



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70114-1500

ForO 5000.12
CIG
FEB 23 2016

FORCE ORDER 5000.12

From: Commander
To: Distribution List

Subj: HEADQUARTERS, MARINE CORPS FORCES RESERVE ADMINISTRATIVE
SUPPORT RESPONSIBILITIES FOR UNITS CO-LOCATED ABOARD THE
MARINE CORPS SUPPORT FACILITY, NEW ORLEANS, LOUISIANA

Encl: (1) Memorandum of Agreement with Capabilities Support
Matrix

1. Situation. The Commanding Officer (CO), Headquarters Battalion (HQBN), Marine Forces Reserve (MARFORRES) exercises O-6 level command of Marines assigned to HQBN, MARFORRES at the Marine Corps Support Facility (MARCORSPTFAC), New Orleans.

a. The MARFORRES and Marine Forces North (MARFORNORTH) general and special staffs physically share the MARCORSPTFAC New Orleans with the staffs from the MARFORRES Major Subordinate Commands (MSC) and the Headquarters (HQ) element of Intelligence Support Battalion (ISB), Force Headquarters Group (FHG):

FHG;
4th Marine Division (4th MARDIV);
4th Marine Aircraft Wing (4th MAW);
4th Marine Logistics Group (4th MLG); and
Detachment, ISB.

b. Unlike their active component counterparts, these MSCs are neither structured nor funded to operate a headquarters battalion or similar organization of their own and must rely on support, mostly from HQBN, MARFORRES, for administrative, logistics, and training matters for New Orleans-based personnel. The ISB HQ element is manned by a small Inspector and Instructor (I-I) staff; led by a Command Slated Lieutenant Colonel, and also relies on HQBN for support.

2. Cancellation. Force Policy Letter 12-11, MARFORRES Shared Services Bill of Rights.

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3. Mission. The CO, HQBN, MARFORRES, MARCORSPTFAC, New Orleans provides efficient and enduring support to tenant unit commanders by defining support requirements and supporting roles and responsibilities.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Purpose. To provide guidance and direction to tenant commanders regarding administrative and personnel training support by CO, HQBN, MARFORRES aboard MARCORSPTFAC, New Orleans.

(b) Method. Establish, maintain, review, and update as required, a series of Memorandums of Agreement (MOA) between tenant unit commanders and the CO, HQBN, MARFORRES that identify administrative control responsibilities between the commanders for their full-time support and Reserve personnel assigned to staffs located at MARCORSPTFAC, New Orleans.

(c) Endstate. This policy is effective when a Marine in a tenant unit command staff section can, on a recurring basis, refer issues of administrative control to the appropriate MOA, describe what should be done per the agreement, coordinate with the appropriate agencies, and provide the support with minimal supervision.

(2) Concept of Operations

(a) MOAs. Use MOAs with accompanying capabilities support matrices, approved and signed by the CO, HQBN, MARFORRES and tenant unit commanders, which, per the enclosure, detail specific administrative control responsibilities between the commanders.

(b) Support Relationship. The CO, HQBN, MARFORRES is a Supporting Commander who, along with each tenant unit commander, establishes and maintains MOAs specific to administrative and personnel training support for Active Component and Reserve Component personnel assigned to the organizations co-located at MARCORSPTFAC, New Orleans. Both the tenant unit commanders and the CO, HQBN, MARFORRES must ensure mutual understanding of the assistance required in the MOA. The

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CO, HQBN, MARFORRES is obligated to support the needs of the tenant unit commanders within existing capabilities and assigned tasks. If the CO, HQBN, MARFORRES cannot fulfill the requirements in the MOAs, notify Commander, MARFORRES (COMMARFORRES) for resolution.

b. Subordinate Commander Tasks. Comply with the purpose and intent of the Order.

(1) CO, HQBN, MARFORRES. As the Supporting Commander, CO, HQBN, MARFORRES is responsible for understanding the required support to the tenant unit commanders, per the enclosure.

(a) Provide support to the MSC Commanding Generals (CG) as needed, subject to existing capabilities and other assigned tasks. If these needs cannot be fulfilled, coordinate accordingly to notify COMMARFORRES and determine a solution.

(b) Periodically review structure and associated supporting roles to identify and report shortfalls specific to executing this Force Order.

(2) CGs and Commander/I-I of tenant unit commands. As the supported commanders, tenant unit commanders will receive support from the CO, HQBN, MARFORRES per the enclosure; subject to existing capabilities and other assigned tasks.

(a) Ensure the CO, HQBN, MARFORRES understands support requirements within the mutually established MOA.

