



**UNITED STATES MARINE CORPS**  
I MARINE EXPEDITIONARY FORCE  
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I MARINE EXPEDITIONARY FORCE ORDER P1001.2A

From: Commanding General  
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE RESERVE INTEGRATION STANDING OPERATING PROCEDURES (SHORT TITLE: I MEF RES INT SOP)

Ref: (a) MCO 1001.59A  
(b) MCO 1001.52H w/CH1&2  
(c) MCO P1001R.1J w/CH1-10  
(d) MCO 3000.19A  
(g) DoD Directive 1235.10, (Activation, Mobilization and Demobilization of the Ready Reserve)  
(h) DoD Instruction 1205.18, (Full-Time support (FTS) to the Reserve Components)  
(i) DoD Instruction 1235.11, (Management of Individual Mobilization Augmentees (IMAs))  
(j) CJCSI 3110.13C, (Mobilization Guidance for the Joint Strategic Capabilities Plan)  
(k) MCO 3500.30B  
(l) MCO 1001.62  
(m) MCO 1610.7F w/CH1&2  
(n) MCO P1070.12K  
(o) MCO 6100.13 w/CH 1  
(p) MFR ForO 1080R.1A, (Marine Corps Reserve Inactive Duty Training (IDT) Attendance Accounting)  
(q) MCB Camp Pendleton Local Commuting Distance Order  
(r) MARADMIN 413/10  
(s) MARADMIN 078/11  
(t) Marine Corps Service Campaign Plan  
(u) I MEF Capstone  
(v) I MEF Annual Campaign Plan

Encl: (1) I MEF RES INT SOP Procedural Guidance

1. Situation

a. General

(1) Operations Plans (OPLANS) and Concept Plans (CONPLANS) developed by Combatant Commanders require a mix of Active Component (AC) and Reserve Component (RC) forces. In support of these plans, I MEF can be tasked as a war fighting headquarters or as a force provider (or both). In order to help fulfill potential reserve force requirements,

Headquarters Marine Corps (HQMC) published MCO 3000.19A, the Mobilization, Activation, Integration and Deactivation Plan (MAID-P) (ref (d)). The MAID-P is the source document that provides HQMC guidance on the utilization of reserve forces. All I MEF plans to support Coordinating Committee (COCOM) OPLANS/CONPLANS must anticipate the requirement to accept, train, and integrate reserve forces or, when tasked as a force provider, to prepare the reserve force for utilization by another headquarters.

(2) Under certain circumstances, I MEF may be directed to support the integration of a reserve unit in support of Theater Security Cooperation exercises or separate COCOM requirements in which the reserve unit will not be under the operational control of a I MEF unit upon deployment. In these circumstances, strict adherence to the policies and procedures outlined in the MAID-P is required to ensure the unit is prepared for its mission as defined by the gaining commander, while balancing I MEF internal training priorities and resource availability.

(3) This I MEF Order also includes the guidance for mobilization and integration of individuals into the I MEF staff. Planners must consider the timelines required to successfully mobilize individuals and the availability of funding to pay for these billets when assigning reserve Marines to critical billets on the MEF/MEB staff.

b. Roles and Responsibilities of Higher and Adjacent Commands

(1) Commandant of the Marine Corps (CMC). Title 10 USC directs CMC to plan and execute reserve component mobilization. Per reference (d), paragraph 1003, these responsibilities include:

(a) Execute involuntary activation and deactivation of Selected Marine Corps Reserve (SMCR) units through Deputy Commandant for Plans, Policies and Operations (DC PP&O) and individual RC Marines through Deputy Commandant for Manpower and Reserve Affairs (DC M&RA) when authorized by the Secretary of the Navy (SecNav) or Secretary of Defense (SecDef).

(b) Coordinate with the Chief of Naval Operations (CNO) to synchronize Navy reserve personnel activation and to gain temporary assigned duty (TAD) of AC Navy personnel assigned to SMCR units. This will include identifying sourced and non-sourced billets.

