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I MEFO 5000.2A
MCIWEST-MCB CAMPENO
G-1
JUN 14 2016

I MARINE EXPEDITIONARY FORCE/MARINE CORPS INSTALLATIONS WEST-MARINE CORPS
BASE, CAMP PENDLETON JOINT ORDER 5000.2A

From: Commanding General, I Marine Expeditionary Force
Commanding General, Marine Corps Installations West-Marine Corps Base,
Camp Pendleton
To: Distribution List
Subj: CONCEPT OF OPERATIONS FOR DEPLOYED PERSONNEL ADMINISTRATION
Ref: (a) MCO 5000.14D

1. Situation. Consolidation of personnel administration at the installation level changed the various processes used to support personnel administration. These changes resulted in the utilization of reach-back personnel administration support when deployed. This Order enhances the established functions and responsibilities for deployed personnel administration for I Marine Expeditionary Force (I MEF) and Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) personnel.

2. Cancellation. I MEFO/MCIWESTO 5000.2.

3. Mission. To standardize the concept of operations for providing administrative support to deployed personnel and ensure consistency of personnel administration support to I MEF and MCIWEST-MCB CAMPEN organizations. I MEF deploying personnel will be supported by MCIWEST-MCB CAMPEN Installation Personnel Administration Centers (IPACs) via reach-back personnel administration, utilizing current communication methods or Administrative Reach-back Centers (ARCs).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The intent of this Order is to define operating procedures between I MEF organizations and MCIWEST-MCB CAMPEN bases and stations and improve communication between a member's servicing IPAC and forward deployed personnel. End state: MCIWEST-MCB CAMPEN deployed administrators enhance unit administrative capabilities through education and training while forward deployed.

(b) ARCs do not replace the direct support relationship between deploying battalions and squadrons and their parent IPAC. Rather, ARCs are

intended to supplement the direct support relationship with a general support capability in the following areas:

1. ARCs provide personnel administrative support/expertise to deployed G-1/S-1 staffs. ARCs also provide personnel administration advice to the Marine Expeditionary Unit (MEU), Marine Air Ground Task Force (MAGTF)/Special Purpose MAGTF (SPMAGTF) Commander in the areas of pay and entitlements, duty location, Temporary Additional Duty, Reporting Unit Code, record of emergency data and the requirements for reporting deployment related events.

2. ARCs are located where Marines can receive personnel administration assistance while geographically separated from their parent command.

3. ARCs provide the capability to provide personnel administration support to Military Transition Teams, Embedded Training Teams, Advise and Assist Teams, Georgia Deployment Program Resolute Support Mission (GDP RSM) teams, and other Individual Augments.

4. ARCs may reduce travel time for Marines who may be separated from their parent units. With an ARC at each of the large deployed sites or onboard each ship of the MEU, service is available to all Marines at that location, regardless of unit affiliation.

5. ARCs relay information regarding points of contact to each MCIWEST-MCB CAMPEN IPAC.

6. ARCs provide personnel administrative training support to all Marine Corps units forward deployed with I MEF. ARCs will educate forward deployed administrators on personnel administration, thereby enhancing administrative support.

(2) Concept of Operations

(a) Forward deployed ARCs will be established, organized and staffed to provide personnel administration assistance to all I MEF deployed Service Members in a prescribed Area of Responsibility (AOR) using reach-back administration and the forward ARC concept. Reach-back administration is defined by the use of procedures, processes, and information technology communication channels to securely transmit pay and personnel information from deployed locations to garrison IPACs for processing individual and unit personnel administration actions via the unit diary.

(b) The I MEF G-1 and MCIWEST-MCB CAMPEN G-1 will define operational personnel administration support requirements based upon size of deploying force and expected composition/layout of that force. MCIWEST-MCB CAMPEN G-1 will coordinate the staffing requirements to fulfill the defined requirements.

(c) ARCs should be located at designated deployment sites in the AOR and be easily accessible to the largest number of deployed personnel.

