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I MEFO 3000.3 Ch 1
G-1/G-3
DEC 21 2016

I MARINE EXPEDITIONARY FORCE ORDER 3000.3 Ch 1

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE (I MEF) POLICIES AND PROCEDURES FOR
REPORTING IN DEFENSE READINESS REPORTING SYSTEM MARINE CORPS (DRRS-MC)

Encl: (1) New page insert to I MEFO 3000.3

1. Situation. This change is issued in order to transmit new page inserts to the basic Order.
2. Execution. Replace corresponding pages of basic Order with the enclosure.
3. Summary of Change(s). Reflects basic guidelines for reporting unit non-deployable personnel and standardized procedures within I Marine Expeditionary Force to prepare and submit unit non-deployable personnel data.
4. Filing Instructions. File the change transmittal immediately behind the signature page of the basic Order.


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DISTRIBUTION: I/II

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SECTION 1: Personnel

1. Purpose. To promulgate standard policy and procedures among I Marine Expeditionary Force (MEF) Major Subordinate Commands (MSCs) for submission of Defense Readiness Reporting System (DRRS-MC) reports regarding unit non-deployable personnel and determining personnel rating (P-rating). The reference contains the general provisions, detailed instructions, and formats for submitting DRRS-MC data in support of Service requirements. This policy letter sets forth basic guidelines for reporting unit non-deployable personnel and standardizes procedures within I MEF to prepare and submit unit non-deployable personnel data.

2. Informationa. Commander's Intent and Concept of Operations

(1) Commander's Intent. Complete timely and accurate readiness reports every month. The unit DRRS-MC report shall reflect the ability of the unit to accomplish its full, wartime mission. If a unit is providing detachments of personnel, or individual augments external to the Marine Air Ground Task Force (MAGTF) in support of combatant commander requirements, the DRRS-MC report should reflect the unit's ability to meet its wartime mission with the remaining personnel.

(2) Concept of Operations. Utilize this guidance as a reference to submit timely and accurate readiness reports regarding personnel status as it pertains to the unit's ability to accomplish its full, wartime mission. Unit readiness reports shall depict the current status of unit resources, not future expected readiness.

b. Subordinate Element Missions(1) MSC Commanders

(a) All Commanders should employ unit readiness boards on a monthly basis in order to provide synchronized, quality personnel reporting within DRRS-MC. Based upon service guidance, these readiness boards should be led by the Unit Readiness Officer, with G1/S1, Legal, and Medical representation in support.

(b) Units will use the reference to report personnel via individual categories. Special attention will be given when utilizing the "Commander's Call" and "Others" categories. Both of these categories have specific criteria that must be met and will not be used as a "catch all" category. Use the decision logic table in enclosure (1) in determining non-deployables.

(c) If Marines/Sailors do not clearly fit into a specific category, commanders should assess the individual's ability to deploy within an adequate timeline.

(d) Unit Readiness Officers shall use the Marine Corps Readiness Analysis Tool (MCRAT), through DRRS-MC, to quickly aggregate and analyze subordinate unit personnel data in order to validate concurrence with the reference and this Order.

(e) MSC and MEF G-1 and G-3: Prior to each monthly DRRS-MC submission, convene a manpower meeting to reconcile personnel reporting with other personnel reporting requirements: e.g. unit DSRs, and to de-conflict personnel status reporting for MEF-coordinated personnel sourcing requirements. MSC and MSE Personnel Officers and Career Planners will identify non-stabilized Marines, retention issues, and impacts to deploying units.

(2) Critical Primary Military Occupational Specialties (PMOS). Unit Readiness Officers (UROs) will determine the top three critical PMOSs that, when unassigned or unavailable, have the largest detrimental impact on the unit's readiness. UROs must be able to provide validation and explain the impact on unit readiness.

c. Coordinating Instructions

(1) Personnel Status Reporting. Reporting personnel shall first identify and report non-deployable personnel using the categories listed in Table G-5 of the reference (medical, administrative, legal, Commander's Call, Other, Individual Augment/Joint Manning Document) and using the MCTFS codes in enclosure (2) to identify non-deployables. Personnel with Marine Corps Total Force System (MCTFS) codes (duty status, duty limitation or strength category codes) as non-deployable shall be reported in DRRS-MC in the MCTFS category first before identifying as a Commander's Call.

(a) Task-Organized Units/Detachments. When a task-organized unit deploys and leaves personnel behind, commanders shall consider them in the P-rating calculation and C-level assessment for the core mission. Do not consider remain behind personnel in the A-level assigned Mission Essential Task, and mission assessments. The following is applicable to deployed units only: When remain behind personnel are detached/chopped to another unit, the quantity will be removed from the assigned strength for the core mission and not the structure strength. However, personnel that are on temporary assigned duty (TAD), are still assigned and available to the unit, per reference (a).

