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MCO 1001.61
MPP-60
5 May 00

MARINE CORPS ORDER 1001.61 W/CH 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: POLICY AND PROCEDURES FOR SOURCING PERSONNEL TO MEET
INDIVIDUAL AUGMENTATION (IA) REQUIREMENTS

Ref: (a) 10 USC
(b) JP 1-0
(c) CJCSI 1301.01A
(d) MCDP 1
(e) MCO 3302.1
(f) MCO P1200.7U
(g) MCO 3500.30
(h) Marine Corps Mobilization Management Plan (MPlan)
(i) MARADMIN 95-99
(j) MARADMIN 272-99

1. Purpose. To establish policy and procedural guidance for requesting, sourcing, and tracking individual augmentation (IA) for both contingency and non-contingency requirements.

2. Definitions

a. Contingency Operation. Reference (a), section 101 (a)(13), defines a contingency operation as a military operation that is either:

(1) Designated a contingency operation by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing force; or

(2) Created by definition of law. A contingency operation exists if a military operation results in the call or order to, or retention on, active duty of members of the

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uniformed services under section 688, 12301(a), 12302, 12304, 12305, or 12306 of reference (b), and other provisions of law during war or national emergency declared by the President or Congress.

b. Non-contingency Operation. Those operations, activities, exercises, or training events, to include experimentation support, not directly related to a declared contingency as defined above.

c. Sourcing. Actions taken by CMC (M&RA) and USMC component commanders to provide required individual augments to commanders requesting augmentation. Sourcing of an individual augmentee is considered complete when a Marine receives reporting orders to the command requesting individual augmentation.

d. Global Sourcing. The process used to source individual augments wherein CMC ensures that the entire Marine Corps (active, reserve, operating force, and supporting establishment) is searched for the right Marine to fill a stated requirement.

f. Tracking. CMC (MPP-60) maintains a database to track the status of individual augmentation requirements. The database will provide a variety of report formats to satisfy both standing and ad hoc reporting requirements to CMC (M&RA), Joint Staff, Office of Secretary of Defense, and other agencies as required.

3. Background

a. Reference (a) establishes Headquarters Marine Corps, under the authority, direction, and control of the Secretary of the Navy, responsibility for mobilization, demobilization, and administration, to include personnel assignments of the United States Marine Corps. Annex D, Declaration of Contingency Operations, reference (b) establishes joint doctrine and procedures for declaration of contingency operations. Reference (c) provides policy regarding the assignment of individuals to meet combatant command mission-related temporary augmentation requirements in support of National Command Authority (NCA) directed operations. Reference (d) provides USMC doctrinal guidance. References (e) through (j) provide specific manpower and operational policy and procedures.

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b. Historically, requests for individual augmentation sourcing and reserve Marine activation were inconsistent in format, proper routing, and appropriate action by HQMC staff sections. CMC (M&RA), recognizing that operational tempo has made individual augmentation critical to mission accomplishment, published reference (h) immediately prior to outbreak of the Kosovo Crisis. Reference (h) outlined a formal individual augmentation policy and process to ensure efficient support to Marine commanders at all times. The policy and procedures were immediately tested and refined with successful results. This order builds upon that success and the lessons learned from the Marine Corps' role in Operations in and around the former Yugoslavia beginning in April 1999. The following policy and procedures allow the Marine Corps to continue to meet its assigned mission in a responsive and reliable manner.

4. Policy

a. CMC (M&RA) continues to support by providing the right Marine at the right time to the warfighter. While doing so, CMC (M&RA) must also satisfy budget, legal, and dynamic reporting requirements in a continuing environment of austere manning.

b. Marine commanders, including USMC component commanders to the Unified Combatant Commanders, in need of individual augmentation should first thoroughly review their on-hand manpower for possible organic sourcing. If the right Marine with the appropriate skills is not identified internally, the commander initiates a request for individual augmentation to CMC (MP) or CMC (MM) via the chain of command. CMC (M&RA) fills approved requests using global sourcing. Identified active component Marines will be issued TAD orders by their parent command. Identified reserve component Marines will be issued Active Duty Special Work (ADSW) or recall/mobilization orders by either their Selected Marine Corps reserve (SMCR) unit or the Marine Corps Reserve Support Command (MCRSC).

c. Individual augmentation is not intended as a recourse to increase peacetime manning levels. Manpower controls that prohibit adverse impacts on USMC end-strength limits must be closely monitored. Requests to support operational requirements are based on approved structure (e.g., an approved Table of Organization (T/O) or a Joint Manning Document) and justified

