.

38 2. DAILY SITREP IS SUBMITTED.

39 3. ORGANIZATION/PERSONNEL SUMMARY:

40 3.A. ORGANIZATION

41 3.A.1. UIC: M01769

42 3.A.2. RUC: 03021

43 3.B. PERSONNEL

44 3.B.1. NUMBER OF OFFICERS ACTIVATED: 25

45 3.B.2. NUMBER OF ENLISTED ACTIVATED: 131

46 3.B.3. NUMBER OF OFFICERS/ENLISTED IN AVDON: 0

47 3.B.4. NUMBER OF OFFICERS/ENLISTED IN MAIN BODY: 25/131

48 3.B.5. NUMBER OF OFF/ENL IN REAR PARTY: 0

49 3.B.6. NUMBER OF NON-ACTIVATED MARINES: 7

50 3.B.7. NUMBER OF FEMALE MARINES IN UNIT: 6

51 3.B.8. NUMBER OF MARINES REASSIGNED PRIOR TO ACTIVATION: 0

52 3.C. MOS/GRADE SHORTFALL

53 3.C.1. MOS/SHORTFALL/NUMBER/GRADE

54 6672/2/LCPL

55 6492/2/LCPL

56 6323/3/CPL

57 6046/2/SSGT

1 3.D. MEDICAL/DENTAL
2 3.D.1. MEDICAL (NUMBER OF PHYSICAL/SCREENINGS/ REQUIRED)
3 0
4 3.D.2. DENTAL (NUMBER OF DENTAL EXAMS/SCREENINGS)
5 CL III 06
6 CL IV 0
7 THEY WILL BE SCREENED HERE AT EDWARDS AFB.
8 4. MATERIAL CONDITION OF EQUIPMENT: ALL COND CODE A
9 5. AVIATION. DEPLOYING TYPES AND NUMBERS OF AIRCRAFT: CH53/10
10 6. AMPLIFYING REMARKS:
11 6.A. UNIT ACTIVATION COMPLETED WITH MINIMAL DIFFICULTIES. AT/FP
12 LEVEL I TRNG COMPL.
13 6.B. PRESENTLY WAITING JOIN OF USN PERSONNEL-1 FLIGHT SURGEON AND 3
14 AVN & MED & TECHS. THEY WILL JOIN AFTER MOB PROCESSING NLT 8 FEB 02.
15 6.C. ALL UD JOIN ACTIONS ARE COMPLETE. COURIER SUBMITTED FOR
16 PROCESSING THIS DATA.
17 6.D. PENDING PROCESSING OF ONE INDIVIDUAL ORDER. SNM HAS BEEN
18 PREVIOUSLY APPROVED FOR TR FMCR EFF 1 MAY 02.
19 6.E. HAVING DIFFICULTY SOURCING MARINES FOR PWST EDWARDS. T/O
20 CALLS FOR 12 MARINES OF WHICH 2 ARE FILLED. LOCAL IRR MARINES BEING
21 CONTACTED TO DETERMINE AVAILABILITY TO JOIN.//
22 BT
23 #0009
24
25
26

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NEW ORLEANS, LOUISIANA
28 Sep 01

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APPENDIX 21 TO ANNEX U TO COMMARFORRES M&FA PLAN (U)
UNIT/DET DEPLOYMENT REPORT (DOR) MESSAGE (U)

1. (U) Purpose. The unit DOR is required from the unit, **within two hours**, when either unit cargo and/or unit cargo and unit personnel depart the RTC moving to the GFC. The below message template is provided

- OPERATION/DEPLOYMENT NAME:
- CARRIER IDENTIFICATION NUMBER OR MISSION NUMBER:
- PORT OF DEPARTURE (GEOLOC):
- RTC TIME OF DEPARTURE (ZULU):
- PORT OF ARRIVAL (GEOLOC):
- ESTIMATED TIME OF ARRIVAL AT GFC (ZULU):
- ULN(S) OR UNIT LINE NUMBER(S):
- PAX COUNT (BY ULN):
- SHORT TONS (BY ULN AND TYPE CARGO I.E. BULK, OVERSIZED, OUTSIZED, NOT AIR TRANSPORTABLE):

2. (U) Frequency. This report is required when any part of the unit (PAX/unit cargo) departs the RTC.

3. (U) Reporting. This report may be faxed or e-mailed to the COMMARFORRES (G-4) to support the expeditious nature of this report.

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 NEW ORLEANS, LOUISIANA
 12 APR 02, CHANGE 1

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6 APPENDIX 22 TO ANNEX U TO COMMARFORRES M&FA PLAN (U)
7 COMMUNICATIONS GUARD SHIFT MESSAGE WITH INSTRUCTIONS (U)
8

9 1. (U) Communication Guard Shift Request (COMMSHIFT). The Directory Update
10 and Service Center (DUSC) implementation will automate the current
11 communication shift procedures. DUSC will process the message and its
12 databases will be automatically updated in accordance with the information
13 contained in the COMMSHIFT message. There are five different types of
14 COMMSHIFT messages:

- 15
16 a. (U) COMMSHIFT - used to shift communications guard.
17
18 b. (U) Establish COMMSHIFT - used to establish a permanent or temporary
19 fleet/mobile unit Plain Language Address (PLA).
20
21 c. (U) Disestablish COMMSHIFT - used to disestablish a permanent or
22 temporary fleet/mobile unit PLA.
23
24 d. (U) Rename COMMSHIFT - used to change a permanent or temporary
25 fleet/mobile unit PLA.
26
27 e. (U) Cancel COMMSHIFT - used to cancel a previously submitted
28 COMMSHIFT of any kind.
29
30

