



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBO P1500.2

C 08/k

15 Jun 93

MARINE CORPS BASE ORDER P1500.2

From: Commanding General
To: Distribution List

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

Ref: (a) MCCDCO **P1500.1A**
(b) **MCO 1540.34B**
(c) **MCO P1001R.1G**
(d) MCCDCO **3040.1B**

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate regulations pertaining to the request for coordination and use of facilities at the Marine Corps Base (MCB), Marine Corps Combat Development Command (MCCDC), Quantico, Virginia for the purpose of weekend and annual training by Reserve Component and National Guard units. The references apply.

2. Cancellation. MCCDCO **P1500.2A.**

3. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.

4. Information

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

Commanding General
C 08
Marine Corps Combat Development Command
3035 Barnett Avenue Suite 108
Quantico, Virginia 22134-5014

Commercial telephone number (703) **640-2127/5566**
DSN telephone number **278-2127/5566**
Telefax number (703) 640-2612

b. All training requests and use of MCB, MCCDC, Quantico training areas, ranges, and facilities will be conducted per this Manual and reference (a).

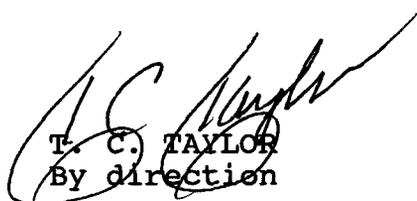
5. Recommendations. Recommendations concerning the RESTRNGSOP are invited. Such recommendations will be forwarded to the Commanding General, MCCDC (C 08) via the appropriate chain of command.

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6. Reserve Applicability. This Manual 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.


T. C. TAYLOR
By direction

DISTRIBUTION: P11

copy to: CMC (RA)
CG, MARRESFOR
CG, 4th MarDiv
CG, 4th MAW
CG, 4th FSSG
All SMCR Units
All RSU's

RESTRNGSOP

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2	TRAINING
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LOCATOR SHEET

Subj: RESERVE TRAINING SOP (SHORT TITLE: RESTRNGSOP)

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

ENCLOSURE (1)

RESTRNGSOP

CHAPTER 1

GENERAL INFORMATION

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CHAPTER 1

GENERAL INFORMATION

1000. GENERAL. Marine Corps Base (MCB), Marine Corps Combat Development Command (MCCDC), Quantico, VA offers a wide variety of training facilities, ranges, and areas. These are available for use when requested subject to availability.

1001. RESPONSIBILITIES

1. The Director, Reserve Affairs Division coordinates scheduling, planning, liaison, and supervision of weekend and annual training support for individuals and Reserve component and National Guard units. The Director, Reserve Affairs Division is the sole initial point of contact for the above areas.

2. Individual members of the Reserve/National Guard will comply with all pertinent Marine Corps Combat Development Command (MCCDC) orders and regulations while at Quantico. Unit commanders of Reserve/National Guard units will ensure compliance with MCCDC orders and make provision for:

a. The safe and proper use of all training areas, ranges, facilities, and equipment.

b. The safety and accountability of personnel under their charge.

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

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

e. The proper handling and disposal of hazardous materials.

f. A good state of police is maintained in training areas, ranges, and facilities used by the unit.

RESTRNGSOP

CHAPTER 2

TRAINING

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RESTRNGSOP

CHAPTER 2

TRAINING

2000. REQUESTS FOR SUPPORT

1. All requests for weekend training support of Reserve/National Guard units will be directed to:

Commanding General
C 08
Marine Corps Combat Development Command
3035 Barnett Ave Suite 108
Quantico, Virginia 22134-5014

2. Weekend training support requests will be submitted on unit letterhead stationery; signed by the commanding officer or designated representative; and contain at a minimum, the following information:

- a. Date(s) and time(s) requested for training with alternates.
- b. Training areas or ranges with alternates.
- c. Name and grade of the Problem Director/Range Safety Officer.
- d. Number of personnel to be trained.
- e. Intended use.
- f. Ammunition/weapons to be fired.
- g. Point of contact with telephone numbers and telefax number, if available.
- h. Logistical support requested.

3. Expedition of requests may be made by telefaxing to the Director, Reserve Affairs Division at (703) 640-2612.

4. Telephone conversations, while used to develop information, will not be considered an official request or an approval of training.

5. To ensure proper coordination, requests for training support must be submitted within the following timeframes.

a. Weekend training - between 60 days and 120 days prior to the date of the desired training.

b. Rifle/pistol requalification/familiarization (FAM) fire at Lloyd Ranse - at least 60 days prior to the desired training dates.

c. Annual Training (AT) - six months in advance of the desired training period.

6. AT requests from Selected Marine Corps Reserve (SMCR) units will be submitted per MCO 1540.34.

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

2001. COORDINATION OF TRAINING REQUESTS

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

2. Upon receipt of a unit request, the Director, Reserve Affairs Division acknowledges receipt of the request by return correspondence as soon as possible.

3. Late or incomplete requests may be denied or returned without further action by the Director, Reserve Affairs Division.

4. The Director, Reserve Affairs Division will coordinate all aspects of the unit's training request. Individual units requesting training support do not have direct liaison authority with MCCDC organizations or tenant activities unless authorized in writing by the Director, Reserve Affairs Division.

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

6. A final confirmation of support letter will be provided by the Director, Reserve Affairs Division to the unit prior to the training period.

7. For units requesting AT support at MCB, MCCDC, the Director, Reserve Affairs Division will coordinate an initial planning conference to develop a Reserve Support Agreement between the unit and host activity. Additional conferences will be scheduled as necessary to accomplish required preparations.

a. Units which cancel requested training support must notify the Director, Reserve Affairs Division 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 MCB, MCCDC training areas and facilities.

9. Questions regarding the status of training support requests must be directed to the Operations Chief, Reserve Affairs Division, telephone: commercial (703) 640-5566/5956; or Defense Service Network (DSN) 278-5566/5956.

2002. FACILITIES UNDER DIRECTOR, RESERVE AFFAIRS DIVISION COGNIZANCE

1. Reserve Affairs Division is located in Building 3035, MCB, MCCDC. The map in figure 2-1 shows the location. This facility contains conference rooms and office spaces suitable for coordination of training.
2. The Director, Reserve Affairs Division maintains and coordinates training unit billeting at Camp Upshur for primary use by Reserve/National Guard units.
3. Camp Upshur facilities include unit administrative spaces, temporary equipment/supply storage, weapons storage, a mess deck, quonset hut billeting, and training classrooms. A map of these facilities and detailed information are in figure 2-2. Units using Camp Upshur must ensure that no interference with the operations of the activities permanently located there, or with other units training there occurs.
4. Selected SMCR units are not authorized to directly contact the Inspector-Instructor, Company D, 4th LAI Battalion, Camp Upshur, MCB, MCCDC, for training support unless approved by the CG MARRESFOR and the Director, Reserve Affairs Division.
5. Units are highly encouraged to obtain all equipment and personnel needed to conduct training prior to requesting the scheduling of training areas/facilities at MCB, MCCDC. Equipment for loan is extremely limited at MCB, MCCDC, and tenant activities. Additionally, personnel, such as corpsmen, drivers, etc., will not be provided except under special circumstances.