(c) Specified tasks and functions of each HQMC department are provided in reference (d), enclosure (1), chapter 2.

(2) Commander, Marine Forces Reserve (COMMARFORRES). Per reference (d), chapter 2:

(a) Conduct the Force Readiness Assistance and Assessment Program (FRAAP) to ensure SMCR unit readiness for activation.

(b) Develop, maintain, and rehearse policies and processes to rapidly and effectively activate and integrate SMCR units.

(c) Direct activation of SMCR units, as directed by DC PP&O.

(d) Ensure activated SMCR units depart the reserve training center (RTC) with required individual combat clothing and equipment (ICCE).

(e) Augment and reinforce I MEF agencies involved in the reception of SMCR units at the Intermediate Location (ILOC), Redeployment Intermediate Location (R-ILOC), and Port of Embarkation (POE) as required.

(f) Transfer Remain Behind Equipment (RBE) that is mission essential to United States Marine Corps Reserve (USMCR) units to mitigate SMCR units' mission-driven equipment shortfalls.

(g) Provide/Ensure Direct Support (DS) Teams are available to each activated SMCR unit to plan and coordinate pre/post deployment actions with the Supporting ILOC Commander's Staff (CS) teams and base support agencies. These teams should consist of enough personnel to effectively plan, execute, and provide supervision in coordinating all support actions between the activated SMCR unit and the Supporting ILOC Commander while at the ILOC. These teams should primarily consist of Active Reserve (AR) and AC personnel assigned to Inspector-Instructor staffs of the activated SMCR unit due to the existing relationship between the Inspector-Instructor (I&I) and SMCR unit.

(h) Deactivate SMCR units when directed by DC PP&O.

(3) Commander, Marine Corps Forces, Pacific (COMMARFORPAC). Per reference (d), chapter 2:

(a) As directed by DC PP&O, coordinate general activation and integration requirements concerning allocated reserve forces with (COMMARFORRES).

(b) Identify RBE and transfer mission essential RBE to SMCR units in order to mitigate SMCR units' equipment shortfalls.

(c) Be prepared to report the status on all gained AC/RC units in the Deployment Readiness Reporting System (DRRS).

(d) Be prepared to receive and integrate equipment provided by Deputy Commandant for Installations and Logistics (DC I&L).

(e) Oversee planning and execution of Outside the Continental United States (OCONUS) redeployment operations for activated SMCR units.

(f) Identify retrograde, reconstitution, and repair requirements for SMCR units.

(g) As directed, assume administrative control (ADCON) responsibilities for activated RC units deploying through an ILOC located on the west coast.

(h) Provide/Ensure General Support (GS) teams are established at the MEF/Major Subordinate Command (MSC) level to perform integration of activated SMCR units during the pre/post-deployment ILOC periods. These

GS teams work directly with the activated MARFORRES DS teams and are critical in managing support requirements for activated SMCR units while at the ILOC. These teams consist of AR and AC personnel who are assigned permanently to MARFOR, MEF and MSC staffs.

(4) Commander, Marine Corps Forces Command (COMMARFORCOM). Per reference (d), chapter 2:

(a) As directed by DC PP&O, facilitate planning relationships between MARFORRES, the Supporting ILOC Commander, and the Supporting Commander to plan and coordinate reserve force integration activities.

(b) Issue movement, transfer, and deployment orders to activated SMCR units.

(c) Verify activated SMCR units' deployment time phased force deployment data (TPFDD) requirements and monitor force flow.

(d) Report SMCR unit equipment shortfalls to DC I&L. Report the operational impact of SMCR unit equipment shortfalls to DC PP&O.

(e) Exercise command of activated SMCR units.

(f) Convene an ILOC coordination conference to determine ILOC requirements and coordinate support between the Supporting MARFOR, supporting ILOC Commanders and activated SMCR units.

