



## UNITED STATES MARINE CORPS

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### I MARINE EXPEDITIONARY FORCE ORDER P4400.4

From: Commanding General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE MANAGEMENT OF  
REMAIN BEHIND EQUIPMENT (SHORT TITLE: SOP FOR RBE)

Ref: (a) FMFPacO 4400.43  
(b) MCO 4790.2C  
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(f) MCO P4400.16G  
(g) MCO 8300.1C  
(h) UM 4790-5  
(i) TM 4700-15/1  
(j) MCO 3000.11D  
(k) MCBul 3000

1. Situation. This order establishes policy and procedures for the identification, accountability, maintenance, and reporting of equipment or materiel left behind by I MEF forces deploying in support of a contingency or operation.

2. Mission. Commanders at all levels are directed to implement the policies, procedures, and report requirements contained in this order.

### 3. Execution

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

##### (1) Commander's Intent

(a) The policies, procedures, and report requirements contained in this order shall be implemented at all levels.

(b) Accountability for equipment is inherent. This accountability extends to equipment not deploying with the unit.

##### (2) Concept of Operations

(a) The instructions contained in this order are intended to assist Major Subordinate Command (MSC) and Major Subordinate Element (MSE) commanders in planning for the proper management of equipment that remains at the home base or station when forces deploy in support of a major contingency or operation.

(b) Table of Equipment (T/E) items left behind at the home base or station during routine scheduled MAGTF deployments or training exercises are not subject to this order.

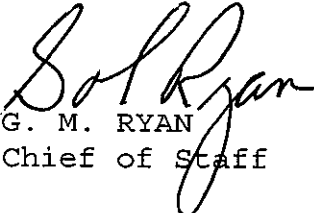
b. Coordinating Instructions. Recommendations concerning the contents of this order are encouraged. Such recommendations will be forwarded to the Commanding General, I MEF (AC/S, G-4) via the appropriate chain of command.

4. Administration and Logistics

5. Command and Signal

a. Signal. This order effective date signed.

b. Command. This order is applicable to I MEF units.

  
G. M. RYAN  
Chief of Staff

DISTRIBUTION: LIST I/II



SOP FOR RBE

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CHAPTER 1

GENERAL INFORMATION

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# SOP FOR RBE

## CHAPTER 1

### GENERAL INFORMATION

#### 1001. DEFINITIONS

1. Guidelines. Marine Air Ground Task Force (MAGTF) Deployment Support System II (MDSS II) is the tool designated to be used to account for Initial Remain Behind Equipment/Remain Behind Equipment (IRBE/RBE) and to report IRBE/RBE to higher headquarters. As part of the process of developing Time Phased Force Deployment Data (TPFDD) for operation plan (OPLAN)/contingency plan (CONPLAN), unit commanders designate each of their T/E assets as Fly-in Echelon (FIE), Follow On Echelon (FOE) or IRBE/RBE.

2. Fly-In Echelon (FIE). Unit personnel and equipment that are transported to the theater of operations via strategic airlift. FIE equipment provides the deploying unit commander with an initial operating capability and/or augments a unit's Maritime Prepositioned Force (MPF) equipment. The equipment and supplies prepositioned aboard the MPF will not satisfy all T/E requirements of a MAGTF. A unit participating in an MPF operation is required to bring along its individual issued equipment, selected T/E assets, Low-Density (LD) items, and other special assets. The deploying unit commander determines what additional T/E assets are required to complement the unit's MPF issue and ensures these items are properly recorded in the OPLAN/CONPLAN Time Phased Force Deployment Data (TPFDD) as the FIE. A unit's MPF equipment allowance and FIE equipment may not exceed its T/E allowance for any Table of Authorized Materiel Control Number (TAMCN).

3. Follow-On Echelon (FOE). FOE consists of those troops, vehicles, equipment, and supplies which, are not needed to initiate the conduct of operations but are required to support and sustain the unit through completion of the mission. FOE is designated per the applicable OPLAN/CONPLAN.

4. Initial Remain Behind Equipment (IRBE). Equipment that is left behind by deploying FIE units and is available for internal redistribution in support of I MEF FOE forces. This equipment may be used to fill T/E deficiencies of active duty and/or Selected Marine Corps Reserve (SMCR) units activated/mobilized in support of the OPLAN/CONPLAN and/or to fill sustainment

requirements of I MEF units. IRBE status changes to RBE, when directed by CG, I MEF, per paragraphs 5e and 5f of reference (a).

5. Remain Behind Equipment (RBE). RBE is that organization's organic T/E equipment or material that is not listed in the OPLAN/CONPLAN TPFDD for movement into a theater of operations. Equipment not required to initiate the conduct of operations or support and sustain those operations through mission completion will remain at the home base/ station. Equipment designated as IRBE/RBE normally changes for different OPLAN's/CONPLAN's.

#### 1002. BACKGROUND

1. The IRBE of deploying units constitutes the most significant source of equipment to fill T/E deficiencies, replace equipment dead lined for maintenance within deploying units, support overall Marine Corps sustainment requirements, and fill Selected Marine Corps Reserve (SMCR) T/E shortfalls. Accordingly, it is the I MEF Commanding General's policy that contingency plans for IRBE be prepared by battalion/squadron, regiment/air group, and MSC commanders in advance of a notice to deploy.

2. Accountability for equipment is inherent in command. This accountability extends to equipment not immediately deploying with the unit (i.e., fly-in echelon (FIE) equipment, follow-on echelon (FOE) equipment, IRBE). The instructions contained in this SOP are intended to assist commanders in planning for the proper management of equipment not immediately accompanying their units to the theater of operations. At a minimum, OPLAN's/CONPLAN's should describe how and where IRBE will be staged, how security will be provided, and how accountability will be maintained. IRBE will be reported to the chain of command using MDSS II.