2003. RANGE/TRAINING AREAS

1. MCB, MCCDC, has several training areas and field-firing ranges for use by Reserve/National Guard units. MCCDC Order P1500.1 governs the use of all training areas/ranges at MCB, MCCDC, and will be adhered to by all Reserve/National Guard units utilizing these facilities.
2. Units requesting training areas/field firing ranges must provide the following:
 - a. Time/dates(s) for use.
 - b. Training areas/ranges desired and alternates.

- c. Number of personnel to be trained.
- d. Intended use of each training area and range.
- e. Type(s) weapons and ammunition to be fired.
- f. Name, grade and SSN of the designated officer in charge (OIC) and Range Safety Officer (RSO) for each range and/or training area. Per reference MCCDCO P1500.1, the OIC may serve as the RSO if the training area permits safe compliance with all required duties.

3. Airspace/landing zone (LZ) requests must be made in the same manner as training areas. The below listed information must be provided.

- a. The date(s) and time(s) the aircraft will be operating in MCB, MCCDC, airspace.
- b. The LZ(s) the unit will be utilizing.
- c. The unit providing the aircraft.
- d. Any munitions/weapons that will be used by the aircraft.
- e. The maximum altitude the aircraft will achieve.

4. Units must provide their own MCB, MCCDC, maps which can be ordered. The map sheet number is V8345 1:25,000.

2004. RIFLE AND PISTOL REQUALIFICATION/FAMILIARIZATION (FAM) FIRE

1. The Commanding Officer, Weapons Training Battalion (WTBn), operates Known-Distance (KD) rifle and pistol ranges for battlesight zeroing (BZO), FAM firing, and KD requalification firing at Calvin Lloyd Range. Units desiring to conduct BZO, familiarization or requalification 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, Reserve Affairs Division between 60 - 120 days in advance per paragraph 2000 of this Manual. A completed copy of MCCDC Form 3550/3, Requisition for Range Usage, must accompany the initial request letter. (See figure 2-3.)

2. Requisitions for range usage must include both primary and alternate dates, the number of shooters by weapon (e.g., 100 rifle, 30 pistol), whether Reserve Marksmanship Training Team personnel augmentation is requested (for SMCR units only) and whether any range logistical support is requested.

3. The following is provided for units planning to make a requisition for range usage:

a. The Commanding Officer, WTBn will provide a liaison staff noncommissioned officer to advise and assist all using units prior to firing.

b. If requested, and subject to availability, the Commanding Officer, WTBn will provide personnel to augment SMCR units only. These personnel primarily instruct unit primary marksmanship coaches. Normally, no more than two personnel can be provided. The personnel used to augment unit firing details may come from the Reserve Marksmanship Training Team (MTT). Requesting units will be required to pay the MTT personnel costs involved from Marine Corps Reserve funds.

c. All using units will provide their own range officers, line/pit NCO's, and coaches.

d. The range officers assigned will consist of one RO, and a RSO per range. The RSO ensures all firing is conducted in a safe manner. The RO and RSO may be the same person on one range. These officers assume all cognizance over the firing detail. The RO's and RSO's must arrive with the advance party to receive instructions in range procedures, and to sign for ranges and equipment.

e. Line/pit NCO's and coaches must also arrive with the advance party to receive indoctrination in range procedures.

f. Units must provide working parties with the advance party to build targets, inventory ready cans, and conduct other preparations. They must report to the S-3, WTBn by 1300 of the Friday before firing.

g. Using units are required to provide medical personnel and an emergency vehicle. It is recommended that one medical person and safety vehicle per range be made available. An emergency at one range will cause the other range being used to cease its activities if only one emergency vehicle and medical person are available.

h. Using units are required to bring their own hearing protection.

i. Using units will be charged for the use of the rifle/pistol ranges to cover the cost of consumable items (e.g., targets, cardboard, scorecards, pasties, etc.). Units will be notified in writing of the specific range fees due. Units must transfer these funds to the CG MCCDC using either NAVCOMPT Form 2275, Order for Work and Services, (figure 2-4) or DD Form 448, Military Interdepartmental Purchase Request (MIPR), (figure 2-5), prior to conducting any firing. (See paragraph 4001 for funding guidance.)

2005. SWIMMING POOL AND WATER SURVIVAL TRAINING (WST)

1. The Basic School (TBS) at MCB, MCCDC, has an indoor pool available for use. Requests for water survival training/swimming

pool use must include the date(s) and time(s) desired, the number of personnel to be trained, and the type training to be conducted. Instructor support for WST must be provided by the using unit.

2. The TBS pool, for safety reasons, holds no more than 60 personnel simultaneously. Five instructors are required (one conducting the training, one on each end of the pool observing the students, and two in the water as safety swimmers). All unit instructors must arrive with the unit's advance party in order to receive training in administering oxygen. Units must also provide their own individual equipment. Rubber rifles are available for use at the pool.

2006. TACTICAL WARFARE SIMULATION EVALUATION AND ANALYSIS SYSTEM (TWSEAS)

1. The computer-based TWSEAS is available for use by Reserve/National Guard units subject to MCCDC TWSEAS personnel availability.

2. The types of Command Post Exercise (CPX) which can be supported by TWSEAS are:

- a. General purpose CPX's.
- b. Marine Expeditionary Unit pre-deployment CPX's with landing plan practice.
- c. Pre-combined Arms Exercise (or other field exercise) practice of concept of operation.
- d. Fire support coordination exercises.
- e. Aviation-oriented landing exercises.
- f. Air Naval Gunfire Liaison Company exercises.
- g. Joint and combined CPX's.

3. Units requesting TWSEAS must provide the following information at least 30 days prior to the exercise:

- a. A general and special situation.
- b. One copy of the unit's operations order for the exercise.
- c. One copy of the unit's tactical standard operating procedure (SOP).
- d. One copy of the Unit's Table of Organization (T/O) and Table of Equipment (T/E). This must include T/O's and T/E's of subordinate units.

4. Units requesting TWSEAS support must procure, provide, or request the following in addition to the TWSEAS team:

a. Communications equipment (including batteries, wire, message books, etc).

b. Maps for the exercise area.

c. Status boards as needed, based on the unit's SOP.

d. Use of Ellis Hall or another appropriate building (see paragraph 2006.5 below).

e. Sufficient personnel to serve as controllers to support the exercise communication requirements.

