



UNITED STATES MARINE CORPS

DEPLOYMENT PROCESSING COMMAND EAST
RESERVE SUPPORT UNIT
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IN REPLY REFER TO:
3000.1B
CO
3 Dec 12

From: Commanding Officer
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR NON-ACTIVATED
RESERVE COMPONENT UNITS CONDUCTING TRAINING ABOARD MARINE
CORPS INSTALLATIONS EAST/MARINE CORPS BASE CAMP LEJEUNE
(SHORT TITLE: DPC/RSU-EAST SMCR UNIT TRAINING SOP)

Ref: (a) MCO 5400.49B
(b) MCO 3574.2K
(c) MCO 6100.13 w ch 1
(d) MCO 1500.52D
(e) MCO 3570.1C
(f) MCO P8020.10B
(g) MCO 1001R.1K
(h) BO 3570.1C
(i) Force Order 6000
(j) MCO 1500.54A
(k) MCO 3400.3G
(l) MCO 3000.19
(m) MCIEAST-MCB CAMLEJO 1571.6

Encl: (1) Locator Sheet

1. Situation

a. The purpose of this SOP is to disseminate the proper instructions, procedures, and regulations for non-activated Reserve Component units and personnel planning, coordinating, and conducting training aboard Marine Corps Installations East/Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ). Although there is guidance provided in references (a) through (m) on procedures to properly plan, coordinate, request, and execute safe and effective non-mobilized reserve unit training and integration, there is no comprehensive guidance published by the Marine Corps concerning the procedures specific to non-mobilized reserve units training aboard MCIEAST-MCB CAMLEJ.

b. While this document is built primarily on the references, it also incorporates the firsthand knowledge and experience gained by the Marines and Sailors of Deployment

directives from higher authority, the latter shall take precedence and this headquarters will be notified. This order provides a "bridge" between the general concepts/procedures provided in the references and the specific techniques and procedures required for us to perform all tasks associated with this mission. There is a natural progression to this document. Chapter 1 provides general information and overall responsibilities, while Chapters 2 through 6 provide specific responsibilities of visiting units and DPC/RSU-EAST Staff Sections. The appendices provide detailed information that can be easily updated if required.

c. Tasks. The DPC/RSU-EAST Staff will:

(1) Plan and conduct operations and assigned missions in accordance with this order.

(2) Conduct the training and instruction necessary to ensure all personnel understand and comply with the policies and procedures published herein.

(3) Periodically review standard operating procedures and other directives within your purview to assure compliance with this order.

(4) Ensure organizations within this command or under the operational control of this headquarters comply with the provisions of this order.

4. Administration and Logistics.

a. Recommendations concerning the contents of this SOP are invited. Such recommendations should be forwarded to the Commanding Officer, DPC/RSU-EAST (Attn: S-3), for consideration.

b. For Logistics, refer to Chapter 3 of this SOP.

c. For Administration, refer to Chapter 5 of this SOP.

5. Command and Signal. Reviewed and approved this date. Policies, procedures, and guidelines contained in this order are effective upon receipt.



I. FERGUSON

Distribution: A

LOCATOR SHEET

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

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CHAPTER 1

GENERAL INFORMATION

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Chapter 1

GENERAL INFORMATION

1000. INTRODUCTION. Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) offers a wide variety of training facilities, ranges, and areas for use by Marine Forces Reserve (MARFORRES) units as well as other DOD reserve units/personnel and National Guard units/personnel. Utilization of MCIEAST-MCB CAMLEJ resources is subject to availability and will be coordinated and conducted in accordance with the provisions of this order.

1. MCIEAST-MCB CAMP LEJEUNE. For the purpose of this order, MCIEAST-MCB CAMLEJ includes the following: Camp Lejeune, Marine Corps Air Station Cherry Point, and Marine Corps Air Station New River. MCIEAST-MCB CAMLEJ subordinate units include DPC/RSU-East, Weapons Training Battalion East, and Headquarters and Service Battalion, MCIEAST-MCB CAMLEJ.

2. There are numerous tenant commands residing aboard MCIEAST-MCB CAMLEJ that do not fall under the command of the CG, MCIEAST-MCB CAMLEJ. The official websites of MCIEAST-MCB CAMLEJ provide all the necessary table of organization information and website links for MCIEAST bases and stations as well tenant commands aboard MCIEAST-MCB CAMLEJ.

3. Tenant Commands such as II Marine Expeditionary Force (II MEF) and its major subordinate commands (MSCs)—i.e., 2nd Marine Division, 2nd Marine Air Wing (MAW), 2nd Marine Logistics Group (MLG), and II MEF Headquarters Group (MHG)—which reside aboard MCIEAST-MCB CAMLEJ are commanded by CG, II MEF. Reserve units requesting logistical and training support of a II MEF unit aboard MCIEAST-MCB CAMLEJ are required to submit Feasibility of Support (FOS) requests via their reserve chain of command in accordance with II MEF policy.

4. Training and Education Command (TECOM) units such as School of Infantry East (SOI-E), Marine Corps Combat Service Support School (MCCSSS), Marine Corps Engineer School (MCES), and Field Medical Training Battalion East reside aboard MCIEAST-MCB CAMLEJ but are commanded by CG, TECOM. Reserve units requesting TECOM unit support aboard MCIEAST-MCB CAMLEJ need to submit requests in accordance with TECOM policy and/or the individual school's SOP.

gravity is the RSU cell, located within the command's S-3: it serves as the central point of contact between reserve units seeking to train and the MCIEAST staff and other agencies with which the RC units have to work in preparing for their training. The S-3 RSU cell navigates RC units through this progression, making full use of the feasibility of support (FOS) process, holding multiple planning conferences, and meeting all prerequisites and requests. By this method, we also educate RC units on the needs and requirements of MCIEAST. The RSU cell will also synchronize our DPC/RSU staff internally to support visiting units. The end state is that reserve units arriving aboard MCB CAMLEJ for AT or weekend drill are able to begin training as soon as possible with no delays to the Marines, Sailors, or service members conducting the training; in other words, thorough preparation will ensure maximum effective use of training time.

3000. CONCEPT OF OPERATIONS. Non-activated/non-mobilized Reserve Component units and personnel, to include National Guard units/personnel, interested in planning, coordinating, and conducting training aboard MCIEAST-MCB CAMLEJ will first contact the DPC/RSU-EAST S-3 prior to the commencement of training.

1. The CO, DPC/RSU-EAST, will serve as the designated Coordinating Authority between reserve units/personnel and MCIEAST-MCB CAMLEJ. The Commanding Officer of DPC/RSU-EAST has the authority to require consultation between agencies involved, but does not have the authority to compel agreement.

2. Upon initial contact with DPC/RSU-EAST, reserve unit representatives will be provided a copy of this order so as to assist their unit's planning and coordination efforts.

3. Reserve unit representatives (e.g., Operations Officer, Operations Chief, Inspector-Instructor Staff) are encouraged to contact the DPC/RSU-EAST S-3 and schedule an individual or group visit to MCIEAST-MCB CAMLEJ in order to conduct an Initial Planning Conference (IPC) and tour training areas, live-fire ranges, and facilities aboard MCIEAST-MCB CAMLEJ, as well as attend the MCIEAST-MCB CAMLEJ Range Safety Officer course.

* NOTE: Only II MEF CG can grant one of his MSCs Direct Liaison Authority (DIRLAUTH) in order to begin planning and coordination to provide training and logistics support for reserve units conducting non-activated training and integration activities aboard MCIEAST-MCB CAMLEJ.

Marine Forces Reserve, other services' reserve components, and National Guard units. The S-3 is the central point of contact for the coordination of reserve unit training.

2. Unit commanders of reserve units/personnel and National Guard units/personnel will ensure compliance with MCIEAST-MCB CAMLEJ orders and make provision for:

a. Completion of any required training prerequisites specified by pertinent service component or Marine Corps orders prior to conducting training.

b. The safe and proper use of all training areas, ranges, facilities, and equipment. Operational Risk Management will be planned for and utilized during the conduct of training.

c. The safety and accountability of personnel, weapons, ammunition, serialized gear, and equipment under their charge.

d. The security of equipment and ammunition under their cognizance.

e. The use of ranges, training areas, and facilities so that they are not altered or damaged.

f. The proper handling and disposal of hazardous materials.

g. Maintaining a good state of police in training areas, ranges, and facilities used by the unit.

8000. DESTRUCTIVE WEATHER

1. The annual hurricane season for coastal North Carolina runs from 1 June to 30 November.

2. During this timeframe, reserve units and the DPC/RSU-EAST S-3 will remain in close contact throughout all training evolutions in order to maintain situational awareness of potential destructive weather, and will have emergency plans in place. Analysis of meteorological and oceanographic data for this region indicates that the most serious threat of destructive weather damage comes from tropical storms, in which winds and storm surges of destructive proportions are sustained

CHAPTER 2

TRAINING/INTEGRATION

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CHAPTER 2

TRAINING/INTEGRATION

1000. INTRODUCTION. All requests for Inactive Duty Training/ weekend drills and Active Duty Training (ADT) are sent directly via AMHS to CO RSU-DPC MCIEAST (UC). Requests for conducting AT exercises and receiving support for Reserve/National Guard units and personnel will be directed by AMHS to CG MCIEAST-MCB CAMLEJ G-3-5, with carbon copy (cc) to COMMCICOM G-3-5-7, and CO RSU-DPC MCIEAST (UC).