(b) In the event CO, HQBN, MARFORRES is unable to support, per the MOA, notify COMMARFORRES for resolution.

5. Administration and Logistics. Unless otherwise specified, the actions and support per this MOA are in effect on and after the effective date until approval of an updated MOA.

6. Command and Signal

a. Command. This Order is applicable to the CO, HQBN, MARFORRES, the MSC staffs, and the CO (-), ISB I-I staff co-located in New Orleans. The common superior commander is COMMARFORRES, who is responsible to resolve issues of administrative and training support. Supported Commanders are

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the MSC CGs and the ISB I-I. The CO, HQBN, MARFORRES is the Supporting Commander.

b. Signal. This Order is effective the date signed and applicable only to the headquarters units of MARFORRES tenant commands located at the MARCORSPTFAC, New Orleans. Review annually, upon assumption of command of new tenant unit commanders, and update as required.



REX C. MCMILLIAN

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LOCATOR SHEET

Subj: HEADQUARTERS, MARINE CORPS FORCES RESERVE ADMINISTRATIVE
SUPPORT RESPONSIBILITIES FOR UNITS CO-LOCATED ABOARD THE
MARINE CORPS SUPPORT FACILITY, NEW ORLEANS, LOUISIANA

Location:

(Indicate the location(s) of the copy(ies) of this Order.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS LOUISIANA 70114-1500

IN REPLY REFER TO
1000
HQBN
XX XXX XX

MEMORANDUM OF AGREEMENT
BETWEEN
COMMANDING GENERAL, _____,
MARINE CORPS FORCES RESERVE
AND
COMMANDING OFFICER, HEADQUARTERS BATTALION

Subj: MEMORANDUM OF AGREEMENT

Ref: (a) HQBN, MARFORRES Mission Statement, ltr, DC CD&I dtd 31 Mar 15

Encl: (1) Capabilities Support Matrix

Canc: This Memorandum of Agreement (MOA) supersedes any previous agreements between _____ and Headquarters Battalion (HQBN).

1. Purpose. This MOA between _____ and HQBN defines, per the enclosure, the support responsibilities of each organization.

2. Background. The Commanding Officer, HQBN currently exercises ADCON of Marines assigned to HQ, MARFORRES and HQ, MORFORNORTH at the Marine Corps Support Facility, New Orleans, LA. This MOA has been created jointly between _____ and HQBN to ensure greater efficiency and effectiveness concerning administrative matters at the Marine Corps Support Facility, New Orleans, LA.

3. Action. Effective the date of this document, the Commanding General, _____ and Commanding Officer, HQBN, conduct a joint endeavor of administrative and training support for the personnel assigned to HQ, _____, New Orleans, LA.

a. The general staff, _____, coordinates directly with HQBN, MARFORRES, for coordination and support as required, per the enclosure.

b. Unless otherwise specified, the actions and support in this agreement remain in effect until an updated MOA is created.

S. G. GODINHO
Commanding Officer,
HQBN

X. X. XXXXXXXX
Commanding General

Capabilities and Support Matrix

Area	Function	MSC Capabilities/Support	HQBN Capabilities/Support
Administration	Military Awards	MSPM and lower awarding authority Complete all awards for MSC HQ personnel	Good Conduct Medal: MOL approval, printing, and signature OVSMS: JAPS approval
Administration	Board Packages	Conduct Enlisted Commissioning Program (ECP)/Meritorious Commissioning Program (MCP)/Marine Corps Enlisted Commissioning Education Program (MECEP) boards	No action required
Administration	MOL Permissions	Request MOL permissions via HQBN S-1	Manage MOL permissions
Administration	Voting	No action required	Appoint Voting Assistance Officer (VAO) Establish VAO policy and provide information Ensure VAO rep is trained Provide FPCA, FWAB Submit Voting Matrix Report to MARFORRES G-1 Adjutant
Administration	MCATS	Manage HQ MSC MCATS program	No action required
Administration	Postal/Mail	Appoint Mail Clerk(s) Pick up MSC mail from Unit Mailroom	Appoint Postal Officer/Assistant Postal Officer Establish Unit Mailroom Order/Policy Ensure Mail Clerk(s) are trained
Administration	TAD Orders	Process orders	No action required
Administration	DTS	Serve as ODTA, LDTA, FDTA	No action required
Administration	Drill Manager	Perform all functions	No action required
Administration	GTCC	Perform all functions	No action required
Administration	TASO	Perform all functions	No action required
Administration	ISC	Perform all functions	No action required
Administration	Career Planning (Functional Area Checklist 040)	MSC HQ performs career planning functions for MSC Marines	HQBN provide support as necessary
Administration	Seps and Retirement (Functional Area Checklist 121)	No action required	HQBN will enroll all Marines for SEPS/TAMP & Retirement Seminars HQBN will maintain records of attendance of SEPS/TAMP & Retirement Seminar
Administration	PCR/SIR Reporting	Provide information as required	Complete Personnel Casualty Reports (PCR) via DCIPS and Serious Incident Reports (SIR) via AMHS
Administration	Casualty Affairs	Nominate CACOS	HQBN appoints, trains and dispatches CACOS
Administration	Advance Pay	No action required	CO adjudicates advance pay requests
Administration	Leave	Nominate leave approvers Leave, PTAD, Special Liberty routed and approved internally through MOL	HQBN assigns leave approval authorities in MOL