5. In most cases, TWSEAS exercises are held at Ellis Hall, adjacent to the Command and Staff College.

2007. INSTRUCTOR, CLASSROOM, AUDIOVISUAL, AND LESSON MATERIAL SUPPORT

1. MCCDC Professional Military Education (PME) schools at MCB, MCCDC, possess classrooms, audiovisual equipment, lesson plans, and study materials. Instructor support from MCCDC PME schools to Reserve units is limited and based on availability.

2. Requests for PME school instructor support must include the number of instructors, subject(s) to be taught, date(s)/time(s) desired, the number of students and level of experience/knowledge in specific subjects. Requests must be specific to enable tailoring of the instruction to the level of personnel to be trained. Using units must also request classroom space. Instructors are not responsible for the requesting of or providing classrooms, training areas, ranges or other support to the using unit.

3. Requests for classroom space must include the number of classrooms desired, the date(s)/time(s) needed, audiovisual equipment to be used in the classroom, and the number of personnel to be trained. If there will be both male and female students/staff, requests should so state to ensure adequate separate lavatory facilities are available. In some cases, use of audiovisual equipment in a classroom requires a classroom attendant to be present. In other cases, the unit's instructor may be required to arrive with the advance party to be trained on the use of the audiovisual equipment involved.

4. Requests for instructional materials (lesson plans, training aids, student lesson materials, and student equipment) must include the type of materials requested, the quantity desired, and the date(s)/time(s) required. Students may at times be authorized to keep the materials. However, using units may incur reimbursable

costs as a result. Requests for instructional materials must be specific, taking into consideration the level of students to be trained.

5. Other audiovisual training aids (videotapes, Multi-Integration Lazer Engagement System gear, weapons simulators, pop-up targets, etc.,) may be requested. Items available for use will be given upon request. Requests for Training and Audiovisual Support Center (TAVSC) support should include items needed, date(s)/time(s), intended use, and the number of personnel to be trained. TAVSC equipment to be used must be jointly inspected/ inventoried and signed for by an officer or SNCO from the using unit. Any cost for loaned equipment missing or damaged will be reimbursed to MCCDC by the using unit.

