



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

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B 08
17 June 10

MARINE CORPS BASE ORDER 1500.2B

From: Commander
To: Distribution List

Subj: RESERVE TRAINING STANDARD OPERATING PROCEDURES (SHORT
TITLE: RESTRNGSOP)

Ref: (a) MCBO 3570.1
(b) MCO P5102.1B
(c) MCO P3040.4E
(d) MCO 1001R.1K
(e) MCBO 1001.2
(f) MCO 1510.39B
(g) MCO 1001.60
(h) MCO 1001.62
(i) MCO 1001.59
(j) MCO 5530.14A

Encl: (1) RESTRNGSOP

1. Purpose. To promulgate instructions, procedures and regulations pertaining to requests for coordination and use of resources and facilities at Marine Corps Base, Quantico (MCBQ), Virginia for the purpose of weekend and annual training by reserve component and National Guard units. This includes participation by individual reserve Marines serving on inactive duty or active duty orders at this Command. The references apply.

2. Cancellation. MCBO P1500.2A.

3. Summary of Revision. This revision contains a significant number of changes and should be reviewed in its entirety.

4. Information

a. All correspondence requesting training support will be addressed to:

Director, Reserve Support Unit
26102 Bailey St. Camp Upshur
Quantico, Virginia 22134-5014

Commercial Telephone Number: 703-784-5566
DSN Telephone Number: 278-5566
Telefax Number: 703-784-5430

b. All training requests and use of MCBQ training areas, ranges, and facilities will be conducted per this Order and reference (a).

5. Recommendations. Recommendations concerning this Order are invited. Such recommendations will be forwarded to the Commander, MCBQ (B 08) via the appropriate chain of command.

6. Reserve Applicability. This Order is applicable to all reserve component and National Guard units and to all individual reservists training at this Command.

7. Certification. Reviewed and approved this date.

/s/
D. J. CHOIKE

DISTRIBUTION: A

Copy to: CMC (RA)
CG MARFORRES
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TITLE: RESTRNGSOP)

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Chapter 1

General Information

1. General. Marine Corps Base, Quantico (MCBQ) offers a wide variety of training facilities, ranges, and areas for use by Marine Corps Reserve units as well as other service reserve component and National Guard units. Utilization of MCBQ training resources is subject to availability and will be coordinated and conducted in accordance with the provisions of this Order. This includes opportunities for individual reserve Marines to serve on inactive duty or active duty in order to conduct training and/or augment Marine Corps Combat Development Command (MCCDC), MCBQ or designated tenant activities. Individual reserve training is described in Chapter 6 of this Order.

2. Responsibilities

a. The Director, Reserve Support Unit (RSU), coordinates requests for facilities, logistics, ranges, training areas, air space and other resources necessary to support weekend and annual training of Marine Corps Reserve, other service reserve components and National Guard units. The Director, RSU is the sole initial point of contact for the above areas.

b. Additionally, the Director, RSU coordinates any necessary administrative and logistical support to individual reservists who receive orders to MCCDC, MCBQ, and designated tenant activities, including but not limited to, Active Duty Special Work, Active Duty Training, Annual Training Duty, and Reserve Counterpart Training (RCT).

c. Unit commanders of reserve/National Guard units will ensure compliance with MCB orders and make provision for:

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

(2) The safe and proper use of all training areas, ranges, facilities, and equipment. Operational Risk Management should be utilized prior to the conduct of training.

(3) The safety and accountability of personnel under their charge.

(4) The security of equipment and ammunition under their cognizance.

Enclosure (1)

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

(6) The proper handling and disposal of hazardous materials.

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

d. Individual members of the reserve/National Guard will comply with all pertinent MCB orders and regulations while at Quantico.

Enclosure (1)

Chapter 2

Unit Training

1. Requests for Support

a. All requests for weekend training/annual training (AT), support of reserve/National Guard units will be directed to:

Director, Reserve Support Unit
Attn: Operations
26102 Bailey St. Camp Upshur
Quantico, Virginia 22134-5014

Phone: 703-784-9394

b. All requests for support will be submitted utilizing the Reserve Support Unit (RSU), Training Support Request (TSR) located in figure 2-1. The TSR can be accessed via the Marine Corps Base, Quantico (MCBQ) webpage, www.quantico.usmc.mil. Once you have accessed the MCB Quantico webpage, select MCBQ Activities, then select RSU. Instructions for completing and submitting the TSR are available on the website. The TSR must be filled out with all applicable information prior to submission. If units do not have access to the internet you may request a copy from the RSU Operations at 703-784-9394.

c. The TSR may be submitted by e-mail to quantico.rsu@usmc.mil or by telefaxing to the Operations RSU at 703-784-5430.

d. Telephone conversations, while used to develop information, will not be considered an official request for training support.

e. To ensure proper coordination, requests for training support must be submitted at a minimum within the following timeframes.

(1) Weekend Training. Weekend training will be 45 days prior to the date of the desired training.

(2) Annual Training. AT will be 90 days in advance of the desired training period.

f. Multi-period or "blocked" training requests will not be approved. Requests must be submitted individually for each training period.

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2. Coordination of Training Requests

a. Normally, training support is provided on a first-come, first-served basis, subject to the training requirements of MCBQ activities to accomplish their primary missions.

b. Upon receipt of a unit's TSR, the Director, RSU acknowledges receipt of the request, and begins coordination with the requesting unit as soon as possible.

c. Late or incomplete requests may be denied or returned without further action by the Director, RSU.

d. The Director, RSU will coordinate all aspects of the unit's training request. Individual units requesting training support do not have direct liaison authority with MCBQ organizations or tenant activities unless authorized by the Director, RSU.

e. At times requested training areas, ranges, or facilities may not be available. In such cases, alternates will be recommended.

f. Final confirmation of support will be provided by the Director, RSU to the unit prior to the training period.

g. For units requesting AT support at MCBQ. The Director, RSU will coordinate an initial planning conference to develop the AT plan and outline the support responsibilities of the unit and host activity. Additional conferences will be scheduled as needed to accomplish required preparations.

h. Units which cancel requested training support must notify the Director, RSU as soon as possible. All changes or cancellations may initially be submitted via telephone, but must be followed promptly by written notification. Repeated cancellations of training may be cause for suspension of use of MCBQ training areas and facilities.

i. Questions regarding the status of training support requests must be directed to RSU Operations, telephone: Commercial 703-784-9394; or Defense Service Network 278-9394.

3. Facilities Under The Director, Reserve Support Unit Cognizance

a. RSU is located in Building 26102, Camp Upshur MCBQ. Camp Upshur's facilities have conference rooms and office spaces suitable for coordination of training (refer to figure 2-1).

Enclosure (1)

b. The Director, RSU maintains and coordinates training unit billeting at Camp Upshur for primary use by reserve/National Guard units.

c. Camp Upshur facilities include unit administrative spaces, temporary equipment/supply storage, a messing area, Quonset hut billeting, VCCT, HEAT, DVTE, ISMT and training classrooms. A map of these facilities and detailed information are in figure 2-3. Units using Camp Upshur must ensure that there is no interference with the operations of the activities permanently located there, or with other training units.

d. Selected Marine Corps Reserve units are not authorized to directly contact the Inspector-Instructor, Company D, 4th Light Armored Reconnaissance Battalion, Camp Upshur, MCBQ for training support unless approved by the CG MARFORRES and the Director, RSU.

e. Units are highly encouraged to obtain all equipment and personnel needed to conduct training prior to requesting the scheduling of training areas/facilities at MCBQ. Equipment for loan is extremely limited at MCBQ. Additionally, personnel, such as drivers, Military Operations on Urban Terrain (MOUT) instructors, etc., will not be provided except under special circumstances.

4. Ranges/Training Areas

a. MCBQ has multiple training areas and field-firing ranges for use by reserve/National Guard units. Reference (a) governs the use of all training areas/ranges at MCBQ, and will be adhered to by all Reserve/National Guard units utilizing these facilities.

b. Units requesting training areas/field firing ranges must provide the following on their TSR:

- (1) Time/Date(s) for use.
- (2) Training areas/ranges desired and alternates.
- (3) Number of personnel to be trained.
- (4) Intended use of each training area and range.
- (5) Type(s) of weapons and ammunition to be fired.

Enclosure (1)

(6) Name and grade of the designated Range Officer in Charge (ROIC) and Range Safety Officer (RSO) for each range and/or training area. Per reference (a), the ROIC may serve as the RSO if the training area permits safe compliance with all required duties.

(7) ROICs and RSOs must complete the Range Safety Course on MarineNet, Course # CI060120CA, and bring completed certificate to MCB Quantico Range Control prior to taking the RSO exam. Additionally, ROICs and RSOs must complete the MCBQ Range OIC/RSO Course. The course is accessible online at: <http://www.quantico.usmc.mil/qtm/Default.aspx>.

(8) The listed POC must accompany the unit during its training.

c. Airspace/Landing zone (LZ)/close air support (CAS) requests must be made in the same manner as training areas. The below listed information must be provided.