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for a specific crisis/contingency. Unanticipated requirements outside an approved structure must be fully justified for CMC (M&RA) to support such requests.

d. Deployment. To achieve CINC-required Theater Specific Training and ensure that every Marine is fully qualified, prepared, and equipped to perform assigned duties. Marines assigned as individual augmentees will process through a Mobilization Processing Center (MPC) as designated in CMC contingency-specific manpower guidance. Individual Marines deploying into theater through an MPC will also redeploy through that MPC to allow recovery of loaned equipment and to release individual reserve component Marines from active duty. Exceptions/waivers to this policy will only be granted, in writing, by supporting USMC component commanders on a case-by-case basis for active component Marines already fully qualified and equipped for deployment to theater. Required level 1 Anti-Terrorism/Force Protection training will be accomplished per reference (e) by either the Marine's parent command or the designated MPC through which the Marine deploys.

e. Replacement/Rotation. CMC (M&RA) provides individual Marines to a USMC component commander to fill a CINC's operational requirements on a temporary basis. CMC (MPP-60) must be advised if these requirements will continue and necessitate personnel replacement upon relief of the assigned augmentee, or if the requirement is no longer considered valid by the CINC.

(1) Supported USMC component commander

(a) Revalidate each currently filled individual augmentation requirement, as directed, to determine the need to replace a departing incumbent.

(b) Commands are required to submit to cmc (mpp-60), via naval message, on the first of each month, a listing of individual augmentation requirements to be replaced 30, 60, 90, and 120 days from the date of the report, and those individual augmentation requirements which are no longer required to be replaced. Billets can be identified as needing replacement or as no longer required at 30, 60, 90 or 120 days, however most should be identified 120 days in advance to allow sufficient time for sourcing. If a billet is not identified for replacement 120 days in advance, the command may incur a considerable gap before that billet can be filled. Once a requirement has been submitted, that requirement will not be included in subsequent messages. For example, a billet is identified to be replaced 120 days from date of the report. If that billet is still valid the following month, it will not be reflected as requiring sourcing 90 days from the date of the report. Those billets appearing as 30, 60 or 90 days will be those that have not been previously identified or are no longer required for replacement.

(c) Reserve Marines must be afforded an opportunity to take accrued leave prior to termination of active duty orders. Supported commands must plan accordingly to develop required rotation/replacement date and must allow time to out-

process. Extensions of orders to allow reserve Marines to take leave will not be granted.

(2) Supporting USMC component commanders (if designated). Notify CMC (MPP-60) via naval message of any requirement that will be sourced directly from the supporting MARFOR (e.g., Marines provided to Commander, Marine Forces Europe (MARFOREUR) by Commander, Marine Forces Atlantic (MARFORLANT) during the Kosovo Crisis). This will prevent duplication of effort and loss of time allowed for CMC (M&RA) to act on requests by the supported USMC component commander.

f. Activation versus Augmentation. Requests for individual augmentation and request for activation of a specific reserve Marine use two separate and distinct processes.

(1) Commands requiring manpower for duties to which there is not a Marine assigned will refer to this Order to request individual augmentation.

(2) Commands requiring activation of a specific reserve Marine (for example, an Individual Mobilization Augmentee (IMA) or a member of a MEF Augmentation Command Element) for contingency purpose will request activation of that Marine under appropriate recall/mobilization authority per reference (h) and relevant CMC manpower guidance message for the operation. Request for voluntary activation of a reserve Marine for non-contingency purposes will be per existing procedures using Total Force Reserve Orders Request Management Application (TF/RORMA).

5. Procedures for Sourcing Contingency Requirements

a. After a crisis has occurred and the NCA has assigned a mission to a unified combatant commander, the USMC component commander for that CINC may be tasked to provide individual augments to a joint force, functional component, or single Service force commander to accomplish the CINC's mission. The USMC component commander, or COMMARFOR, will then assess his organic capability to support the CINC. Requirements for individual manpower that the COMMARFOR cannot meet organically will be identified to CMC (MPP-60) via naval message. The COMMARFOR will include CMC (MM), CMC (RA), Joint Staff (J1-PRD), supporting MARFORs (if designated), and the supported/supporting CINCs as information addressees. If possible, the message

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should be unclassified to allow expedient processing. When appropriate, classified messages will be used for individuals whose sensitive assignments must be protected.

