



UNITED STATES MARINE CORPS  
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I MEFO 5000.2  
MCIWESTO 5000.2  
G-1  
23 AUG 2010

I MARINE EXPEDITIONARY FORCE ORDER 5000.2  
MARINE CORPS INSTALLATIONS WEST ORDER 5000.2

From: Commanding General, I Marine Expeditionary Force  
Commanding General, Marine Corps Installations West  
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 (MCIWEST) personnel.

2. 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 organizations. I MEF deploying personnel will be supported by MCIWEST Installation Personnel Administration Centers (IPACs) via reach-back personnel administration, utilizing current communication methods or Administrative Reach-back Centers (ARCs).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The intent of this Order is to forward deploy personnel administrators provided by MCIWEST bases and stations to I MEF organizations with a view to improving communications to a member's servicing IPAC. End state: MCIWEST deployed administrators enhance unit administrative capabilities through education and training while forward deployed.

(b) ARCs are not intended to replace the direct support relationship that exists between deploying battalions and squadrons and their parent IPAC. Rather, the ARCs are intended to supplement the direct support relationship with a general support capability in the following areas:

1. ARCs provide Subject Matter Experts to deployed G-1/S-1 staffs and personnel administration advice to the Marine Expeditionary Unit (MEU) or Marine Air Ground Task Force (MAGTF) commander in the areas of pay and entitlements, and the requirements for reporting deployment related events.

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2. ARCs provide a location where Marines can get personnel administration assistance when they are geographically separated from their parent battalion/squadron. During geographically dispersed or split Amphibious Ready Group (ARG) operations, Marines often are not co-located with their parent unit G-1/S-1 personnel.

3. ARCs provide the capability to provide personnel administration support to Military Transition Teams, Embedded Training Teams, and other Individual Augments.

4. ARCs provide personnel administration support to units geographically separated from the MAGTF Command Element.

5. ARCs typically are located with the deployed Manpower Information System Support Office (MISSO), and ARC personnel are able to leverage the information systems and deployed accountability systems support in the MISSO.

6. 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 aboard each ship of the MEU, service is available to all Marines at that location, regardless of unit affiliation.

7. ARCs relay information regarding points of contact to each MCIWEST IPAC.

8. 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, in order to enhance their self sufficiency.

## (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 will define operational personnel administration support requirements and the MCIWEST G-1 will coordinate the staffing requirements to fulfill the defined requirements.

(c) ARCs should be located at designated deployment sites in the AOR that are 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.

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

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(f) ARCs will be established for all I MEF deploying MAGTFs and MEUs. The MEF G-1 and the MCIWEST G-1 will determine the size and composition of each ARC required to support the MAGTF force lay-down and concept of operations. Each MAGTF ARC will consist of a personnel officer (0170) and sufficient Staff Noncommissioned Officers (SNCOs), and personnel administrators (0111s) to support the deployed force. The Marine Expeditionary Unit Administrative Reach-back Center (MARC) will generally consist of a SNCO, two Noncommissioned Officers and three personnel administrators, which should be sufficient to man each ship in the ARG.

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

b. Subordinate Element Missions

(1) MCB Camp Pendleton/MCAS Miramar/MCAS Yuma/MCAGCC Twentynine Palms

(a) Support the ARC concept and provide 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 and MEU deployment and employ reach-back for personnel administration support requirements.

c. Coordinating Instructions

(1) The I MEF and MCIWEST G-1s will coordinate pre-deployment conferences to establish reporting dates and determine standing operating procedures for the ARCs and IPACs. All MCIWEST IPACs directors will be included in these conferences.

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

4. Administration and Logistics

a. Personnel administrators assigned to the ARCs should 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. Such employment must be approved by the senior G-1 responsible for that ARC.

b. Directives issued by this Command are published and distributed electronically via the MCIWEST web page at:

<https://intranet.mciwest.usmc.mil/manpower/Adjutant/MCIWO/default.aspx>.




5. Command and Signal

a. This Order is applicable to all I MEF commands and MCIWEST installations.

b. This Order is effective the date signed.

  
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T. A. O'LAUGHLAN  
Chief of Staff  
Marine Corps Installations West

  
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G. M. RYAN, Colonel  
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