#### 1003. PROGRAM CONCEPT

1. The CG, I MEF is responsible for the overall management of I MEF IRBE/RBE. The AC/S, G-4 acts as the CG's "executive agent" in this regard.

2. Major Subordinate Commands (MSC) and Major Subordinate Elements (MSE) will designate a responsible officer/individual

(RO/RI) to manage, account for, maintain and report IRBE in accordance with this Order.

3. The goal of IRBE reporting is to ensure positive control and accountability of I MEF assets. Timely submission of required IRBE reports will facilitate the preparation of I MEF units for deployment.

4. The basic concept for managing IRBE, FIE and FOE is to "freeze assets in place" at the battalion/squadron level whenever possible. During a contingency, the primary focus of deploying units is movement to theater. The procedures outlined in this SOP are designed to minimize physical movement of equipment and facilitate transfers of custody and administration.

#### 1004. IRBE PROGRAM MANAGEMENT

1. IRBE assets must be efficiently managed to facilitate possible follow-on mission requirements, ensure proper accountability and preclude loss or misuse. Accordingly, the following procedures are established for determining unit IRBE:

a. Commanders will determine what portion of their T/E assets will be FIE and FOE.

b. All equipment and materiel scheduled to deploy must be entered into the deployment TPFDD.

c. Items listed in the TPFDD will then be subtracted from the commander's on-hand T/E assets.

d. The remaining items constitute the unit's IRBE. IRBE equals on-hand T/E assets minus the combination of FIE and FOE. (Hence: RBE = O/H - (FIE+FOE)).

e. For planning purposes, IRBE should be identified by individual units in MDSS II/as part of the deliberate planning process or in preparation of a TPFDD for a specific operation.

2. IRBE contingency plans should be prepared by MSC/MSE commanders in advance of a notice to deploy and designed to support possible deployments of varying size. As a minimum, IRBE contingency plans should describe where equipment would be staged, how security will be provided, and how accountability will be maintained.



3. Commanders are responsible for the accountability of equipment organic to their units. Accordingly, each MSC/MSE is responsible for providing assistance to their subordinate units, as required, in managing IRBE.

4. As part of planning for management of IRBE, units will account for every item of equipment on their T/E in (MDSS II). MDSS II Unit Deployment Lists (UDL) will be developed to source a MAGTF II plan within the appropriate OPLAN TPFDD. These UDL's will be constructed for the FIE, FOE and remaining IRBE. Any remaining equipment, not sourced as part of the FIE or FOE, will be considered IRBE and reflected in the IRBE UDL for export into MAGTF II at the MSC level. The MSC will then forward the MAGTF II plan to the I MEF Command Element (CE) for review and retention. The MAGTF II IRBE plans will then be consolidated and forwarded by I MEF CE to COMMARFORPAC G-4 and G-5.

5. Accountability for equipment is inherent in command. This accountability extends to equipment not deploying with the unit. Management of IRBE by owning units will be accomplished using Remain Behind Party (RBP) personnel until they are relieved by FOE forces. RBP personnel are MSC/MSE personnel who are designated by the commander to manage IRBE.

#### 1005. STAFF RESPONSIBILITIES

1. Assistant Chief of Staff, G-1. In coordination with the AC/S, G-4, develop, implement, and monitor personnel actions required to affect the assignment, augmentation, transfer, and accountability of RBP personnel in support of the IRBE/RBE program.

2. Assistant Chief of Staff, G-3. In coordination with the AC/S, G-4 review the IRBE/RBE plan in order to validate supportability of the concept of operations and equipment capabilities requirements.

3. Assistant Chief of Staff, G-4. Act as the CG's "executive agent" for IRBE/RBE by exercising primary staff cognizance over all aspects of the IRBE/RBE program, to include the establishment and monitoring of policies and procedures established within this Order.

4. Assistant Chief of Staff, Comptroller. In coordination with the AC/S, G-4, develop, implement, and monitor financial and accounting procedures required to support IRBE/RBE program policies and procedures established in this Order.

1006. SECURITY. The safeguarding and security of all FIE, FOE and IRBE equipment is the responsibility of the deploying MSC/MSE. These functions should be administered by the deploying organization's RBP until relieved of those responsibilities by the MSC/MSE commander or FOE forces.

1007. COMMAND RELATIONSHIPS. For all matters pertaining to IRBE, direct liaison between the unit IRBE manager, the supporting organization, and the AC/S, G-4 is authorized.

1008. STORAGE SITES. To the maximum extent possible, IRBE should be "frozen in place" and remain at the facilities previously occupied by owning/deploying units to facilitate physical security requirements and follow-on disposition (i.e., transfer of IRBE to a supporting command or FOE forces). Consolidating equipment within battalions/squadrons may decrease the number of RBP personnel required to provide equipment security. Excessive movement of equipment in order to transfer custody takes time and effort away from deployment preparations. Further, these actions may complicate the task of maintaining equipment accountability during the early stages of a deployment.

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CHAPTER 2

RESPONSIBILITY AND ACCOUNTABILITY

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## SOP FOR RBE

### CHAPTER 2

#### RESPONSIBILITY AND ACCOUNTABILITY

2001. GENERAL. Per Reference (a), paragraph 4d, the CG, I MEF will maintain positive control and accountability of supplies and equipment and redistribute assets as necessary to meet mission accomplishment in a timely and efficient method. Specifically, the CG, I MEF will retain management, accountability and maintenance responsibility for RBE assets until custody is transferred to another organization. Likewise, MSC/MSE commanders are responsible and accountable for IRBE within their respective organizations.

