



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

ForO 5400.3A

G-8

SEP 09 2015

FORCE ORDER 5400.3A

From: Commander
To: Distribution List

Subj: MARINE FORCES RESERVE SITE MANAGEMENT AND COMMAND
RELATIONSHIPS

Ref: (a) TITLE 10 U.S. CODE
(b) Manual for Courts Martial
(c) DODI 1205.18
(d) SECNAVINST 5720.44C
(e) JAGINST 5800.7F (JAGMAN)
(f) Marine Corps Manual
(g) MCO 1001.52J
(h) MCO 1001R.1K (MCRAMM)
(i) MCO 3440.7B
(j) MCO 5800.16
(k) ForO 5400.2
(l) ForO 5726.1A
(m) ForO P5800.6A

Encl: (1) Marine Forces Reserve Site Management and Command
Relationships Policy

1. Situation

a. Commander, Marine Forces Reserve (COMMARFORRES) is tasked with both an operational mission and a supporting establishment mission.

(1) Operationally, the mission of Marine Forces Reserve (MARFORRES) is to command and control assigned forces for the purpose of augmenting and reinforcing the active component (AC) with trained units and individual Marines. This mission requires maintaining the highest state of readiness while fully utilizing the talents and abilities of every available Marine, active and reserve.

(2) Concurrently, COMMARFORRES is also tasked with commanding and controlling Reserve Component (RC)

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installations/sites in order to provide the installation services and support necessary to generate Selected Marine Corps Reserve (SMCR) capabilities/units and individuals.

b. This Order provides policy, procedures, tasks, and responsibilities as reflected in the enclosure required for the efficient and effective execution of MARFORRES Site Support (Site Spt) functions.

c. This policy is to be followed and executed per the references.

2. Cancellation. ForO 5400.3 and ForO 5320.1.

3. Mission. To establish guidance, direction, and structure for MARFORRES, the Major Subordinate Commands (MSCs), Site Commanders, Inspector-Instructors (I-Is), and Full-Time Support (FTS) personnel. Adherence to this Order standardizes functions and responsibilities, facilitates mission accomplishment, and ensures the enforcement of good order and discipline.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To promulgate site and command relationship policy that facilitates the effective management and optimization of Site Spt capabilities and infrastructure in order to enhance MARFORRES' ability to train, mobilize, activate, and deploy SMCR units and individual reserve Marines in support of Marine Corps operational requirements.

(2) Concept of Operations. This Order specifies the supporting/supported relationships that exist between the supporting designated Site Commander and the supported tenant units/individuals.

b. Tasks. MARFORRES General Staff Sections, Special Staff Sections, MSCs, Site Commanders, I-Is, and FTS personnel are to follow and execute this Order.

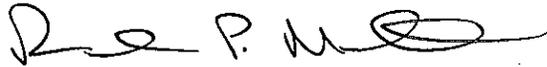
5. Administration and Logistics. Recommendations concerning the contents of this Order are invited. Such recommendations will be forwarded to MARFORRES G-8 via the appropriate chain of command.

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6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Reserve.

b. Signal. This Order is effective the date signed.



RICHARD P. MILLS

DISTRIBUTION: D

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LOCATOR SHEET

Subj: MARINE FORCES RESERVE SITE MANAGEMENT AND COMMAND
RELATIONSHIPS POLICY

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

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Chapter 1

Introduction

1. Purpose. To publish policies and responsibilities relative to the execution of functions for Marine Forces Reserve (MARFORRES) Site Support (Site Spt) organizations and supported units to promote uniformity and efficiencies in procedures.

2. Organization

a. This Manual is organized into chapters identified by an Arabic numeral as listed in the overall contents.

b. Paragraph numbering is alpha-numeric. General major paragraphs are Arabic numerals; e.g., 1, subparagraphs are letters; e.g., a, and sub-subparagraph are numerals; e.g., 1.a.(2).