(5) Commander, Marine Corps Installations-West (MCI-WEST). Per reference (d), chapter 2:

(a) Be prepared to staff Reserve Support Unit (RSU) and Naval Mobilization Processing Site (NMPS) structure with AC and RC Sailors and Marines to process USN members of SMCR units, USMC Individual Augments (IA), and combat replacements when directed by DC PP&O and DC M&RA.

(b) Fund RSU and NMPS operations supporting AC/RC Service Augmentation (SA) and combat replacement training, equipping and other associated activities, as required.

(c) Maintain the capability to support ILOC requirements identified by HQMC in order to support deploying SMCR unit training and organization.

#### c. Assumptions

(1) The National Command Authorities will invoke Presidential Selected Reserve Call-up (PSRC), Partial Mobilization (PARMOB), or a higher level of mobilization authority prior to activation of SMCR units in support of an emerging crisis.

(2) Contingency operations will require activation of SMCR units and individual Reservists.

(3) During crisis action planning and execution, actual unit availability for deployment will be determined based on the ability to

source and deploy the unit's equipment shortfalls, accomplishing required pre-deployment training, and time involved in embarkation and movement to the POE.

(4) Contingency operations will require Service Augmentation (SA) from either the AC or RC.

(5) Individual Ready Reserve (IRR) Marines will be activated to provide additional manning to AC and activated SMCR units, and to source supported MARFOR-projected combat replacement requirements.

(6) IMA Marines will be activated as requested by their gaining command to fill their assigned validated billets.

(7) Reserve unit support to non-contingency, pre-planned Combatant Commander operational requirements will be executed using the Service Secretary involuntary activation authority, when funding for these activations has been identified in the baseline budget and the unit has been source using established Global Force Management processes.

#### d. Definition of Key Terms

(1) Ready Reserve. The Ready Reserve consists of Reserve units and individual members who are liable for immediate active duty (AD) during war or national emergency. The Ready Reserve includes the Selected Reserve and the Individual Ready Reserve (IRR).

(2) Selected Reserve. The Selective Reserve is that part of the Ready Reserve consisting of members of SMCR units, Individual Mobilization Augmentees (IMAs), and members serving on the Active Reserve (AR) program.

(a) Active Reserve. The AR Program is an active duty program within the Selected Reserve. AR Marines are reserve integration specialists and are assigned to key I MEF command element (CE) and MSC reserve integration support billets. They report to the Principal or Special Staff Officer to which they are assigned. CMC (RAM) assigns personnel to fill specific I MEF Table of Organization (T/O) billets. AR Marines are not AC manpower shortfall substitutes.

(b) Selected Marine Corps Reserve Units. SMCR units are composed of the following two types of Marine reservists:

1. Obligors. SMCR Marines who have not yet reached their Mandatory Drill Participation (MDP) stop date. They cannot transfer or resign without the permission of COMMARFORRES. Once past their MDP stop date these Marines become non-obligors.

2. Non-Obligors. SMCR Marines who have fulfilled the requirements of their original contract and passed their MDP stop date. These Marines continue to participate in the SMCR on a voluntary basis.

(c) Individual Mobilization Augment Program. The IMA Program provides a source of trained and qualified members of the SMCR to fill individual military billets which augment AC structure of the Marine Corps, DoD, or other departments or agencies of the U.S. Government. IMA

billets are required to support mobilization (including pre- and/or post-mobilization), contingency operations, operations other than war, or other specialized or technical requirements.

(a) Director, Reserve Affairs (RA) is responsible for management of the IMA Program and:

1. Validates and approves IMA billets.
2. Conducts an annual review of billet manning.
3. Determines IMA manning levels in conjunction with Total Force Structure Division (TFSD).

(b) Director, Marine Corps Individual Reserve Support Activity (MCIRSA) provides administrative support for IMA Marines.

(c) IMA Marines are assigned to validated and funded reserve billets on AC force structure.

(d) IMAs will not be assigned to fill vacant AC, AR, or civilian structure.

