



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

ForO 5420.112
HSS
MAR 21 2016

FORCE ORDER 5420.112

From: Commander
To: Distribution List

Subj: NAVY OPERATIONAL SUPPORT OFFICER PROGRAM FOR MARINE FORCES RESERVE

Ref: (a) OPNAVINST 5420.112
(b) COMNAVRESFORNOTE 1001
(c) OPNAVINST 1001.27

Encl: (1) Letter of Designation Template for Operational Support Officer
(2) List of Required Major Subordinate Commands with Operational Support Officers Assigned

1. Situation. To provide supplemental guidance to references (a) and (b) for all Marine Forces Reserve (MARFORRES) Major Subordinate Commands (MSC), and to codify the primary duties and responsibilities of Operational Support Officers (OSO).

2. Mission. To achieve Program 9 mobilization readiness, complete Navy Reserve (NR) training requirements, and provide operational support to the United States Marine Corps (USMC) while maximizing efficiency throughout the Fiscal Year (FY).

3. Execution. This Force Order provides guidance to MARFORRES to optimize use of assigned OSOs.

a. Commander's Intent. Commanding Generals shall designate, in writing, an OSO within their Headquarters, preferably their Senior Navy Officer or Enlisted Advisor to ensure maximum NR Program 9 Sailors' integration and fiscal support of Marine Corps operational requirements.

b. Concept of Operations

(1) The OSO is the principal officer responsible to assist and support the Commander and Subordinate Commanding Generals in their ability to maximally utilize NR Program 9 Sailors in order to achieve operational success.

(2) The MSC OSO functionally reports to the MARFORRES OSO for all matters pertaining to NR Program 9 orders and funding.

c. MARFORRES OSO

(1) Tasks

(a) Be designated in writing as Primary, Deputy, and Assistant Deputy OSO's utilizing the template found in enclosure (1).

MAR 21 2016

(b) Submit a System Access Authorization Request (SAAR) (DD 2875) and an Appointment/Termination Record - Authorized Signature (DD 577) form within 10 working days of appointment as Mission Owner, Requirement Owner, Resource Owner and Fund Approver for the Navy Reserve Order Writing System (NROWS) to MARFORRES. MARFORRES will act as the principal agent for the collection and routing of all MSC and Major Subordinate Elements (MSE) SAAR/DD 577 forms to the Bureau of Medicine and Surgery (BUMED) within three working days of receipt.

(c) Ensure training

1. Four day OSO Course (Course Identification Number (CIN): R-7A-0020) provided by the Navy Reserve Professional Development Center (NAVRESPRODEVCCEN) no later than 90 days after designation as an OSO.

2. Five day NROWS Course (CIN: R-510-5514) provided by the NAVRESPRODEVCCEN no later than 90 days after designation as an OSO.

(d) Coordinate with MSC OSOs in planning, budgeting, and execution decisions to maximize NR Program 9 integration and mission support.

(e) Promptly communicate all changes and/or updates to guidance as it is promulgated from BUMED M10 or Commander, Navy Reserve Forces Command (CNRFC).

(f) Ensure all mission builds are input into NROWS no later than 15 June of the preceding FY for which funds are being requested.

(g) Annually consolidate, validate and submit MSC Operational Support Plans (OSPLAN) to BUMED (M10) prior to the FY for which funds are being requested.

(h) Only MARFORRES OSO is authorized to create mission builds for MARFORRES requirements unless authorized by the MARFORRES OSO for creation by delegated entities.

1. Mission builds for missions/exercises shall include FY, MARFORRES, MSC involved, and mission/exercise for which funding is being requested (e.g. FY16/MFR/MLG/Field Exercise).

2. Mission builds for non-mission/exercise/event shall include FY, quarter, MFR, MSC involved, non-mission/exercise/event (e.g. FY16/First Quarter/MARFORRES/Marine Aircraft Wing/Conference.)

(i) Coordinate with the resource owners to manage NR Program 9 requirements and recommend changes in order to maximize NR Program 9 personnel assignments and minimize risk to supporting operational and strategic missions.

d. MSC OSOs

(1) Tasks

(a) Be designated in writing and serve as the OSO and Reserve Resource Owner for their respective MSCs.

(b) Submit a SAAR/DD 577 for Mission Owner, Requirement Owner, Resource Owner, and Fund Approver to the MARFORRES OSO office within three

MAR 21 2016

working days of appointment as MSC OSO. Mission Owner role in NROWS is vital to the validation of mission requirements.

(c) Assist the MARFORRES OSO by facilitating the total force in the formulation, preparation, and execution of operational plans, policies and procedures.

(d) Attend required training

1. Attend four day OSO Course (CIN: R-7A-0020) provided by the NAVRESPRODEVCCEN no later than 90 days after designation as an OSO.

2. Attend five day NROWS Course (CIN: R-510-5514) provided by the NAVRESPRODEVCCEN no later than 90 days after designation as an OSO.

(e) Ensure all mission requirements are input into NROWS no later than 15 July of the preceding FY for which funds are being requested. Any delays in submission can result in the requirement not being fully funded. Requirement builds will include all mission information as well as additional mission specifics (e.g. FY16/Third Quarter/MARFORRES/Marine Logistics Group/Conference/Active Duty Training-Special/Force Surgeon/Charlie Company.)

(f) Prepare and implement an integrated reserve operational support plan that will include training schedules and requirements for assigned Reserve units and detachments. Requirements not planned for or allocated in the MSCs OSPLAN are not guaranteed to be funded and will be reviewed on a case-by-case basis.