RESTRNGSOP

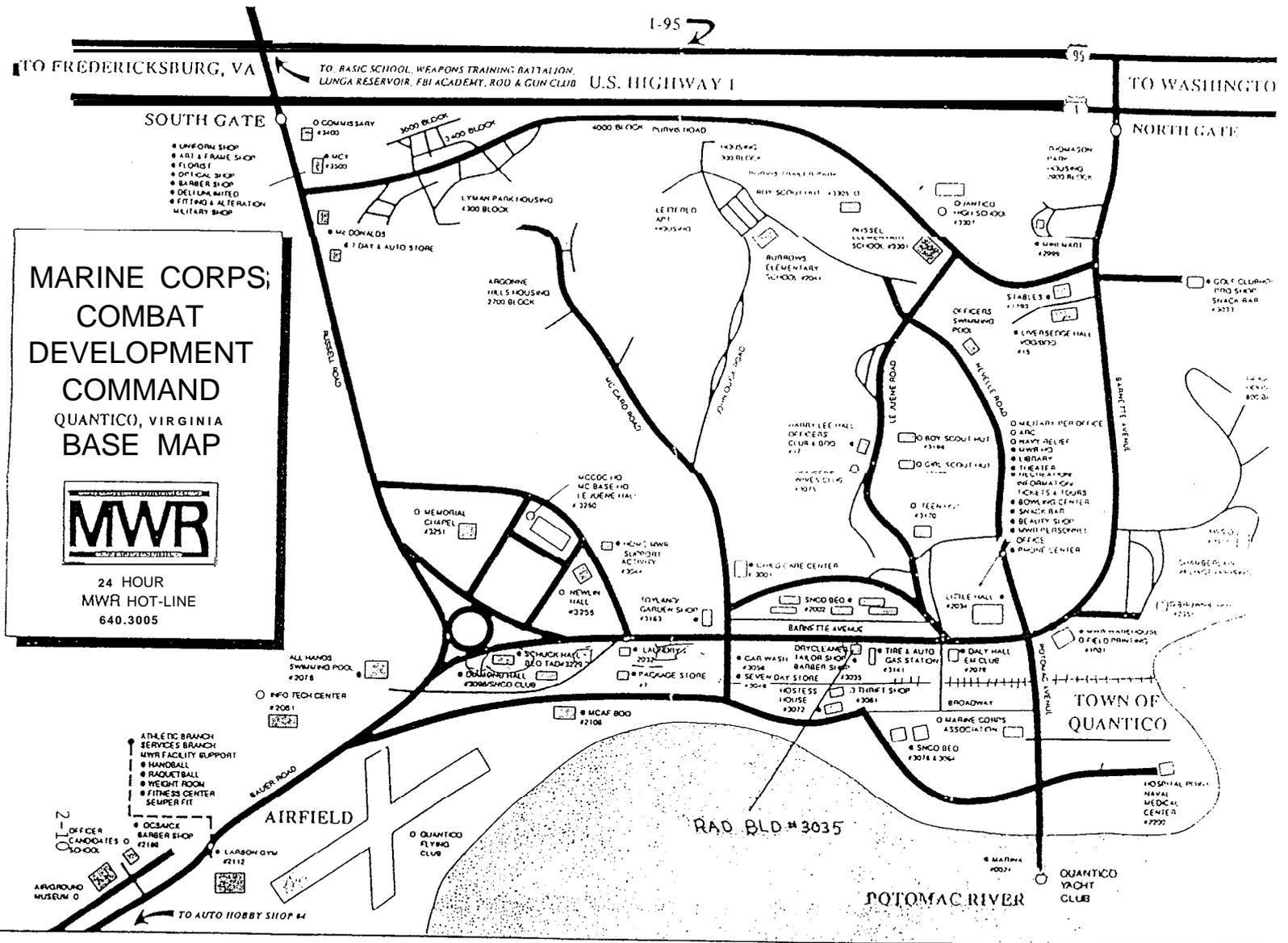


Figure 2-1.--MAP OF MAINSIDE

RESTRNGSOP

REQUISITION FOR RANGE USAGE		DATE OF REQUEST <u>10 May 9</u>	DATE REQUIRED <u>10 May 9</u>
TO WEAPONS TRAINING BATTALION MARINE AIR GROUND TRAINING AND EDUCATION CENTER MARINE CORPS COMBAT DEVELOPMENT COMMAND JUANICO, VIRGINIA 22134 - 5040 (703) 640 - 5226		FROM COC 4th CBTEGRBN- 4th MAR DIV (REIN) Lynchburg, RUC 14405	
1. POINT OF CONTACT: (NAME, RANK, PHONE No.) MSgt. D.L. Campbell (804) 239-1719		2. DATE OF ARRIVAL: <u>3 Apr</u> TIME <u>2400</u> DEPART <u>5 Apr</u> TIME <u>1200</u>	
3. SCHOOL RANGE <input type="checkbox"/> YES <input type="checkbox"/> NO -- # OF SHOOTERS			
4. RIFLE RANGE _____ <u>125</u> # OF SHOOTERS TYPE OF RANGE <input type="checkbox"/> 100 YDS <input type="checkbox"/> 200 YDS <input type="checkbox"/> 300 YDS <input checked="" type="checkbox"/> 500 YDS <input type="checkbox"/> 600 YDS <input type="checkbox"/> 700 YDS <input type="checkbox"/> 800 YDS <input type="checkbox"/> 1000 YDS <input type="checkbox"/> FIELD FIRE RANGE <input type="checkbox"/> CJ OTHERS --		5 PISTOL RANGE _____ <u>15</u> # OF SHOOTERS TYPE OF RANGE <input checked="" type="checkbox"/> REQUALIFICATION <input type="checkbox"/> COMPETITION <input type="checkbox"/> 900 INCH <input type="checkbox"/> INTERNATIONAL <input type="checkbox"/> HIGH RISK PERSONNEL (HRP) <input type="checkbox"/> CLOSE COMBAT PISTOL COURSE (CCPC) <input type="checkbox"/> INDOOR	
6. IT IS REQUESTED THAT WEAPONS TRAINING BATTALION PROVIDE THIS UNIT WITH THE FOLLOWING:			
A. RANGE PERSONNEL YES NO <input checked="" type="checkbox"/> <input type="checkbox"/> RANGE OFFICER <input checked="" type="checkbox"/> <input type="checkbox"/> COACHES <input checked="" type="checkbox"/> <input type="checkbox"/> LINE NCO <input checked="" type="checkbox"/> <input type="checkbox"/> LINE COMMUNICATION <input checked="" type="checkbox"/> <input type="checkbox"/> PITT COMMUNICATION		B YES NO <input checked="" type="checkbox"/> <input type="checkbox"/> PITT NCO <input checked="" type="checkbox"/> <input type="checkbox"/> ARMORER <input checked="" type="checkbox"/> <input type="checkbox"/> FOOD VENDOR <input checked="" type="checkbox"/> <input type="checkbox"/> OTHER	
0 SUPPLIES YES NO <input checked="" type="checkbox"/> <input type="checkbox"/> TARGETS <input checked="" type="checkbox"/> <input type="checkbox"/> OOG <input type="checkbox"/> <input type="checkbox"/> ABLE <input type="checkbox"/> <input type="checkbox"/> BAKER		E YES NO <input checked="" type="checkbox"/> <input type="checkbox"/> SPOTTERS <input type="checkbox"/> <input type="checkbox"/> 1 INCH <input checked="" type="checkbox"/> <input type="checkbox"/> 5 INCH <input type="checkbox"/> <input type="checkbox"/> 8 INCH <input checked="" type="checkbox"/> <input type="checkbox"/> 10 INCH <input type="checkbox"/> <input type="checkbox"/> SPINDLES	
7 COMMANDS MUST SUPPLY WEAPONS WITH LETTER OF LIMITED TECHNICAL INSPECTION (LTI) AND THEIR OWN 782 GEAR FOR ALL DETAIL SD (CARTRIDGE BELT, MAGAZINES (3 MINIMUM) SLING, MAGAZINE POUCH, AND CANTEEN.) SJB INITIALS		8 I CERTIFY THAT THE ABOVE DATA IS CORRECT Sean: <u>SB</u> <u>10 May 9</u> REQUESTOR'S SIGNATURE DATE	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED _____ NAME RANK OF APPROVING OFFICER _____ SIGNATURE DATE		COMMENTS	
WTBH OFFICIAL USE ONLY			

MCCDC 3550/3

Figure 2-3. --MCCDC Form 3550/3, Requisition for Range Usage.

RESTRNGSOP

ORDER FOR WORK AND SERVICES-NAVCOMPT FORM 2275 (2-81) SIN 0104-LF-702-2750 Page 1 of Pages

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 000 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. AUTHORIZING OFFICIAL (NAME, TITLE AND SIGNATURE) DATE										
I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR THE WORK OR SERVICES REQUESTED.										
16. ACCEPTING OFFICIAL (NAME, TITLE AND SIGNATURE) DATE										
THIS ORDER IS ACCEPTED AND THE WORK OR SERVICES WILL BE PROVIDED IN ACCORDANCE HEREWITH.										

Figure 2-4.--NAVCOMPT Form 2275, Order for Work and Services.

RESTRNGSOP

CONDITIONS/INSTRUCTIONS GOVERNING USE OF THIS **FORM** AND
SUPPLEMENTARY ITEMS TO BE **CONSIDERED** AN **INTEGRAL** PART OF THIS ORDER

CONDITIONS/INSTRUCTIONS GOVERNING USE OF THIS FORM:

This form will only be used for requesting work and/or services. This form **will not be used** for **requesting** local purchases, contractual procurement, or material from stock. The purchase/procurement, or requisitioning from stock, of material incident to the performance of this order, however, is permissible.

Note: Requests for the purchase or contractual procurement of material or services will be accomplished through the use of Request for Contractual Procurement, NAVCOMPT FORM 2276 **(2-81)**.

Requests for standard and/or non-standard stock available within the U.S. Government will be accomplished through the use of DOD Single Line Item Requisition System Documents (DD Form 1348 and/or 1348-6, as appropriate).

SUPPLEMENTARY ITEMS:

1. Written acceptance of this order is required and will be accomplished by completing Block 16 on one copy of this order and returning it to the requesting activity cited in Block 8. **Acceptance must** be on a reimbursable basis only.

2. Amounts authorized by this document have been reserved by the requesting activity and will be obligated upon receipt of the acceptance copy of this document.

3. Amounts authorized by this document are subject to 3679, R. S. and may not be exceeded. Additional funds, if required, will be requested from the activity cited in Block 8. Approval of such requests will be accomplished by the requesting activity through the issuance of an amendment to this document, appropriately reflecting the amount of additional funds being provided.

4. The funds authorized by the document are available for obligation by the performing activity cited in Block 10 until the date indicated in Block 4, or Block 5, as appropriate. Funds not actually obligated by the performing activity by that date will be returned to the requesting activity via Status of Reimbursable Orders of similar acceptable form.

5. Extension of the work completion date cited in Block 5 of this order, if required, must be requested in writing and is subject to the approval of the requesting activity cited in Block 8. Approval of such requests will be accomplished by the requesting activity through the issuance of an amendment to this document, citing the work completion date.

6. This order is issued as a Project Order, as indicated in Block 13, and is placed in accordance with 41 U.S. Code 23 and DOD Directive 7220.1 (Regulations Governing the Use of Project Orders). Performance of the work and/or services requested must be accomplished in accordance with these same statutes and regulations.