3. Changes

a. Normally, printed changes to this Order are effected through page inserts. When the nature of a change is sufficiently urgent, an advance change will be published by a routine directive. Each printed change incorporates all advance changes promulgated since the previous printed change. Each paragraph or subparagraph affected by a print change is identified by an arrow symbol in the left margin. Each page affected by a change has the number of the change recorded on the bottom.

b. Each change to this Order is recorded on the "Record of Changes" page.

4. Responsibility. MARFORRES G-8 is assigned the responsibility for coordinating changes to this Order. When changes are required, they are to be typed and submitted with a proposed route sheet to the Force Adjutant, who in turn submits them to the Chief of Staff for approval and signature.

5. Distribution. The Force Adjutant is assigned responsibility for the proper distribution of this Order and changes thereto.

Chapter 2

Definitions

1. Full-Time Support (FTS). The Active Component (AC) and Active Reserve (AR) personnel that are assigned to Selected Marine Corps Reserve (SMCR) Units or Site Spt organizations to achieve the assigned missions.
2. Inspector-Instructor (I-I). I-Is are FTS officers assigned to execute all day-to-day unit functions, as well as supervise, inspect, instruct, and assist in the training of their designated SMCR unit(s). Note: Command Screened Officers at the Battalion/Squadron level or higher have Special Court-Martial Convening Authority (SPCMCA) and are defined as "Commanding Officers" in all legal references. Officers below the Battalion/Squadron level are not SPCMCAs and therefore do not inherently have command authorities.
3. Integrated FTS personnel. Integrated FTS personnel are the FTS Marines and Sailors that are resident on SMCR unit Tables of Organization (T/Os). Unit integrated personnel are part of the supported deployable SMCR unit. Although part of the SMCR unit T/O, they are daily staff and also support Site Spt functions.
4. Site. A Site is designated as the facilities and grounds where MARFORRES units are administered.
5. Site Commander. There will be one Site Commander designated at every site. The Site Commander serves as the "installation commander" and supports all units and individuals at the site. The Site Commander will be designated on the Site Spt T/O. The Site Commander will normally be the senior full-time Marine officer billet. Note: Non-Command screened Site Commanders are not SPCMCAs, do not inherently have command authorities, and are considered Officers-in-Charge (OICs) with specified Company/Detachment (Det) level command authorities only (not SPCMCAs).
6. Site Support Staff. The Site Spt Staff consists of FTS Marines and Sailors on Site Spt T/Os. The Site Spt staff consists of the personnel providing supporting activities to supported units residing at the site. In cases where the Site Spt staff is comprised of FTS personnel supporting multiple units, members will report through their respective I-I or

operational chain of command as delineated by the unit under which the billet falls on the Site Spt T/O.

7. Site Individual Augmentation Support (SIAS) Section. The SIAS consists of Individual Mobilization Augmentee (IMA) structure residing on the Site Spt T/Os. The SIAS ensures rapidly accessible additional manpower is available under crisis or wartime conditions. The SIAS provides the required augmentation to Site Spt capabilities during preparation/execution of SMCR unit(s)/individual(s) mobilization, activation, and deployment.

8. SIAS Officer-in-Charge (OIC). The SIAS OIC is an IMA officer who reports to the Site Commander for duty upon mobilization. In the case of notification of mobilization of and/or order to activate the SMCR unit, the SIAS OIC shall mobilize and activate and be prepared to assume Site Commander duties and responsibilities as an OIC with Company/Det level command authorities only.

9. Unit Commander. The Unit Commander is the officer assigned as the Commanding Officer of the SMCR unit or the OIC of the SMCR unit detachment located at a site (or dispersed over several sites).

Chapter 3

Organizational Structure

1. Overview. To accomplish both the operational and Site Spt missions, each MARFORRES site will have at least two separate T/Os; one for each operational unit/detachment and one for the Site Spt.

2. Operational Units. MARFORRES operational units will be identical, to the greatest extent possible, to their AC/RC counterparts with the same mission, with the exception that varying numbers of billets will be coded as active or reserve to allow for effective integration of the RC into the total force.