(1) The date(s) and time(s) the aircraft will be operating in MCBQ airspace.

(2) The LZ(s) the unit will be utilizing.

(3) The unit providing the aircraft.

(4) Type of aircraft.

(5) The maximum altitude the aircraft will achieve.

(6) Any munitions/weapons (live-fire) that will be used by the aircraft.

d. Units must provide their own MCBQ maps, which can be ordered. The map sheet number is V834S 1:25,000 and V734S 1:50,000.

5. Rifle and Pistol Qualification/Familiarization (FAM) Fire

a. The Commanding Officer, Weapons Training Battalion (CO WTBn) operates Known-Distance (KD) rifle and pistol ranges for battlesight zeroing (BZO), FAM firing, and KD qualification firing. Units desiring to conduct BZO, familiarization or qualification training with service rifles/pistols may schedule range details for any weekend, Saturday and/or Sunday, subject to availability. Requests will be submitted to the Director, RSU no later than 45 days in advance of training date, per paragraph 1 of Chapter 2 of this Order.

Enclosure (1)

b. The CO WTBn will provide Tower and Pit Noncommissioned Officers for units planning to utilize these ranges.

c. The Director, RSU will provide all target materials and scorecards for units planning to utilize these ranges:

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

(1) Required ammunition.

(2) Individual shooter equipment, such as weapons, hearing protection, data books, and load bearing vest with attachments.

(3) Medical personnel and a safety vehicle. It is recommended that one medical person and safety vehicle per range be made available.

(4) An armorer, ammunition vehicle, ammunition technician/custodian and a qualified ammunition driver (non-shooter).

(5) Marksmanship coaches (1 coach per 4 target points), qualification verifiers (1 verifier per 10 target points), and target pullers (minimum of 2 per target point).

6. Swimming Pool and Water Survival Training

a. The Basic School, MCBQ has an indoor pool available for use. Requests for water survival training/swimming pool use must be submitted on the unit's TSR, and include the date(s) and time(s) desired, the number of personnel to be trained, and the type of training to be conducted.

b. All equipment, such as rubber rifles, packs, and personal equipment is available for use at the pool.

c. Individual Marines must bring utility uniforms and boots.

d. Using unit must provide medical personnel and a safety vehicle.

7. Training Facilities

a. Gas Chamber. Units requesting the use of the gas chamber on their TSR should indicate the date, time, and number to be trained, as well as meet the following requirements.

Enclosure (1)

(1) Provide two Marines possessing a military occupational specialty (MOS) of 5711 or 5702, who have received formal training at the resident MOS school house. A sergeant (5711/5702) or above will serve as the RSO for the gas chamber. A staff noncommissioned officer (SNCO) (5711/5702) or above will serve as the ROIC for the gas chamber. If the requesting unit can not meet the requirements mentioned above they must request support from their higher headquarters. As a last resort, the RSU will coordinate support for a Marine with the 5711 or 5702 MOS from MCBQ.

(2) Units must provide all gas masks and nuclear biological and chemical suits to the training personnel.

(3) Using unit must provide medical personnel and a safety vehicle.

(4) Using unit must provide any required 2-Chlorobenzalmalonitrile (CS) capsules.

b. Night Integrated Training Environment Facility. This facility is designed to train infantry tactics at the fire team level. Marines will be exposed to a variety of scenarios, and will be faced with quick reaction decisions. Training is conducted in teams with four to five members per team. Units requesting use of this facility should indicate the date, time, and number to be trained on their TSR. The following is provided as planning factors:

(1) Hours of operation are from 0730-1630. All training must be scheduled in advance.

(2) The maximum daily throughput is 50 individuals.

(3) Unit must provide night vision goggles (NVG) and weapons to conduct training. The unit's weapons will be reconfigured with training barrels in order to conduct training. Due to the time involved in reconfiguring the weapons, units should plan on utilizing the same weapons for the entire training evolution.

(4) Upon completion of training the using unit will police the area for brass, and turn the facility over to the civilian in charge.

c. Indirect Fire Support Training Center (IFSTC). Units requesting use of the IFSTC facility should indicate the date, time, and number to be trained on their TSR. The following is provided as planning factors:

Enclosure (1)

(1) IFSTC has 25 training stations and can train one Marine per station. Typically students are trained in a 2½-hour training block with approximately 100 students training per day.

(2) Hours of operation are from 0730-1630. All training must be scheduled in advance.

d. Hogan's Alley. Hogan's Alley is a MOUT environment training facility that is utilized by the Federal Bureau of Investigation (FBI) Academy during the work week. Units requesting use of Hogan's Alley should indicate the date, time, and number to be trained on their TSR. The following is provided as planning factors:

(1) Training is allowed only on the weekends. No weekday training is permitted.

(2) There are 10 buildings that can be accessed for training. The facility can hold up to a reinforced company.

(3) Types of munitions that can be fired in this complex are; blanks, simulated rounds, and pyrotechnics (pyro) (no pyro in buildings).

(4) There is no breaching of doors or windows allowed, and all rooftops are off limits to personnel.

(5) Submit a roster of all personnel that will access the FBI Academy in order to use Hogan's Alley no later than 10 working days prior to training. The roster must include the last name, first name, middle initial, and full social security number. Individuals must have picture identification on person to proceed through FBI Academy gate.

(6) Conduct a police call of all brass and trash at the facility prior to departure. FBI Academy personnel will inspect the cleanliness of the facility on the next business day. Any unsatisfactory police calls will result in the loss of privileges for the using unit.

(7) Notify FBI Academy gate sentry that training is completed, and that all personnel are departing the grounds.

8. Training Aids/Equipment Support. Training aids and equipment (videotapes, Multi-Integration Laser Engagement System gear, weapons simulators, pop-up targets, etc.) may be requested on the unit's TSR. Requests should include items needed, date(s)/time(s), intended use, and the number of personnel to be trained.

Enclosure (1)

Equipment to be used must be jointly inspected/ inventoried and signed for by an officer or staff noncommissioned officer from the using unit. Using units are responsible to reimburse MCBQ any costs associated with missing or damaged equipment.

9. Advance Parties. Unit advance parties are critical to the success of training at MCBQ. Time and date of arrival of the advance party will be coordinated with the Operations Chief, RSU. The following general guidelines apply:

a. Weekend Training. A minimum of 1 day is normally required to accomplish final coordination for weekend training. Advance parties must report to the Director, RSU, Building 26102, not later than 1200 on the Friday preceding training. Usually all advance coordination must be accomplished prior to 1500. It is required that one, preferably more, of the training units Inspector Instructor Staff are present throughout the training period. Late arrival may jeopardize support.

b. Annual Training. Advance party requirements for AT will be determined at the AT planning conference.

c. Ammunition Supply Point Liaison. A unit representative on the unit's delegation of authority needs to be present to sign for the ammunition the workday prior to the weekend training. Unit is required to make liaison with the Ammunition Supply Point prior to start of AT period to ensure paperwork is complete and to discuss pickup schedule.

Enclosure (1)



THIS FORM CANNOT BE COMPLETED ON THE INTERNET!

THE FOLLOWING INSTRUCTIONS ARE PROVIDED IN ORDER TO COMPLETE AND SUBMIT THE BELOW TRAINING SUPPORT REQUEST (TSR) FORM:

THE TSR WILL NOT BE ACCEPTED UNDER 45 DAYS PRIOR TO THE TRAINING EVENT UNLESS OF A REAL WORLD MISSION THAT WILL BE PRIORITIZED ON A CASE BY CASE BASIS!! FOR ANY QUESTIONS ABOUT THIS POLICY PLEASE CALL THE OPERATIONS CHIEF AT 703-784-5566/7.