7. Billings will normally be submitted by the performing activity on a monthly basis unless specifically stated in Block 14.

8. This order is placed pursuant to the Economy Act (31 U.S.C. 686) and will be performed in accordance therewith.

NAVCOMPT FORM 2275 (2-81) (REVERSE)

U.S. Government Printing Office: 1981-703-100/8420 2-1

Figure 2-4. --NAVCOMPT Form 2275, Order for Work
and Services--Continued.

RESTRNGSOP

MILITARY INTERDEPARTMENTAL
PURCHASE REQUEST

1. FSC : 2. CONTROL SYMBOL NO. : 3. DATE PREPARED : 4. MFR NUMBER : 5. AMEND NO. :
 : : : 25 NOV 92 : M9302792MP00001 : BAS 10

6. UNITED STATES MARINE CORPS : B. FROM: (Agency, Name, Telephone Number of Originator)
 BUDGET OFFICER C181 : COMMANDING GENERAL
 COMPTROLLER DIVISION : RESERVE TRAINING CENTER
 HCCDC : CAMP SKILL, WA 22222-1111
 3250 CATLIN AVE SUITE 027 :
 QUANTICO VA 22134-5001 :

9. ITEMS (X) ARE (X) ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE
 SCREENING () HAS (X) HAS NOT BEEN ACCOMPLISHED

ITEM:	DESCRIPTION	QTY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE
1	THE FOLLOWING SERVICES ARE FOR THE 3RD TRAINING EXERCISE FOR THE 4TH MARDIV, CAMP SKILL, WA, FROM 10 TO 21 OCT, FY 92.				
1	LAUNDRY SERVICES				1000.00
2	RANGE FEES				1000.00

POC: SGT J.T. DOE, DSN 243.0047

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 : 2000.00

12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant) : 13. MAIL INVOICES TO (Payment will be made by)
 : SAME AS FROM LINE

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

AA 1711806 2770 000 00026 000265 2D 000000 M9302792MP00001

15. AUTHORIZING OFFICER (Typed Name and Title) : 16. SIGNATURE : 17. DATE :
 X X ROBINSON BY DIRECTION : : 11/25/92
 DD FORM 448 PREVIOUS EDITION OF THIS FORM IS OBSOLETE.

Figure 2-5.-- DD Form 448, Military Interdepartmental Purchase Request.

RESTRNGSOP

CHAPTER 3

LOGISTICS

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RESTRNGSOP

CHAPTER 3

LOGISTICS

3000. SUPPLY

1. The Commanding Officer, Marine Corps Base (MCB), Marine Corps Combat Development Command (MCCDC), Quantico has limited supplies and equipment for temporary loan to units. Requests for supply and equipment support must include the types and quantities of equipment desired, and the date(s)/time(s) needed.

2. 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 (SNCO) using an Equipment Custody Receipt (ECR) 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 4001 for fiscal guidance.

3. At most ranges and training areas on MCB, MCCDC, Quantico, heads are provided. If a using unit is bivouacking in an area where heads are not available, a request for Port-A-Johns must be submitted to the Logistics Officer, Reserve Affairs Division no later than 45 days prior to the field evolution.

4. Maintenance support is not available for tactical vehicles at MCB, MCCDC. If maintenance problems occur with vehicles from the MCB, MCCDC, motor pool, they will be repaired through the Head, Maintenance Branch, Facilities Division.

3001. BILLETING SUPPORT

1. Billeting support may encompass unit billeting, individual billeting, or bivouac sites. Units conducting weekend "field" training are expected to bivouac in the "field" and will not normally be authorized transient billeting, except during periods of inclement weather, emergencies or severe weather conditions. Units will be billed for costs incurred to support transient billeting.

2. Requests for billeting must include the following:

- a. Specific dates/times.
- b. Type billeting desired.
- c. Specific billeting location (if known).

- d. Number of personnel to be billeted by grade and gender.
- e. Linen requirements.

3. Requests for bivouac sites will be coordinated by the Director, Reserve Affairs Division 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.

4. Individual billeting may be available for officer/SNCO's (E-6 and above) at the Bachelor Officer Quarters or Bachelor SNCO Quarters. Requests for individual billeting must identify personnel by name, grade, gender, social security number (SSN), and include dates desired. Costs will be quoted in writing. Monies for individual billeting are payable to the billeting manager upon arrival by the individual. The Director, Reserve Affairs Division will coordinate reservations at the BOQ/Bachelor SNCO Quarters for requesting individuals.

5. Unit billeting is available at Camp Upshur (see paragraph 3002). (See figure 2-2.)

a. Requests for billeting must provide the dates/times needed, specific site required (if known), linen requirements, and the number of personnel to be billeted as follows:

Officers	# of males	# of females
SNCO (E-6 to E-9)	# of males	# of females
Enlisted	# of males	# of females

b. Reimbursable costs for billeting at Camp Upshur include an activation fee of \$25.00 per building and a \$2.00 per person per day usage fee. Costs are subject to change. See paragraph 4001 for guidance on reimbursing billeting costs.

6. Linen is limited but may be requested if transient billeting has been requested and approved. Due to the cleaning costs associated with the use of linen, most units bring their own linen or sleeping bags. If linen is requested, each individual will receive one blanket, two sheets, and one pillow with pillow case. Linen use incurs a reimbursable cleaning cost of \$4.25 per set. Costs are subject to change. See paragraph 4001 for reimbursement procedures.

7. Units using bivouac sites will inspect each site with representatives from Range Control, MCB, MCCDC, prior to acceptance and assignment.

8. Units using billeting facilities are required to inspect, inventory and sign for both the buildings and the furniture/equipment contained therein. A member of the unit's advance party, accompanied by a representative of the Reserve Affairs Division, will inspect billeting facilities, inventory equipment and sign for both prior to acceptance. The same procedure will be followed prior to the units departure. Damages/major discrepancies will be assessed to the using unit as reimbursable costs.

3002. CAMP UPSHUR

1. Camp Upshur is utilized by the Drug Enforcement Agency; Reserve Affairs Division; Company D, 4th Light Armored Infantry Battalion; and several non-DoD government agencies. Reserve/National Guard units may request the use of the Reserve Affairs Division facilities at Camp Upshur on a first-come, first-served basis.

2. Camp Upshur is located 18 miles northwest of mainside, and is within marching distance of Training Areas 15 and 17. Facilities available to Reserve/National Guard units include:

- a. Billeting for 500 personnel.
- b. Shower and head facilities.
- c. Mess deck.
- d. Administration building.
- e. Classroom space.
- f. Armory/warehouse supply storage.
- g. Obstacle course.

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

3003. MESSING SUPPORT

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

2. Requests for messing support must be included in the initial training request and include the following:

- a. Date(s)/time(s).
- b. Number of personnel to be fed.
- c. Type of messing desired.