(d) ARC personnel will use all available secure means to expeditiously forward and track personnel requests and supporting

documentation to the member's servicing IPAC and/or Disbursing Office. Electronic Personnel Administration Request (E-PARS) via Marine On-Line will be used to the greatest extent possible.

(e) IPAC personnel will process all requests and notify the supporting deployed ARC when all required actions have been completed.

(f) ARCs will be established for all I MEF deploying MAGTFs, SPMAGTFs and MEUs. ARCs for SPMAGTFs will be contingent upon the size and location of the SPMAGTF and will be determined during the I MEF G-1/MCIWEST-MCB CAMPEN G-1 planning conference. I MEF and MCIWEST-MCB CAMPEN G-1s will determine the size and composition of each ARC required to support the MAGTF lay-down and concept of operations. The composition of a MAGTF ARC will be based upon the size of the deploying force but may consist of a Personnel Officer (0170), Administrative Specialist Staff Noncommissioned Officers (SNCO) (0111), and junior Administrative Specialists (0111) to support the deployed force. SPMAGTFs will normally be staffed with a SNCO in Charge (SNCOIC), one Noncommissioned Officer (NCO) and two non-NCO Administrative Specialists depending upon the composition/layout of the deployed force. The MEU ARC will generally consist of a SNCO, one NCO and three non-NCO Administrative Specialists if utilized on each ship in a split Amphibious Readiness Group (ARG) concept. If MEU ARC Marines will be consolidated on the command ship then the MEU ARC will consist of a SNCO and two non-NCO Administrative Specialists.

(g) MAGTF ARC personnel will be under the Operational Control/Administrative Control (OPCON/ADCON) of the senior MAGTF G-1/S-1 at each deployed location. MEU ARC personnel will be OPCON/ADCON to the MEU S-1.

(h) Unit Deployment Program (UDP) units will continue to be serviced by their IPAC via reach-back, with additional support provided by the UDP site G-1 and installation IPAC.

b. Subordinate Element Missions

(1) Marine Corps Base, Camp Pendleton/Marine Corps Air Station (MCAS) Miramar/MCAS Yuma

(a) Support the ARC concept by participating in the ARC pre-deployment conferences and providing personnel to staff a deploying ARC as tasked.

(b) Provide personnel administration support to I MEF deployed MAGTFs and MEUs using reach-back.

(2) I MEF Major Subordinate Commands and Major Subordinate Elements. Coordinate with IPAC to establish ARCs for each MAGTF, SPMAGTF and MEU deployment in order to employ reach-back for personnel administration support requirements.

c. Coordinating Instructions

(1) The I MEF and MCIWEST-MCB CAMPEN G-1s will coordinate pre-deployment conferences to establish reporting dates and determine standing

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operating procedures for the ARCs and IPACs. The MCIWEST-MCB CAMPEN IPAC directors will be included in these conferences.

(2) Changes or additions to ARC requirements will be coordinated between the I MEF G-1 and MCIWEST-MCB CAMPEN G-1s.

5. Administration and Logistics

a. Personnel administrators assigned to the ARCs will be employed in support of the reach-back mission. Employment of ARC members for other missions may adversely affect the timeliness of personnel administration support and the accuracy and timeliness of Marines' pay and entitlements.

b. Directives issued by this Command are published and distributed electronically via the MCIWEST-MCB CAMPEN and I MEF web pages at:

[http://www.imef.marines.mil/StaffSections/PrincipalStaff/G1\(Admin\)/IMEFOrders.aspx](http://www.imef.marines.mil/StaffSections/PrincipalStaff/G1(Admin)/IMEFOrders.aspx)

<https://www.mciwest.usmc.mil/inst/mciwest/manpower/MCIWMCBADJ/default.aspx>

6. Command and Signal

a. Command. This Order is applicable to all I MEF commands and MCIWEST-MCB CAMPEN Installations.

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



PATRICK A. GRAMUGLIA
Chief of Staff
MCIWEST-MCB CAMPEN



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DISTRIBUTION: I/II

Copy to: CG MCIWEST-MCB CAMPEN (G-1)