(g) Consolidate and validate MSEs' OSPLAN and submit to MARFORRES OSO no later than 1 July of the preceding FY for which funds are being requested.

(h) Participate in the planning, budgeting, and execution of funds to meet MSC requirements.

(i) Consolidate and submit Additional Training Period (ATP) and Reserve Management Period (RMP) requests from MSEs to MARFORRES OSO no later than 30 days prior to intended date of execution.

(j) Ensure NR Program 9 Sailors observe the administrative chain of command for order writing, funding and approval as outlined in enclosure (2).

1. NR Program 9 Sailors shall remain in contact with the Unit Mobilization Unit Identification Code (UMUIC) and the Training Unit Identification Code (TRUIC) (as applicable) Marine and Navy Inspector-Instructors for the unit's Annual Training (AT) plan. For AT, Active Duty Training-Special (ADT-SP), and Inactive Duty Training with Travel (IDTT) requested outside of the UMUIC, the member shall request approval from his/her UMUIC prior to accepting any orders to drill outside of the UMUIC. The approval must be in writing from the UMUIC CO or By Direction and forwarded to the member's Resource Owners prior to the requesting unit submitting the requirement.

2. NR Program 9 Sailors can contact BUMED for information on clinical sustainment opportunities, however, the member shall use their UMUIC Chain of Command to request and coordinate clinical sustainment activity. Maximum effort should be made to conduct clinical sustainment separate from

MAR 21 2016

AT. It is preferable for ADT-SP funds to be utilized for clinical sustainment.

(k) Ensure NR Program 9 Sailors are supporting USMC mission requirements and any training requested to address individual billet readiness. Release of members for non-USMC requirements is delegated to the MSC OSO.

1. Approve/disapprove authorized requirements within five working days of receipt in the Resource Owner inbox.

2. Communicate Resource Owner changes to the MARFORRES OSO so NROWS is accurate and reflects the designated Resource Owners for the respective MSC.

(l) Communicate to subordinate commands that travel claims must be submitted within 10 working days of the conclusion of orders.

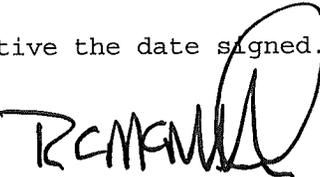
(m) AT periods in excess of 14 days should use Exceptional-AT (E-AT) funds for the excess days. If E-AT funds are unavailable, then ADT-SP funds should be used.

4. Administration and Logistics. Reference (b) details requirements for executing orders per CNRFC and should be read in its entirety to compliment this order. MARFORRES will remain in compliance with this notice and requested exception to policy will be routed to the Commander, MARFORRES via the MARFORRES OSO.

5. Command and Signal

a. Command. This Order is applicable to MARFORRES.

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


REX C. MCMILLIAN

DISTRIBUTION: D

Directives issued by this Headquarters are published and distributed electronically

LETTER OF DESIGNATION TEMPLATE FOR OPERATIONAL SUPPORT OFFICER

5350
CMD
Date

From: Chief Hospital Corpsman Joe B. Sailor XXXXXXXXXXX/XXXX USN, 4th Marine Division, Marine Forces Reserve

To: Chief Hospital Corpsman Joe B. Sailor, 4th Marine Division, Marine Forces Reserve

Subj: DESIGNATION AS 4TH MARINE DIVISION OPERATIONAL SUPPORT OFFICER FOR MARINE FORCES RESERVE

Ref: (a) Force Order 5420.112

1. Per reference (a), you are hereby designated as the 4th Marine Division Operational Support Officer for the Sailors assigned to all activities supported by 4th Marine Division.
2. You will familiarize yourself with all aspects of reference (a) in the performance of your duties.
3. This designation is valid until your transfer from this command or revocation by proper authority.

I. M. BOSS
Commander

RECEIVING ENDORSEMENT

From: Chief Hospital Corpsman Joe B. Sailor XXXXXXXXXXX/XXXX USN, 4th Marine Division, Marine Forces Reserve

To: Commander, 4th Marine Division, Marine Forces Reserve

1. I have assumed the duties and responsibilities of the 4th Marine Division Operational Support Officer.
2. I have read and will comply with the requirements of the reference listed above pertaining to this billet.
3. My contact information is commercial telephone number (504) 555-8729 and email address is joe.b.sailor@usmc.mil.

J. B. SAILOR

LIST OF REQUIRED MAJOR SUBORDINATE COMMANDS WITH OPERATIONAL
SUPPORT OFFICERS ASSIGNED

MARFORRES (Echelon II) Operational Support Office	
MARFORRES OSO	Force Surgeon
Deputy Force OSO	Director, HSS
Assistant Deputy OSO	E7, HSS

4th Marine Division (Echelon III) Operational Support Office	
4MD OSO	

4th Marine Air Wing (Echelon III) Operational Support Office	
4MAW OSO	

4th Marine Logistics Group (Echelon III) Operational Support Office	
4MLG OSO	

4th Medical Battalion (Echelon IV) Operational Support Office	
4MB OSO	

4th Dental Battalion (Echelon IV) Operational Support Office	
4DB OSO	

* 4th Medical and 4th Dental Battalion OSO offices remain subordinate to the 4th MLG OSO. Due to the Navy Reserve Manning assigned to these two units, they will be communicated synchronized with the MSC OSO offices.

Force Headquarters Group (Echelon III) Operational Support Office	
FHG	