- 1. OPEN THE TSR ATTACHMENT AND FILL OUT TSR COMPLETELY. SAVE THE TSR AND SEND TO QUANTICO.RSU@USMC.MIL. TSR'S WILL ONLY BE ACCEPTED BY THE FOLLOWING PERSONNEL: CO/OIC/I&I, OPERATIONS SECTION, OR THEIR DULY APPOINTED REPRESENTATIVE.**
- 2. CO/OIC/I&I AS WELL AS ALL ROICs AND RSOs ARE RESPONSIBLE TO READ, UNDERSTAND AND IMPLEMENT ALL APPLICABLE MARINE CORPS AND BASE ORDERS AND REGULATIONS PERTAINING TO THE REQUESTED TRAINING TO BE CONDUCTED ABOARD MCBQ.**
- 3. MEDICAL PERSONNEL (I.E. CORPSMAN) ARE THE RESPONSIBILITY OF ALL USING UNITS AND REQUIRED FOR ALL TRAINING EVOLUTIONS ABOARD MCBQ.**

Figure 2-1.--Training Support Request Form

Enclosure (1)

TRAINING SUPPORT REQUEST										
UNIT NAME					SERVICE:		COMPONENT:			
					POC:					
					PHONE NUMBER:					
UNIT ADDRESS					EMAIL ADDRESS:					
ADDRESS LN 1:										
ADDRESS LN 2:										
CITY:					STATE:		ZIP:			
TRAINING SPECIFICS										
UNIT PERSONNEL TOTAL COUNT:			INCLUSIVE DATES OF TRAINING - FROM:		TO:					
EVENT /ACTIVITY		RANGE /TRAINING AREA		DATES FROM TO		OCCUPY TIMES FROM TO		HOT TIMES FROM TO		DODIC *Separate w/ a (,)
NOTE 1: UNIT(S) MUST PROVIDE CORPSMAN FOR TRAINING.										
NOTE 2: UNIT(S) MUST ENSURE THEIR MILSTRIP IS AT THE QUANTICO AMMUNITION SUPPLY POINT PRIOR TO ARRIVING FOR TRAINING.										
AMMUNITION SUPPLY POINT PHONE IS: (703) 784-5296										
RSO / OIC (FOR RANGES AND TRAINING AREAS)										
RANK/ TITLE	FIRST NAME	LAST NAME		LAST 4 SSN	EVENT / ACTIVITY		RANGE /TRAINING AREA			
NOTE 1: RSU WILL NOT PROCESS REQUESTS UNTIL RSO / OIC IS UPDATED IN RANGE CONTROL DATABASE.										
BILLETING (CAMP UPSHUR)										
MALE COUNT	DATES Check In Check Out		FEMALE COUNT	DATES Check In Check Out		TOTAL COUNT				
ADVANCE PARTY COUNT:			EXPECTED ARRIVAL DATE:							
REAR PARTY COUNT:			EXPECTED DEPARTURE DATE:							
NOTE 1: MAKE SURE TO INCLUDE THE ADVANCE PARTY COUNTS IN THE APPROPRIATE MALE AND FEMALE BILLETING COUNTS.										
MESSING										
DATE	QTY	MEAL TIME		MEAL TYPE		P/U TIME				
NOTE 1: ALPHA ROSTERS (EXCEL FORMAT W/ SEPARATE COLUMNS FOR RANK, LAST NAME, FIRST NAME, AND M.I.) MUST BE PROVIDED FOR CHOW.										
ADDITIONAL TRAINING NEEDS										
DATES FROM TO		QTY	RESOURCE							
TRANSPORTATION										
<input type="checkbox"/> Safety Vehicle	<input type="checkbox"/> Unit Supplying Driver	<input type="checkbox"/> Stake Bed	<input type="checkbox"/> Unit Supplying Driver							
<input type="checkbox"/> Ammo Vehicle	<input type="checkbox"/> Unit Supplying Driver	<input type="checkbox"/> 10K Forklift	<input type="checkbox"/> Unit Supplying Driver							
<input type="checkbox"/> Bus(es)	<input type="checkbox"/> Unit Supplying Driver	<input type="checkbox"/> Other: Explain -								
<input type="checkbox"/> Van(s)	<input type="checkbox"/> Unit Supplying Driver									
NOTE 1: THERE ARE NO TACTICAL VEHICLE ASSETS AVAILABLE TO RESERVE UNITS (ONLY WHITE GME VEHICLES).										

Figure 2-1.--Training Support Request Form--Continued



Figure 2-2.--Map of Mainside

Enclosure (1)

Chapter 3

Logistics

1. Billeting Support

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

b. Requests for billeting must be included on the unit's Training Support Request (TSR) and detail the following:

(1) Specific dates/times.

(2) Type billeting desired.

(3) Specific billeting location (if known).

(4) Number of personnel to be billeted by grade and gender.

c. Unit billeting is available at Camp Upshur (see paragraph 2 below and figure 2-1).

d. Individual billeting may be available for officers/staff noncommissioned officers (SNCO) (E-6 and above) at the Bachelor Officer Quarters or Bachelor SNCO Quarters. Requests for individual billeting must be coordinated by the individual. Marines should contact the Bachelor Housing Branch at 703-784-3149 or 703-432-1341 in order to make reservations.

e. Requests for bivouac sites will be coordinated by the Director, Reserve Support Unit (RSU), in the same manner as range/training area requests. Using units should request a specific bivouac site (if known). Bivouac sites will be assigned based on availability and the site's capability to support the unit's size, training plans and logistic support.

f. Units using bivouac sites will inspect each site with representatives from Range Control, Marine Corps Base, Quantico (MCBQ) prior to acceptance and assignment.

2. Camp Upshur Billeting

a. Camp Upshur is utilized by the RSU, Company D, 4th Light Armored Reconnaissance Battalion, Company C, Intelligence Support Battalion, and the Drivers Training Branch. Reserve/National Guard units may request the use of the RSU facilities at Camp Upshur on a first-come, first-served basis.

Enclosure (1)

b. Available facilities at Camp Upshur consist of older generation Quonset Huts, corrugated and cinderblock buildings providing a training base-camp, field-type environment. Quonset Huts are climate controlled. The camp is located approximately 20 miles northwest of mainside, and is within marching distance of Training Areas 15 and 17. Amenities and services are limited. Facilities available to reserve/National Guard units include:

- (1) Billeting for 812 personnel.
- (2) Shower and head facilities.
- (3) Buildings that can be configured for use as: training classrooms; administrative/unit command post; messing area; warehouse supply storage.
- (4) Large parade deck (must request separately).
- (5) Open fields (gun drill, Marine Corps Marshal Arts Program, outdoor instructions, etc.).
- (6) Limited phone and local area network connectivity (Marine Forces Reserve domain only).
- (7) Limited washer/dryers.
- (8) Limited weight room/physical training facilities.
- (9) Loading ramp.
- (10) Vehicle wash rack.
- (11) Armory (230 Rifle racks, 50 pistol racks).
- (12) 4 VCCT, 2 HEAT, ISMT, and DVTE Trainers.

c. Units desiring to utilize the Camp Upshur billeting facilities must comply with the following procedures.

(1) Requests for billeting support must be received by the RSU no later than 45 days in advance of requested billeting date.

(2) Units must conduct a joint inspection with Camp Upshur personnel upon check-in and prior to check-out. Units using the billeting facilities are required to inspect, inventory and sign for both the buildings and the furniture/equipment contained therein.

Enclosure (1)

Only sergeants and above are authorized to conduct unit check-in/check-out. A roster of all personnel billeting at Camp Upshur must be provided to the RSU upon check-in.

(3) While residing aboard Camp Upshur, units are responsible for establishing a duty noncommissioned officer (NCO) and watch standers adequate to ensure the safety and security of personnel and equipment under their charge.

(4) Damages or major discrepancies will either be corrected by the using unit prior to departure, or assessed to the using unit as reimbursable costs.

(5) Units must report to Camp Upshur prior to 1600 on the first day of requested billeting in order to check-in and conduct the joint inspection with Camp Upshur personnel.

(6) Linen is not available for use at Camp Upshur. Units are responsible for bringing their own linen or sleeping bags.

(7) Privately owned vehicle parking is extremely limited at Camp Upshur and is authorized only for NCOs and above.

(8) Units may be subject to usage fees, as determined by the Director, Comptroller Division, MCBQ.

d. Visiting civilian groups may utilize the Camp Upshur billeting facility, so long as their use does not interfere with military operational or training requirements and they comply with the following procedures.

(1) Must comply with all provisions outlined in paragraph 2 of this Chapter.

(2) Submit requests for billeting at Camp Upshur to the Visit Coordinator, G-3 no later than 45 days in advance of requested billeting date.

(3) To ensure priority of use is given to military units, billeting requests from civilian groups will not be confirmed until 30 days in advance of requested billeting date.

(4) Visiting civilian groups will not be billeted at the Camp Upshur billeting facility, while a military unit occupies the facility.

Enclosure (1)

(5) MCBQ may cancel a visiting civilian group's billeting request at anytime prior to or during the requested billeting period.

e. See figure 2-3 for the layout of Camp Upshur.

3. Messing Support

a. 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.

b. Requests for messing support must be included on the unit's TSR and include the following:

(1) Date(s)/Time(s) of pickup.

(2) Number of personnel to be fed.

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

(4) Roster of individuals requiring messing, with no social security number.

c. Messing support will normally be provided by the nearest messhall. Messhall hours of operation vary by facility, but are generally as follows:

<u>Weekdays</u>	<u>Weekends</u>
Breakfast 0600-0730	Brunch 1000-1200
Lunch 1100-1300	Dinner 1600-1700
Dinner 1630-1830	

d. For hot field rations, reserve units must provide vacuum cans, utensils, paper plates, flatware, and napkins. Paper products may be purchased via Defense Self-Service at MCBQ on a reimbursable basis (see paragraph 2 of Chapter 4). Units using vacuum cans must provide personnel to clean the cans prior to refill. Box meals must be consumed within 3 hours of issue for health reasons.

e. For both field rations and box meals, units must provide transportation of the food between the messhall and the unit.

f. For ease of support, using units should provide a numbered roster utilizing Microsoft Excel, which includes the grade, last name, first name, middle initial and whether the

Enclosure (1)

individual receives subsistence-in-kind or commuted rations/basic allowance for subsistence (BAS). Monies for the meal from those on commuted rations/BAS must be collected prior to the meal. The unit's representative will provide the list and the money to the messhall cashier and provide block signatures when picking up each meal. (See figure 3-1.)

g. Requesting, cancelling or changing of messing schedule must be provided to the Director, RSU and Base Food Service at least 10 working days in advance of the training period to preclude unnecessary food waste. Changes in the number of personnel to be fed must be provided to the Director, RSU no less than 7 days prior to the meal.

h. All non-Marine Corps military units must fill out an SF 1080, Voucher for Transfers between Appropriations and/or Funds, for meals that will be consumed from the messhalls aboard MCBQ. See figure 3-2 for a sample SF 1080. After filling out the SF 1080 with all required information e-mail or fax the form to the RSU Fiscal Chief or Logistics Chief at 703-784-2612.