2000. FEASIBILITY OF SUPPORT MESSAGE

1. ANNUAL TRAINING. Reserve units requesting logistical and training support from DPC/RSU-EAST and/or MCIEAST-MCB CAMLEJ are required to send a FOS request message via AMHS or its successor through their Reserve/MARFORRES chain of command to CG MCIEAST-MCB CAMLEJ G-3-5(UC), with carbon copy (cc) to COMMCICOM G-3-5-7 (UC), and CO RSU-DPC MCIEAST (UC), no later than (NLT) 180 days prior to the start of their requested AT exercise aboard MCIEAST-MCB CAMLEJ.

2. WEEKEND DRILL. Reserve units requesting logistical and training support from CO RSU-DPC MCIEAST (UC) for off-site IDT/weekend drill aboard MCIEAST-MCB CAMLEJ are required to send a FOS request message by AMHS or its successor via their Reserve/MARFORRES chain of command to CO RSU-DPC MCIEAST (UC) NLT 90 days prior to the start of their off-site IDT/weekend drill.

3. II MEF. Reserve units requesting training and logistical support from II MEF unit(s) are required to submit their FOS request message via their Reserve/MARFORRES chain of command to CG II MEF G-3(UC) in accordance with II MEF policy.

4. All FOS requests will be submitted via official message utilizing the AMHS. Examples of FOS request messages for reserve rifle qualification, AT, and IDT can be found in the appendix; prior to submission, a FOS must contain all applicable information. An example of a draft FOS request message for an off-site IDT and ADT will be posted on the DPC/RSU-E website. In addition, reserve units may request a copy of a FOS by e-mailing the DPC/RSU S-3 at: lejeunedpcs3@mcw.usmc.mil. Units may also call the DPC/RSU S-3 at (comm.) 910-451-0549/0550/2740.

via AMHS in the form of an official response to their FOS request message.

7. For units requesting AT support at MCIEAST-MCB CAMLEJ, the DPC/RSU-EAST S-3 will coordinate an initial planning conference (IPC) to develop the AT plan and outline the support responsibilities of the unit. Additional conferences will be scheduled as needed to make required preparations.

8. Reserve units canceling requested training support must notify the DPC/RSU-EAST S-3 as soon as possible via an official cancellation message using AMHS. All changes or cancellations may initially be submitted via telephone or e-mail, but must be followed promptly by the official AMHS message. Repeated cancellations of training may be cause for suspension of use of MCIEAST-MCB CAMLEJ training areas and facilities.

9. Questions regarding the status of training support requests must be directed to DPC/RSU-EAST S-3 by telephone: (910) 451-0549/0550/2740.

4000. RANGES/TRAINING AREAS

1. MCIEAST-MCB CAMLEJ has multiple training areas and field-firing ranges for use by Reserve/National Guard units. BO 3570.1C governs the use of all training areas/ranges at MCIEAST-MCB CAMLEJ and will be adhered to by all Reserve/National Guard units utilizing training areas/ranges and facilities.

2. All Reserve/National Guard units, including Marine Corps reserve units, must submit scheduling requests for the use of the Camp Lejeune Range Complex through DPC/RSU-EAST S-3. All ranges, training areas, and training facilities must be schedule and approved in the Range Facility Management Support System (RFMSS) prior to use. Normally, units can request to schedule live fire ranges, training areas, or any other training facilities **up to 90 days prior** to the planned activity.

3. Units requesting training areas/field firing ranges must provide the following in their FOS request:

- a. Time/Date(s) for use.

5000. RIFLE QUALIFICATION

1. The Commanding Officer of Weapons Training Battalion East (WTB-E), located aboard Stone Bay, MCIEAST-MCB CAMLEJ, operates the Known Distance (KD) rifle ranges for all KD qualification firing. Units wishing to conduct rifle qualification may schedule range details directly with WTB-E after submitting a FOS request via AMHS to CO RSU-DPC MCIEAST (UC). Requests will be submitted to the DPC/RSU-EAST S-3 NLT 90 days in advance of training date. When possible, SMCR units will conduct an advance party liaison visit to WTB-E approximately one month out from their scheduled training date. This allows for face-to-face coordination, and ensures that reserve units understand all requirements.

2. The Commanding Officer, WTB-E, will provide Tower and Pit Non-Commissioned Officers for units planning to utilize these ranges.

3. Using units must provide the following in order to utilize these ranges:

a. One (1) certified Combat Marksmanship Coach (CMC) per twelve (12) shooters.

b. Two (2) Corpsmen for medical support.

c. One (1) Staff NCO to serve as the Staff Non-Fire representative.

d. One (1) SNCO or Officer per ten (10) targets for Table I, or one (1) SNCO or Officer per five (5) targets for Table II, to serve as verifying officials.

e. One (1) certified Combat Marksmanship Trainer (CMT) to conduct preparatory training.

f. Required ammunition.

g. Individual shooter equipment, to include service weapon(s), optics, magazines, flak, kevlar, cleaning gear, data books, hearing protection, and load bearing vest with attachments.

formal training at the resident MOS school. A Staff Sergeant (5711/5702) or above will serve as RSO for the gas chamber. Any staff noncommissioned officer or above will serve as ROIC for the CS chamber exercise. A Marine with MOS 5711/5702 must also be present to instruct the chamber qualification. If the requesting unit cannot meet the requirements mentioned above they must request support from their higher headquarters.

b. Provide all gas masks, canisters, and mission oriented protective posture (MOPP) gear for personnel being trained.

c. Provide certified medical personnel and a safety vehicle with driver/A-driver.

d. Provide previously allocated o-chlorobenzylidene malononitrile (CS) capsules.

e. Using unit is required to request CS capsules per their reserve chain of command and be responsible for the pick-up of the CS and deliver it safely to the CS chamber.

f. CS chamber training must be in accordance with MCO 3400.3G and applicable range regulations.

9000. TRAINING AIDS/EQUIPMENT SUPPORT

1. Training aids and equipment such as videotapes, Multi-Integration Laser Engagement System (MILES) gear, weapons simulators, pop-up targets, etc., may be requested on the unit's FOS message. Requests should include items needed, date(s)/time(s) when needed, intended use, and the number of personnel to be trained.

2. Equipment to be used must be jointly inspected/inventoried and signed for by an officer or staff non-commissioned officer from the using unit. Using units will be responsible for reimbursing MCIEAST-MCB CAMLEJ for any costs associated with missing or damaged equipment.

10000. ADVANCE PARTIES. Unit advance parties are critical to the success of training at MCIEAST-MCB CAMLEJ. Time and date of arrival of the advance party will be coordinated with the DPC/RSU-EAST S-3. The following general guidelines apply:

CHAPTER 3

LOGISTICS

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CHAPTER 3

LOGISTICS

1000. INTRODUCTION. Reserve units and personnel will be as self-sufficient as possible when training aboard MCIEAST-MCB CAMLEJ. Reserve units should, to the greatest extent possible, use their organic resources for logistics support of their non-activated reserve unit training aboard MCIEAST-MCB CAMLEJ. Support requests to DPC/RSU-EAST will be handled by the DPC/RSU-EAST S-4.

2000. BILLETING SUPPORT

1. Billeting support may encompass unit billeting, individual billeting, or field bivouac sites.

2. Requests for billeting must be included on the unit's FOS request message via AMHS and detail the following:

- a. Specific dates/times
- b. Type of billeting desired
- c. Specific billeting location (if known)
- d. Number of personnel to be billeted by grade and gender

3. Unit billeting is available at French Creek.

4. Requests for field bivouac sites will be coordinated by the DPC/RSU-EAST S-3, in the same manner as range/training area requests. Reserve units should request a specific bivouac site (if known). Bivouac sites will be assigned based on availability and the site's capability to support requesting unit's size, training plans, and logistic support.

5. Units using field bivouac sites will inspect each site with representatives from Range Control, MCIEAST-MCB CAMLEJ, prior to acceptance and assignment.

responsible for establishing a duty noncommissioned officer (DNCO) and enough watch standers to adequately ensure the safety and security of personnel and equipment under their charge.

d. Damage or major discrepancies will either be corrected by the using unit prior to departure or assessed to the using unit as reimbursable costs.

e. Units must report to French Creek prior to 1600 on the first day of requested billeting in order to check in and conduct the joint inspection with DPC/RSU-EAST S-4 facilities personnel.

f. Units may be subject to a damage fee as determined by the Comptroller, MCIEAST-MCB CAMLEJ.

g. Linen is available for use at French Creek.

h. There is privately owned vehicle parking at French Creek.