2002. RBE MANAGEMENT SUPPORT. Per Reference (a), paragraph 4d, management assistance for RBE may be requested from COMMARFORPAC. In accordance with Reference (a), paragraph 5c, additional RBE management support is available from the Commander, Marine Corps Logistics Command (COMMCLC). The I MEF AC\S, G-4, will initiate requests for additional RBE management assistance as required.

#### 2003. RESPONSIBILITIES

##### 1. Assistant Chief of Staff, G-4

##### a. During deliberate planning will:

(1) Act as the CG's "executive agent" for IRBE/RBE:

(a) Exercise primary staff cognizance to ensure the development and management of the MEF IRBE/RBE Plan.

(b) Ensure that the IRBE/RBE Plan facilitates rapid redistribution and accountability of IRBE assets throughout I MEF.

(2) Ensure that subordinate units identify, by operational plan, projected IRBE. At the battalion/squadron level MDSS II databases should be used. At regimental commands and higher, MAGTF II/LOGAIS databases should be used.

(3) In coordination with COMMARFORPAC and COMMCLC conduct the annual war reserve withdrawal plan recomputations, by operational plan, to project the adequacy of IRBE/RBE to satisfy equipment requirements.

b. During crisis action will:

(1) Manage and supervise procedures for accounting, controlling and distributing equipment to assist units in meeting deployment time frames.

(2) Control and direct the redistribution of IRBE to subordinate units. Internal redistribution of IRBE assets will satisfy any of the following requirements or a combination thereof:

(a) To fill T/E deficiencies to ensure all deploying units are fully equipped to carry out the mission.

(b) To exchange, on a one-for-one basis, dead lined equipment with operational equipment to ensure all deploying units are fully equipped to carry out the mission.

(c) To provide I MEF with sustainment equipment based on the established Combat Active Replacement Factors (CARF's) to ensure the MAGTF deploys with the appropriate amount of accompanying supplies to carry out its mission.

(3) Upon direction of the Commanding General, I MEF, provide a list of RBE to COMMARFORPAC (AC/S, G-4). Per paragraph 5e of reference (a), RBE will not be declared by I MEF to COMMARFORPAC until internal redistribution of IRBE assets to satisfy I MEF equipment sourcing requirements has been completed.

(4) Ensure the orderly and proper handling and transfer of accountability and responsibility for RBE in accordance with COMMARFORPAC disposition instructions.

## 2. MSC/MSE Commanders

### a. During deliberate planning will:

- (1) Determine, for each operational plan, projected IRBE.
- (2) Compile projected IRBE lists for each OPLAN using MAGTF II/LOGAIS databases.
- (3) Report IRBE estimates to CG, I MEF, AC/S, G4.

### b. During Crisis action will:

(1) Manage and supervise procedures for accounting, controlling and turning over equipment to assist units in meeting deployment time frames.

(2) Direct and Control the internal redistribution of IRBE to subordinate units. Per paragraph 5e of reference (a), commanders may internally redistribute assets to satisfy any of the following requirements or a combination thereof to:

(a) Fill T/E deficiencies to ensure all deploying units (active and reserve) are fully equipped to carry out the mission.

1. It is important to note that consistent with the Marine Corps "seamless integration" of active and reserve components into it's OPLAN's/CONPLAN's, some Selected Marine Corps Reserve (SMCR) units may be sequenced in the TPFDD flow to deploy ahead of their active duty counterparts.

2. SMCR units in garrison (i.e., at their home training center (HTC)) only maintain equipment that is required for conducting training, in accordance with their authorized equipment training allowance (T/A). SMCR units have wartime tables of equipment (T/E) based on their active duty "like unit" counterparts. Upon activation/mobilization, SMCR units will need IRBE equipment to source their authorized T/E. Additionally, a SMCR unit's T/E may be modified to reflect an "authorized allowance" (A/A), which may require more or less equipment than their T/E allowance (e. g. OPLAN specific mission requirements such as operating in cold weather environments). IRBE will be used to source the SMCR unit T/A to T/E or A/A "delta".

3. Upon the SMCR unit's arrival at the gaining force commander's (GFC's) station of initial assignment (SIA) and/or the airport of debarkation/port of debarkation (APOD/POD), the SMCR unit equipment and personnel belong to the GFC (CG, I MEF). Since mission accomplishment is the primary consideration for the CG, I MEF, It is possible, under certain circumstances, that the GFC may authorize SMCR T/A equipment be used to fill T/E deficiencies for active component units deploying earlier in the TPFDD flow.

(b) Exchange, on a one-for-one basis, dead lined equipment with operational equipment from IRBE assets to ensure that all units deploy with mission capable equipment.

(c) Provide the MEF with sustainment equipment previously identified in an approved War Reserve Material Withdrawal Plan (WRMWP), to ensure the MAGTF deploys with the appropriate amount of accompanying supplies to carry out its mission.

1. Ensure the orderly and proper transfer of accountability and responsibility for IRBE. Disposition and turnover of IRBE will be conducted in accordance with this order.

2. Provide the CG I MEF, AC/S G-4, a report, in MAGTF II/LOGAIS database format, of IRBE assets on hand, not later than 30 days after the commencement of the crisis action phase.

3. Upon reporting IRBE, ensure that it is ready for immediate redistribution.

### 3. Deploying Unit Commanders

a. During deliberate planning will:

(1) Determine projected IRBE for each OPLAN/CONPLAN.