3. Site Support Organizations. MARFORRES Site Spt organizations are garrison, non-deployable organizations whose chains of command mirror that of the senior supported SMCR unit at the site.

a. Site Spt T/Os will contain the necessary structure required to support the SMCR units located at the site, as well as the garrison functions of the site. This includes unit I-Is and structure deemed necessary to support the site during unit mobilization, activation, deployment, and to perform remain behind activities.

b. Site Spt T/Os will identify the Site Commander and/or SMCR unit I-I structure. In cases where the Site Commander is also an I-I, these two roles will be designated by a single line of structure that requires a Site Commander to perform both I-I roles and tasks as well as general support/garrison functions to the SMCR unit(s) located at that site. I-Is perform a direct support role to their assigned SMCR unit relating to the operation of the unit.

c. Site Spt T/Os are designed such that the Billet Identification Codes (BICs) listed on the Site Spt T/O are specifically designated under distinct section headers, which may include but are not limited to:

(1) Staff Section. This section contains the Site Commander and the Site Senior Enlisted Advisor. The personnel assigned to these BICs are responsible for supporting the entire site. The command and tasking authority for these BICs follows the chain of command of the SMCR unit for which the Site Commander is responsible.

(2) Support Section. This section contains the necessary structure to provide common functional area support to the supported SMCR unit(s), e.g.- administrative support, supply/logistics/medical support, communications support, and other ancillary support functions related to the type of unit(s) being supported (armorers, mechanics, etc). The Site Commander is the command and tasking authority for these BICs.

(3) Supported SMCR Unit Section(s), as required. This section contains the necessary structure to provide unique functional area support to supported SMCR unit(s), e.g.- SMCR Unit I-I, other specific technical or specialty billets that possess skills specific to that supported unit, or structure that cannot be integrated into SMCR units due to mirror imaging constraints but is necessary for garrison support. In instances where there are multiple supported SMCR units at a site, there may be separate section headers for each supported SMCR unit. The command and tasking authority for these BICs follows the chain of command of their designated I-I/SMCR unit.

(4) SIAS Section. This section contains an IMA officer BIC equivalent to the Site Commander (except in a limited number of cases where a Chief Warrant Officer or Lieutenant is the Site Commander the SIAS OIC will be a Captain), and limited IMA enlisted structure to support the site in the event of SMCR unit mobilization, activation, and deployment. The command and tasking authority for these BICs follows the chain of command of the Site Commander.

d. Table 1 depicts a notional Site Spt T/O as discussed in paragraph 3a through 3c of this enclosure.

4. Marine Forces Reserve (MARFORRES) Site Categories.

MARFORRES units occupy sites throughout the United States to include Alaska and Hawaii as well as in the Commonwealth of Puerto Rico. All MARFORRES sites fall into one the following categories (refer to Tables 2 and 3 for overviews of Category 3 and 4 sites):

- a. Category 1: One Unit - One MSC
- b. Category 2: Multiple Units - One MSC
- c. Category 3: Multiple Units - Multiple MSCs (One MSC is lacking an AC/AR officer on the Site Spt T/O).
- d. Category 4: Multiple Units - Multiple MSCs (All MSCs have an AC/AR officer on the Site Spt T/O).

Chapter 4

Command Relationships and Authorities

1. Site Command Relationships. All units/individuals at a site will maintain a supported/supporting relationship.

a. Site Spt organizations are the supporting unit.

(1) Site Commanders are responsible for ensuring that garrison support functions are provided to all supported SMCR units and individuals.

(a) In cases where multiple units reside at the same site, Site Commanders and SMCR unit I-I(s) may develop a Memorandum of Agreement (MOA) to define the specific supported/supporting relationships and responsibilities. MOAs shall be signed by cognizant MSC Chiefs of Staff with the MARFORRES Chief of Staff as final adjudication authority, as required. APPENDIX A provides a MOA template to help facilitate this requirement.

(b) Site Commanders shall administratively support (and join as necessary) individual Marines assigned to disparate commands in the local area, such as Marine Enlisted Commissioning Education Program (MECEP) students, Marine Officer Instructors (MOIs), and others, as required.