4000. Messing Support

1. Messing support may be provided in the form of box meals or hot field rations. Meals-Ready-to-Eat must be provided by using units.

2. Requests for messing support must be included on the unit's FOS request message and include the following:

a. Date(s)/time(s) of pickup

b. Number of personnel to be fed

c. Type of messing desired (box lunches, field chow)

d. Roster of individuals requiring messing, with no social security number.

3. Messing support will normally be provided by the nearest mess hall. Mess hall hours of operation vary by facility, but are generally as follows:

2. Requests for ground transportation must be included on the FOS request message and contain the following information:

- a. Quantity of vehicles
- b. Type of vehicles
- c. Dates/Times needed
- d. Intended use
- e. Whether drivers are needed
- f. Types/Quantities of equipment/personnel to be transported.

3. Unit drivers must possess a current valid driver license (any state), or a government Optional Form 346, U.S. Government Motor Vehicle Operator's Identification Card, with a commercial stamp.

4. Units requiring fuel for their vehicles, either tactical or GSA, must ensure they have a NAVCOMPT Form 2275, Order for Work and Services, or a DD Form 448, Military Interdepartmental Purchase Request, on file with the Comptroller, MCIEAST-MCB CAMLEJ, prior to training.

5. Per MCIEAST range regulations, units conducting field training aboard MCIEAST-MCB CAMLEJ must have at least one (1) designated safety vehicle available. This vehicle can have no other purpose, must have the capacity to place an injured individual horizontally on a stretcher, must contain a medical kit, and cannot be a privately owned vehicle. Adequate safety vehicle assets must be procured prior to training.

6. Any quantity of petroleum/oils/lubricant spillage must be reported immediately to the Fire Department, Range Control, MCIEAST-MCB CAMLEJ Command Duty Officer, and the Commanding Officer, DPC/RSU-EAST. Failure to do so may result in military and/or civil penalties.

7. Maintenance support. Maintenance support for tactical vehicles will be provided through the DPC/RSU-EAST Motor Transport Section; GSA vehicle maintenance support units will be provided by Base Motor Transportation Division.

c. Only Marine(s) on the unit's DA 1687 and authorization letter will be allowed receipt of ammunition. Units are encouraged to call the ASP prior to the scheduled training to verify that their current DA 1687 and authorization letter are on file and accurate.

d. Security Risk Category 1 (SRC-1) items (i.e., AT-4 and JAVELIN) require a SNCO or above for receipt and custody until these munitions are expended or returned to the ASP.

6. All ammunition drivers must have the following in their possession to present to ASP personnel: a valid state driver's license, valid OF 346, Military Drivers License, valid NAVMC 10970, Medical Examiner's Certificate for Drivers with ammunition qualified stamp, and current military identification. In addition, the unit must ensure that the following is also readily available: current NavSea SW020-AF-HBK-010 (glove box edition), fire extinguisher (10 pound BC rated, dry chemical), chock block, three (3) triangles, proper explosives placards, three (3) straps per pallet being loaded, and an armed guard. If the driver is scheduled to leave the confines of MCIEAST-MCB CAMLEJ he/she must be at least 21 years of age.

7. Using units should attempt to provide their own vehicles, drivers, and guards for pick-up, delivery, and return of ammunition to the ASP.

8. All ammunition must be transported directly to the range from the ASP via approved ammunition/explosives route.

9. Using units are responsible for the proper disposal of all dunnage and trash. This will require a rear party, usually a member of the I&I staff, to turn in dunnage on the Monday after training is completed.

7000. COMMUNICATION SUPPORT

1. DPC/RSU-E does not currently possess communications assets in the form of tactical radios and related communication equipment. Reserve units are highly encouraged to provide their own communications gear; support in terms of radio frequencies may be requested.

2. Requests for radio frequency support should be included on the unit's FOS request message and should address

any given time. Because of this, the unit should plan personnel assignments accordingly. The receiving unit will bring with them a completed AA&E screening package for every Marine on the armory access and key control access rosters. A local background check will be done at the Provost Marshal's Office (Building 5 aboard Camp Lejeune) before AA&E keys are issued. A representative from this command can assist in obtaining the background check if necessary.

b. The unit will make contact with this command regarding their AA&E personnel roster to ensure that appropriate personnel are listed on the auxiliary armory/key control area access roster. After verifying the personnel roster and the completed AA&E screening packages, a representative from this command will draft a PIN number request letter for the Provost Marshal's Office. This letter will list all authorized unit personnel, as well as armory personnel, from this command. The unit personnel will be escorted to Building 5, where they will receive their PIN codes for accessing the Intrusion Detection System (IDS).

c. The auxiliary armory keys will be issued to the senior man on the unit's access control roster by Equipment Custody Record (ECR) card, and this issuing will be annotated in the key-control log book. By signing for the armory keys, the unit takes responsibility for the auxiliary armory space, its contents, and the exterior of the building. The unit should treat these facilities with the utmost respect as they are responsible for any damages that occur.

d. Keys remain under the direct control of armed armory personnel during normal working hours. The keys will be turned in to the Building FC 310 Key Control area and secured in the auxiliary armory key control safe. Procedures for transport of armory keys are established in the above references and are amplified in the after-hours policy letter.

e. The Auxiliary Armory Key Control Room is a secured area. It will remain locked when the armory keys are in use. When the armory keys are in storage, the using unit will provide a 24-hour guard who will post inside the room at the duty desk. This is a one-man, unarmed post. At no time while the armory keys are in the safes will the security room be left unattended. The guard will ensure that only personnel authorized in writing

representative of the reserve unit. An officer or SNCO (E-6 or above) must sign for acceptance of the vehicle/equipment and must be present during the acceptance inspection. Vehicle/equipment will be signed for with an ECR card.

3. The following are the using unit's responsibility once vehicle or equipment is accepted:

- a. Safe and proper use of the vehicle/equipment
- b. Maintenance and the accuracy of the round count sheets by weapon serial number (if required)
- c. Security of loaned vehicle/equipment
- d. Transportation of loaned vehicle/equipment to/from the training areas
- e. Provisions for cleaning supplies, tools, etc.

4. Upon completion of training and prior to turn-in of vehicle and equipment, the reserve unit must ensure all loaned items are thoroughly cleaned. Vehicle/equipment will not be accepted unless clean. However, use of consumable cleaning supplies will incur a reimbursable cost.

5. When the reserve unit is ready to turn in weapons/equipment, representatives from the reserve unit (accepting officer/SNCO) will conduct a joint turn-in inventory/inspection. The reserve unit representative will receive, prior to departure, a list of discrepancies concerning the vehicle/equipment. This list will detail the repairs, parts, and costs required to perform corrective maintenance and replace any missing equipment. Cost for repairs and/or replacement will be borne by the reserve unit. Major damage to vehicle and serialized equipment may be cause for an investigation.

6. In the event that a vehicle or other serialized equipment is lost, stolen from, or discovered missing by a reserve unit, it is that unit's responsibility to promptly notify the MCIEAST-MCB CAMLEJ Provost Marshal's Office. The unit will submit the required report.

CHAPTER 4

SUPPLY/FISCAL

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CHAPTER 4

SUPPLY/FISCAL

1000. SUPPLY

1. DPC/RSU-EAST, MCIEAST-MCB CAMLEJ, and tenant activities have limited supplies and equipment for temporary loan to Reserve/National Guard units. DPC/RSU-EAST does not have an allowance of Individual Combat Equipment (ICE) on hand. Requests for supply and equipment support must be included in the FOS request message via AMHS to the CO RSU-DPC MCIEAST (UC), detailing the types and quantities of equipment desired, and the date(s)/time(s) needed.

2. DPC/RSU-EAST's S-4 section will forward any request for Individual Combat Equipment to II MEF G-4 for approval. All issuing will be conducted at the Individual Issue Facility (IIF) at Building 1503 aboard Camp Lejeune. If needed, coordination with adjacent agencies and commands will be initiated to support further requirements. Temporary loans of any recreational equipment can be coordinated through MCCS Camp Lejeune, Building 1100; MCCS can be contacted at (910) 451-1368.

3. When receiving and returning loaned supplies and equipment, a joint inspection and inventory will be conducted with representatives from the reserve unit and the supporting unit in conjunction with the IIF. The equipment will be signed for by an officer or SNCO using an Equipment Custody Receipt (ECR) card. All equipment will be returned in clean, serviceable condition. Replacement or repair costs for unserviceable gear returned will be borne by the using unit. These costs will be reimbursed by the reserve unit.

2000. FISCAL GUIDANCE

1. Reserve units training aboard MCIEAST-MCB CAMLEJ may incur reimbursable costs based on the type of support requested. Examples of reimbursable costs are fees for commercial training, fuel, and consumable supplies.