4. Ground Transportation/Vehicle Support

a. Ground transportation, including driver support, is limited but may be requested and provided based on availability. Tactical vehicles will not be provided.

b. Requests for ground transportation must be included on the unit's TSR, and contain the following information:

- (1) Quantity of vehicles.
- (2) Type of vehicles.
- (3) Dates/Times needed.
- (4) Intended use.
- (5) Whether drivers are needed.

(6) Types/Quantities of equipment/personnel to be transported.

c. Whenever possible, units should request "U-drive" vehicle support (drivers provided by the using unit). When receiving U-drive vehicle support, the vehicle will be jointly inspected, inventoried and signed for by the driver of the vehicle, preferably (SNCO or officer) but can be an NCO. The inspecting

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representative of MCBQ will be someone from the dispatching facility. Unit drivers must possess a current valid license (any state) with a backing certification, or a government Optional Form 346, U.S. Government Motor Vehicle Operator's Identification Card, with a commercial stamp. If a driver does not possess a backing certification, he/she must present a copy of their orders along with all other required information to the dispatch official. (See paragraph 5 below for requirements for ammunition drivers.) The using unit is responsible for the safe use and security of temporary-loaned vehicles.

d. Vehicle accidents will be reported and investigated per reference (b). While transporting passengers, the senior person is responsible for supervising the driver in the safe operation of the vehicle.

e. Units requiring fuel for their vehicles, either tactical or U-Drive, must ensure they have a NAVCOMPT Form 2275, Order for Work and Services, or DD Form 448, Military Interdepartmental Purchase Request, on file with the Director, Comptroller Division prior to training.

f. Per reference (a), units training at MCBQ must have at least one 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.

g. Any petroleum/oils/lubricant spillage must be reported immediately to the Fire Department, Range Control, MCB Command Duty Officer, and the Director, RSU. Failure to do so may result in military and/or civil penalties.

h. Maintenance support is not available for tactical vehicles at MCBQ. If maintenance problems occur with vehicles from the MCBQ motor pool, they will be repaired through the MCBQ motor pool.

5. Ammunition Requests

a. Units must provide their own ammunition for training. The Director, RSU does not have the authority to procure/request ammunition for reserve/National Guard units.

b. All requests for ammunition must be submitted via the unit's chain of command requesting pick-up at the MCB Ammunition Supply Point (ASP). All ammunition must be forecasted 30 days in

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advance of required delivery date (RDD) in the Training Ammunition Management Information System-Revised (TAMIS-R). Ammunition pickup requests will be created in TAMIS-R, which in turn will generate a Military Standard Requisitioning and Issue Procedures (MILSTRIP) for the requested ammunition. All MILSTRIPS will be completed in TAMIS-R no later than 5 working days before RDD. All units will have direct liaison authority with the MCB ASP.

c. Requirements for receiving ammunition at the MCB ASP.

(1) A valid DA 1687, Notice of Delegation of Authority, is required for any unit picking up ammunition. The DA 1687 must contain the name and reporting unit code (RUC) of the unit, name, rank, social security number, signature and initials of each individual authorized to receipt for ammunition. The ASP must have the original DA 1687, photocopies or facsimile copies are not considered an official document, and will not be accepted by the ASP. A sample DA 1687 is contained in figure 3-3.

(2) Letter of Authorization to Requisition and Sign for Class (V). The letter must contain the name and RUC of the unit, name, rank, SSN and signature of each individual authorized to receipt for ammunition. The ASP must have the original DA 1687, photocopies or facsimile copies are not considered an official document, and will not be accepted by the ASP. A sample of this letter is contained in figure 3-4.

(3) Only those individuals on the unit's DA 1687 and authorization letter will be allowed to receipt for ammunition. Unit's are encouraged to call the ASP prior to the scheduled training to verify that their current DA 1687 and authorization letter is on file and accurate.

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

d. All ammunition drivers must have the following in their possession to present to ASP personnel: a valid state driver License; valid OF 346, Military Drivers License; valid NAVMC 10970, Medical Examiner's Certificate for Drivers with ammunition qualified stamp; and a current military identification. In addition to the above the unit needs to ensure that the following is also readily available: current NavSea SW020-AF-HBK-010 (glovebox edition), fire extinguisher 10 pound BC rated (dry-chemical), chock block, three triangles, proper explosives

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placards, three straps per pallet being loaded and an armed guard. If the driver is scheduled to leave the confines of MCBQ he/she must be at least 21 years of age. If remaining aboard Quantico, the driver must be 18 years of age.

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

f. All ammunition must be transported directly to the range from the ASP via an approved ammunition/explosives route. No explosives laden vehicles will be allowed on mainside Quantico or in any administrative area.

g. Using units are responsible for the proper disposal of all dunage and trash. This will require a rear party, usually a member of the I&I Staff, to turn-in dunage the Monday after training is completed. Units may contact the Material Readiness Branch, Transfer Site to schedule appointments to turn-in dunnage material, (i.e., brass, cans, links and wood) at 703-784-5398.

6. Communications Support

a. Communications support in the form of radio frequencies and communications equipment may be requested. However, communications equipment assets at MCBQ are limited and usually heavily committed.

b. Requests for communications support should be included on the unit's TSR and address the following:

(1) Radio frequencies by type (VHF, HF, UHF), quantity, dates/times required, and intended use. The RSU has five dedicated single channel plain text frequencies that can be allotted to training units.

(2) G-6, MCBQ will not provide radio frequencies in order to conduct frequency hops. All frequency hops must be coordinated by the using unit via their chain of command.

(3) Communications equipment by type, quantity, dates/times needed, and intended use. Communications equipment to be temporarily loaned will be jointly inspected, inventoried for Stock List Manual-3 components and signed for using an Equipment Custody Receipt (ECR) Card. The unit representative using the equipment must be an officer or SNCO (E-6 or above). Sufficient time must be allotted to inspect and sign for the equipment being used. The using unit is responsible for all use,

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cleanliness and maintenance once the equipment has been accepted. Upon return, a recovery joint inventory will be conducted. Maintenance costs resulting from use will be billed to the unit.

c. Units using live-fire ranges or training areas must have at least two forms of communication per range or training area in order to maintain continuous communications with the Range Control Section, MCBQ. Primary means of communication must be radio; secondary means may be either radio or cell phone. Range Control call-signs and safety frequencies will be provided upon check-in by the advance party.

d. Units using the known distance rifle and pistol ranges at Weapons Training Battalion, will be provided communications equipment to run the respective ranges.

7. Weapons/Ordnance Support

a. MCBQ organizations have limited capability to temporarily loan ordnance equipment/weapons. Requests for temporary loan of ordnance equipment/weapons will only be approved under extraordinary circumstances. Organizations aboard MCBQ have priority of use for all weapons and equipment. Any request for weapons/ordnance equipment must be submitted on the unit's TSR, and include the date(s)/time(s) of pick-up and return, the quantity and type of weapons/equipment desired, the intended use, and the unit's plan to clean the weapons/equipment.

b. A joint inventory/inspection will be conducted by a representative of the using unit (usually an armorer) and an armorer from the loaning unit. An officer or SNCO (E-6 or above) must sign for acceptance of the weapons/equipment and must be present during the acceptance inspection. Weapons/equipment will be signed for using an ECR card.

c. If weapons (temporary loaned only) are to be live-fired, a Pre-Fire Inspection (PFI) or Limited Technical Inspection (LTI) must be accomplished prior to firing. The using unit must provide armorers to assist the supporting unit in conducting PFIs/LTIs prior to acceptance.

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

(1) Safe and proper use of the weapons/equipment.

(2) Maintenance and the accuracy of the round count sheets by weapon serial number (if required).

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(3) Security of loaned weapons/equipment.

(4) Transportation of loaned weapons/equipment to/from the training areas.