(2) I-Is, via their respective chains of command, are responsible for the daily administrative, logistical, technical, instructional, and operational support to their SMCR unit(s). I-Is report to the next senior I-I or Commander in their operational chain of command.

(3) When mobilized, SIAS OICs work for the Site Commander and assume all Site Commander duties and responsibilities upon departure/deployment of the Site Commander but are limited to OIC command authorities.

b. All SMCR units and individuals are supported entities.

2. Command Authorities

a. Reserve Commanding Officers or I-Is may exercise command authority over members of that officer's command or upon service members that are assigned or attached to their command by written orders or as directed in the Marine Corps Reserve Administration Management Manual (MCRAMM). Command authority

and administrative control over members of the supported command may succeed to an I-I or Site Commander in the absence of the reserve Commanding Officer or other officers that could act for the Commanding Officer when the reserve officers are not in a duty status, or are otherwise unavailable to execute command functions per succession of command guidance issued by COMMARFORRES, unless this succession of command authority is limited or otherwise directed by competent authority (General Court Martial Convening Authority/MSG CGs). This delegation of authority is authorized for routine matters and expressly excludes establishing organizational policy, changing the unit's mission, or countermanding the Reserve Commanding Officer's guidance.

b. Site Commanders or I-Is who are not command screened may receive a letter from their Chain of Command designating them as OICs and specifying their command authorities.

c. Command Authority Conditions.

(1) Category 1 Sites (One Unit - One MSG). Command authority may succeed to the Site Commander/I-I from the USMCR Unit CO.

(2) Category 2 Sites (Multiple Units - One MSG). Command authority may succeed to the supporting I-I from the supported USMCR Unit CO. Additionally, command authority may succeed to the Site Commander if the supporting I-I is unavailable, unless this succession of command authority is limited or otherwise directed by the next higher common competent authority (Special/General Court Martial Convening Authority).

(3) Category 3 Sites (Multiple Units - Multiple MSGs; One MSG is lacking an AC/AR officer on the Site Spt T/O). Command authority follows the operational chain of command and may succeed to the supporting I-I from the supported USMCR Unit CO. Additionally, command authority may succeed to the Site Commander if the supporting I-I is unavailable or the supported USMCR unit/detachment does not have a supporting I-I, unless this succession of command authority is limited or otherwise directed by the next higher common competent authority (COMMARFORRES at the request of an MSG).

(4) Category 4 Sites (Multiple Units - Multiple MSGs; All MSGs have an AC/AR officer on the Site Spt T/O). Command authority follows the operational chain of command and may

succeed to the supporting I-I from the supported USMCR Unit CO. Additionally, command authority may succeed to the Site Commander if the supporting I-I is unavailable, unless this succession of command authority is limited or otherwise directed by the next higher common competent authority (COMMARFORRES at the request of an MSC).

d. In all cases not covered by this Order, the affected commanders shall seek guidance from higher authority via their chain of command.

Chapter 5

Duties and Responsibilities

1. Site Commander. The Site Commander is responsible for managing and maintaining the site and the execution and coordination of supporting services and activities affecting supported units residing at the site. The duties and responsibilities of the Site Commander are as follows:
 - a. Supervise and coordinate maintenance of site facilities.
 - b. Ensure compliance with Mission Assurance, Anti-Terrorism/Force Protection, facility environmental and safety, and related programs and directives.
 - c. Ensure that co-located units receive adequate facility support.
 - d. As required, provide support to tenant unit(s) and/or individual(s) mobilization activities.
 - e. Coordinate base support funding, to include facilities services and facilities/sustainment/restoration/modernization (FSRM), with MARFORRES Centrally Managed Program (CMP) Managers (APPENDIX B).
 - (1) Identify and validate site base support requirements to the cognizant MARFORRES CMP managers for resourcing.
 - (2) Ensure that MARFORRES CMP-funded services and support are delivered and received.
 - f. Coordinate and provide local community relations/outreach support, as required. All tenant units shall support the Site Commander in the execution of community relations/outreach (to include the Toys for Tots Program) and shall ensure that such support complies with the requirements set forth in the applicable references.
 - g. Coordinate and provide local casualty assistance support, as directed. All tenant units shall support the Site Commander in the execution of casualty assistance.
 - h. Coordinate and provide funeral honors support, as required. All tenant units shall support the Site Commander in the execution of funeral honors.