(2) Battalion/squadron level commanders will create an MDSS II UDL plan listing projected IRBE for each OPLAN/CONPLAN in the event of deployment and forward it to their respective higher headquarters. Regimental commanders and higher will submit such plans using the MAGTF II/LOGAIS database format.

b. During Crisis action will:

(1) Identify FIE, FOE and IRBE. Designate and provide a roster and building numbers of all RBP personnel responsible for IRBE.

(2) In cooperation with the Area Commander and Camp Services Officer (CSO), provide security, maintain key control and control access to all IRBE.

(3) Create and maintain appropriate accountability and maintenance records in accordance with guidance contained in this Order.

(4) Report IRBE, via the chain of command, in accordance paragraph 2003.2(c)(4) of this order.

2004. ADDITIONAL REPORTING REQUIREMENTS. Once RBE is reported to COMMARFORPAC, and disposition requested, the equipment becomes the responsibility of COMMARFORPAC. Accountability will continue to reside with the CG, I MEF (AC/S, G-4) until disposition instructions are received from COMMARFORPAC and the assets are physically transferred, as directed per reference (a), paragraph 5f.

1. COMMARFORPAC will redistribute RBE to fill deficiencies or provide sustainment assets to deploying forces throughout the entire component force.

2. COMMARFORPAC will report RBE assets to COMMARCORMATCOM only after all subordinate units are as fully equipped as possible using RBE assets.

#### 2005. DISPOSITION OF IRBE/RBE

1. The proper management of IRBE is an integral part of the deployment process and provides the CG, I MEF with the assets to support the sustainment of deploying units or provide SMCR units with initial issue and sustainment assets. Procedures for the identification, accountability, management, maintenance, and reporting of IRBE/RBE must facilitate deploying units in meeting required deployment timelines.

2. Every effort will be made to ensure that the accountability, maintenance and security of IRBE/RBE is in accordance with



current Marine Corps supply and maintenance management directives and technical publications.

3. IRBE/RBE will be clearly marked (e. g. by use of placards) and staged separately to facilitate RBP personnel accountability, maintenance, safeguarding and transfer of RBE, as directed by COMMARFORPAC.

#### 2006. ESTIMATION OF IRBE/RBE FOR DELIBERATE PLANNING

1. The purpose of reporting the estimated types and quantities of IRBE/RBE during the deliberate planning process is to facilitate the completion of several related deliberate planning requirements. Reference (c), paragraphs 2007 and 2008 and reference (a), paragraph 6 describe how the estimation of IRBE/RBE allows war reserve planners to more accurately project the adequacy of IRBE/RBE to satisfy equipment requirements (specifically Classes II and VII), when building War Reserve Withdrawal (WRWD) Plans for numbered OPLAN's/CONPLAN's. Reporting of estimated IRBE/RBE quantities provides COMMARFORPAC and COMMARFORRES with the information required to accurately source equipment shortfalls in the SMCR to fill T/E deficiencies. Accurately sourcing equipment and placing it in the appropriate OPAN\CONPLAN TPFDD more precisely depict lift requirement and Force materiel/readiness postures.

2. To more accurately source equipment requirements during deliberate planning, I MEF must report IRBE/RBE estimates to COMMARFORPAC using MAGTF II/LOGAIS database formats.

a. Historical readiness figures will be used to estimate the quantities of IRBE required to fill T/E deficiencies and dead lined equipment replacements.

b. 60-day sustainment quantities will be based on established CARF rates as computed during the annual war reserve withdrawal plan recomputations conducted by MARCORMATCOM.

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CHAPTER 3

SUPPLY PROCEDURES

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## SOP FOR RBE

### CHAPTER 3

#### SUPPLY PROCEDURES

##### 3001. GENERAL

1. When directed to transfer IRBE/RBE assets the preferred method for transferring accountability is a unit-to-unit (commander to commander) transfer of assets. The turnover of equipment should be accomplished in accordance with references (d) and (e). Accepted methods are as follows:

a. Upon notification of a deployment, the deploying unit will identify it's IRBE equipment.

b. On order, the active component/reserve component unit designated in the OPLAN/CONPLAN to receive IRBE will send an advance party to the deploying/owning unit's location to conduct the equipment turnover.

c. If the situation requires the deployment of the owning unit prior to the arrival of the advance party of the unit receiving IRBE, the deploying unit should transfer its IRBE to the appropriate RBP RO/RI or MSC/MSE headquarters. The designated RO/RI will assume accountability for the IRBE, in accordance with established supply procedures, until the equipment is transferred to the unit designated to receive it. If this is not possible, the deploying unit should immediately request assistance and guidance from the I MEF, AC/S, G-4, via the appropriate chain of command.

##### 3002. PRE-DEPLOYMENT GARRISON PHASE

1. Upon notification of an imminent deployment the deploying unit is responsible for requesting the following services, via the MSC headquarters, from the SASSY Management Unit:

a. Establishment of an IRBE Activity Address Code (AAC) for use by the RBP. The garrison AAC used by the unit will continue to be used during the deployment (i.e., the garrison AAC becomes the deployed AAC unless the unit requests a separate deployed AAC).

b. Submission of Department of Defense Activity Address Code (DODAAC) changes for deployment AAC's to the SMU via the chain of command. This facilitates updating the TAC-1 and TAC-2 address in order to direct the shipment of repair parts and supplies, ordered under the deployment AAC, to the correct location in theater.

c. Create FIE and FOE Equipment Lists in MDSS II. Upon notification of an imminent deployment, all unit equipment will be identified as FIE, FOE, or IRBE. FIE gear will immediately fly into theater with the deploying unit. FOE equipment will be embarked on follow-on shipping for subsequent transport to the theater of operations.