3. 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	0600-0-730	Brunch	1000-1230
Lunch	1100-1300	Dinner	1530-1730
Dinner	1630-1800		

4. For hot field rations, reserve units must provide vacuum cans, utensils, paper plates, flatware, and napkins. Paper products may be purchased via Self-Service at MCB, MCCDC, on a reimbursable basis (see paragraph 4001). Units using vacuum cans must provide personnel to clean the cans prior to refill. Box lunches must be consumed within three hours of issue for health reasons.

5. For both field rations and box lunches, units must provide transportation of the food between the messhall and the unit. For subsistence in messhalls, units must provide transportation to/from the messhall.

6. For ease of support, using units should provide a roster to include name, grade, SSN and whether the 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.

7. Following are the meal payment rates (subject to change):

	<u>Rate 1</u>	<u>Surcharge</u>	<u>Total</u>
Breakfast	.95	2.30	3.25
Lunch	1.90	4.55	6.45
Dinner	1.90	4.55	6.45
Brunch (Breakfast)	2.15	5.15	7.30
Dinner (Weekend)	2.60	6.25	8.85

When subsisting in the messhall, those receiving commuted rations will pay Rate 1 above. Officers and those receiving per diem will pay Rate 1 plus the surcharge. When receiving box lunches or hot field rations, those on commuted rations/BAS (including officers and those on per diem) will pay Rate 1.

8. Cancellations or changes of messing schedule must be provided to the Director, Reserve Affairs Division 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, Reserve Affairs Division no less than 72 hours prior to the meal.

9. The Commanding Officer, MCB, MCCDC, operates messhalls through civilian contractors. As a result, weekend labor rates for preparing meals are higher than during the work week. Specific costs will be quoted in writing prior to training and paid for on a reimbursable basis per paragraph 4001.

3004. GROUND TRANSPORTATION/VEHICLE SUPPORT

1. Ground transportation, including driver support, is limited but may be requested and provided based on availability. The Commanding Officer, MCB, or the Commanding General, MCCDC will not provide tactical vehicles.
2. Ground transportation must include 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. 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 a member of the using unit (SNCO or officer) and a representative of MCB, MCCDC. Unit drivers must possess a current valid license (any state) with a backing certification or a government Optional Form (OF) 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 report with the advance party and subsequently report to the Base Safety Office to receive a class on vehicle backing requirements and a backing certification. (See paragraph 3005 for requirements for ammunition drivers.) The using unit is responsible for the safe use and security of temporary-loaned vehicles.
4. Vehicle accidents will be reported and investigated per MCCDCO P1500.1. While transporting passengers, the senior person is responsible for supervising the driver in the safe operation of the vehicle.
5. All transportation and fuel is provided on a reimbursable basis. See paragraph 4001 for reimbursement guidance.
6. Units requiring fuel for their tactical vehicles must ensure they have a NAVCOMPT Form 2275, Order for Work and Services, or DD Form

448, Military Interdepartmental Purchase Request (MIPR), on file with the Director, Comptroller Division prior to training.

7. Per MCCDCO P1500.1, units training at MCB, MCCDC, 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.

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

3005. AMMUNITION REQUESTS

1. Units must provide their own ammunition for training. The Director, Reserve Affairs Division does not have the authority to procure/request ammunition for Reserve/National Guard units.

2. Selected Marine Corps Reserve (SMCR) units must submit ammunition requests to the CG MARRESFOR. Once approved, the CG MARRESFOR will send the ammunition request to the CG MCCDC/the Director, Reserve Affairs Division by MILSTRIP message. The Director, Reserve Affairs Division must receive the MILSTRIP not later than 14 days prior to the desired training period. Unit representatives must coordinate closely with the Logistics Officer, Reserve Affairs Division, to ensure the MILSTRIP is received by the Director, Reserve Affairs Division and processed. A sample MILSTRIP is contained in figure 3-1. Upon receipt of the MILSTRIP, the Director, Reserve Affairs Division will complete DD Form 1348, DoD Single Line Item Requisition System Document (Manual), and deliver to the Ammunition Supply Point (ASP), MCB, MCCDC, at least 5 working days prior to the required delivery date. Thereafter the SMCR unit may draw the requested ammunition from the ASP on the delivery date specified on the MILSTRIP.

3. Units from other services normally bring their ammunition with them. Units desiring to pickup ammunition at MCB, MCCDC, will coordinate this with the CG, Marine Corps Systems Command, Quantico, Virginia.

4. To request or pick up ammunition at the ASP, a responsible individual must be assigned in writing by the commander as shown in figure 3-2. Security Risk Category 1 (SRC-1) items (i.e., Dragons and shoulder fired multi-purpose assault weapons require a SNCO or above to receipt for and maintain custody until the munitions are expended or returned to the ASP.

5. All ammunition with a "HAZARDOUS MATERIAL" stamp, a current medical certificate (within one year), and a copy of NAVSEA OP2239

(Explosive Driver's Handbook) in their possession. If the driver is scheduled to leave the confines of MCB, MCCDC, he/she must be at least 21 years of age. If remaining aboard Quantico, the driver must be 18 years of age. The vehicle must have explosives signs aboard for display and must be equipped with a 10 pound BC or greater capacity fire extinguisher. An armed guard is required for the pickup, delivery and return of ammunition.

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

3006. COMMUNICATIONS SUPPORT

1. Communications support in the form of radio frequencies, communications equipment, and consumables (batteries, message books) may be requested. Communication equipment assets at MCB, MCCDC, are limited and usually heavily committed.

2. Requests for communications support should include the following:

a. Radio frequencies by type (VHF, HF, UHF), quantity, dates/times required, and intended use.

b. Consumable items if available, on a reimbursable basis (see paragraph 4001).

c. Communications equipment by type, quantity, dates/times needed, and intended use. Communications equipment to be temporarily loaned will be jointly inspected, inventoried for SL-3 components and signed for using an 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, 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.

3. Units using live-fire ranges and training areas must have, at a minimum, two radios per range/training area being used in order to maintain continuous communications with the Head, Range Control Section, Training Branch, Operations Division. Range Control call-signs and safety frequencies will be provided upon check-in by the advance party.

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

3007. WEAPONS/ORDNANCE SUPPORT

1. MCB and MCCDC 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 MCB, MCCDC, have priority of use for all weapons and equipment. Any request for weapons/ordnance equipment must include the date(s)/ time(s) of pickup and return, the quantity and type of weapons/ equipment desired, the intended use, and the unit's plan to clean the weapons/equipment.
2. 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.
3. 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 **PFI's/LTI's** prior to acceptance.
4. The following are the using unit's responsibility once weapons/equipment are accepted:
 - a. Safe and proper use of the weapons/equipment.
 - b. Maintenance and the accuracy of the round count sheets by weapon serial number (if required).
 - c. Security of loaned weapons/equipment.
 - d. Transportation of loaned weapons/equipment to/from the training areas.
 - e. Provisions for cleaning supplies such as tools, cleaning solvent, rags, etc.
5. 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 4001.)
6. 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 (major damage, lost equipment, etc.,) from the loaning unit. Cost for repairs and/or replacement will be borne by the using unit. Loss or major damage to serialized weapons/equipment may be cause for an investigation.