i. When requested by a supported SMCR unit Commander, provide family readiness support, if available.

j. Provide limited, local emergency response and/or defense support to civil authority (DSCA) when directed by competent authority and in accordance with applicable policy.

k. Assist the MARFORRES Readiness Support Program, as required.

l. Coordinate garrison communications support to local commands by assisting in network monitoring/troubleshooting, remedy ticket generation/resolution, coordinating both local area network and garrison automated voice switching and telephone support, and identifying changes in site communications requirements across the following areas:

(1) Network enclave requirements for unclassified and classified systems.

(2) Quantities of classified and unclassified workstations.

(3) Plain Old Telephone Service (POTS).

(4) Blackberry services or quantities.

(5) Multifunctional device (MFD) capabilities or quantities.

m. When multiple units are present at a site and it is within their capacity/capability to do so, Site Commanders shall assist tenant I-I(s) in the daily administrative, logistical, technical, instructional, and operational support of their unit(s).

n. All other duties and responsibilities as assigned by higher headquarters.

2. Inspector-Instructor (I-I). The I-I is responsible for the daily administrative, logistical, technical, instructional, fiscal, and operational support required for all supported units and individual Marines. The duties and responsibilities of the I-I are as follows:

a. Supervise, inspect, instruct, and assist in the organization, manning, training, and equipping of their

respective SMCR unit(s) in order to achieve the highest state of operational readiness possible.

b. Provide Military Occupational Specialty (MOS) and technical subject matter expertise to the forming, organization, and training of their assigned SMCR unit(s).

c. Provide direct oversight of equipment readiness and Maintenance Management programs of their assigned SMCR unit(s).

d. Provide direct oversight of Fiscal Management programs of their assigned SMCR unit(s).

e. Provide direct oversight of Family Readiness and Force Preservation programs of their assigned SMCR unit(s).

f. Provide administrative/logistical support for legal/administrative proceedings (Administrative Separation Boards) to their assigned SMCR unit(s).

g. Provide administrative, logistics, supply, and embarkation support to their assigned SMCR unit(s).

h. Provide computer, communications, and if required, Electronic-Key Management System (EKMS), Communications Security (COMSEC), and Classified Material Control (CMCC) support to their assigned SMCR unit(s).

i. Provide direct oversight of the non-aviation Safety and Security programs for their assigned SMCR unit(s).

j. Supervise Command programs and Commanding General Inspection Programs for their assigned SMCR unit(s).

k. Provide direct support to the mobilization requirements of their assigned SMCR unit(s).

l. Support the Site Commander in the execution of community relations/outreach events (to include the Toys for Tots Program), funeral honors, and casualty assistance requirements.

m. Support the Site Commander in civil-military disaster relief efforts, as directed by competent authority.

3. Site Support Staff. The Site Spt staff shall support Site Commanders/I-Is in fulfillment of their assigned duties and

responsibilities. The Site Commander/I-I and Site Spt staff normally remain behind to support the site after their tenant units deploy but may be reassigned by higher headquarters in order to fulfill other Marine Corps requirements.

4. Integrated FTS Personnel. The integrated FTS personnel support I-Is/Site Commanders in the fulfillment of their assigned duties and responsibilities until their respective SMCR unit is activated, mobilized, and deployed.

5. Site Individual Augmentation Support (SIAS). The SIAS is responsible for augmentation and support to the Site as follows:

a. During non-mobilized periods, SIAS Marines may conduct training in preparation of mobilization.

b. When mobilized, SIAS Marines fall under the command authority of the Site Commander and provide the required augmentation to Site Spt capabilities.

Chapter 6

Funding and Facilities1. Fundinga. Base Support Funds

(1) Site Commanders are not normally designated as a Funds Manager for any Base Support funding nor are they directly responsible for the execution of funding that supports their site.