(b) Administration

1. Determine non-deployable personnel reporting by reviewing codes in MCTFS that provide an accurate depiction of those personnel not ready for combat deployment. See enclosure (1). Ensure this data includes administrative, medical, dental, and legal classifications that correlate and compliment the categories resident in the reference.

2. Ensure data used to support determination of non-deployable personnel and overall P-rating is maintained for a period of 12 months.

3. Maintain a Total Force Management System (TFMS) account to access and analyze the unit's current approved T/O. The TFMS website is located at <https://tfsms.usmc.mil/>.

(c) Medical/Dental

1. Currently, a significant number of personnel across the Force are categorized as "medically non-deployable." Initially, a significant focus of effort is required to reduce the number of non-deployable personnel who are on limited duty (LIMDU) or awaiting a Physical

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Examination Board (PEB). MCO 1900.16 requires a Staff NCO or above be assigned as a unit LIMDU Coordinator who shall maintain a roster of personnel in a LIMDU or PEB status. In addition, LIMDU Coordinators shall closely liaise with unit leadership, medical personnel, and the nearest supporting medical treatment facility, to ensure the timely and accurate completion of LIMDU and PEB packages, particularly the unit Commander's Non-Medical Assessment (NMA), and to ensure stringent individual compliance with specialty care appointments and treatment. In addition to the MCO 1900.16 requirement for a unit level LIMDU Coordinator, each unit shall assign a corpsman (E-5 or above) as an Assistant Limited Duty (LIMDU-A) Coordinator. This position's function is to help facilitate the LIMDU and PEB processes for unit personnel, and to synchronize duty status reports in the respective electronic tracking systems (ex. MCTFS and LIMDU SMART).

2. Commanders shall make every effort to reduce the number of LIMDU and PEB cases carried on their daily diary (Note: The MEF goal is continual reduction of total LIMDU and PEB cases. Each LIMDU/PEB case will be reviewed monthly (as part of the unit Force Preservation Board) to determine what administrative actions are required to properly support the individual. Once the Commander's NMA is complete, a monthly review by the health provider will be conducted to determine if an individual can be rehabilitated, or if the individual requires care beyond the Marine Corps. Leaders must take care of their personnel, yet a non-deployable Marine or Sailor cannot be replaced until the unit properly codes the individual as "medically non-deployable" and requests an administrative replacement. Therefore, leaders must also consider mission readiness and capabilities when making all personnel decisions.

3. Individual medical/dental readiness is another important aspect of those individuals categorized as "medically non-deployable." In this case, individuals' timely completion of their Periodic Health Assessments (PHA) and dental examinations will significantly improve the medical readiness of the Force and inherently reduce the number of "medically non-deployable" personnel. For all Marines and Sailors on active duty, the Medical Readiness Reporting System (MRRS) shall be used by unit medical personnel to record or update individual and unit medical readiness, as well as to produce readiness projection reports for their Commander. Similarly, supporting dental units will use the Dental Common Access System (DENCAS) to officially record and report on individual and unit dental readiness. Specifically, on a monthly basis, MSC and MSE Commanders shall receive medical and dental reports identifying those personnel who are currently due or delinquent on their annual PHA or dental exam, as well as a forecast of those who are coming due in the next 60 days, preferably in their birth month.

4. Commanders shall ensure all individuals assigned are medically qualified, to include having a current PHA and dental exam, prior to deployment or participation in any annual training requirement (e.g. Physical Fitness Test (PFT), rifle/pistol range, etc.). All personnel will complete required annual medical and dental treatment in such a time that it will not expire during the deployment. Note: Per the I MEF Campaign Plan, the goals for medical readiness are eighty percent (80%) in garrison and one-hundred percent (100%) for those preparing to deploy. The standing dental readiness goal is one hundred percent (100%) regardless of mobilization status.

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5. Unit medical and dental leaders, and respective G-1/S-1 sections, will meet as needed (or at least monthly) to validate and synchronize medical rosters with current unit personnel rosters in order to add or remove applicable personnel from the electronic systems of record that feed the overall non-deployable personnel reports.

(d) Legal

1. Ensure units use proper tracking methods to include Command Legal Action (CLA) [formerly known as Marine Corps Electronic Administrative Separations (MCEAS)] to route legal packages for action and completion in a timely manner.

2. On a monthly basis, validate the status of personnel on legal hold with unit legal officers and the MSC Staff Judge Advocate.