b. Supportability. CMC (MPP-60) will screen the request to determine supportability within established legal and policy parameters. CMC (MPP-60) will forward valid supportable requests to CMC (MM) or COMMARFORRES for sourcing. CMC (MPP-60) will also enter the requirement into their database for tracking and report generation. If the request cannot be supported, CMC (MPP-60) will advise the requesting command immediately with rationale and recommend available alternatives. CMC (MPP-60) will begin reclama process to CJCS J-1 if applicable. The supported CINC and JCS (J1) receive information copies of this response.

c. Global Sourcing. CMC (MM) will search internal service assets within the active component to identify and task the command whose personnel assets are best able to support the requirement. If the requirement cannot be satisfied from internal Service assets, the personnel assets of other combatant command USMC components and defense agencies will be evaluated, per reference (c), to determine the best way to meet the requirement.

d. COMMARFORRES

(1) If the requirement cannot be filled from the active component, CMC (MP) will pass the requirement to COMMARFORRES to source the requirement from the SMCR or Individual Ready Reserve (IRR). COMMARFORRES will provide CMC (MP) with required information for the identified Marine. CMC (RA) will be included as an information addressee on all COMMARFORRES taskings and responses.

(2) The requesting COMMARFOR, or command, may nominate, as part of the original request, a reserve Marine known to possess the requisite skills for a required billet. If CMC (MM) is unable to identify an active component Marine, then the nominated reserve Marine will be identified to COMMARFORRES for approval. COMMARFORRES will weigh operational readiness and potential reserve component commitments before approving assignment of Marines from SMCR units or IMA detachments to fill individual augmentation requirements.

(a) The nominating command must confirm days of voluntary active duty already performed by the reserve Marine in the current fiscal year.

(b) The nominating command must confirm current duty status of the identified reserve Marine. If the Marine is currently on orders, it is the responsibility of the nominating command to coordinate actual termination date of the requested Marine's current orders, after CMC approval.

(3) If a funding site has been established, funding data for travel, TAD, and ADSW costs associated with global sourcing will be provided to CMC (MP) by CMC (RA). CMC (RA) will access the contingency fund via CMC (MB) for funding data. If funding site has not been established, funding for travel, TAD, and ADSW costs associated with global sourcing will be the responsibility of the requesting command. The requesting command will report these costs to CMC (RA) and info CMC (MB) for contingency reimbursement. CMC (RA) will coordinate with CMC (MB) for reimbursement.

(4) SMCR Marines chosen as individual augmentees will receive orders from their parent command. IMA and IRR Marines will receive orders from the MCRSC. CMC (MP) will pass the funding data and other information required to generate contingency activation/recall orders via naval message to the parent command for order writing. All activation messages will include COMMARFORRES as an information addressee. TF/RORMA will be used to provide administrative coordinating information to the proper order writing authority (e.g., MCRSC, I&I Staff, COMMARFORRES) upon approval of the request for IA by CMC (MPP-60).

(5) COMMARFORRES will advise CMC (MP) if the requirement cannot be filled by the reserve component. CMC (MP) will coordinate a further search before advising the requesting command, the supported CINC, and the J1 that the billet cannot be filled, using established reclama procedures contained in reference (c).

6. Procedures for Sourcing Non-Contingency Requirements

a. The USMC component commander may require augmentation for exercise, experimentation, and other non-contingency requirements, often concurrently with contingency commitments.

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For example, a COMMARFOR may support an emerging operation by providing active duty staff officers to support the CINC's requirement, but still be required to participate in a previously scheduled exercise or operation (e.g., Ulchi Focus Lens, RIMPAC, COBRA Gold, etc.). Commanders faced with these circumstances, and all commanders requiring augmentation for exercise, training, or other non-contingency activities, will first thoroughly assess organic forces. If a request cannot be met internally, the request for augmentation in support of non-contingency requirements, that require worldwide sourcing, will be sent to CMC (MM) and include the chain of command and CMC (MP/RA) as information addressees.

b. Global Sourcing. CMC (MM) will search the active component to identify and task the command whose personnel assets are best able to support the requirement. The parent command will issue the Marine TAD orders to the requesting command. If a Marine is not available in the active component inventory, CMC (MM) will pass the request to COMMARFORRES (with CMC (RA) and the requesting command as information addressees) to find a suitable Marine in the reserve component.

c. COMMARFORRES will provide CMC (MM) and CMC (RA) with required information for the identified Marine, and direct the appropriate command to prepare the Marine's orders.

d. The requesting command may nominate, as part of the original request, a reserve Marine known to possess the requisite skills for the required billet. If CMC (MM) is unable to identify an active component Marine, then the nominated reserve Marine will be identified to COMMARFORRES for approval.