2. All equipment will remain on SASSY/ATLASS accounts. This will necessitate that using units provide ATLASS computers to support both the deployed account and the remain behind (garrison) account. IRBE will be transferred to the designated IRBE account. Normally, the IRBE account will be the account (Reporting Unit Code (RUC)) used by the unit while in garrison. However, in some cases, the garrison account/RUC will be used to account for the equipment that will deploy and the "deployed RUC" will be used to account for equipment remaining behind. Both case, FIE and FOE equipment must be accounted for on the deploying unit supply account. FIE and FOE equipment must be clearly identified and staged separately to facilitate handling by RBP personnel.

a. IRBE transferred from the deployed account to the designated IRBE account will be processed using SASSY Z2M transfer and D6T receipt transactions.

b. If standard supply transactions cannot be accomplished prior to deployment, the following alternate accounting methods may be used as "field expedient".

(1) Use of ATLASS consolidated memorandum receipts (CMR's) indicating which equipment assets have deployed, which items are designated as FIE/FOE equipment, and which are IRBE.

(2) Use of an MDSS II UDLs as a subcustody document to indicate which equipment assets have deployed, which items are designated as FIE/FOE equipment, and which are IRBE.

(3) An alternate method is the use of a Microsoft database or spreadsheet. When using this method, each unit

should create FIE, FOE and IRBE spreadsheets for each ATCLASS CMR. Copies of such spreadsheets should be submitted to the appropriate MSC/MSE Embark and Supply Officers.

### 3003. DEPLOYMENT NOTIFICATION

1. Upon notification that unit deployment is imminent (normally 72 to 96 hours prior to actual deployment), supply sections should take appropriate actions to ensure that deploying and remain behind equipment are transferred to the appropriate accounts, deploying equipment to the deploying account and remain behind equipment to the remain behind account. Equipment will be transferred using a SASSY Z2M transfer transaction and a D6T receipt transaction.

a. Transferring IRBE to the IRBE AAC. Supply sections are provided two separate RUC/AAC's to use to account for equipment. Normally, when a unit is in garrison it uses the parent RUC/AAC. A separate M9 RUC/AAC is provided to facilitate accounting for deployed equipment. Although the parent RUC/AAC is usually used to account for equipment left behind and the M9 account is used to account for deployed equipment, in some cases the use of these accounts can be reversed (to reduce the number of equipment transfers required to support MPF operations, etc.). Units wishing to use the M9 account to account for IRBE must submit a request for DODAAC change to the SMU via the chain of command.

b. To transfer IRBE equipment to the IRBE AAC, the deploying supply section submits the following SASSY Transactions:

(1) YAL "command adjustment" transactions, to induct allowances for all national stock numbers (NSN's) for equipment not being deployed into the theater of operations.

(2) After the YAL transactions post, Z2M and D6T transactions can be inducted to transfer IRBE to the new MAL.

c. Creating an IRBE Supply CMR. The Remain Behind Party RO or RI must sign for IRBE. Each item of equipment with a TAMCN left behind will be signed for on a CMR.

3004. DEPLOYMENT PERIOD

1. Supply Related Tasks. Once the unit has deployed, all supply related tasks will be split between the deployed unit supply section rear party and the RBP's supply section. Any supply related tasks that can be accomplished before the unit supply section deploys will greatly reduce the workload of the rear party.

2. Deployed Supply Section Tasks. Once deployed, the supply section will manage their new deployed account under the deployed AAC. The first project will be to create deployed CMR's, if this has not been prior to unit deployment, by submitting the appropriate Supported Activities Supply System (SASSY) Z2M transactions.

a. Mechanized Allowance List (MAL) Transactions. All MAL transactions to transfer equipment to the IRBE AAC should be completed prior to deployment.

b. CMR Related Tasks.

(1) The deploying unit supply section will use their parent CMR's as the basis for their deployed unit CMR.

(2) Deployed unit CMR's should include all FIE and FOE equipment. Even though FOE equipment may not arrive in the theater of operation for 30 days after Continental United States (CONUS) embarkation, it should be included on the deployed CMR's for asset visibility purposes.

(3) The deployed unit CMR's will account for all organic equipment less the IRBE accounted for on the IRBE account. ATCLASS YRU transactions will be used to establish the new CMR's. RO's/RI's, will then inventory and sign for each CMR account.

3. Remain Behind Party (RBP) Supply Section Tasks. The RBP supply section's first task will be to create CMR's for all IRBE using supply account records received from the deploying unit supply section rear party. The RBP supply section will manage the remain behind equipment supply account using the IRBE AAC.

a. CMR Adjustments. IRBE CMR's should be established for and maintained by each equipment commodity section. ATCLASS YRU transactions will be submitted to induct IRBE equipment to each

b. Follow-On Equipment (FOE) Procedures. FOE will not be included on IRBE CMR accounts. RBP RO's/RI's will not sign for FOE. Deploying unit rear party RO's/RI' will sign for and maintain accountability of FOE until it's arrival in the theater of operations. Accountability for FOE should be maintained through the use of Interim Custody Receipt (ICR) cards or other appropriate means of control. RBP personnel will provide all possible assistance to deploying unit rear party personnel in tracking FOE equipment and to ensure that all FOE is embarked aboard follow-on shipping.