2. Reserve units incurring reimbursable costs must submit a funding document to cover these costs at least 60 days prior to the requested training period. Navy and Marine Corps units

in the keys. Along with the LOA, the following information must also be provided:

- a. DoDAAC
- b. Supplementary DoDAAC (If necessary for tracking)
- c. Fund Code (Two characters)
- d. Work Code (4 character choosing)
- e. Signal Code (If Supplementary DoDAAC is used)
- f. Type of Fuel
- g. Number of keys (keep the count to barest minimum).

4000. RECONCILIATION. Upon completion of training, the requesting unit needs to complete a final fiscal reconciliation with the DPC/RSU-EAST Fiscal Section. The Fiscal Section can be contacted at (910) 451-2033 to facilitate this process.

CHAPTER 5

ADMINISTRATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
INTRODUCTION	1000	5-2
PERSONNEL ADMINISTRATION WHILE TRAINING	2000	5-2
PERSONNEL CASUALTY REPORT	3000	5-2
FITNESS REPORTS	4000	5-3
PROFICIENCY AND CONDUCT MARKS	5000	5-3
AWARDS	6000	5-4
MARINE ONLINE	7000	5-4
ORDERS/PAY	8000	5-4
PROMOTION	9000	5-4

CHAPTER 5

ADMINISTRATION

1000. INTRODUCTION. Reserve units will meet administrative responsibilities in accordance with their applicable service component administrative orders and directives; SMCR units will conduct their administrative responsibilities in accordance with MCO 1001R.1K, Marine Corps Reserve Administrative Management Manual (MCRAMM).

1. While conducting non-mobilized training aboard MCIEAST-MCB CAMLEJ, reserve units, to include Selected Marine Corps Reserve (SMCR) units, are solely accountable to their Reserve Higher Headquarters (HHQ) for administrative and reporting requirements in accordance with applicable service orders.

2. Reserve/SMCR units will utilize their organic and Reserve HHQ administrative services prior to, during, and after their non-mobilized training aboard MCIEAST-MCB CAMLEJ.

2000. PERSONNEL ADMINISTRATION WHILE TRAINING

1. Unit Training. Reserve component/National Guard units training aboard MCIEAST-MCB CAMLEJ are considered to be in either a temporary additional duty (TAD) status or off-site inactive duty training (IDT) field duty as determined by the reserve unit commander and/or OIC. Required personnel administrative actions should be accomplished prior to arrival aboard MCIEAST-MCB CAMLEJ or through "reach-back" to the unit's HTC. Marine Forces Reserve units and detachments performing non-activation activities such as IDT or ADT aboard MCIEAST-MCB CAMLEJ will comply with MCO 1001R.1K and applicable Marine Corps orders and MARADMINS.

2. Administrative Support. DPC/RSU-EAST has an organic administrative section that includes personnel and adjutant functions. While training units are responsible for their own administrative functions, the DPC/RSU-EAST S-1 is available for administrative assistance and subject matter expertise. The personnel officer/S-1 can be contacted at (910) 450-9134/9129, the adjutant at (910) 451-1040/1023.

5000. PROFICIENCY AND CONDUCT MARKS. Proficiency and conduct marks for corporals and below will be recommended using the Pro/Con Module in MOL. Recommendations will be submitted through the Marine's immediate supervisor up through the chain of command to the commanding officer of the reserve unit.

6000. AWARDS. Personal award recommendations will be inputted through the Improved Awards Processing System (IAPS) via the Manpower and Reserve Affairs website by the reserve unit's designated manager.

7000. MARINE ONLINE (MOL). Reserve units may coordinate with DPC/RSU-EAST S-1 for the use of available assets to access MOL, or through "reach-back" to the unit's HTC.

8000. ORDERS/PAY

1. ORDERS. In the event reserve unit member(s) require copies of orders, orders modification, or any other orders-related assistance, the reserve unit(s) may coordinate with DPC/RSU-EAST for use of assets to assist in forwarding action to the reserve unit's HTC via Marine Reserve Orders Writing System (MROWS). Requests will be facilitated by a designated reserve unit administrative specialist.

2. PAY. Requests for In-Progress Payments (IPP) for SMCR units performing Annual Training, Active Duty Operational Support (ADOS) for less than 30 days, or off-site Inactive Duty Training will be accomplished prior to arrival aboard MCIEAST-MCB CAMLEJ through "reach-back" to the unit's HTC. DPC/RSU-EAST S-1 may assist if assets are available.

9000. PROMOTIONS. Reserve units may coordinate with DPC/RSU-EAST S-1 if needing assistance for promotions, or through "reach-back" to their HTC.

CHAPTER 6

MEDICAL/DENTAL

	<u>PARAGRAPH</u>	<u>PAGE</u>
INTRODUCTION	1000	6-2
MEDICAL DEPARTMENT REPRESENTATIVE	2000	6-2
PHYSICAL FITNESS TEST/COMBAT FITNESS TEST	3000	6-2
MEDICAL SUPPLY	4000	6-2

CHAPTER 6

MEDICAL/DENTAL

1000. INTRODUCTION. In accordance with (IAW) BO 3570.1C, reserve units are required to have either a certified Navy Corpsman or service equivalent in support of live fire and other training aboard MCIEAST-MCB CAMLEJ.

2000. MEDICAL DEPARTMENT REPRESENTATIVE. Per MCO 1001R.1K, Marine Corps Reserve Administrative Manual Chapter 4, medical department representatives from the training reserve unit shall make sure all Marine personnel attending AT/ADT or any off-site drills have completed all medical and dental readiness such as immunizations, Preventive Health Assessments (PHA), and dental classification I or II prior to arrival for training. The reserve unit's Medical Department Representatives (MDR) will screen all of their Marines prior to their arrival for the start of ADT/IDT aboard MCIEAST-MCB CAMLEJ, and will make appropriate recommendations to the unit's Commanding Officer, Executive Officer, and I&I staff concerning the medical status of any Marine not medically prepared to perform an AT/ADT.

1. If a reserve unit is requesting additional medical personnel support, medical supply issuance, or special medical equipment from this command then a request should be submitted in accordance with the FOS request guidance provided in chapter two. The DPC/RSU-EAST Medical Department will assist and support the reserve unit to the maximum extent possible; if this is not possible, it will coordinate with base clinics in order to obtain required medical support.

3000. PHYSICAL FITNESS TEST (PFT)/COMBAT FITNESS TEST (CFT). Reserve units performing a PFT/CFT aboard MCIEAST-MCB CAMLEJ must ensure PFT/CFT participants 46 years old and older have completed a Risk Factor Screening Worksheet and have been approved by the reserve unit's Medical Officer in accordance with MCO 6100.13 w ch 1.

4000. MEDICAL SUPPLY. During ADT or IDT aboard MCIEAST-MCB CAMLEJ, reserve unit MDRs must ensure they have the appropriate medical supplies in order to provide for a wide range of medical emergencies that may occur during live fire and non-live fire training, to include reserve rifle range at Stone Bay, Camp Lejeune. Requests for an Authorized Material Allowance List

APPENDIX A

Sample Feasibility of Support (FOS) Rifle Range Request Message

UNCLASSIFIED/

Subject: Subject: FEASIBILITY OF SUPPORT FOR RESERVE UNIT TO CONDUCT A RESERVE RIFLE RANGE AT WEAPONS TRAINING BN EAST (WTB-E) CLNC
Originator: INSP INSTR STF GREENSBORO NC(UC)
DTG: 162008Z Mar 12 **Precedence:** ROUTINE **DAC:** General
To: CO RSU-DPC MCIEAST(UC)
cc: HQ SVC BN 4TH MLG (UC), CG MCIEAST-MCB CAMLEJ G3-5(UC), CO WTBN CAMP LEJEUNE NC (UC)

UNCLASSIFIED/

MSGID/GENADMIN/COMM CO (-), HQSVCBN, 4TH MLG/MAR 2012//
SUBJ/ FEASIBILITY OF SUPPORT (FOS) COMM CO (-), HQSVCBN, 4TH MLG TO
CONDUCT A RESERVE RIFLE RANGE AT WEAPONS TRAINING BN EAST (WTBNE) CAMP
LEJEUNE//

REF/A/DOC/ MCO 3574.2K MARINE CORPS COMBAT MARKSMANSHIP PROGRAM

REF/B/DOC/ MCRP 3-01A RIFLE MARKSMANSHIP

REF/C/DOC/ WTBN RANGE OPERATIONS SOP

REF/D/DOC/ WTBN OIC/SNCIOC NON-FIRE BRIEF (RESERVES)

POC/PETERS, SHANNON O/MSGT/COMM CO (-), HQSVCBN, 4TH MLG /OPS/TEL:

COMM (336) 668-0866 X306/EMAIL: SHANNON.PETERS@USMC.MIL//

RMKS/1. THIS FEASIBILITY OF SUPPORT (FOS) IS A REQUEST TO WTBNE CAMP
LEJEUNE TO SUPPORT COMM CO (-), HQSVCBN, 4TH MLG IN AN ANNUAL RESERVE
TABLE (1) RIFLE RANGE ABOARD STONE BAY FROM 2 MAY - 6 MAY 2012. THE
APPROXIMATE NUMBER OF SHOOTERS IS 195.