(5) Provisions for cleaning supplies such as tools, cleaning solvent, rags, etc.

e. Upon completion of training and prior to turn-in of weapons and equipment, the using unit must ensure all loaned items are thoroughly cleaned. Weapons/Equipment will not be accepted unless clean. Using unit armorers and the accepting officer/SNCO must be physically present with the unit while cleaning is being conducted. If for some reason the using unit fails to bring sufficient cleaning supplies, the supporting armory may provide assistance within its capability. However, use of consumable cleaning supplies will incur a reimbursable cost. (See paragraph 2 of Chapter 4.)

f. When the using unit is ready to turn in weapons/equipment, representatives from the using unit (armorers and the accepting officer/SNCO) will conduct a joint turn-in inventory/inspection. The using unit representative will receive, prior to departure, a list of discrepancies concerning the weapons/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 using unit. Major damage to weapons and serialized equipment may be cause for an investigation.

g. In the event that a weapon or other serialized equipment is lost stolen or discovered missing by the using unit, it is their responsibility to promptly notify the Provost Marshal's Office and the owning unit. The using unit will submit the required reports in accordance with reference (h).

h. If weapons or serialized items are recovered while training, they will also be reported in accordance with reference (h).

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Standard Form 1080 Revised April 1982 Department of the Treasury I TFRM 2-2500 1080-109					VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS			VOUCHER NO.	
Department, establishment, bureau, or office receiving funds FOOD SERVICE BRANCH (WILL ALWAYS BE THIS ADDRESS) 2011 ZELIN ROAD QUANTICO, VA 22134					BILL NO.			PAID BY	
Department, establishment, bureau, or office charged <div style="text-align: center; padding: 20px;"> <p>• <u>YOUR UNIT ADDRESS WILL GO HERE</u> •</p> </div>									
ORDER NO.	DATE OF DELIVERY	ARTICLE OR SERVICES	QUAN- TITY	UNIT PRICE COST PER		AMOUNT DOLLARS AND CENTS			
		MEALS CONSUMED IN MESSHALL ABOARD QTICO, VA <u>(ABOVE WILL BE TYPED IN VERBATUM)</u> DATES: 20 MARCH 06 THRU 24 MARCH 06 3/21-24 BREAKFAST 3/21-24 DINNER/LUNCH 3/21-24 SUPPER <u>WEEKENDS SURVE A BREAKFAST BRUNCH</u> <u>AND A DINNER BRUNCH</u>	100 100 100	\$1.95 \$3.55 \$5.00 \$4.10 \$5.00		\$195.00 \$355.00 \$500.00 \$0.00 \$0.00	TOTAL	\$1,050.00	
Remittance in payment hereof should be sent to -									
ACCOUNTING CLASSIFICATION - <i>Office Receiving Funds</i>									
CERTIFICATE OF OFFICE CHARGED I certify that the above articles were received and accepted or the services performed as stated and should be charged to the appropriation(s) and/or fund(s) as indicated below; or that the advance payment requested is approved and should be paid as indicated.									
DATE SIGNED _____ (Date)			UNIT REP SIGNATURE _____ (Authorized administrative or certifying officer) TITLE OF REP SIGNING _____ (Title)						
ACCOUNTING CLASSIFICATION - <i>Office Charged</i>									
<u>YOUR ACCOUNT INFORMATION AND TOTAL ARE FILLED IN HERE</u>									
<u>ANY QUESTIONS PLEASE CONTACT RSU LOG CHF @ 703-784-5567</u> <u>POC FOR MESSHALL BUDGET COORDINATOR IS KENNETH EBRON 703-784-2502 / 2237</u> <u>PRICES MAY CHANGE PLEASE CONTACT ONE OF THE ABOVE PERSONNEL FOR CORRECT PRICES</u>									
Paid by Check No.									

Figure 3-2.--Sample SF 1080, Voucher for Transfers Between Appropriations and/or Funds

17 June 10

NOTICE OF DELEGATION OF AUTHORITY – RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i>					DATE
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES			LOCATION		
LAST NAME-FIRST NAME-MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY		SIGNATURE AND INITIALS	
		REQ	REC		
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE THE AUTHORITY TO: Request and Receive DMNA Form 9 (TAG 9) and Tri-Borough Bridge and Tunnel Coupons (TBTAs)					
REMARKS					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
			N/A		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	

DA FORM 1687, JAN 82

EDITION OF DEC 57 IS OBSOLETE.

USAPPC V3.00

Figure 3-3.--Sample DA 1687, Notice of Delegation of Authority

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17 June 10

(Unit Heading)

1500
(Office Code)
(Date)

From: Commanding Officer, (Unit)
To: Officer in Charge, Ammunition Supply Point, Marine Corps
Base, Quantico, VA 22134

Subj: PERSONNEL AUTHORIZED TO REQUISITION AND RECEIPT FOR CLASS
V(W) MATERIAL AT THE AMMUNITION SUPPLY POINT (Insert Unit
RUC)

Ref: (a) UM 4400-15

1. Per the reference, the below listed personnel are authorized
to sign requisitions for Class V(W) materials:

NAME	GRADE	SSN	SAMPLE SIGNATURE
------	-------	-----	------------------

2. The below listed personnel are authorized to receipt for
Class V(W) materials at the Ammunition Supply Point, Marine Corps
Base, Quantico:

NAME	GRADE	SSN	SAMPLE SIGNATURE
------	-------	-----	------------------

3. The point of contact for this matter is _____
and can be reached at (XXX) XXX-XXXX.

(Signature)
I. M. COMMANDING

Figure 3-4.--Sample Letter for Personnel Authorized to
Requisition and Receipt for Class V(W) Material
at the Ammunition Supply Point

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Camp Upshur Policies and Procedures:

- **RSU personnel will be available 7 days a week between the hours of 0730 and 1630. Check-in/out times must be during these hours per MCB Quantico Commander's Policy Letter 1-05. **Units must request and gain approval from the Director, RSU to check-in/out during times other than what is published.****
- **Per MCB Quantico Commander's Policy Letter 1-05, any damages associated with the user's stay will be the responsibility of the using unit to reimburse MCB Quantico for repair costs.**
- If you have questions or need assistance please use the phone numbers listed on the next page to contact the appropriate personnel.
- Prior to checking into Camp Upshur **all visiting civilian groups** must check in with the MCB Quantico Visit Coordinator located in building 3250, MCB Quantico. After checking in with the Visit Coordinator, visitors will then be authorized to check in at building 26102 located at Camp Upshur.

Check-in procedures:

Only E-6 and above are authorized to check-in and assume responsibility for the billeting facilities, which will include a joint inspection of all assigned facilities with Camp Upshur personnel. During check-in, the individual assuming responsibility for the facilities will be briefed on the policies and procedures of Camp Upshur, and will indicate the date and time for the final joint inspection with Camp Upshur personnel prior to check-out. Upon check-in, a roster of all personnel billeting at Camp Upshur must be provided to the RSU. The individual assuming responsibility of the facilities during check-in must ensure all members of their unit are briefed on and comply with the Camp Upshur Policies and Procedures.

Check out procedures:

The individual who assumed responsibility for the billeting facilities during check-in must be available to conduct the final joint inspection and check-out of the unit at the time requested during check-in. If there are any desired changes to the check-out time, the responsible individual must coordinate the requested change at least 24 hours in advance of check-out with Camp Upshur personnel. When indicating check-out time, it is imperative that the responsible individual knows the unit's bus schedule, and allows enough time to conduct the final joint inspection, any additional cleaning as the result of a failed inspection, and an additional reinspection. Inspection of the facilities will go no earlier than 0730 the day of check out, and no later than 1 hour prior to the unit's departure. If the facilities are not cleaned appropriately, the using unit will clean them again until the joint inspection is found satisfactory. Once the final joint inspection is complete and found satisfactory, responsibility for the facilities will return to Camp Upshur personnel. Upon Camp Upshur personnel assuming responsibility of the facilities, no using unit personnel are authorized in the buildings.