4. Incoming Repair Parts. Repair parts (class IX), received subsequent to the deploying unit's departure from its garrison location will be handled as follows:

a. As required, remain behind personnel may forward parts intended for equipment that has already been deployed through the Deployed Support Unit (DSU), SASSY Management Unit (SMU), 1st MLG. However:

(1) If the shipment of repair parts is determined to be impractical or not cost effective, repair parts will be rolled back to the SMU, in accordance with current supply directives.

(2) Shipment of repair parts to forward deployed units should only be considered if the deployment is expected to be in excess of 30 days. During short duration deployments, repair parts will be held at IRBE warehouse until the deployed unit returns to its garrison facilities.

b. Parts intended for IRBE assets should be forwarded to the appropriate rear party or RBP commodity section to facilitate equipment repair. If the rear party or RBP lacks the required mechanics, overflow maintenance assistance should be requested from the 1st Maintenance Battalion, 1st MLG rear party. If this is not possible, then such repair parts should be retained at the commodity area maintenance shop or the supply warehouse parts layette bins, in accordance with reference (b), paragraph 2004.4, until the deployed unit returns.

3005. OVERALL CONCEPT OF ACCOUNTABILITY. Deployed and IRBE AAC equipment will be maintained on separate SASSY/ATLASS accounts. Once the deployed unit returns to its home station, a wall-to-wall inventory of all CMR accounts will be conducted.

Adjustments to the unit's garrison AAC must be approved by the unit's commanding officer.

3006. GARRISON PROPERTY. RBP RO's/RI's will sign for garrison property in their area. All property with a dollar value of \$2500.00 or more will be accounted for, regardless of whether it is serialized or not.

3007. CRANE REPORTING. Commands deploying individual serialized small arms into CENTCOM AOR "will not" transfer those applicable serial numbers from their existing home station crane report to a forward deployed crane report. Commanders will execute a memorandum for the record documenting those small arms serial numbers that will deploy forward, which will be maintained in the home station voucher file (AAC).

3008. VOUCHER FILE RECORDS STORAGE. A unit's voucher file consists of those source documents that support adjustments to the unit's accountable record (e.g., 1348-1 shipping mats, signed adjustment transaction cards, etc.). Deployed units must maintain voucher file documentation for those transactions, which occur while deployed. Supporting documentation for voucher able transactions need not be taken with the deploying unit. Rather, these records should be secured and stored to allow for causative research upon return of the deployed unit.



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CHAPTER 4

MAINTENANCE PROCEDURES

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## CHAPTER 4

### MAINTENANCE PROCEDURES

#### 4001. GENERAL

1. Once the deploying unit has departed its home station, rear party and/or RBP commodity maintenance sections will be responsible for IRBE maintenance related tasks. Rear party and/or RBP maintenance management personnel will need to efficiently manage scarce manpower and material resources in order to support the effective maintenance of IRBE assets. These actions are critical in facilitating the redistribution of IRBE assets in support of the deployment of follow on forces.

2. Equipment maintenance services in support of IRBE will be conducted in accordance with reference (b) and other pertinent orders/directive and technical publications. Maintenance actions in support of IRBE will be reported in MIMMS/AIS in accordance with references (b), (h) and (i).

a. Non-mission capable IRBE will be inducted into the active maintenance cycle as rapidly as resources allow, with the intent of returning such equipment to a mission capable status as soon as practical.

b. Mission-capable IRBE will be placed into an administrative dead line status. In accordance with reference (b), paragraph 3002.11, preventive maintenance cycles will be deferred or extended to the maximum extent possible.

#### 4002. APPLICABILITY

1. The IRBE maintenance policies and procedures outlined in this Order apply to all commands, all ground equipment commodity areas, and echelons of maintenance, except Depot Level. This guidance does not apply to the equipment items listed in reference (b), paragraph 1002.2b.

2. The preferred method of transferring IRBE is a unit-to-unit (i.e. commander-to-commander) turnover of equipment assets. This turnover will be accomplished as follows:

a. Prior to deployment, IRBE will be identified, separated from FIE and FOE equipment and consolidated into a central location to facilitate the transfer to follow-on units.

b. The active component/reserve component unit receiving designated IRBE will provide an advance party to conduct joint limited technical inspections (LTI) of such equipment, prior to its transfer to the departure of the deploying unit rear party.

c. If the rapid departure of the deploying unit precludes the conduct of joint LTI's prior to the arrival of the receiving unit's advanced party, the following actions should occur:

(1) The deploying unit should transfer its IRBE to its rear party or designated RBP RO/RI, or as directed by the MSC/MSE.

(2) The deploying unit rear party or RBP assumes maintenance responsibility for IRBE in accordance with established procedures, until the equipment can be properly transferred to the incoming unit, or as directed by higher headquarters. The deploying unit rear party or RBP will coordinate with the unit receiving designated IRBE to ensure that joint LTI's are conducted prior to the transfer of IRBE to the receiving unit.

d. If either of the above situations is impractical, the deploying unit should immediately request, via the chain of command, overflow maintenance support from 1st MLG to accomplish required maintenance tasks.