(1) The nominating command must confirm days of voluntary active duty already performed by the reserve Marine in the current fiscal year.

(2) The nominating command must confirm current duty status of the identified reserve Marine. If the Marine is currently on orders, the nominating command must negotiate termination of those orders.

e. Funding for travel, TAD, and ADSW costs associated with global sourcing is the responsibility of the requesting command.

f. SMCR Marines chosen as individual augmentees will receive orders from their parent command. IMA and IRR Marines will receive orders from the MCRSC. Since funding for non-contingency requirements will normally be provided by the requesting command, the requesting command will submit a TF/RORMA request for orders for IMA and IRR Marines upon identification of the Marine to source a requirement.

g. COMMARFORRES will advise CMC (MM) if the required Marine is not available in the reserve component. CMC (MM) will then advise the requesting command via naval message.

7. Request Format. All requests (both contingency and non-contingency) submitted to CMC must contain the following information to allow proper screening and processing:

a. Rank, MOS, billet description, and manning document line number (if appropriate). All requests not based on an approved Joint Manning Document or T/O will require detailed justification as to necessity to fill an IA requirement.

b. Impact if the individual augmentation request is not supported.

c. Certification and justification that the required Marine is not available internal to the requesting command.

d. Special Instruction. Requesting command must detail theater requirements and billet specific equipment list (e.g., required uniforms, personal equipment, weapon, service and health records, security clearance, etc.) or specify a reference that provides appropriate instructions.

e. Name of point of contact with phone number and email address.

8. Reclama Procedures for CINC Contingency Requirements

a. In the event that both CMC (MM) and COMMARFORRES are unable to locate a suitable Marine to fill a valid contingency requirement, then CMC (MPP-60) will submit a reclama, per reference (c), to the CJCS (J1), notifying the supported CINC and the requesting COMMARFOR via naval message.

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b. If CMC (M&RA) questions the validity of the requirement after consultation with the requesting COMMARFOR, then CMC (MPP-60) will initiate reclama action per reference (c).

9. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



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SUBJ/CHANGE 1 TO MCO 1001.61, POLICY AND PROCEDURES FOR SOURCING

PERSONNEL TO MEET INDIVIDUAL AUGMENTATION REPLACEMENTS//

REF/A/DOC/CMC/05MAY2000//

AMPN/REF A IS MCO 1001.61, POLICY AND PROCEDURES FOR SOURCING

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RMKS/1. CHANGE PAR 4(E)(1)(B) OF THE REF TO READ AS FOLLOWS:

"COMMANDS ARE REQUIRED TO SUBMIT TO CMC (MPP-60), VIA NAVAL MESSAGE, ON THE FIRST OF EACH MONTH, A LISTING OF INDIVIDUAL AUGMENTATION REQUIREMENTS TO BE REPLACED 30, 60, 90, AND 120 DAYS FROM THE DATE OF THE REPORT, AND THOSE INDIVIDUAL AUGMENTATION REQUIREMENTS WHICH ARE NO LONGER REQUIRED TO BE REPLACED. BILLETS CAN BE IDENTIFIED AS NEEDING REPLACEMENT OR AS NO LONGER REQUIRED AT 30, 60, 90 OR 120 DAYS, HOWEVER MOST SHOULD BE IDENTIFIED 120 DAYS IN ADVANCE TO ALLOW SUFFICIENT TIME FOR SOURCING. IF A BILLET IS NOT IDENTIFIED FOR REPLACEMENT 120 DAYS IN ADVANCE, THE COMMAND MAY INCUR A CONSIDERABLE GAP BEFORE THAT BILLET CAN BE FILLED. ONCE A REQUIREMENT HAS BEEN SUBMITTED, THAT REQUIREMENT WILL NOT BE INCLUDED IN SUBSEQUENT MESSAGES. FOR EXAMPLE, A BILLET IS IDENTIFIED TO BE REPLACED 120 DAYS FROM DATE OF THE REPORT. IF THAT BILLET IS STILL VALID THE FOLLOWING MONTH, IT WILL NOT BE REFLECTED AS REQUIRING SOURCING 90 DAYS FROM THE DATE OF THE REPORT. THOSE BILLETS APPEARING AS 30, 60 OR 90 DAYS WILL BE THOSE THAT HAVE NOT BEEN PREVIOUSLY IDENTIFIED OR ARE NO LONGER REQUIRED FOR REPLACEMENT."

2. THIS CHANGE WILL ASSIST HQMC IN SOURCING VALIDATED REQUIREMENTS FOR PERSONNEL AUGMENTATION.//

BT