RESTRNGSOP

PRIORITY

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ADMINISTRATIVE MESSAGE

PRIORITY

P 242013Z OCT 91 ZYB PSN 975368M38

FM CG FOURTH MARDIV (40RD)

TO CG MCCOC QUANTICO VA (RSU) (ASP) / ALFACO FOURTH CBTENGRBN

INFO FOURTH CBTENGRBN

BT

UNCLAS (N08011)

SUBJ: MILSTRIP RON MOO 10-92

MSGID: GENADMIN: 4TH MARDIV (40RD) OCT

REF: A/DOC/HQ USMC 810420

AMPN/UM 4400-15

RMKS/1. IAW THE REF, THE BELOW MILSTRIP IS PROVIDED IN SPT OF CO A 4TH CBT ENGR BN, S. CHARLESTON, WV:

AOD/MOO/U SEE BELOW/EA SEE BELOW MI4403 1223 SEE BELOW R BLNF W

FA/BLNF/BLNF 09 319 BLNF

DOOIC	QTY	SER NR
M028	2	8025
M030	150	8026
M039	1	8027
M130	100	8028
M131	200	8029
M420	1	8030
M421	1	8031
M456	7000 FT	8032
M591	00	8033
M626	10	8034
M627	10	8035
M630	10	8036
M670	500 FT	8037
M757	10	8038
M766	400	8039
G895	4	8064
L227	2	8067
L311	2	8068
L312	1	8069
LJ23	2	8071
A063	220	8073
A059	13440	8075

SAMPLE

2. FOR RSU: REQ PRED DOCU AND COORDINATE WITH UNIT FOR PICK UP

3. FOR CO A, 4TH CBT ENGR BN: ENSURE LIAISON IS CONDUCTED WITH RSU PRIOR TO PICKUP.

4. POC GYSGTBEITEL (LCPL HART (40RD) COML: 505-948-5222 OSN1 6 3

BT

DLVR: COMMUNICATION CENTER @ INFO

RSU (1) ... ACT FOR CG MCCOC QUANTICO VA (9)

14563 17 0376

LOG (1) TBS (1) I C (1) FAC (1) e (1) CG (1) BCO (1) ADJ (1)

RTD: 000-000-COPIES: 0009

975368/2418/298

01 OF 0

M2 0058

298 02.211

242013Z OCT 91

CSN: RXMC0071

CG FOURTH MARDIV (40RD)

Figure 3-1.--Sample MILSTRIP.

RESTRNGSOP

(unit heading)

(date)

From: Commanding Officer, (unit)
To: Commanding General, Marine Corps Combat Development Command
(C 211), Quantico, VA 22134-5001

Subj: PERSONNEL AUTHORIZATION TO REQUISITION AND SIGN FOR CLASS
V(W) MATERIAL AT THE AMMUNITION SUPPLY POINT

Ref: (a) MCCDCO 8011.1

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

<u>NAME</u>	<u>GRADE</u>	<u>SSN</u>	<u>SAMPLE</u>	<u>SIGNATURE</u>
-------------	--------------	------------	---------------	------------------

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

<u>NAME</u>	<u>GRADE</u>	<u>SSN</u>	<u>SAMPLE</u>	<u>SIGNATURE</u>
-------------	--------------	------------	---------------	------------------

3. Requests for Class V(W) material by personnel other than those listed above should be referred to _____.

(Signature)

Figure 3-2. --Sample Letter for Personnel Authorization to Requisition and Sign for Class V Ammunition at the Ammunition Supply Point.

RESTRNGSOP

CHAPTER 4

ADMINISTRATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
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ADVANCE PARTIES	4002	4-4

FIGURE

4-1 MCCDC FORM 3040/1, CASUALTY INFORMATION REPORT (CIR)		4-5
4-2 SAMPLE PERSONNEL CASUALTY REPORTS (PCR's)		4-6

RESTRNGSOP

CHAPTER 4

ADMINISTRATION

4000. REPORTING CASUALTIES/SERIOUS INJURIES

1. If a Reservist or National Guard member is killed or seriously injured while participating in a scheduled drill weekend or annual training (AT), it is the responsibility of the individual's commanding officer to submit a Casualty Information Report (CIR) and a Personnel Casualty Report (PCR) per MCCDCO 3040.1.

2. If death or serious injury occurs while at MCB, MCCDC, the following steps will be followed:

a. The individual's unit informs the MCCDC duty officer, the Director, Reserve Affairs Division, and the Marine's parent command.

b. The individual's unit prepares the PCR and forwards it, along with the Officer Qualification Record (OQR) or Service Record Book (SRB) if available and CIR, to the Command Adjutant, MCB, MCCDC for release.

3. After normal working hours, the unit's duty officer will immediately hand-carry a completed CIR, and OQR/SRB (if available) to the MCCDC Command Duty Officer.

4. The Reserve Affairs Division 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.

5. If the CIR occurs aboard MCB, MCCDC, any media query or press release generated from Quantico will be released by the Public Affairs Officer, MCB, MCCDC.

4001. FISCAL GUIDANCE

1. Units training at MCB, MCCDC, may incur reimbursable costs based on type of support requested. Examples of reimbursable costs are fees for range usage, billeting, transportation, cleaning of linen, consumable supplies, rental of Port-A-Johns and civilian labor.

2. Units incurring reimbursable costs must submit a funding document to cover these costs at least 14 working 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 2-4. All other services will complete DD Form 448, Military Interdepartmental Purchase Request (MIPR). A sample MIPR is contained in figure 2-5. The original

funding document must be submitted to the Budget Officer, (C 181), Comptroller Division, MCCDC, 3250 Catlin Ave Suite 027, Quantico, VA 22134-5001, with a copy telefaxed to the Director, Reserve Affairs Division at telephone (703) 640-2612. In both the initial response letter and the confirmation letter sent from the Director, Reserve Affairs Division to the requesting unit, estimated costs and due dates will be provided.

3. Upon completion of training and receipt of all charges, NAVCOMPT Form 2277, Voucher for Reimbursement and/or Collection, will be prepared by the Defense Finance and Accounting Service, Quantico and forwarded to the Finance Officer for action. A copy will be provided to the using unit.