Administration	Promotions	Conduct meritorious promotion/MOQ/NCOQ boards Ensure promotion recommendations and Will Not Promotes are submitted via MOL	Adjudicate promotion recommendations and Will Not Promotes For SNCOs and below, print and sign promotion warrants
Administration	Pro/Cons	Ensure Pro/Cons are submitted via MOL for adjudication	Adjudicate Pro/Con in MOL
Administration	BAH	Coordinate with HQBN as required	Adjudicate requests, liaise with IPAC and Barracks Manager
Administration	AMHS Messages	Draft and Release AMHS Messages related to operational matters	No action required
Administration	Duty	Provide personnel for duty assignments	Establish duty requirements and publish duty rosters
Administration	Request Mast	Request Mast to CO, HQBN CG, Hear Request Mast if issue not resolved at HQBN	Hear Request Mast for Marines assigned to MARCORSPTFAC Refer cases to MSC CG when unable to resolve
Administration	CONGRINT/Hotline Complains	Provide input to HQBN on CONGRINT and HOTLINE Complaints, as required.	Task CONGRINTS/Hotline Complaints to MSCs and staff sections for input prior to response
Administration	Equal Opportunity	No action required	Appoint EO representative Establish EO policy Ensure EO representative is trained
Administration	Sexual Assault	No action required	Appoint UVA representatives Ensure UVA reps are trained
Administration	Family Readiness	Appoint FRO Establish FRO policy Coordinate with HQBN FRO as necessary	HQBN FRO plans events for MARCORSPTFAC
Administration	MCCS	Request IDF funds from HQBN	HQBN maintains accountability of MCCS Funds and distributes to MSCs on a pro rata basis
Administration	Substance Abuse Program	Provide Monitors and UPCs as required	SACO and material support to conduct urinalysis testing Schedule urinalysis testing
Facilities	Bachelor Housing Maintenance	No action required	Provide required barracks rooms for Marines assigned to MARCORSPTFAC Coordinate with NAS JRB New Orleans
Facilities	Maintenance	Submit work requests to MARFORRES Facilities	MARFORRES Facilities responsible for maintenance functions
Legal	Courts-Martial	Provide information/members as requested	HQBN is SPC/MCA Provide legal support as required Request/Assign SPCM members Submit Requests for Legal Services (RLS) Serve Charge Sheet on the accused
Legal	VWAP	Appoint VWLO Submit quarterly data to MARFORRES RVWLO	Appoint MARFORRES RVWLO Submit quarterly data to HQMC JAD
Legal	Non-Judicial Punishment	Provide information as requested	HQBN conduct BN-level enlisted NJP Draft UPBs, 6105s, non-rec promotions as a result of NJP, and page 11s Process Unit Punishment Books on Unit Diary via IPAC Process and route NJP appeals as required Provide legal support as required
Legal	Restriction/EPD	Coordinate with HQBN as required	Draft restriction/EPD paperwork as required Impose Restriction and EPD for BN-level adjudication