(2) Site Commanders are responsible for the coordination of base support funding, to include FSRM, with MARFORRES Centrally Managed Program (CMP) Managers. Individual sites shall coordinate with CMP Managers through their operational chain of command unless Direct Liaison Authorized (DIRLAUTH) is provided by their higher headquarters. MARFORRES CMP Managers hold the responsibility of budgeting and execution for their respective program.

(a) Cleaning service and grounds maintenance contracts are negotiated and administered by MARFORRES Facilities Department and the Regional Contracting Office. Site Commanders will monitor contractor execution and report deficiencies to MARFORRES Facilities.

(b) If received, Site Commanders will forward utility, phone, internet, cleaning service, grounds maintenance, and any other bills received to the applicable MARFORRES CMP Manager.

(c) Site Commanders and I-Is will budget for and procure consumable supplies (SERVMART) through their respective operational chains of command using their own Government Commercial Purchase Cards (GCPCs).

(3) Site Commanders will identify and validate site base support requirements to the cognizant MARFORRES CMP managers for resourcing.

(4) Site Commanders will ensure that MARFORRES CMP-funded services and support are delivered and received.

(5) To assist Site Commanders in proper coordination, a listing of all MARFORRES CMPs and the responsible MARFORRES staff section is provided in APPENDIX B.

b. Operational Support and Training Funds

(1) Operational Support and Training Funds Flow

(a) In the funds flow process the MSC is established as a Work Center Identifier (WCI).

(b) Units at the Battalion/Squadron level and Regiment/Group level are designated as a Budget Execution Activity (BEA).

(c) The MSC holds administrative responsibility for the proper management of WCI funds distributed down to the BEA. BEAs are subdivisions of a WCI that manage the funds under the auspices of the applicable MSC.

(2) Operational Support and Training Funds Execution

(a) SMCR Unit Commanders and their I-Is, at the Battalion/Squadron level and above, are designated as Funds Managers. Funds Managers are responsible for planning, budgeting, and executing of the decentralized funds that support the daily operations and training of their unit(s).

(b) Decentralized execution programs include but are not limited to temporary additional duty (TAD) and supplies and materials. The Funds Manager will plan, budget, and execute all operational and training funding under the guidance of the applicable MSC.

(c) A portion of operational and training funds will remain centrally managed. The MARFORRES CMP Managers are responsible for the planning and budgeting of these funds but the Funds Managers will distribute and execute the funds.

1. Operations and training CMPs include but are not limited to programs such as schools for SMCR and AR Marines, Marine Corps Community Services (MCCS), the Training, Exercise, and Employment Plan (TEEP), and Materiel Support and Transportation Programs (Transportation of Things (TOT) and Transportation of Personnel (TOP)).

2. These programs are managed by respective MARFORRES program managers and are administered per program Standard Operating Procedures. MARFORRES program managers update yearly fiscal budget formulation guidance and disseminate

it to all MSCs and subordinate units to aid in the development of annual budgets.

2. Facility Utilization

a. MARFORRES Facilities Department coordinates the design, construction, renovation, and maintenance of MARFORRES sites primarily to support the activation, deactivation, and annual training of SMCR units and personnel. MARFORRES is required to provide the greatest return on enterprise investment while maintaining the minimal enterprise real property footprint.

b. Modern MARFORRES facilities are designed to be efficient in support of training requirements of the tenant units and individuals. These facilities have both exclusive use spaces and joint use spaces. Exclusive use spaces are areas that are designed for the specific use of one unit or section within a unit. Examples include, but are not limited to: Individual offices; supply; controlled cryptographic item storage; weapons storage areas and; tactical vehicle parking lots. Joint use spaces are areas that are designed for common use by all tenants. Joint use spaces include, but are not limited to, the drill hall, classrooms, heads and showers, lounges, gyms, Marine Corps Martial Arts Program pits, weapons cleaning areas, vehicle maintenance facilities and personally owned vehicle parking lots.

c. When multiple SMCR units are present at a site, joint use spaces are sized to support the population of units that must train together due to support dependencies (e.g., administrative support). In order to allow MARFORRES to maintain the most efficient and supportable enterprise real property footprint, joint use spaces are not designed to accommodate the combined population of all tenant units assigned to the site training on the same weekend.

d. For sites that support multiple tenant units, alternate training schedules may be required in order to maximize utilization of facility capacity.

e. In the event of a large-scale activation, sites will be heavily utilized during the early activation process and tenant units may have to co-use the facility simultaneously.