Figure 3-5.—Camp Upshur Policies and Procedures

Camp Upshur Policies:

- **Alcohol:**
 - At **NO** time is alcohol allowed aboard Camp Upshur without the **WRITTEN** authorization of the Commander, Marine Corps Base, Quantico via Director, Reserve Support Unit (per MCBO 1700.4A (Control of Alcoholic Beverages)).
- **Field Day (Cleaning/Upkeep):**
 - Units are required to field day and police call all billeting and community facilities if utilized. Community areas include laundry rooms, chow hall, classrooms, phone area, heads, and smoke pit/butt cans.
 - Police call of the grounds in your area will be conducted everyday. You are responsible for the area(s) and Quonset Hut(s) you signed for, as well as the routes to and from the heads, classrooms, chow hall, laundry facilities, dumpsters and phones.
 - All trashcans will be emptied everyday prior to departing the area and will not be left outside during the day. Field day of the heads will be conducted everyday by every unit on deck. It is best to coordinate with the other units to ensure that the field day responsibilities are divided equally. Otherwise every unit will clean the heads once a day.
- **Parking aboard Camp Upshur:**
 - Parking is **not authorized** on the side streets of Camp Upshur.
 - **No** Parking on grass at anytime
 - **No** Parking in loading zones on either side of PRP Co warehouse (bldg. 26101)
 - **No** Parking in front of any dumpsters.
 - **No** Parking in front of building 2648.
 - The only authorized parking is on Mitchell Street, or on the parade deck located at very rear of Camp Upshur.
- **The removal of furniture or cleaning supplies from any building is strictly prohibited.**
- **Fire extinguishers will not be moved or tampered with unless there is an emergency.**
- **Fire extinguishers are not to be used as doorstops.**
- **No articles of any kind will be taped to hatches, windows, or walls of Camp Upshur buildings. If signs designating female only areas are needed, contact Camp Upshur personnel.**
- **In the event you are locked out of Camp Upshur facilities contact Camp Upshur personnel. At no time will you attempt to break into Camp Upshur facilities.**
- **At no time will window screens be removed.**
- **Heads aboard Camp Upshur are for the use of all authorized personnel. Separate heads will not be designated for Officers and SNCOs.**
- **At no time will items be placed between the doorframes and doors to prop them open.**
- **Units are responsible for 100% personnel accountability at all times while aboard Camp Upshur.**

Figure 3-5.--Camp Upshur Policies and Procedures--Continued

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- Units are responsible for the establishment of duty/watch to provide oversight and general assistance within the areas that they are signed for aboard Camp Upshur.
- Laundry and gym facilities will not be authorized until a use schedule and duty roster has been submitted and approved by the RSU Facilities Chief. These facilities are for the use of units utilizing the billeting facilities as well as RSU permanent personnel residing aboard Camp Upshur, so handle all equipment/units appropriately or all rights to usage will be revoked. ****LAUNDRY FACILITIES ARE LIMITED AND PROVIDED TO UNITS ON A CASE BY CASE BASIS. RSU OPS CHIEF WILL ASSESS YOUR NEED FOR LAUNDRY AND DETERMINE WHETHER OR NOT TO ISSUE THE FACILITY.****
- No overnight storage of Class (V) is authorized.
- No training (i.e., blanks, pyro, helo ops, convoy ops, etc) is authorized aboard Camp Upshur unless you have submitted the appropriate requests to RSU Operations section and those requests have been approved.

Reserve Support Unit Phone List:

RSU Duty NCO: 703-926-7361
RSU Training NCO: 703-784-5394
RSU Logistics Chief: 703-432-0470
RSU Ops Chief: 703-784-5567

G-3 Visit Coordinator Mainside: 703-784-5568
G-3 Visit Coordinator Duty Cell (for civilian visiting groups): 703-928-2491

Emergency Services:

In the event of a Medical Emergency call 911

- If using a personal cell phone you must specify that you are at Camp Upshur, MCB Quantico, Virginia. This will allow the 911 dispatcher to direct emergency personnel to your location.

Local Emergency Rooms:

- **Potomac Hospital** (24 miles from Camp Upshur/11 miles from back gate)
 - **Directions:** Follow Upshur Rd. to MCB-8, turn left onto MCB-8. Follow MCB-8 to MCB-1, turn right onto MCB-1. Follow MCB-1 to MCB-4, turn left onto MCB-4. Follow MCB-4 to I-95N, take I-95N to Exit 156. Take Exit 156 marked to Dale City and Rippon Landing. From the exit lane, take the Dale City Exit. Go about 1/2 mile. At your second light, turn right onto Gideon Drive. Follow the blue hospital "H" signs. At the second light, turn right onto Opitz Blvd. Go through three lights. At the fourth light, turn left into hospital grounds at 2300 Opitz Boulevard.

Figure 3-5.--Camp Upshur Policies and Procedures--Continued

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- **Dewitt Hospital, Ft. Belvoir** (34 miles from Camp Upshur/17 miles from back gate)
 - **Directions:** Follow Upshur Rd. to MCB-8, turn left onto MCB-8. Follow MCB-8 to MCB-1, turn right onto MCB-1. Follow MCB-1 to MCB-4, turn left onto MCB-4. Follow MCB-4 to I-95N, take I-95N to Exit 161. Take Exit 161 and follow US-1 north to Fort Belvoir's main gate.

- **Stafford Hospital Center** (13 Miles from Camp Upshur/12 miles from back gate)
 - **Directions:** Follow Upshur Rd. to MCB-8, turn left onto MCB-8. Follow MCB-8 to MCB-1, turn right onto MCB-1. Follow MCB-1 to MCB-4, turn left onto MCB-4. Follow MCB-4 to I-95S, take I-95S to Exit 140. Take Exit 140 and turn left onto 630 (Courthouse Road). Take the third right onto US-1 South (Jefferson Davis Hwy). Turn left at Hospital Center Boulevard.

- **Mary Washington Hospital** (34 miles from Camp Upshur/17 miles from back gate)
 - **Directions:** Follow Upshur Rd. to MCB-8, turn left onto MCB-8. Follow MCB-8 to MCB-1, turn right onto MCB-1. Follow MCB-1 to MCB-4, turn left onto MCB-4. Follow MCB-4 to I-95S, take I-95S to Exit 133A. Take Exit 133A, follow ramp (Right) onto US-17 to US-1. Turn right onto US-1 South (Jefferson Davis Hwy). Turn right onto Mary Washington Blvd follow signs to Emergency Room.

Figure 3-5.—Camp Upshur Policies and Procedures—Continued

STATEMENT OF UNDERSTANDING

I have read and understand the **Camp Upshur Policies and Procedures**, and have been provided copies of the check-in inspection checklists. I **assume** responsibility for the following building(s) and all associated gear and consumable items:

- | | | |
|---|---|--|
| <p>Block 1</p> <input type="checkbox"/> 26103
<input type="checkbox"/> 26104
<input type="checkbox"/> 26105
<input type="checkbox"/> 26106
<input type="checkbox"/> 26107 (Head Facility)
<input type="checkbox"/> 26108
<input type="checkbox"/> 26110
<input type="checkbox"/> 26111 | <p>Block 2</p> <input type="checkbox"/> 2644
<input type="checkbox"/> 2646
<input type="checkbox"/> 2648 (Admin Facility)
<input type="checkbox"/> 2649 (Recreation)
<input type="checkbox"/> 2651
<input type="checkbox"/> 2652
<input type="checkbox"/> 2653
<input type="checkbox"/> 2654 | <p>Block 3</p> <input type="checkbox"/> 2637
<input type="checkbox"/> 2638
<input type="checkbox"/> 2639
<input type="checkbox"/> 2640
<input type="checkbox"/> 2641
<input type="checkbox"/> 2642
<input type="checkbox"/> 2643 (Head Facility)
<input type="checkbox"/> 2645
<input type="checkbox"/> 2656 (Head Facility) |
| <p>Gym/Classrooms/Warehouses/Messing Facilities</p> | | |
| <input type="checkbox"/> 2603 (Mess Facility)
<input type="checkbox"/> 26135 (Gym) | <input type="checkbox"/> 26113
<input type="checkbox"/> 2633 | <input type="checkbox"/> 26124 |

All Final Joint Inspections will be held between **0730** and **1630** the day of check-out. Times outside of the published timeframes will need to be approved by the Director, Reserve Support Unit.

I request that the final joint inspection be conducted on _____ at _____.

Unit: _____ Printed Name: _____

Rank: _____ Contact Number: _____

Time/Date: _____

Signature: _____

For RSU Camp Upshur Personnel Use Only

Camp Upshur Check-in Signature: _____

Camp Upshur Check-out Signature: _____ Date: _____

REMEMBER

THIS FACILITY IS PROVIDED FOR YOUR CONVENIENCE. KEEP THE AREA CLEAN AND IN ORDER. USE BUTT CANS AND POLICE AFTER YOURSELVES. DO NOT TAMPER WITH OR MOVE EQUIPMENT. THIS FACILITY CAN AND WILL BE SECURED IF NOT PROPERLY MAINTAINED. FAILURE TO DO YOUR PART WILL RESULT IN THE LOSS OF PRIVILEGES.

Chapter 4

Supply/Fiscal1. Supply

a. Marine Corps Combat Development Command, Marine Corps Base, Quantico (MCBQ) and tenant activities have limited supplies and equipment for temporary loan to units. Requests for supply and equipment support must be included in the Training Support Request, detailing the types and quantities of equipment desired, and the date(s)/time(s) needed.

b. When receiving and returning loaned supplies and equipment, a joint inspection and inventory will be conducted with representatives from the using unit and the supporting unit. The equipment will be signed for by an officer or staff noncommissioned officer using an Equipment Custody Receipt card. All equipment will be returned in a clean, serviceable condition. Replacement or repair costs for unserviceable gear returned will be borne by the using unit. Some items require cleaning by laundry facilities after each use. Examples are field jackets, sleeping bags, and canteen covers. These costs will be reimbursed by the using unit. (See paragraph 2 below.)