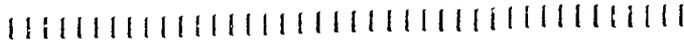
4002. ADVANCE PARTIES. Unit advance parties are critical to the success of training at MCB, MCCDC. Time and date of arrival of the advance party will be coordinated with the Director, Reserve Affairs Division. The following general guidelines apply:

1. Weekend Training. A minimum of one day is normally required to accomplish final coordination for weekend training. Advance parties must report to the Director, Reserve Affairs Division, Building 3035, not later than 1000 on the Friday preceding training. Usually all advance coordination must be accomplished prior to 1500. Late arrival may jeopardize support.

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

RESTRNGSOP

PRIORITY



14000000

URGENT

ADMINISTRATIVE MESSAGE

PRIORITY

P 242013Z OCT 91 ZYB PSN 975368M38

FM CG FOURTH MARDIV 440RD

TO CG MCCDC QUANTICO VA//RSU//ASP// ALFACO FOURTH CBTENGRBN

INFO FOURTH CBTENGRBN

BT

UNCLAS

SUBJ: MILSTRIP RON MOO 10-92

MSGID: GENADMIN: 4TH MARDIV 440RD: OCT

REF: A/DOC/HO USMC 810420

AMPN/UM 4400-15

RMKS: 1. IAW THE REF, THE BELOW MILSTRIP IS PROVIDED IN SPT OF CO A 4TH CBT ENGR BN, S. CHARLESTON, WV;

AOD/MOQ/US-SEE BELOW; EA-SEE BELOW; MI 4403 1223 SEE BELOW; BLNF W

FA/BLNF/BLNF 09:319:BLNF

	QTY	SER NR
000IC		
M028	2	8025
M030	150	8026
M039	1	8027
M130	100	8028
M131	200	8029
M420	1	8030
M421	1	8031
M456	7000	8032
M591	00	8033
M626	10	8034
M627	10	8035
M630	10	8036
M670	500	8037
M757	10	8038
M766	400	8039
G895	1	8064
L227	1	8067
L311	2	8068
L312	1	8069
L323	2	8071
A063	220	8073
A059	13440	8075

SAMPLE

2. FOR RSU: REQ PREP DOCU AND COORDINATE WITH UNIT FOR PICK UP

3. FOR CO A, 4TH CBT ENGR BN ENSURE LIAISON IS CONDUCTED WITH RSU PRIOR TO PICK UP.

4. EITEL/LCPL HART (40RD), COML: 505-948-5222, OSN: 363

BT

DLVR: COMMUNICATION CENTER @11, INFO

RSU (1) ACT FOR CG MCCDC QUANTICO VA (9)

LOG (1) TBS (1) OIC (1) FAC (1) OC (1) CG (1) BCO (1) ADJ (1) 14563 17 0376

RTD: 000-000 -COPIES: 0009

975368/2418/298 01 OF 01 M2 0058 298 02:21Z 242013Z OCT 91
CSN: RXMC0071 CG FOURTH MARDIV 440RD

Figure 4-2. --Sample Personnel Casualty Reports (PCR's).

RESTRNGSOP

CHAPTER 5

INDIVIDUAL TRAINING

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FIGURE

5-1 REQUEST FOR RCT SUPPORT	5-5
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RESTRNGSOP

CHAPTER 5

INDIVIDUAL TRAINING

5000. GENERAL. In addition to unit training, the Director, Reserve Affairs Division coordinates all training conducted by Individual Marine Corps reservists at MCB, MCCDC. Individual training may take the form of Reserve Counterpart Training (RCT), Alternate Annual Training (ALTAT), Active Duty for Special Work (ADSW), and professional military education. Individual training is governed by MCO P1001R.1. Selected Marine Corps Reserve (SMCR) units are responsible for briefing the member on applicable portions of this Manual, before they come on active duty at MCB, MCCDC.

5001. RESERVE COUNTERPART TRAINING

1. RCT is a voluntary program designed to give Marines assigned to the Individual Ready Reserve (IRR) a two week program to enhance and refresh military skills by training alongside active duty counterparts. This program is funded and managed by the Commanding General, Marine Corps Reserve Support Command (CG MCRSC), Overland Park, Kansas.

2. To assist the CG MCRSC in providing meaningful MOS related training for IRR Marines and to provide MCCDC, MCB, and tenant activities with skilled manpower, the Director, Reserve Affairs Division will solicit and consolidate training opportunities during September for the following fiscal year. This information is forwarded to the CG MCRSC for assignment of members of the IRR possessing the appropriate grade and MOS.

3. Organizations identifying new RCT opportunities during the fiscal year will submit a request for RCT support to the Director, Reserve Affairs Division using figure 5-1 as a guide.

5002. ALTERNATE ANNUAL TRAINING/SELECTED AUGMENTATION UNIT

1. ALTAT is a two-week period of training performed by members of SMCR units in lieu of their unit's regularly scheduled annual training. ALTAT may be performed by individual reservists at MCB, MCCDC, and tenant activities.

2. To assist SMCR units training unit members in their MOS's and to provide MCCDC and MCB organizations with temporary skilled manpower, the Director, Reserve Affairs Division will request and compile information from MCCDC and MCB organizations who are able to sponsor ALTAT periods. This information is then passed to the CG MARRESFOR subordinate commands to be used in their scheduling of ALTAT.

5003. OTHER RESERVE TRAINING PROGRAMS

1. The ADSW program provides MCCDC and MCB organizations funding for reservists in augmentation and support roles. The Director, Reserve Affairs Division prepares the CG MCCDC's ADSW budget request by fiscal year, based on funded, programmed requirements.
2. The Category IV (CAT IV) program provides funding for reservists to perform special work in support of the regular establishment.
3. All requests for ADSW or CAT IV orders for reservists are made via the Director, Reserve Affairs Division for subsequent coordination.

5004. COORDINATING INSTRUCTIONS

1. General. Upon reporting for duty at MCB, MCCDC, 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, Reserve Affairs Division may terminate any individual reservist's orders for failure to meet Marine Corps standards.
2. Benefits. Reservists on temporary active duty have the same benefits as those on active duty. Benefits include exchange and commissary privileges, medical, and emergency dental care. Bona-fide dependents, named on orders, rate exchange and commissary privileges during the reservist's period of duty.

RESTRNGSOP

1300

From:

To: Commanding General, Marine Corps Combat Development Command,
3035 Barnett Avenue, Suite 108, Quantico, VA 22134-5014
(C 08)

Subj: REQUEST FOR RESERVE COUNTERPART TRAINING SUPPORT

1. Request subject support as follows:

GRADE/NAME: _____

SSN/MOS: _____

HOME ADDRESS: _____

PHONE NUMBER: _____
(work) (home)

MODE OF TRAVEL: _____

AVAILABILITY OF GOVERNMENT QUARTERS: _____

AVAILABILITY OF GOVERNMENT MESSING: _____

PERIOD OF DUTY: _____

DUTY SITE: _____

2. Point of contact is

Figure 5-1. --Request for RCT Support.