3. Facility/Site Coordination. To the greatest extent possible, MARFORRES Facilities shall utilize the Chain of Command when coordinating facility matters with individual

sites. Additionally, individual sites shall coordinate facility support throughout their operational chain of command unless DIRLAUTH is provided by their higher headquarters.

APPENDIX A

MEMORANDUM OF AGREEMENT TEMPLATE BETWEEN SITE
COMMANDER/INSPECTOR-INSTRUCTOR
AND APPLICABLE PARTY

Subj: MEMORANDUM OF AGREEMENT (MOA)

1. Purpose. This MOA sets forth a formal agreement between the Inspector-Instructor/Site Commander and the Applicable Party. This MOA identifies specific facilities support provided to the Applicable Party by the Inspector-Instructor/Site Commander.
2. Facility use and associated support to be provided.
 - a. Co-use of office space.
 - b. Furniture.
 - c. Computers.
 - d. Computer peripherals.
 - e. Information System Coordinator Support.
 - f. Phones.
 - g. Contracted Services.
 - h. Classified area/Secure Internet Protocol Routing vault access.
 - i. Parking.
 - j. Home Training Center security management/access/keys.
 - k. Environmental Compliance/Hazardous Material Management.
 - l. Signage.
3. Administrative Support.
4. Training Support.
5. Logistics Support (Supply/Maintenance).
6. Fiscal Responsibilities.

7. Community Relations, Funeral, and Casualty Calls Officer Support.
8. DSCA Support.
9. Other Site-unique Support.
 - a. Armory.
 - b. Arms, Ammunitions, & Explosives (AA&E).
 - c. Transportation.
 - d. Embarkation.
 - e. Defense Enrollment Eligibility Reporting System (DEERS).
 - f. Medical/Dental Support.
 - g. Family Readiness Officer (FRO).
 - h. Substance Abuse Control Officer (SACO).
 - i. Uniformed Victim Advocate (UVA).
10. Agreement. per this MOA and applicable references, the Site Commander, I-I, and Commanding Officer agree to abide by the prescribed responsibilities contained within this document.
11. Effective Date. This MOA will take effect on [DD/MM/YYYY]. This document will be reviewed annually and upon personnel turnover of any affected party for accuracy and applicability.

Site Commander

CO or SMCR Unit I-I

MSC CoS

MSC CoS

APPENDIX B

MARFORRES Centrally Managed Programs

• Funeral Support	G-1
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• GSA Vehicles	Facilities
• Non-tactical GME	Facilities
• Facility Repair/Minor Construction	Facilities
• Energy Requirements	Facilities
• Environmental Requirements	Facilities
• Bachelor Leased Housing	Facilities
• Collateral Equipment	Facilities
• Substance Abuse	MCCS
• MC Family Team Building	MCCS
• Semper Fit	MCCS
• Tuition Assistance	MCCS
• Family Readiness/Yellow Ribbon	MCCS
• Reintegration Program	MCCS
• Community Outreach	PAO
• Copiers/MFD repair and replacement	PAO
• Combat Camera	PAO
• Safety	Safety