31 FM UNIT SHIFTING DISTINGUISHED NAME AND/OR PLA
32 TO MASTER UPDATE AUTHORITY (NOTE 1)
33 LOCAL CONTROL CENTER GAINING GUARD
34 LOCAL CONTROL CENTER LOSING GUARD
35 INFO CMC WASHINGTON DC
36 NCTAMS LANT/PAC (NOTE 2)
37 COMNAVNETOPSCOM WASHINGTON DC
38 DMS CENTRAL OPERATIONS CENTER (NOTE 3)
39 COMMARFORRES
40 GAINING FORCE UNIT
41 BT

42 C L A S S I F I C A T I O N //N02325//

43 ~~MSGID/COMMSHIFT/UNIT SHIFTING DISTINGUISHED NAME AND/OR~~

44 ~~PLA//~~

45 ~~POC/CONTACT NAME/RANK/UNIT ID/POC LOCATION/PHONE/EMAIL//~~

46 ~~COMMAND/MESSAGE TRAFFIC CLASS/PLA AND OR DN/~//~~

47 ~~EFFTIME/CLASSIFICATION OF TRAFFIC/EFFECTIVE TIME OF SHIFT~~

48 ~~DDHHMMZMMYYYY//~~

49 ~~FACILITY/LOWEST CLASS TO BE RECEIVED/HIGHEST CLASS TO BE~~

50 ~~RECEIVED/PLA OF GAINING FACILITY/ROUTING INDICATOR OF GAINING~~

51 ~~FACILITY//~~

52 ~~DECL/DDMMYYYY// (NOTE 4)~~

53 BT
54
55

1 NOTE 1. (U) MASTER UPDATE AUTHORITY is a valid PLA. The unit will continue
 2 to receive their CAW support from the original organization until the unit's
 3 Communications Guard Shift (COMMSHIFT) comes into effect under the Gaining
 4 Force Commander; therefore, the unit will take their FORTEZZA cards with
 5 them. Once they come under the authority of the Gaining Force Commander, the
 6 unit will go to the Gaining Force Commander's LCC to have their FORTEZZA card
 7 re-cut, a Directory Information Tree (DIT) entry made, and a new certificate
 8 posted in order for them to send and receive message traffic at their gaining
 9 command.

10
 11 NOTE 2. (U) Address to the appropriate NCTAMS. If you are west of the
 12 Mississippi use NCTAMS PAC HONOLULU HI. If you are east of the Mississippi
 13 use NCTAMS LANT NORFOLK VA. A Communication Guard Shift should take effect
 14 when the unit headquarters moves from one command to another for command and
 15 control reporting purposes.

16
 17 NOTE 3. (U) Include Defense Messaging Central Operations Center as an info
 18 addressee when shifting Distinguished Name to/from an activity not governed
 19 by NTP 21 Supl procedures (e.g. Army or Air Force Communications facilities).
 20 COMMSHIFT messages will be assigned precedence according to the following
 21 guidelines:

22
 23 a. (U) **Immediate:** A COMMSHIFT effective in less than 24 hours indicated
 24 by an urgent change in operations or by equipment failure.

25
 26 b. (U) **Priority:** A COMMSHIFT required within 24 to 48 hours.

27
 28 c. (U) **Routine:** A non-urgent commshift required after 48 hours but
 29 less than 14 days

30
 31 NOTE 4. (U) Only used for a classified Communications Guard Shift.
 32 Detailed instructions for Comm Guard Shift can be found in NTP 4 SUPP-2.

33
 34
 35 **COMMSHIFT Message: EXAMPLE**

36
 37 The following example message is to be utilized by all mobilized units when
 38 drafting their Communications Guard shift message. The lowest classification
 39 of traffic you will receive is unclassified and the highest is secret.

40
 41 RTTUZYUW RUCCFVY0292 0531000-UUUU--RHMCSUU.
 42 ZNR UUUUU
 43 R 221000Z FEB 02
 44 FM NAME OF MOBILIZED UNIT
 45 TO MASTER UPDATE AUTHORITY
 46 GAINING LOCAL CONTROL CENTER (LCC)//G3/G6// (ex: MTCC CAMP LEJEUNE NC)
 47 LOSING LCC//G3/G6// (ex: NCTAMSLANT DET NEW ORLEANS LA)
 48 INFO CMC WASHINGTON DC
 49 NCTAMS LANT NORFOLK VA
 50 COMNAVNETOPSCOM WASHINGTON DC
 51 COMMARFORRES//G3/G6//
 52 CG SECOND MARDIV//G3/G6// (GAINING FORCE COMMANDER)
 53 BT
 54 UNCLAS //N02325//
 55 MSGID/COMMSHIFT/MOBILIZED UNIT NAME//

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1 POC/MILLERJW/MGYSGT/II MEF/CAMP JOHNSON NC/TEL:DSN 678-
2 0494/MILLERJ@MFR.USMC.MIL//
3 COMMAND/S/MOBILIZED UNIT NAME//
4 EFFTME/S/EDTG: 260001ZFEB2002//
5 FACILITY/U/S/MTCC CAMP LEJEUNE NC/RUCCFFA// (EX: GAINING LCC)
6 BT
7 #0292
8 NNNN
9

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