2. ANTICIPATED TRAINING DATES ARE 3 MAY 12 UNTIL 6 MAY 12. ANTICIPATE
ARRIVAL OF COMM CO (-), HQSVCBN, 4TH MLG:

ELEMENT PAX EST DATES

ADVON 6 2 MAY 12

MAIN BODY 200 3 MAY 12

3. BILLETING REQUEST.

3.A. COMM CO (-), HQSVCBN, 4TH MLG IS REQUESTING BILLETING, FOR 200
MARINES AT WTBNE CAMP LEJEUNE NC.

3.A.1. BILLETING REQUIREMENTS ARE AS FOLLOWS:

M/F OFF	M/F SNCO	M/F E-5 and Below	TOTAL PAX
5/0	13/0	177/11	206

4. MESSING REQUEST.

4.A. COMM CO (-), HQSVCBN, 4TH MLG IS REQUESTING ACCESS TO A LOCAL
CHOW HALL AND BOX LUNCHES FOR 195 MARINES AT WTBNE CAMP LEJEUNE NC:

DATE MEAL TYPE

3 MAY 12 D DI

4 MAY 12 B BL

4 MAY 12 L BL

4 MAY 12 D BL

5 MAY 12 B BL

5 MAY 12 L BL

5 MAY 12 D BL

6 MAY 12 B DI

5. COACHES SUPPORT FROM RSU.

5.1. COMM CO (-), HQSVCBN, 4TH MLG IS REQUESTING THE FOLLOWING SUPPORT
FROM RSU DUE TO A SHORTAGE WITHIN THE COMPANY:

APPENDIX B

Sample Feasibility of Support (FOS) Annual Training Request Message

UNCLASSIFIED/

Subject: Subject: EAST COAST SUPPORT REQUEST ISO ANNUAL TRAINING EVENT FOR 4TH ASSAULT AMPHIBIAN BATTALION
Originator: 4TH ASLT PHIB BN(UC)
DTG: 221652Z Mar 12 **Precedence:** Routine **DAC:** General
To: CG 4TH MAR DIV(UC) CG 4TH MAR DIV G3(UC) CG 4TH MAR DIV G4(UC)
cc: COMMARFORRES G3 G5(UC), COMMARFORRES G4(UC), COMMARFORCOM G3-5-7(UC), COMMCICOM G-3-5-7(UC), CG II MEF(UC), CG II MEF G3(UC), CG MCIEAST-MCB CAMLEJ G3-5(UC), CG 2ND MARDIV(UC), CG 2ND MARDIV G3(UC), CO RSU-DPC MCIEAST(UC), 4TH ASLT PHIB BN(UC),

UNCLASSIFIED//

MSGID/GENADMIN/4TH AABN//

POC/WEBBER, E.J./MGYSGT/4TH AABN S-3: 813-805-7020 EXT 7300/ EMAIL EDDIE.WEBBER@USMC.MIL, TSUNG, M/MAJ/4TH AABN S-4: OFFICER/813-805-7020 EXT 7400/ MIKE.TSUNG@USMC.MIL, BOORDA, P.S./CAPT/4TH AABN ASST I-I: 813-805-7020 EXT 7001/ EMAIL PHILLIP.BOORDA@USMC.MIL

REMARKS/1. THIS IS A 4TH AABN SUPPORT REQUEST TO CONDUCT ANNUAL TRAINING EVENT ACTIVITIES ABOARD MARINE CORPS BASE CAMP LEJEUNE, NORTH CAROLINA (CLNC). DATES FOR TRAINING ARE FROM 09 JULY 2012 TO 06 AUG 2012 (ADVON THROUGH REAR PARTY INCLUSIVE). THE INTENT OF THIS ANNUAL TRAINING IS TO CONDUCT AMPHIBIOUS ASSAULT VEHICLE (AAV) OPERATIONS, MILITARY OCCUPATIONAL SPECIALTY (MOS) FOR HEADQUARTERS AND SERVICE (H&S) COMPANY MARINES, AND LIMITED LIVE FIRE EXERCISES.

1.A. TENTATIVE PERSONNEL NUMBERS. (READ IN THREE COLUMNS ELEMENT/QTY/DATES)

ELEMENT	QTY	DATES
ADVON	35	(15 I&I, 20 SMCR) 09-15 JUL 12
MAIN BODY	380	(30 I&I, 350 SMCR) 15-29 JUL 12
REAR PARTY	30	(15 I&I, 20 SMCR) 29 JUL 12- 06 AUG 12

2. BILLETING SUPPORT FROM DPC/RSU-E

2.A. 4TH AABN REQUESTS BILLETING AT THE DPC/RSU-E FRENCH CREEK BARRACKS FOR THE FOLLOWING:(4TH AABN WILL REQUEST BILLETING FROM THE DPC/RSU-E FOR ALL 380 PAX, IF NO BILLETING IS AVAILABLE AT COURTHOUSE BAY).

(10) FROM 09-15 JUL 12.
(180) FROM 15-29 JUL 12.
(10) FROM 29 JUL-06 AUG 12.

3. MESSING REQUEST TO DPC/RSU-E

3.A. REQUEST DPC/RSU-E ASSISTANCE WITH ACCESS FOR 200 PERSONNEL SERVING THREE MEALS PER PAX PER DAY WHEN NOT SUPPORTED BY FIELD RATIONS IVO FRENCH CREEK CHOW HALL (4TH AABN WILL REQUEST DPC/RSU-E ASSISTANCE WITH ACCESS TO THE FRENCH CREEK CHOW HALL FOR ALL 380 PAX IF NO MESSING IS AVAILABLE AT THE COURTHOUSE BAY CHOWHALL).

4. ARMORY STORAGE AREA AT DPC/RSU-E.

4.A. H&S COMPANY, 4TH AABN REQUESTS ARMORY STORAGE IN THE DPC/RSU-E ARMORY FRENCH CREEK FACILITIES.

4.A.1 WEAPONS/OPTICS STORAGE BREAKDOWN(READ IN THREE COLUMNS QTY/TAMCN/NOMENCLATURE)

(QTY, TAMCN, NOMENCLATURE)
(250) E1441 M4 5.56MM RIFLE

TRAINING SCHEDULE WILL BE PUBLISHED VIA SEPCOR IDENTIFYING SPECIFIC TIMES AND LOCATIONS OF AFOREMENTIONED TRAINING)

12. BILLETING SUPPORT FROM 2D AABN IN COURT HOUSE BAY (CHB).

12.A. REQUEST 2D AABN ASSISTANCE WITH THE FOLLOWING BILLETING IN COURT HOUSE BAY (CHB) AS FOLLOWS:

(25) FROM 09-15 JUL 12

(200) FROM 15-29 JUL 12

(25) FROM 29 JUL-06 AUG 12

13. MHE SUPPORT.

13.A. REQUEST 2D AABN PROVIDE ONE FORKLIFT WITH DRIVER CAPABLE OF OFFLOADING AND LOADING OF QUADCONS DURING THE ADVON AND REAR PARTY PERIODS SPECIFIED IN PARAGRAPHS 1. REQUEST LOCATION OF PICKUP POINT AND TMO SUPPORT FOR TOT TO ENTER MCB CAMP LEJEUNE. ESTIMATE TOT TO ARRIVE O/A 09 JULY 2012.

14. ARMORY STORAGE AREA.

14.A. REQUEST SUFFICIENT ARMORY SPACE WITH WEAPONS RACKS AND SECURITY SYSTEM FOR WEAPONRY, OPTICS, AND SL-3 GEAR BROUGHT TO ANNUAL TRAINING TO INCLUDE THOSE ITEMS TEMP LOANED FROM SUPPORTING UNIT. THE PREFERRED ARMORY LOCATION FOR THE AAV DETACHMENT IS 2D AABN'S ARMORY.

14.A.1. WEAPONS/OPTICS STORAGE BREAKDOWN (2D AABN ARMORY).

(QTY, TAMCN, NOMENCLATURE)

(150) E1441 M4 5.56MM RIFLE

(35) E0999 M2 50 CAL UPGUN CONFIGURATION

(35) E0997 MK-19 UPGUN CONFIGURATION

(10) E1250 M9 9MM PISTOL

(2) E0989 M240B FOR AAVC7

14.A.2. REQUEST THE FOLLOWING WEAPONS/OPTICS SYSTEMS BE SOURCED BY 2D AABN:

(QTY, TAMCN, NOMENCLATURE)

(35) E0999 M2 50 CAL UPGUN CONFIGURATION / SL-3 COMPLETE

(35) E0997 MK-19 UPGUN CONFIGURATION / SL-3 COMPLETE

(2) E0989 M240B FOR AAVC7

15. AMMUNITION.

15.A. REQUEST SECURITY AMMO SUPPORT FROM 2D AABN. (120) ROUNDS TOTAL OF 5.56MM FROM 2D AABN IN ORDER TO SECURE AMMO AT ALL LIVE FIRE EVENTS. SECURITY AMMUNITION WILL BE TURNED IN UPON COMPLETION OF ANNUAL TRAINING.