TABLE 1

NOTIONAL SITE SUPPORT TABLE OF ORGANIZATION

Billet Organization

M20123 - SITE SPT (CAMPEN CA) 1ST CIV AFF GRP FHG MARFORRES

REC CO	B/C	Billet Description	Alpha Grade	BMOS ASD1 ASD2	P M O S	B R N	T Y P A	S M P R	Res Typ	S C	W P N	Billet SPN	CHARGEABLE				O Re Off	
													Marine Active Off	Marine Reserve Ent	Civ	Other Active Off		
C	M201230001	SITE SUPPORT STAFF																
D	M201230001	HEADQUARTERS SECTION																
E	M201230003	1ST CAG INSPECTOR-INSTRUCTOR/SITE CMDR	LTCOL	0530	0000	M	O	A	V	B	S	U			1			
E	M2012300013	FIRST SERGEANT	1STSGT	8999	8999	M	E	A	A		U	U		1				
D	M2012300004	SUPPORT SECTION																
E	M2012300004	SUPPLY OFFICER	CAPT	3002	3002	M	O	A	V	B	S	U			1			
E	M2012300005	ADMIN CHIEF	GYSGT	0111	0111	M	E	A	V	B	U	U				1		
E	M2012300014	CAREER PLANNER	SGT	4821	4821	M	E	A	V	B	U	U				1		
E	M2012300011	ADMIN CLERK	SGT	0111	0111	M	E	A	A		U	U		1				
E	M2012300012	FLO MED TECH	HM1	8404	8404	N	E	A	A		U	U						1
Section Total		C - SITE SUPPORT STAFF												2	2	2		1
C	M2012300017	SITE SPT 4TH LAW ENF BN																
E	M2012300018	INSPECTOR-INSTRUCTOR DET 1 H&S COMPANY LE BATTALION	CAPT	5803	5803	M	O	A	A		S	U		1				
E	M2012300015	SUPPLY ADMIN CLERK	SGT	3043	3043	M	E	A	A		U	U			1			
Section Total		C - SITE SPT 4TH LAW ENF BN												1	1			
D	M2012300026	SITE IND AUG SECTION																
E	M2012300021	S/AS OIC	CAPT	8006	0000	M	O	A	V	D	U	U			1			
E	M2012300022	S/AS S/COIC	SSGT	6014	0000	M	E	A	V	D	U	U				1		
E	M2012300023	S/AS NCO	SGT	6014	0000	M	E	A	V	D	U	U				1		
Section Total		D - SITE IND AUG SECTION													1	2		
D	M2012300015	HMT-303 SAU																

TABLE 2

CATEGORY 3 SITE OVERVIEW

Site	Div	Wing	MLG	FHG
FT DIX	Arty Btry G, 3/14			Det, P&A Co, ISB
FT SHERIDAN	Wpns Co, 2/24			Det, P&A Co, ISB
KNOXVILLE	Co D, 4 th CEB		Det, Surg Co A, 4th Med	
ORLANDO			MT Co, CLB 451	Det, ISB
PHOENIX			Bulk Fuel Co C; Det Engr Spt Co, ES8	Det, ISB
SAN ANTONIO	4th Recon Bn			Det, ISB

 Site Commander;
Site Spt Responsibilities

 Senior unit;
Supporting Command

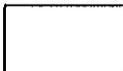
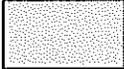
 Tenant unit;
Supported Command

TABLE 3

CATEGORY 4 SITE OVERVIEW

Site	Div	Wing	MLG	FHG
ANACOSTIA			Det, Sup Co CLB 451; Surg Co B 4th Med Bn; Det PRP	2d CAG
AURORA	Arty Btry Q, 5/14		H&S Co, CLB-453	P&A Co, ISB
CAMP LEJEUNE	F Co, 4 th Tank Bn		Det, Trans Svc Co, CLB-25	
FORT LEWIS			H&S Co, CLB-23	Det, 6th ANGLICO
GREAT LAKES		Hqtrs MACG-48		3d CAG
INDIANAPOLIS	Det, Comm Co, 14th Mar		Det, Maint Co, CLB 451	
MOBILE	3d Force Recon Co			Det, HQ Co, ISB
NORTH VERSAILLES	K Co, 3/25		Surg Co A, 4 th Med Bn	MP Co B, LE Bn
QUANTICO	Co D, 4 th LAR Bn			CI/HUMINT Co B, ISB
SAN DIEGO	4th Tank Bn		H&S Co, 4th Med Bn	

 Site Commander;
Site Spt Responsibilities

 Senior unit;
Supporting Command

 Tenant unit;
Supported Command