3. Personnel Reporting Guidance

a. End of Active Service (EAS). One of the leading causes of misreporting in DRRS is using the wrong EAS cut off. For the purpose of DRRS, EAS cutoff is 7 days, per table G-5 of ref (a). DRRS reporting should not be confused with the Deployment Staffing Report (DSR) reporting process, which is used to direct manning to units that have a planned Global Force Management (GFM) event on their Training Exercise and Employment Plan (TEEP).

b. Units Providing Personnel to Task Organized Units. Task organized units are temporary organizations approved by Headquarter Marine Corps (HQMC) and are structured and equipped to accomplish a specific assigned mission. I MEF units that provide personnel to Task Organized Units will input the number and type personnel (Marine Commission (MC), Marine Enlisted (ME), Navy Commission (NC), Navy Enlisted (NE)) in the appropriate detached/chopped field on the personnel tab within the DRRS-MC application.

c. Personnel Remaining Behind From Deployment. When a I MEF unit deploys and has personnel that are assigned to the deploying unit remaining behind, the commander must consider them in the P-rating calculation and C-level assessment for the core mission. They will not be considered in the A-level, assigned Mission Essential Task (MET), and mission assessments. If some of these personnel are subsequently transferred to another unit, their quantity is removed from the assigned strength for the core mission, not the structure strength.

d. Personnel Reason Codes. Units that provide detachments in support of requirements are performing their mission, but that mission has a cost. Readiness reporting accounts for that cost. If a unit reports P-2 or below due to providing personnel to another task organized DRRS-MC reporting unit, I MEF units must select the Personnel Deployed reason code (P-09) from Table G-1 of reference (a) to qualify why the unit's P-level is less than one.

4. Personnel Remarks. If a unit reports P-2 or below for personnel, mandatory remarks providing details on the reason for the reported level are required. Remarks should include a clarification of the impact personnel issues (P-rating) have on the unit's ability to carry out the full wartime mission. Mandatory remarks will include by type personnel, the number of Marines or Sailors detached or chopped to another DRRS-MC unit, to include the name of the unit and the expected return date of the personnel.

5. Employ/Deploy Codes. When five percent or more of a unit's personnel are detached to deploy with another unit, the providing unit will use the employ/deployed codes from Appendix G, Table G-6 of reference (a) to report the percentage deployed to support the reason code for their Overall C-Level.

CONDITIONS FOR DETERMINING NON-DEPLOYABLES						
A	B	C	D	E		
If a member has a MCTFS code	and	or	may be listed as	I MEF DRRS ID		
DUTY LIMIT in/or (B,E,M,P,R)				ADMIN		
DUTY STATUS in/or (C,5,9,I,K,L,M,Q,S,X)						
					DUTY STATUS equals 'C'	CMDRS CALL ADMIN
STRENGTH CATEGORY in/or (M,N,V,W,Y,Z)						
RECORD STATUS in/or (E,F,)						
DUTY LIMIT in/or (1,2,3,4,D,K,L,N,S,V,Y,C,G,H,Q)			CMDRS CALL MEDICAL	MEDICAL		
DUTY STATUS in (0,7,D,O,R,T,2,P,N)					DUTY STATUS in (2,P,N)	
STRENGTH CATEGORY in (8,9,E,L,O,T)						
EXPIRED PHA (note 1)	Service Code in ('0' or 'N') and last PHA <= (sysdate) - 365					
DENTAL CLASS 3 or 4			CMDRS CALL MEDICAL	MEDICAL		
DUTY STATUS in (H,J)				LEGAL		
STRENGTH CATEGORY in (B,C,G,I,J,K,R,S)						
		DUTY STATUS in (B,E,F,G,3)	CMDRS CALL LEGAL			
DUTY STATUS CODE equal to: 6 (note 2)	TEMP RUC starts with '540'		ATTENDING MOS SCHOL	OTHER		
STRENGTH CATEGORY equal to: 4 (note 3)	DRAW CASE SIGNAL CODE contains 'AH'		CURRENTLY ON HUMS			
STRENGTH CATEGORY equal to: 4 (note 4)	CRISIS REMARK [Code R128] = '9GF' and [Crisis Remark to Date] is NULL			IA-JMD		

NOTES:

1. User may use the [MRRS Periodic Health Assess] codes listed in MOL/ODSE/External Interface folder date PHA using the last date of PHA minus 365 days. If the date of last PHA is less current date then the PHA has expired and must be listed.
2. User may use the Strength Category Code (or Duty Status Code =('6')) with a TEMP RUC or ADD TEMP RUC that starts with ('540') to determine those attending a Formal School/MOS School training
3. Members listed with these code in MCTFS combined will be currently attached HUMS away from parent command. If the member has been approved for a HUMS transfer, the member will most likely be transferred.
4. Those members with a Strength Category code of '4' and a CRISIS REMARK 128 as '9GF' with an open return/To date will be serving on Executive Order and will either be an IA or on a JMD assignment.