Legal	JAGMAN Investigations	Provide support of Investigative Officer for investigations tasked by HQBN Conduct in-house PI and Command Investigations; request support as needed	Appoint and conduct JAGMAN investigations (Preliminary Inquiry, Command Investigations, and Litigation-Reports) as required Assign Investigating Officers (IO) as required Provide IO assistance with investigations Review and close/endorse IO reports; provide a copy of pertinent investigation reports
Legal	Deserters	No action required	Process DD-553 Process DD-616 Process Unit Diary entries Process Courts-Martial, NJPs, and Administrative Separations, as necessary Process Straggler's Orders as required
Legal	Brig Visits	Conduct brig visits for MSC HQ personnel	HQBN provide support and coordination for brig visits
Legal	Protective Orders	No action required	Issue Military Protective Orders (MPO) as required Enforce Civilian Protective Orders (CPO)
Legal	Admin Septs	Conduct adseps on MSC HQ personnel	Provide support as required
Legal	Boards of Inquiry	Recommend Boards of Inquiry to CMFR	Execute CMFR responsibilities for officer disciplinary actions
Legal	Domestic Incident	Provide information as requested	Distribute Incident Determination Committee (IDC) schedule when received Provide voting members when Marines are subject to an IDC
Legal	Appellate Leave	Draft/forward appellate leave packages	No action required
Logistics	Armory	No action required	M16A4 Service Rifle support for qualification ranges and familiarization-fire
Logistics	Armory	No action required	M9 Service Pistol support for qualification ranges and familiarization-fire
Logistics	Armory	No action required	Provide personal weapons/optics/CCCE materiel support to 4th MAW deploying VMAR dets
Logistics	Motor Transport	No action required	Routing chain for Base Motor/Transportation Support Maintain current fleet IAW directives and SOP
Logistics	Maintenance	No action required	Maintain Vehicles/Weapons
Logistics	Personal Effects	Provide Inventory Officer	Provide storage
Medical	Dental	Conduct inventory of personal effects	Provide coordination of disposition of personal effects
Medical	Limited Duty	Maintain dental readiness	Track dental readiness status via MRRS
Medical	Limited Duty	Provide LIMDU/Light Duty paperwork to HQBN LIMDU Coordinator	Administer LIMDU program
Medical	Limited Duty	Appoint representative to manage cases in MCMEDS for MSC personnel	
Medical	Medical Readiness	Maintain medical readiness	Track medical readiness status via MRRS
Religious Ministries	Religious Ministry Programs	Support from MARFORRES Chaplain's office	HQBN Chaplain provides RIM support to MARCORSPTFAC
Safety	Ground Safety Programs	Perform all functions ICW MFR Safety Programs	No action required
Safety	Force Preservation	Attend monthly MARCORSPTFAC Force Preservation Council Meetings	Conduct Force Preservation Program for all Marines at MARCORSPTFAC
Security	Security Manager	Appoint Security Manager and Assistant Security Manager	MFR Security Manager performs all functions in accordance with Service agreements

Supply	Property Accounting	Appoint a Responsible Individual for MSC CMR account and DPAS CAR	Direct quarterly property reconciliations
Supply	Open Purchase	Appoint Approving Official for Government Charge Purchase Card program Appoint card holders Approve and execute open purchase requests Certify credit card statements monthly	No action required
Supply	GCCS-MC Requisitioning	Submit requests for T/E assets, parts, and supplies	Requisitions as requested
Supply	Serwart	Maintain GCA cards, purchases, receipts, and signed documents Perform all APC functions	No action required
Training	Body Composition Program	No action required	Supervise and Administer Body Composition Program 1AW MCO 6100.3 for all active duty and AR Marines aboard MARCORSPTFAC
Training	Rifle Ranges	Provide nominations to HQBN S-3 Provide coaches as required	Administer Rifle Range quotas and training Enter/Approve scores in MCTIMS
Training	Pistol Ranges	Provide nominations to HQBN S-3 Provide coaches as required	Administer Pistol Range quotas and training Enter scores in MCTIMS
Training	PME	Coordinate with MFR G-3T for Service selected school funding	PME (MOS/Career progression Schools) via MCTIMS
Training	Formal Schools	Coordinate with MFR G-3T for Service selected school funding	PME (Sergeants, Career, Advance Courses) via MCTIMS Corporal's Course and LCPL's Seminar
Training	Physical Fitness	Nominate CPTs to monitor MSC PFT/CFT Enter PFT/CFT training data into MCTIMS	Appoint CPTs Provide support as requested
Training	NBC Defense (Individual)	Provide nominations for CBRN training to HQBN S-3	Conduct CBRN training Enter training in MCTIMS
Training	Water Survival Training	Provide nominations to HQBN S-3 for Marine Corps Water Survival Training (MCWST)	Conduct training Enter training in MCTIMS
Training	Annual Training	UMAPIT training Annual Training (MarineNet): AT/FP Level 1 Trafficking Persons STD/HIV Prevention Alcohol and Substance Abuse Effects of Tobacco Use Cyber Awareness Training Personally Identifiable Info Information Assurance	Sexual Assault Awareness/Prevention Sexual Harassment Equal Opportunity ORM Request Mast UMAPIT training (space available basis)
Training	MCMCAP	Provide nominations to HQBN S-3 Provide instructors as required	Conduct MCMCAP training and enter into MCTIMS Sign and maintain copies of NAVMCs and Certificates
Training	Motorcycle Safety	No action required	Administer motorcycle club program