2. Fiscal Guidance

a. Units training at MCBQ may incur reimbursable costs based on the type of support requested. Examples of reimbursable costs are fees for range usage, billeting, transportation, fuel, printing request DAPS, and consumable supplies.

b. Units incurring reimbursable costs must submit a funding document to cover these costs at least 45 days prior to the requested training period. Navy and Marine Corps units will submit a NAVCOMPT Form 2275, Order for Work and Service. A sample NAVCOMPT Form 2275 is contained in figure 4-1. All other services will complete DD Form 448, Military Interdepartmental Purchase Request (MIPR). A sample MIPR is contained in figure 4-2. The original funding document must be submitted to the Commander, MCBQ, Attn: C 064B, 3250 Catlin Avenue, Suite 230, Quantico, VA 22134-5001, telephone 703-784-2080 with a copy emailed or faxed to the Director, Reserve Support Unit at telephone 703-784-2612.

c. Upon completion of training and receipt of all charges, the unit should submit an amendment to their NAVCOMPT Form 2275, requesting reimbursement of any non-obligated funds from MCBQ.

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1. THIS ORDER MUST BE ACCEPTED ON A REIMBURSABLE BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE REVERSE SIDE.										2. DOCUMENT NUMBER		
3. REFERENCE NUMBER			4. FUNDS EXPIRE ON			5. WORK COMPLETION DATE			6. DATE PREPARED		7. AMENDMENT NO.	
8. FROM:						9. FOR DETAILS CONTACT:						
10. TO: UIC										11. MAIL BILLINGS TO:		
12. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS												
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BU. CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT		
L. TOTAL THIS DOCUMENT												
M. CUMULATIVE TOTAL												
13. THIS ORDER IS ISSUED AS A <input type="checkbox"/> PROJECT ORDER <input type="checkbox"/> AN ECONOMY ACT ORDER AND IS TO BE ACCOMPLISHED ON A <input type="checkbox"/> FIXED PRICE <input type="checkbox"/> COST REIMBURSEMENT BASIS. WHEN THE FIRST BLOCK IS CHECKED, THIS ORDER IS PLACED IN ACCORDANCE WITH THE PROVISIONS OF 41 U.S. CODE 23 AND DOD DIRECTIVE 7220.1. THE FOLLOWING SUPPLEMENTARY ITEMS ON REVERSE ALSO APPLY AND ARE AN INTEGRAL PART OF THIS ORDER:												
14. DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS												
15. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR THE WORK OR SERVICES REQUESTED.						AUTHORIZING OFFICIAL (NAME, TITLE AND SIGNATURE)				DATE		
16. THIS ORDER IS ACCEPTED AND THE WORK OR SERVICES WILL BE PROVIDED IN ACCORDANCE HEREWITH.						ACCEPTING OFFICIAL (NAME, TITLE AND SIGNATURE)				DATE		

Figure 4-1.--NAVCOMPT Form 2275, Order for Work and Services

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MILITARY INTERDEPARTMENTAL PURCHASE REQUEST					1. PAGE 1 OF _____ PAGES		
2. FSC		3. CONTROL SYMBOL NO.		4. DATE PREPARED		5. MIPR NUMBER	6. AMEND NO.
7. TO:				8. FROM: <i>(Agency, name, telephone number of originator)</i>			
9. ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.							
ITEM NO.	DESCRIPTION <i>(Federal stock number, nomenclature, specification and/or drawing No., etc.)</i>	QUANTITY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE		
<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>		
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.						11. GRAND TOTAL	
12. TRANSPORTATION ALLOTMENT <i>(Used if FOB Contractor's plant)</i>				13. MAIL INVOICES TO <i>(Payment will be made by)</i>			
PAY OFFICE DODAAD							
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.							
ACRN	APPROPRIATION	LIMIT/SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTG STA DODAAD	AMOUNT		
15. AUTHORIZING OFFICER <i>(Type name and title)</i>				16. SIGNATURE		17. DATE	

DD FORM 448, JUN 72 (EG)

PREVIOUS EDITION IS OBSOLETE.

PerFORM (DLA)

Figure 4-2.--DD Form 448, Military Interdepartmental Purchase Request

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Chapter 5

Administration

1. Personnel Administration While Training

a. Unit Training. Reserve component/National Guard units training aboard Marine Corps Base, Quantico (MCBQ) are considered to be in either a temporary additional duty/alternate site inactive duty training status/field duty as determined by the unit commander as appropriate. Required personnel administrative actions should be accomplished prior to arrival at MCB Quantico or through "reach-back" to the unit home training center.

b. Individual Training. Individual Reserve Marines ordered to active duty at Marine Corps Combat Development Command (MCCDC), MCBQ or tenant organizations supported by the RSU will initially report for duty at the Reserve Support Unit (RSU), per paragraph 7b of Chapter 6. Administrative control of reserve Marines whose orders to active duty are for 30 days or less is normally retained by the parent command. The RSU Administrative Section will coordinate any necessary administrative requirements for these Marines directly with the parent command. Marines whose orders to active duty exceed 30 days, subsequent to reporting in at the RSU, will be further directed to the MCBQ Installation Personnel Administration Center and will be administratively joined for duty.

2. Reporting Casualties/Serious Injuries

a. If a reservist or National Guard member is killed or seriously injured while participating in a scheduled drill weekend or annual training it is the responsibility of the individual's commanding officer to submit a personnel casualty report (PCR) per reference (c).

b. If a reportable casualty incident occurs while at MCBQ the following steps will be followed:

(1) The individual's unit informs the Command Adjutant during working hours or the MCB Command Duty Officer after working hours; the Director, RSU; MCCDC/MCB Safety Division at 703-784-2866; and the Marine's parent command.

(2) The individual's unit must immediately submit a voice report to the Marine Corps Operations Center and the Commandant of the Marine Corps (MRC) when a reportable casualty incident occurs and follow with a PCR. The PCR will be routed

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through that training unit's Chain of Command. A copy of the PCR will be given to the Director of the RSU. If the incident occurs after hours the unit will notify the RSU duty in building 26102, or by the duty cell phone (703) 926-7361. Once the unit completes the PCR, the Command Adjutant or MCB Command Duty Officer is available for assistance with message release of the PCR.

(3) The casualty incident should be reported as soon as possible but no later than 1 hour after learning of the incident.

c. The RSU staff will assist, where possible, in the process of reporting casualties and serious injuries. Using units must be prepared to meet the requirements of their higher headquarters.

d. If a reportable casualty incident occurs aboard MCBQ any media query or press release generated from Quantico will be released by the Public Affairs Officer, MCBQ.

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NONBATTLE DEATH
REF: MCO P3040.4E

01 02 101345Z APR 92 RR UUUU 1011630

ADMIN

CG MCB QUANTICO VA//ADJ//
CMC WASHINGTON DC//MHP-10//
BUMED WASHINGTON DC//33//
FOURTH MCD PHILADELPHIA PA

INFO NATNAVMEDCEN BETHESDA MD
NAVMEDCLINIC QUANTICO VA
DFAS-KANSAS CITY CENTER KANSAS CITY MO//DMS//
NATNAVMEDCEN BETHESDA MD
NAVJAG ALEXANDRIA VA
FHTNC NORFOLK VA
ARMED FORCES INSTITUTE OF PATHOLOGY WASHINGTON DC//AFIP-
CME//

UNCLAS //N03040//

MSGID/GENADMIN/CG MCB QUANTICO VA/ADJ//

SUBJ/PCR MC-3040-02//

RMKS/NONBATTLE DEATH

1. LCPL JOHN E. DOE SSN/MOS/USMC/M
2. NBD
3. HEAD TRAUMA
4. 0245, 13 MAR 1992, QUANTICO VA 22134
5. SAME AS 4
6. VEHICLE STRUCK BY TRAIN
7. HQSVCBN, MCB, MCCDC, QUANTICO VA 22134
8. NAVMEDCLINIC, QUANTICO VA
9. DOE, JAMES, R. 123 MAIN ST, PITTSBURGH PA 12345, FATHER
10. NA
11. NA
12. 890406
13. \$800.00/NA/NA
14. CATHOLIC

UNCLASSIFIED 101345Z APR 92

Figure 5-1.--Sample Personnel Casualty Reports (PCR)

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02 02 101345A APR 92 RR UUUU 1011630

15. MUC/NDSM/EX-RIFLE BADGE
16. 920312
17. JAMES R. DOE/FATHER
18. SAME AS 17
19. YES
20. 920312/BY LAW/NA
21. YES
22. SINGLE
23. 720313/PITTSBURGH PA
24. WHITE
25. 890408/MEPS PITTSBURGH PA
26. PITTSBURGH PA

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Figure 5-1.--Sample Personnel Casualty Reports (PCR)--Continued

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NONBATTLE INJURIES
REF: MCO P3040.4E

01 01 101345Z APR 92 RR UUUU 1011630

ADMIN

CG MCB QUANTICO VA//ADJ//
CMC WASHINGTON DC/MHP-10//
BUMED WASHINGTON DC//33/33
FOURTH MCD PHILADELPHIA PA

INFO NATNAVMEDCEN BETHESDA MD
NAVMEDCLINIC QUANTICO VA
(NAVAL HOSPITAL WHERE MARINE IS HOSPITALIZED, IF APPLICABLE)

UNCLAS //N03040//

MSGID/GENADMIN/CG MCB QUANTICO VA/ADJ//

SUBJ/PCR MC-3040-02//

RMKS/NONBATTLE INJURY

1. LCPL JANE E. DOE SSN/MOS/USMC/F
2. NBI
3. FRACTURED LEFT LEG/HEAD INJURIES
4. CONDITION: SERIOUS. PROGNOSIS: GOOD.
5. 0001, 920101, BKS 2006, MCB QUANTICO, VA 22134
6. SMN FELL OUT THIRD FLOOR WINDOW OF BARRACKS
7. HQSVCBN, MCB, MCCDC, QUANTICO, VA 22134
8. NAVMEDCLINIC, QUANTICO, VA
9. DOE, JAMES, R. 123 MAIN ST, PITTSBURGH, PA 12345, FATHER
10. NA
11. PNOK ILL. REQUIRES PRESENCE OF PHYSICIAN DURING NOTIFICATION.