(3) Individual Ready Reserve. The IRR consists of all Marines in the Ready Reserve not affiliated with the SMCR who:

(a) Have not completed their Mandatory Service Obligation (MSO).

(b) Have completed their MSO and are in the Ready Reserve by voluntary agreement.

(c) Have not completed their MSO (are mandatory participants or obligors) but are transferred to the IRR based on COMMARFORRES authority.

(4) Provisional IMA Program (PIP). The purpose of the PIP is to assist the Operations Sponsor in meeting wartime manpower requirements with trained and qualified personnel by pre-assigning members of the IRR to unfunded IMA billet structure.

(5) Service Augmentation (SA). Per paragraph 3009.3 (page 3-57) of reference (d), USMC internal SA requirements do not include Joint Manning Document (JMD) requirements. Valid USMC internal SA requirements include at least one of the following:

(a) An emergent individual manpower requirement not on an approved T/O.

(b) A contingency coded T/O billet.

(c) A vacant chargeable T/O structure space directed for fill by DC M&RA during periods of heightened mission posture.

(6) The Active Duty Operational Support (ADOS) Program is intended to provide personnel augmentation for both Active and Reserve forces to accomplish special projects and to meet operational, administrative, and exercise support requirements of short-term duration.

(7) Activation. Orders to active duty (other than for training) in the federal service.

(8) Mobilization. The process by which the Military Services or part of them are brought to a state of readiness for war or other national emergency. This includes activating all or part of the RC as well as assembling and organizing personnel, supplies, and material.

2. Mission. When directed, CG I MEF receives and integrates SMCR units and individual reserve Marines to provide a total force capacity to accomplish assigned operational missions.

### 3. Execution

#### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Ensure activated SMCR units, detachments, and individual Marines and Sailors are properly organized, trained, equipped, and administratively prepared while assigned, attached, or training with I MEF. The end state is a fully integrated total force readiness to accomplish operational tasks as a Marine Corps Air-Ground team.

(2) Concept of Operations. The I MEF Command Element and commanders or Officers in Charge (OICs) that will gain SMCR units or RC individuals will maintain situational awareness as reserve activation requirements are developed by HQMC and gaining MARFORs, coordinate operational support details early using established command channels, and aggressively seek to establish the most seamless integration of the RC through personnel commander to commander relationships. Integration of reserve units and individual Marines will not be governed by physical location before and after activation. Rather, integration and pre-deployment preparation will occur when and where directed based on the imperatives of the assigned mission.

#### b. Subordinate Element Missions

##### (1) CG, 1st Marine Division

(a) Participate in pre-activation coordination to refine mission requirements.

(b) Exercise ADCON of the unit upon activation.

(c) Direct pre-deployment organization, training, and equipping requirements.

##### (2) CG, 3rd Marine Airwing

(a) Participate in pre-activation coordination to refine mission requirements.

(b) Exercise ADCON of the unit upon activation.

(c) Direct pre-deployment organization, training and equipping requirements.

(3) CG, 1st Marine Logistics Group

(a) Participate in pre-activation coordination to refine mission requirements.

(b) Exercise ADCON of the unit upon activation.

(c) Direct pre-deployment organization, training, and equipping requirements.

(4) CO, I Marine Expeditionary Force Headquarters Group

(a) Participate in pre-activation coordination to refine mission requirements.

(b) Exercise ADCON of the unit upon activation.

(c) Direct pre-deployment organization, training, and equipping requirements.

c. Adjacent Elements. Request CG, MCI-W provide installation support as described in enclosure (1) and coordinated by the I MEF CE for each specific mobilization event.

4. Administration and Logistics. Recommendations for changes to this SOP shall be forwarded to the CG, I MEF (Attn: Senior Reserve Integration Officer) for consideration.

5. Command and Signal

a. Command. This Order is applicable to I MEF Major Subordinate Commands and the I MEF CE.

b. Signal. Policies, procedures, and guidelines contained in this Order are effective upon signature.



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Chief of Staff

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