15.A.1. PYROTECHNICS.

REQUEST 2D AABN FOR ASSISTANCE WITH SL-3 COMPLETE AAV FAMILY OF VEHICLES TEMP LOANED FROM SUPPORTING UNIT INCLUDES PYRO NECESSARY FOR WATERBORNE OPERATIONS.

15.B. AMMUNITION TECHNICIAN SUPPORT.

REQUEST (1) AMMO TECH, MOS 2311, FROM 2D AABN TO SUPPORT LIVE FIRE. MINIMUM REQUEST FOR SUPPORT IS AT INITIAL DRAW AND AT TURN-IN.

15.B.1. REQUEST AMMO DRIVERS FROM 2D AABN TO ASSIST WITH AMMO PICK-UP AND DELIVERY TO RANGES.

16. MESSING.

16.A. REQUEST 2D AABN ASSISTANCE WITH ACCESS TO COURTHOUSE BAY AREA CHOW HALL FOR GARRISON SERVICE FOR 250 MARINES, SERVING THREE MEALS PER PAX PER DAY WHEN NOT SUPPORTED BY FIELD RATIONS. REQUEST SUPPLY WAREHOUSE STORAGE FOR MRE'S, UGR, AND EQUIPMENT.

17. GROUND TRANSPORTATION REQUESTS.

20.B.1. REQUEST 2D AABN PROVIDE GENERAL ACCOUNT POC FOR PARTS REQUISITIONING & WALKTHROUGH PROCEDURES.

21. MEDICAL.

21.A. 4TH AABN WILL SUPPORT ALL RANGES AND SICK CALL WITH 4TH AABN CORPSMEN.

21.A.1. REQUEST ACCESS TO MEDICAL FACILITIES FOR BOTH ROUTINE AND EMERGENCY SERVICES.

21.A.2. REQUEST ASSISTANCE IOT CONDUCT MEDICAL SUPPORT AND LIAISON FOR PHYSICALS, EXAMINATIONS, IMMUNIZATIONS, AND LAB WORK. (DETAILED LIST OF REQUIREMENTS WILL BE SUBMITTED VIA SEPCOR)

22. MARINE CORPS ENGINEER SCHOOL (MCES) SUPPORT.

22.A. 4TH AABN REQUESTS SCHEDULING SUPPORT FROM MCES WITH RESPECT TO SCHEDULING COUNTER IMPROVISED EXPLOSIVE DEVICE (CIED) TRAINING BETWEEN THE DATES OF 16 JULY 2012 AND 24 JULY 2012 (CIED TRAINING WILL NOT BE REQUESTED FOR EVERY DAY DURING THIS WINDOW). ESTIMATE APPROXIMATELY 50 MARINES WILL PARTICIPATE IN CIED TRAINING. 4TH AABN WILL SUBMIT SEPARATE REQUESTS TO MCES AS REQUIRED.

23. COORDINATING INSTRUCTIONS.

23.A. REQUEST SUPPORT REQUEST RESPONSE NLT 2 APR 2012.

23.A.1. DIRLAUTH REQUESTED WITH RSU, HOST UNIT AND COMMANDER ONCE IDENTIFIED.

23.A.2. TENTATIVE PLANNING CONFERENCE DATES: INITIAL PLANNING CONFERENCE TO BE HELD 22 FEB 2012; MIDDLE PLANNING CONFERENCE WILL BE HELD AT 2D AABN'S BN CONFERENCE ROOM, 1 APRIL 2012, 1300 EST, CAMP LEJEUNE, NC; FINAL PLANNING CONFERENCE WILL BE HELD THE WEEK OF 14-18 MAY 2012//

APPENDIX C

Sample Feasibility of Support (FOS) Inactive Duty Training Request
Message

UNCLASSIFIED/

Subject: SUPPORT REQUEST INACTIVE DUTY TRAINING EVENT FOR SUPPLY COMPANY, 4TH SUPPLY BATTALION
Originator: 4TH SUP BN(UC)
DTG: 111347Z Jan 12 **Precedence:** Routine **DAC:** General
To: CO RSU-DPC MCIEAST(UC)
cc: CG MCIEAST-MCB CAMLEJ G3-5(UC)

UNCLASSIFIED/

SUBJ/SUPPORT REQUEST INACTIVE DUTY TRAINING EVENT FOR SUPPLY COMPANY,
4TH SUPPLY BATTALION//
POC/ALSTON, K./GYSGT/SUP CO S-3: 919-834-1968 EXT 5913/ EMAIL
KEVIN.ALSTON1@USMC.MIL/ SOBIERALSKI, J.C./SGT/SUP CO S-3: 919-834-1968
EXT 5903/ EMAIL JASON.SOBIERALSKI@USMC.MIL//

REMARKS/ 1. THIS IS A SUPPORT REQUEST TO CONDUCT INACTIVE DUTY
TRAINING ACTIVITIES ABOARD MARINE CORPS BASE CAMP LEJEUNE (CLNC).
DATES FOR TRAINING ARE FROM 3 FEBRUARY 2012 TO 5 FEBRUARY 2012 (ADVON
AND MAIN BODY).

1.A. (PLEASE READ IN ELEMENT/QTY/ ETA CLNC TIME AND DATE)
ADVON/ 4 (2 I&I, 2 SMCR)/ 0800 3 FEB 2012.
MAIN BODY/ 114 (4 I&I, 110 SMCR)/ 1000 3 FEB 2012.

2. BILLETING.

2.A. REQUEST RESERVE SUPPORT UNIT (RSU) ASSISTANCE WITH THE FOLLOWING
BILLETING REQUEST: 110 MARINES FROM 3-5 FEBRUARY 2012 IN BARRACKS
SPACES IN FRENCH CREEK, CAMP LEJEUNE.

3. MHE SUPPORT. N/A.

4. REQUEST MARINE CORPS COMBAT SERVICE SUPPORT SCHOOLS (MCCSSS CAMP
JOHNSON) CLASSROOM SUPPORT 4 FEBRUARY 2012 0730-1600.

5. ARMORY STORAGE AREA. N/A.

6. REQUEST THE FOLLOWING WEAPONS/OPTICS SYSTEMS BE SOURCED BY THE
SUPPORTING UNIT. N/A.

7. AMMUNITION. N/A.

8. PYROTECHNICS. N/A.

9. AMMUNITION TECHNICIAN SUPPORT. N/A.

10. MESSING. REQUEST ACCESS TO FRENCH CREEK CHOW HALL, BLDG# 420,
SERVICE FOR 110 MARINES (READ IN TYPE/TIME/DATE)

DINING IN / 1130 / 3 FEB 12

DINING IN / 1630 / 3 FEB 12

BOX BREAKFAST/ 0700 / 4 FEB 12

BOX LUNCH / 0700 / 4 FEB 12

DINING IN / 1630 / 4 FEB 12

BOX BREAKFAST/ 0700 / 5 FEB 12

11. MEDICAL. N/A.

12. GROUND TRANSPORTATION REQUESTS. N/A.

13. COMMUNICATIONS EQUIPMENT N/A.

14. EKMS SUPPORT. N/A.

APPENDIX D

Safety Certification Letter for Range Officer in Charge and Range
Safety Officer



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC Box 20004
Camp Lejeune, North Carolina 28542-0004

IN REPLY REFER TO:

3570

Unit

Day Mo Yr

From: Commanding Officer, ___ Company, _____ Battalion,
Marine Corps Base, Camp Lejeune, North Carolina
To: Range Control Officer, Range Control, MCB Camp Lejeune
Subj: COMMANDER'S SAFETY CERTIFICATION LETTER OF RANGE OFFICER-
IN-CHARGE (ROIC) AND RANGE SAFETY OFFICER (RSO)
Ref: (a) MCO 3570.1 series / DA PAM 385-63
(B) MCO 3550.9 series
(C) MCB PO P3570.1 (series)

1. Per the references, I certify the personnel listed below to perform the duties of the ROIC and/or RSO for my unit/command. They have been thoroughly trained and have demonstrated complete knowledge of the weapons, ammunition and hazards associated with ranges/facilities at MCB Camp Lejeune.

2. The individuals named below are familiar and understand the requirements directed by the above references to include all applicable directives, messages, changes and updates. They are additionally aware that they must have a completed the Marine On-Line Range Safety Course (Cr# CI060120CA) and the Camp Lejeune Range Control Safety Officer Course.