#### 4003. PRE-DEPLOYMENT GARRISON PHASE

1. The deploying unit Maintenance Management Officer (MMO) will take the following actions immediately upon notification that a deployment is imminent:

a. Request establishment of an IRBE Equipment Repair Order (ERO) Matrix. Depending on which AAC/UIC a deploying unit will utilize will determine the need of additional ERO Matrices. Units utilizing their garrison AAC/UIC for deployment will maintain their current ERO Matrices. Units receiving a new AAC/UIC will be issued additional ERO Matrices by the Maintenance Information Systems Coordination Office (MISCO), 1st

MLG, via the MSC AC/S G-4 (MMO). The IRBE ERO matrix will be used by the deploying unit rear party or designated RBP to provide MIMMS/AIS visibility in support of the IRBE maintenance program.

b. Marine Corps Automated Readiness Evaluation System (MARES)

(1) Reference (j) MARES system. This system tracks the status of the reportable equipment types listed in reference (k). MARES data is used for Status of Resources and Training System (SORTS) reporting. SORTS is an internal management tool for use by the services, commanders of combatant commands (i.e., COCOMs), and the Joint Chiefs of Staff (JCS) to indicate, at a selected time, the status of a unit's personnel resources, the amount and condition of equipment relative to its prescribed mission requirements, and the level of unit training relative to service standards.

(2) Upon commencement of a crisis action, all MARES reportable, mission-capable, equipment will be identified. The owning unit and IRBE unit will reconcile listings of all MCBUL 3000 equipment and modify or create an LM2 in accordance with references (h) and (j). The IRBE unit will report all MCBUL 3000 Equipment in an administrative dead line status, in accordance with reference (b), paragraph 3002.11 and paragraphs 4001.2b and 4007.4 of this order. In accordance with references (h) and (j), unit MMO's will use MIMMS/AIS LM2 Report RM4 remarks to indicate applicable equipment information.

(3) IRBE/RBE items requiring corrective maintenance will be reported in MIMMS/AIS in accordance with references (h) and (j). The deploying unit, rear party or RBP MMO will submit status changes via the LM2, when the equipment repairs have been completed and the equipment is mission capable. This equipment will then be placed in an administrative dead line status and reported per paragraph 5003.2 of this Order.

c. Request Force/Activity Designator (F/AD) changes for deployment AAC/UIC's. In accordance with reference (f):

(1) Units are allowed to upgrade to F/AD II all equipment that is designated to be deployed up to 180 prior to deployment, and remain at F/AD II for up to 60 days post deployment. This authorization stems from a HQMC approval of a tri-MARFOR request for a change to the MCO 4400.16G. MEF

approval is not necessary, although MSCs may want to require notification for tracking purposes.

(2) SMCR units activated/mobilized in support of OPLAN's/CONPLAN's will request an upgraded F/AD. Priority changes for equipment ERO's/EROSL's will be submitted via MIMMS/AIS and ATCLASS/SASSY.

c. Create FIE and FOE Equipment Lists. Refer to paragraph 3002 of this order.

d. Deploying unit MMO's and equipment commodity officers are responsible for ensuring that all FIE and FOE is fully mission-capable. FIE and FOE must be staged separately and clearly identified to the RBP to assist in maintenance scheduling priorities and shipping preparation. In accordance with reference (b), paragraphs 3004.2b and 3004.4a, all critical modifications and preventive maintenance (PM) checks must be conducted prior to deployment. Equipment SL-3 and On-Vehicle Equipment (OVE) components will be mounted and accompany FIE and FOE equipment into the theater of operations. All FIE and FOE equipment will remain on the deploying unit's MIMMS/AIS accounts.

e. Per paragraph 1003.4 of this order, IRBE will initially "be frozen in place" at the deploying unit's home station facilities. In accordance with reference (b), paragraph 2005.11c, IRBE SL-3 and OVE components will remain in place for use with the corresponding IRBE primary end item (PEI) asset.

f. To facilitate IRBE maintenance services, the deploying unit MMO will ensure that all open MIMMS/AIS Daily Process Report (DPR) entries for IRBE assets are transferred to IRBE EROs.

(1) Equipment transferred from the deployed account to the garrison IRBE MIMMS/AIS account will be processed in accordance with reference (h).

(2) DPR's should clearly annotate which items are FIE equipment, FOE equipment and IRBE. Copies of the annotated

DPR's should be provided to deployed unit rear party maintenance personnel or RBP maintenance personnel, and the MSC/MSE MMO.

The RBP MIMMS clerks will submit all required MIMMS transactions to ensure MIMMS/AIS records for IRBE equipment are expeditiously transferred to the appropriate IRBE ERO matrix.

#### 4004. DEPLOYMENT NOTIFICATION

1. Upon notification that deployment is imminent, all active maintenance EROs and parts transactions should be transferred from the deploying unit's MIMMS/AIS account to the established IRBE MIMMS/AIS account, using designated IRBE ERO matrix.

2. Create Deployed and IRBE MIMMS/AIS Accounts. The deploying unit will retain their current MIMMS/AIS account. IRBE MMO's will contact their units Terminal Area Security Officer (TASO) to make liaison with the MISCO, 1st MLG for creation of MIMMS/AIS accounts. The MIMMS/AIS accounts will be established to document all IRBE maintenance services. MMO's should ensure that ERO's have been opened for all IRBE equipment inducted in the maintenance cycle.

3. Pre-deployment training for deployed and IRBE units. The deployment and IRBE unit MMO's will coordinate pre-deployment MIMMS/AIS training with the MISCO, 1st MLG. This training will ensure that all MIMMS/AIS and MARES reports will be correct.

#### 4005. DEPLOYMENT PERIOD

1. Initial Maintenance-Related Tasks. Until unit deployment has been completed, the deploying unit rear party and RBP maintenance sections may jointly conduct maintenance-related tasks. Maintenance related tasks that can be accomplished before the deployed unit rear party maintenance section departs will help ensure that FIE and FOE equipment is fully mission capable upon its arrival in theater.