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MARINE CORPS TOTAL FORCE SYSTEM (MCTFS) CODES USED TO IDENTIFY DEPLOYABLES/NON-DEPLOYABLES	
MCTFS DUTY LIMITATION CODE	
Code	MCTFS Code Description
B	INSUF ACTIVE SERVICE (NON DEPLOY)
E	ADMIN (NON DEPLOY)
M	SOLE SURVIVING (NON DEPLOY)
P	17 YRS
R	HAZ AREA RESTR
C	PHYSICAL REMEDIAL PROGRAM
G	LOD SIQ
H	LOD LIGHT DUTY
Q	TEMP LD (TLD) MED BOARD/TNPQ/NPO
X	EXPIRED TEMP LD (TLD) MED BOARD
1	PERM LD (PLD) SHORT TERM NOT PAST EAS
2	PERM LD (PLD) TO RETIREMENT
3	EXPD PLD (EPLD) COMBAT INJURY
4	EXPD PLD (EPLD) CBT INJ CMC DIR NODEPLOY
D	MEDICAL (NON DEPLOY)
K	WIA COMBAT ZONE
L	INJURED COMBAT ZONE
N	PREGNANCY (NON DEPLOY)
S	RETN PERM LD (PLD) STATUS
V	PEB REFERRAL
Y	PEB CASE ACCEPTED
MCTFS STRENGTH CATEGORY CODE	
Code	MCTFS Code Description
M	ANLV AWTG ADMIN DISCH/EOE SVC OBLIG
N	JOINED FROM ANOTHER MCC AWTG SEP
V	MISSING
W	CAPTURED/POW
Y	MIA
Z	INTERNEED
3	CONFINED SPCM > 30 DAY
B	CONFINED-AWAITING GCM
C	IHCA IN EXCESS OF 30 DAYS
G	ON LV AWTG APELLATE REVIEW GCM/SPCM
I	CONFINE-GCM TOTAL FORF PAY/ALLOW PAROLE
J	CONF W/CA ACT APPROVED BCD/DD
K	INVOL HELD BEYOND EAS - SCM OR SPCM
R	SVG SENT TO CONF FM GCM TTL LOSS PAY/ALL
S	SVG CONF FM GCM TTL PAY/ALL LOSS N/A
8	LOD RES SERVICE CONNECTED DISABILITY
9	NPO RES NON-SER CONN DISAT BUMED REVIEW
E	AWAITING FINAL DETERMINATION FROM PEB
L	HOSP>30 DAYS NOT COMBAT JOIN FM OTHERMCC
O	TNPQ RES NON-SERVICE CONNECTED DIS<6MOS
P	AWTG ASSIGN FOLLOW RELEASE FM HOSP
T	HOSP BAT CAS-NONBAT ILL-INJURY COMBAT UN
6	SVG IN BILLET WHILE OJT/MOJT/FST -IN CMD
Q	NAV AVN/NFO ASG TRNG SQDN-ENL ASG TMUTME
MCTFS DUTY STATUS CODE	
Code	MCTFS Code Description
5	AWTG SEP
9	RMC PAST EAS
I	UA
K	MIS
L	ADMIN DISCIP
M	PAST EAS
Q	OTHER INC CAPTURED DETAINED INTERNED MIA
S	DES
X	AWTG ADMIN DIS
2	OUTPATIENT NOT FULL DUTY
B	AAHA
C	ADMINISTRATIVE STATUS
E	CONFINED AWAITING TRIAL BY COURT MARTIAL
F	SCM
G	SPCM
P	PATIENT HOSP
H	GCM
J	IHCA
0	FIELD HOSP
7	HOSP DRUG REHAB
D	MEDICAL
N	QTRS
O	PATIENT HOSP FROM COMBAT ZONE
R	PEB AT HOME
T	TDRL
6	TRNG
MCTFS RECORD STATUS CODE	
Code	MCTFS Code Description
7	ATT TEMPACDU/ACDUTRA
E	SEP/DESERT/REC STATUS
F	PAROLEE STATUS
MCTFS CRISIS REMARK R128 CODE	
Code	Crisis Code Description
3HQ	EBOLA: OPERATION UNITED ASSISTANCE (OUA)
3HS	OPERATION FREEDOM'S SENTINEL (OFS)
9BU	SOUTHERN WATCH
9GF	OPERATION INHERENT RESOLVE
MCTFS DRAW CASE CODE	
Code	Crisis Code Description
AH	HUMANITARIAN REASONS