3. This letter will be updated quarterly or when changes and/or additions warrant. Point of contact for this matter is MSGT SCHEDULING AT 451-3065 or DSN 777-7777.

U. S. MARINE

APPENDIX E

Sample Situation Report (SITREP)

UNITED STATES MARINE CORPS



IN REPLY REFER TO:

1000

Unit

Day Mo Yr

From: Commanding Officer/Officer in Charge, Reserve Unit Co, Bn
To: Commanding Officer, Deployment Processing Command/Reserve
Support Unit East (DPC/RSU-E), MCIEAST-MCB CAMLEJ
Via: Commanding Officer, Battalion, 4th MarDiv/MLG/MAW

Subj: SITUATION REPORT (SITREP), RESERVE UNIT COMPANY, BATTALION

Ref: (a) MCO 3000.2J

1. SITUATION.

1.A. COMMANDER'S COMMENTS.

1.B. TASK ORGANIZATION: (NOTE: PROVIDE NEW ORGANIZATIONS OR
CHANGES ONLY, OTHERWISE REPORT NO CHANGE)

1.B.1. NAMES OF COMMANDERS.

1.B.2. LOCATION OF COMMANDERS.

1.C. PERSONNEL.

1.C.1. TOTAL PERSONNEL FOR COMMAND/TOTAL/USMC/USMCR/USN/OTHER.

1.C.2. COMMAND GENDER SUMMARY/TOTAL MALE/TOTAL FEMALE.

1.C.3. BREAKDOWN BY LOCATION (LIST ALL).

LOCATION 1/CMD TOTAL

LOCATION 2/CMD TOTAL

2. INTELLIGENCE SUMMARY.

3. OPERATIONS.

3.A. SIGNIFICANT EVENTS (ACTIONS COMPLETED SINCE LAST REPORT).

3.B. CURRENT OPERATIONS/TRAINING SUMMARY.

3.C. FUTURE OPERATIONS (24-48 HR FORECAST).

4. LOGISTICS.

4.A. SUPPLY (CLASS I THROUGH IX).

4.B. MAINTENANCE.

4.B.1. MAINTENANCE MANAGEMENT.

4.B.1.1. GROUND EQUIPMENT READINESS.

4.E. TRANSPORTATION.

4.F. GENERAL ENGINEERING.

4.G. HEALTH SERVICES.

4.H. SERVICES.

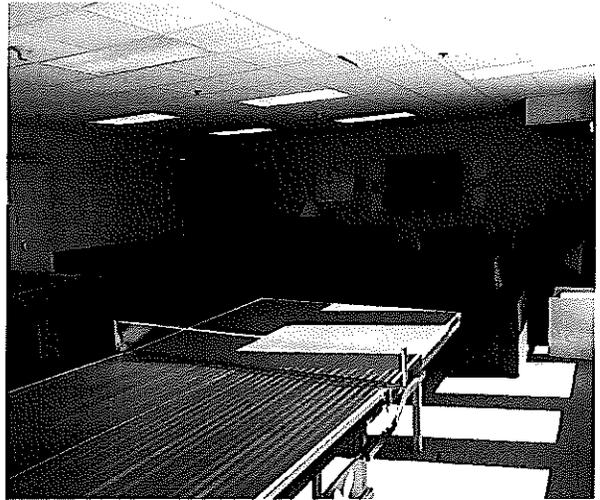
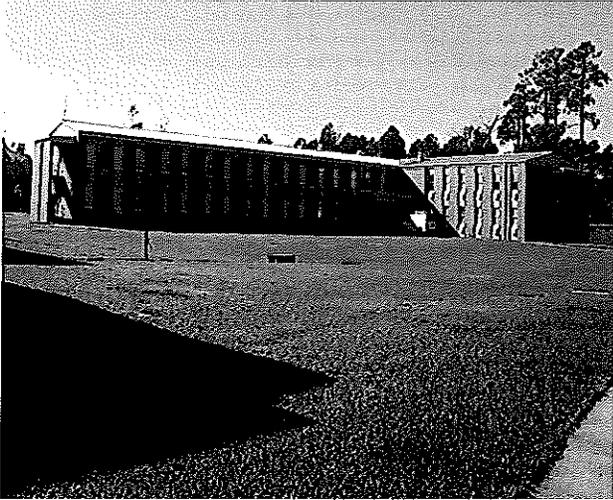
5. COMMUNICATIONS/COMPUTER SYSTEMS STATUS.