2. To the maximum extent possible, deploying units should complete equipment preventive maintenance checks and services (PMCS) in accordance with applicable equipment technical publications. For those items of equipment where no PMCS

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requirement exists, the equipment will be visually inspected, cleaned and checked for serviceability.

d. The unserviceable parts/components and associated supply requisitions become identified with the item of equipment from which the serviceable items were removed.

#### 4007. EQUIPMENT INSPECTION AND PRESERVATION

1. Conducting LTI's of IRBE is critical, particularly during the early stages of a deployment. LTI's provide the commander and manager of IRBE equipment with critical information concerning the readiness condition of IRBE equipment. During this process, deficiencies can be identified and corrected to ensure that IRBE assets are maintained in the highest state of readiness possible.

2. Reference (b), paragraph 3002.13, directs that equipment LTI's are required under the following circumstances:

a. Prior to deployment of active/reserve units, maintenance personnel will conduct LTI's to ensure that equipment is complete, safe to operate, and capable of performing its designated primary combat function. During the IRBE acceptance/transfer process deficiencies can be identified and corrected to ensure that IRBE assets are maintained in the highest possible state of readiness. Since the RBP is likely to be comprised of only a limited number of qualified maintenance personnel, proper preservation of IRBE equipment will contribute significantly to the success of the IRBE Program.

b. Upon receipt of all equipment, an appropriate acceptance LTI and such service required by the appropriate equipment Technical Manual will be performed. This LTI will include the correction of defects and the inspection of the equipment to determine if required modifications have been applied. Upon completion of this LTI and preventive maintenance checks and services (PMCS), ERO's and equipment records will be updated, per reference (i). This requirement is particularly applicable prior to the transfer of IRBE from one unit to another. Per reference (b), paragraph 2005.11 units will ensure, to the maximum extent possible, that all equipment being transferred to another unit is SL-3 complete (i.e., the primary end item (PEI) includes all associated collateral equipment).

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3. Proper preservation of IRBE equipment significantly contributes to the maintenance of equipment in a "ready to

issue" condition for use by other units. To the maximum extent possible, deploying units will complete required equipment maintenance tasks prior to transferring equipment to the IRBE/RBE program. Designated RBP personnel will complete equipment preservation tasks for IRBE/RBE, as applicable, to reduce equipment maintenance requirements and to ensure that equipment is maintained in a high state of readiness.

4. IRBE that is determined to be in a mission capable status either initially, or after having undergone corrective maintenance action, will be placed on administrative dead line awaiting transfer to a using unit. PMCS may be deferred for IRBE placed on administrative dead line, consistent with reference (b), paragraph 3002.11.

5. Technical Measuring and Diagnostic Equipment (TMDE), kits, chests and sets, or other IRBE not required for daily deploying unit rear party or RBP maintenance operations, should be inventoried, cleaned and stored in a secure area. Inventories will be conducted at intervals described in reference (b), Appendix D. Kits, chests and sets should be locked and banded to prevent pilferage or damage during storage. These assets should be included with IRBE assets available to the MSC/MSE for internal redistribution.

4008. DEPLOYING UNIT MAINTENANCE SECTION SUPPLIES. Deploying unit maintenance sections will embark required maintenance orders/directives and technical publications, research materials and associated forms. These items are easily forgotten and will not be readily available to deployed units.

4009. FIE AND FOE IN TRANSIT. Unit's will establish procedures to ensure vehicles that break down in transit, is either repaired, by requesting a contact team from 1st MLG or is exchanged with the RBE equipment.



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CHAPTER 5

RECORDS AND REPORTS

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CHAPTER 5

RECORDS AND REPORTS

5001. RECORDS

1. General. An important part of any effective program is the management of associated records and reports. These records are used not only as a source of information, but also serve as a basis for management decisions.

2. Records

a. Equipment records for all IRBE must be transferred to the designated deployed unit rear party or RBP IRBE RO/RI prior to a unit deploying. Equipment records should accompany each equipment item being transferred to the designated RO's/RI's custody.

b. The safekeeping of IRBE records is the responsibility of the designated deployed unit rear party or RBP IRBE RO/RI.

c. Equipment maintenance procedures and records required by reference (i) will be strictly adhered to.

5002. REPORTING ESTIMATED IRBE/RBE FOR PLANNING

1. Reporting estimated IRBE/RBE types and quantities during the deliberate planning process facilitates the completion of the following deliberate planning requirements:

a. First, submission of IRBE/RBE estimates allows war reserve planners to more accurately project the adequacy of IRBE/RBE to satisfy equipment requirements (specifically, Classes II and VII) for computing WRWD Plans for designated OPLAN's/CONPLAN's.

b. Second, submission of IRBE/RBE estimates provides COMMARFORPAC and COMMARFORRES with information required to accurately source equipment shortfalls in the SMCR to fill T/E deficiencies. Equipment sourcing information is used to develop TPFDD databases, compute embarkation lift requirements and facilitate force readiness posture reporting.

c. As part of the normal TPFDD development process,

MSC/MSE commanders will report IRBE estimates to the CG, I MEF (AC/S, G4), in MAGTF II/LOGAIS format.

5003. REPORTS

1. MSC/MSE Commanders will provide the CG, I MEF (AC/S, G-4), an IRBE report in MDSS II, no later than 30 days after the commencement of the crisis action phase.

2. Upon direction of the CG, I MEF, all IRBE not required to support the designated OPLAN/CONPLAN will be declared as RBE. Refer to paragraph 2003.1b(3) of this order. RBE will be reported by the CG, I MEF (AC/S, G-4) to COMMARFORPAC in MAGTF II/LOGAIS format, in accordance with reference (a), paragraphs 5e and 6b.