UNCLASSIFIED 1013452 APR 92

Figure 5-1.--Sample Personnel Casualty Reports (PCR)--Continued

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Chapter 6

Individual Training

1. General. In addition to unit training, the Director, Reserve Support Unit (RSU), coordinates all training conducted by individual Marine Corps reservists performing duty with Marine Corps Base, Quantico (MCBQ), Marine Corps Combat Development Command (MCCDC), and selected tenant organizations that maintain support agreements with the RSU. Individual training is governed in general by reference (d), and may take the form of: Reserve Counterpart Training (RCT); Alternate Annual Training (ALTAT); Active Duty Operational Support (ADOS); associate duty; appropriate duty; or professional military education. Annual Training conducted by Individual Mobilization Augmentees (IMA) assigned to the MCCDC IMA Detachment is covered by reference (e). It should be noted that RCT and associate duty together provide organizations with a capability to significantly enhance their readiness for mobilization by facilitating the identification and preassignment of Individual Ready Reserve (IRR) Marines.

2. Reserve Counterpart Training

a. Per reference (f), RCT is a voluntary program, funded and managed by the Commanding General, Marine Corps Mobilization Command (CG MOBCOM) designed to give Marines assigned to the IRR 2 weeks of active duty annually to enhance and refresh military skills by training alongside active duty counter-parts. An additional 2 weeks can be requested subject to availability of the Marine and funding limitations. RCT enables CG MOBCOM to provide meaningful military occupational specialty (MOS) related training for IRR Marines, while providing gaining commands with skilled manpower at no cost. Further, RCT enables the commands with unfunded IMA structure and preassigned IRR structure on their table of organization and equipment (T/O&E) to maintain skills of Marines that are currently (or potentially could be) preassigned to these billets.

b. Annually, Director, RSU will solicit MCBQ, MCCDC and selected tenant organizations for suitable RCT training opportunities. Organizations should first look to unfilled IMA billets and IRR structure on their T/O&E in determining suitable RCT opportunities. This information is forwarded to the CG MOBCOM for sourcing and assignment of members of the IRR possessing the appropriate grade and MOS.

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c. In addition to the annual RCT plan described above, organizations identifying new RCT opportunities may at anytime during the fiscal year submit a request for RCT support to the Director, Reserve Support Unit using figure 6-1 as a guide. The RSU will coordinate with MOBCOM to identify and source an IRR Marine for the requirement, subject to personnel and funding availability.

d. Requests to preassign IRR Marines to unfilled IMA billets and IRR structure on their T/O stemming from RCT participation should be forwarded to the Director, RSU and will be processed in accordance with references (g) and (h).

3. Associate Duty

a. CG MOBCOM may authorize a member of the IRR or the Standby Reserve to perform inactive duty on an affiliated basis with a reserve or active duty unit. The intent of associate duty must be to enhance the reservist's readiness. Pay and allowance are not authorized for performing this duty; however, inactive duty reserve retirement points are awarded.

b. Organizations with preassigned IRR Marines per reference (g), provisional IMAs per reference (h), or mobilization training units (MTU) per reference (d) should consider requesting associate duty orders for their Marines on an annual basis. All requests for associate duty orders are made via the Director, RSU utilizing the form in figure 6-1.

4. Appropriate Duty

a. Commander Marine Forces Reserves/CG MOBCOM may authorize reservists under their cognizance to attend special functions, to perform certain tasks or to undergo Inactive Duty Training for reserve retirement credit points as specified by reference (d). Appropriate duty orders, without pay, may be issued to members of the Selected Marine Corps Reserve (SMCR), IRR, and Active Status List of the Standby Reserve.

b. All requests for associate duty orders are made via the Director, RSU utilizing the form in figure 6-1.

5. Alternate Annual Training

a. ALTAT is a 2-week period of training performed by members of SMCR units in lieu of their unit's regularly scheduled annual training. Individual Reservists may perform ALTAT at MCBQ.

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b. To assist SMCR units in training unit members in their MOS, and to provide MCBQ organizations with temporary skilled manpower. The Director, RSU will coordinate the ALTAT requests of SMCR units with organizations aboard MCBQ who are able to sponsor ALTAT periods. Units requesting ALTAT should use the request form contained in figure 6-1.

6. Active Duty Operational Support (ADOS)

a. Per reference (i), the ADOS program provides MCCDC and MCBQ with funding for reservists to serve in augmentation and support roles. Requirements should be of short-term duration, with a clear termination date, and should be targeted for accomplishment of administrative, operational or exercise-support related special projects.

b. Annually, the Director, RSU solicits MCCDC organizations and MCBQ for ADOS project requirements for the upcoming fiscal year. These requirements are prioritized by MCCDC and submitted to the Commandant of the Marine Corps (Reserve Affairs) (CMC (RA)) for funding. Upon receipt of budget authority for the upcoming fiscal year, the Director, RSU sources qualified Reserve Marines to fill the ADOS positions identified in the process described above, up to the established budgetary limit.

c. "In-year" requests for ADOS projects not previously identified and programmed per paragraph 6b above may be submitted to the Director, RSU utilizing the form in figure 6-1. These requirements will be sourced only when the submitting organization has funds available in their current year ADOS budget and indicates that the new requirement is higher in priority than previously programmed requirements.

d. "In-year" requests made by an organization lacking ADOS funds will be submitted to CMC (RA) via the Director, RSU for consideration only after a determination is made by MCCDC that the new requirement is of sufficient importance to warrant a request for additional funding.

e. Organizations that have previously identified candidates for programmed ADOS requirements should provide the candidates' contact information to the RSU (Attention: Reserve Programs Coordinator) for coordination of orders and other administrative requirements. Organizations should refrain from directly contacting reservists about ADOS opportunities that are assigned to IMA detachments or SMCR units external to MCCDC.

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7. Coordinating Instructions

a. General. Upon reporting for duty at MCBQ individual reservists are required to meet all Marine Corps standards for grooming, personal appearance, weight control, uniforms, physical fitness, and military courtesies. While on active duty, all reservists are subject to the Uniform Code of Military Justice. Reservists who do not meet these standards are subject to administrative and/or disciplinary action. The Director, RSU may terminate any individual reservist's orders for failure to meet Marine Corps standards.

b. Reporting. All Reserve Marines performing RCT, ALTAT, or ADOS as described above must physically check-in with the RSU Administrative Chief at the commencement of their orders. Normal working hours for check-in time are 0730-1630 weekdays, less Federal holidays. Reservists reporting aboard during weekend or holiday routine must check-in with the Headquarters and Service Battalion Command Duty located in Building 2006. After hours check-in reporting endorsements will reflect the time and date entered in the command duty logbook. The RSU Administrative Chief will ensure that Marines checking aboard receive the proper reporting endorsement as well as subsequent instructions and directions for reporting to their duty assignment.

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INDIVIDUAL RESERVE SUPPORT REQUEST FORMAT

1. Submitting Organization: _____
 2. Point of Contact: _____
(Name, Rank, Phone Number)
 3. Requirement: Reserve Counterpart Training (RCT *) _____
Active Duty Operational Support (ADOS) _____
Associate Duty _____
Appropriate Duty _____
Alternate Annual Training _____
 4. Grade/Rank: _____
Will you accept one up or one down? _____ _____
(Yes) (No)
 5. MOS Required: _____
Can another MOS be substituted; if yes, list _____
 6. Is a security clearance needed: _____ _____
(No) (Yes/Level)
 7. Duty Dates: _____ _____
(Duty Begins/Report By) (Last Day of Duty)
 8. Billet Description: _____
 9. Operational impact if not filled: _____

 10. Justification (please continue on separate sheet if needed):

- If a Reservist has been identified to fill this requirement, please provide the following information:
- _____
(Rank, Name, SSN, MOS)
- _____
(Home Address, Phone Number, E-Mail Address)
- _____
(Preferred Mode of Travel)
- * If RCT, number of Marines needed: _____

Figure 6-1.--Request for Individual Reserve Support

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