I. M. RESERVIST

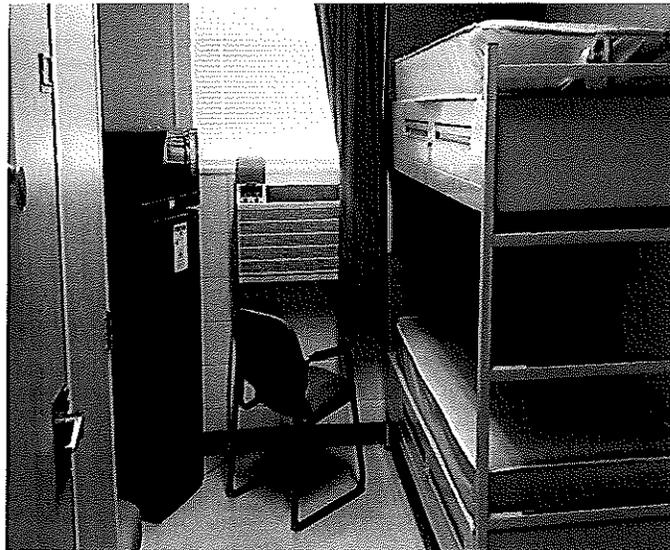
APPENDIX F

Facilities and Assets

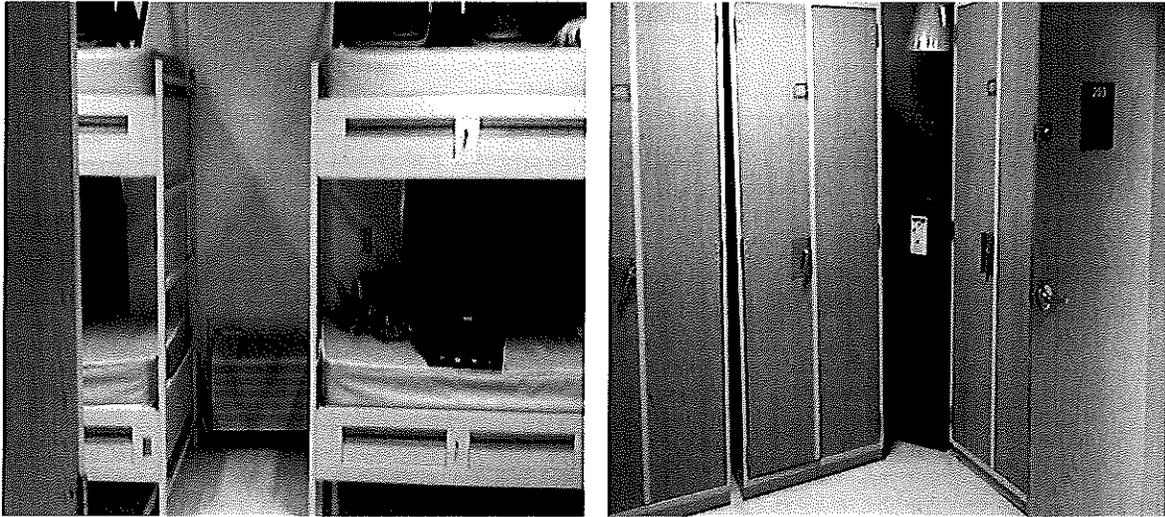
Barracks-type billeting



(26) 2-man rooms



(49) 6-man rooms

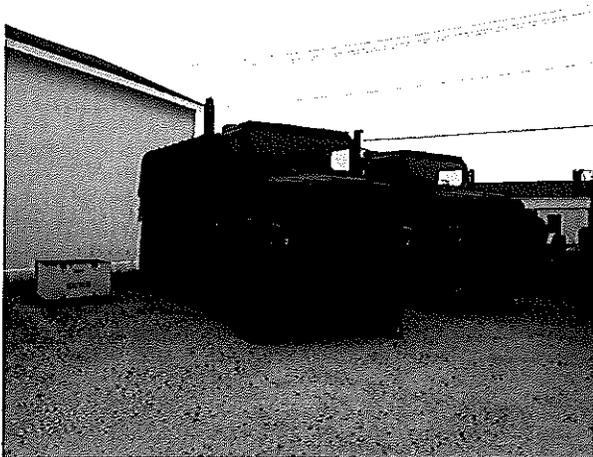


6 Squad Bays (492 Total PAX):
Male SNCO/Officer
Male Sgts and Below
Females

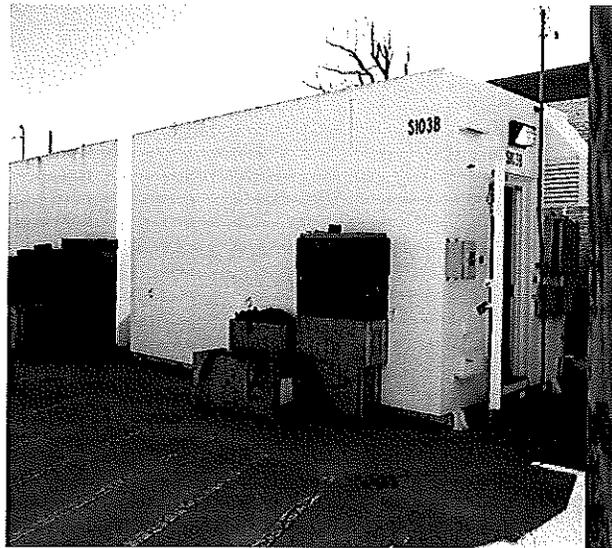
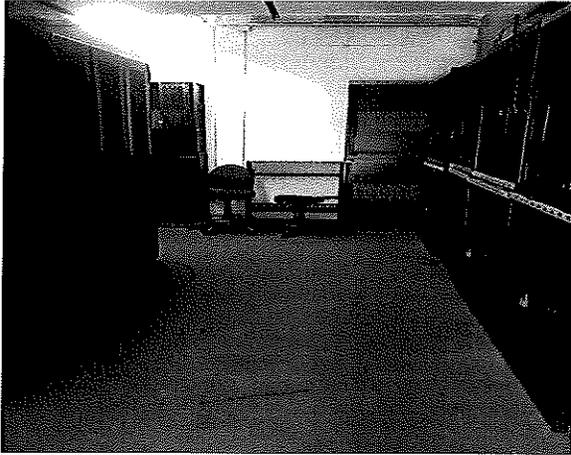


Motor Transport Assets:

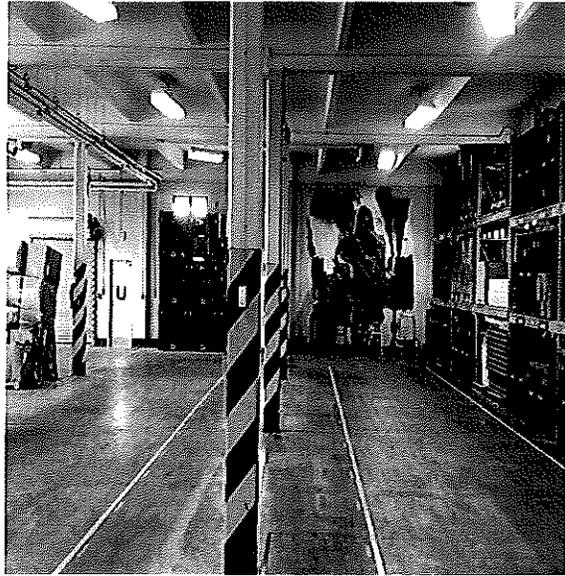
D0198	MK23 7 Ton	Cargo Truck w/o Winch	5
D0030	M1114 HMMWV	Truck Utility Up-Armored	2
D0022	M1152 HMMWV	Truck 2 Man Utility	3
D0860	M105A2 TRLR	Trailer Cargo 1 ½ ton	1
D0167	M1102 TRLR	Trailer Cargo 1 ton	3
D0880	M149A2 Water Tank	Trailer Water Tank	2



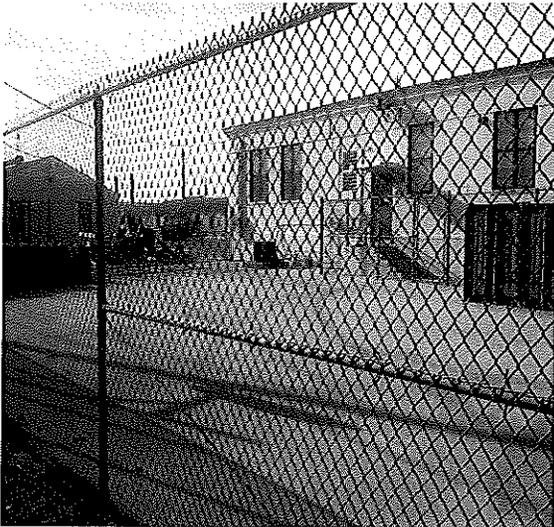
Auxiliary Armory for 200 weapons



Warehouse Storage

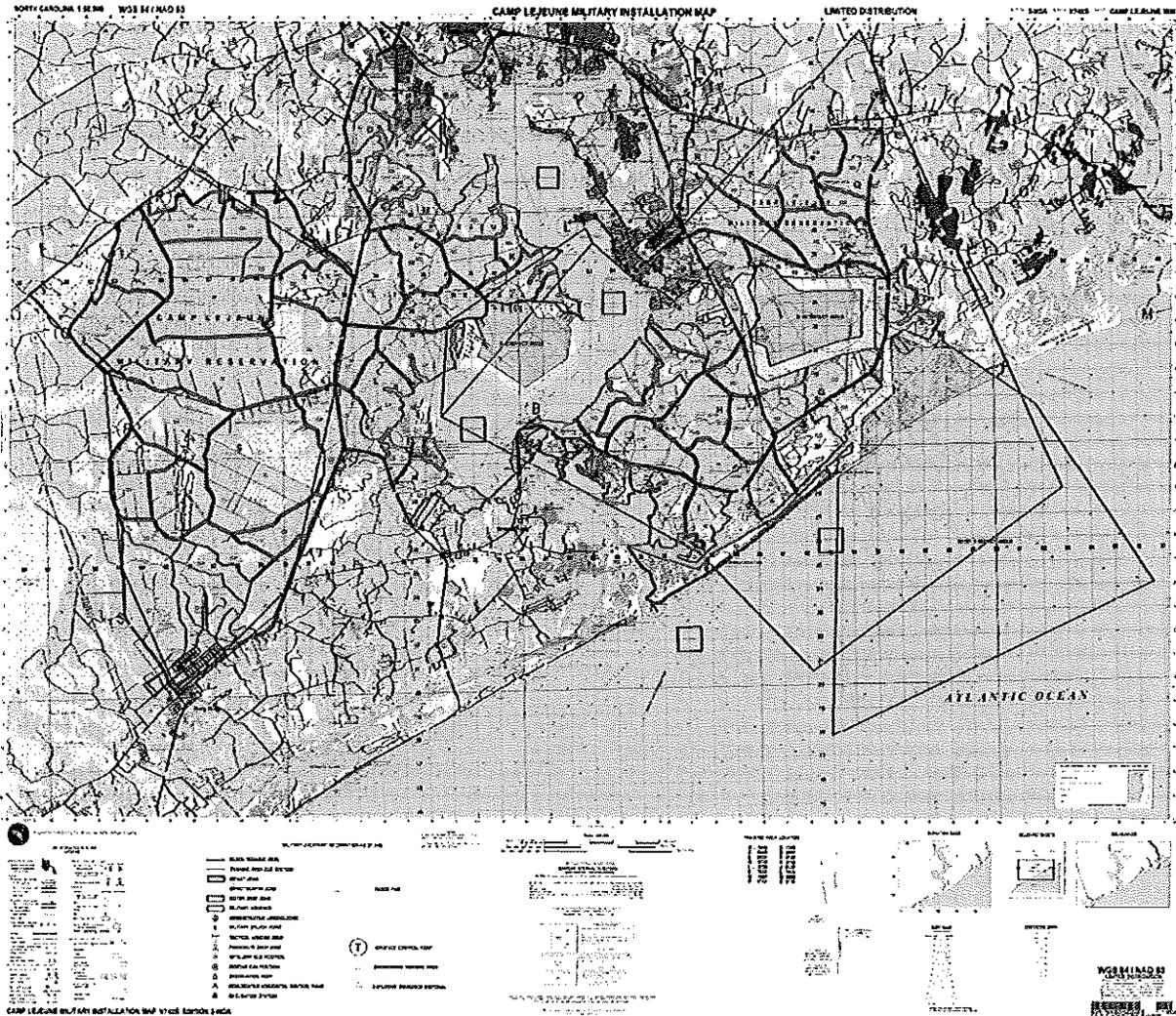


45 x 70ft Outside Storage



APPENDIX G

Maps of Camp Lejeune



Camp Lejeune

BLDG#		
331	DPC/RSU-EAST	Command Element
341	DPC/RSU-EAST	S-3, S-8
309	DPC/RSU-EAST	Contracting Replenishment Cell, Billeting, NMPS, Medical
313	DPC/RSU-EAST	S-1, S-3, S4, S-6



Camp Lejeune

BLDG#		
1403	DPC/RSU-EAST	Supply
1308	DPC/RSU-EAST	Motor Transport
1407	Base	Motor Transport



Camp Lejeune

BLDG#

S813A

NH 100

Main Gate

Naval Hospital



