



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS COMMAND  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

MCICOMO 1001.61  
G-1

MARINE CORPS INSTALLATIONS COMMAND ORDER 1001.61

From: Commander, Marine Corps Installations Command  
To: Distribution List

Subj: POLICY AND PROCEDURES FOR THE SOURCING AND MANAGEMENT OF  
INDIVIDUAL AUGMENTS

Ref: (a) MCO 1001.61 W/CH1  
(b) CMC WASHINGTON DC MRA MM MMFA 071916Z May 08  
(c) CMC WASHINGTON DC 102202Z Apr 09 //FOUO//  
(d) CMC WASHINGTON DC 170023Z Mar 06  
(e) MCO 1754.9  
(f) DCG USFOR-A Memo of 5 May 10  
(g) MCBul 6490 MRC of 18 Sep 08  
(h) MARADMIN 284/11  
(i) MCO 1050.3J  
(j) Memorandum of Agreement Between COMMARFORPAC and DC,  
I&L

Encl: (1) Individual Augmentation Process  
(2) Individual Augmentation Request (IAR) Process and  
Timeline  
(3) Individual Augmentation Staffing/Current Deployed  
Personnel Template  
(4) Individual Augmentation Eligibility Checklist  
(5) Individual Augmentation Waiver Request  
(6) Individual Augmentee Command Certification Message  
Template  
(7) Individual Augmentation Reporting Instructions and  
Checklists

1. Situation. Marine Corps Installations Command (MCICOM) is required to fill designated Individual Augment (IA) billets as identified and tasked by U.S. Marine Corps Forces Command (MARFORCOM) to support Combatant Commanders for both worldwide contingency and non-contingency requirements.

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distribution is unlimited.

2. Mission. To establish policy and procedures in accordance with the references to facilitate the sourcing of MCICOM tasked IA billets, in support of Total Force manpower management requirements.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The Commander, MCICOM (COMMCICOM), recognizes the need to assign individuals to support IA requirements as early as possible in support of operational commands to ensure continuity of operations and foster command, individual, and family readiness.

(b) Commanders at all levels are responsible for maintaining a resilient, ready force and promoting the well-being of our Marines, Sailors, and family members, in preparation for, during, and post deployment to IA assignments.

(c) The MCICOM Assistant Chief of Staff, G-1, is responsible for overall management and execution of the individual augment program with the intent of supporting the operating forces to the maximum extent possible.

(2) Concept of Operations. This Order formalizes the IA assignment process throughout MCICOM. This approach will enable the Command to ensure transparency and fairness in the manner in which IA billets are sourced and managed, and will make certain unit personnel have ample time to prepare themselves and their families for their individual augment assignment. Further, the formalized individual augment management process will enable the Commander to maintain 100% accountability for his personnel throughout the deployment process, regardless of billet location or duty.

b. Subordinate Element Missions

(1) Region/Marine Corps Base Quantico G-1s

(a) Establish and manage the IA process in accordance this order, the references, and guidance from higher headquarters.

(b) Review every individual augment tasking and compare with command on hand staffing levels for requisite Grade, Military Occupational Specialty (MOS), clearance, and skill sets. Enclosure (1) provides the details pertaining to the IA Process, management of IA assignments and permissible exemptions for assignment. Enclosure (2) documents the IA Request (IAR) process and establishes the billet sourcing timeline.

(c) Provide appropriate IA sourcing solutions to MCICOM Headquarters in accordance by the established due dates.

(d) Report the status of all deployed personnel and provide an update on any outstanding IA taskers to the MCICOM G-1 on a weekly basis [Enclosure (3)].

(2) MCICOM Commanders

(a) Comply with the intent of this order by ensuring that all eligible personnel are considered for assignment for IA taskings.

(b) Review assigned IA requirements determine any risks to unit readiness associated with filling the billets.

(c) Screen personnel to ensure they meet all billet requirement criteria and are fully eligible to deploy. Enclosure (4) is provided for internal use at the command level, and is not required to be forwarded to MCICOM headquarters.

(d) Ensure all waiver requests are completed and forwarded to the COMMCICOM via AC/S G-1, within 10 working days of the tasking message release [Enclosure (5)]. Please note that submission of a waiver request does not constitute a reclama.

(e) Submit the Commanding Officer's Certification via message traffic no later than 10 days prior to reporting for deployment. Enclosure (6) provides the template to be used for all MARCENT IA Command Certification messages. Additional requirements may be listed in the reporting instructions for each billet, and should be reviewed prior to the Commanding Officer's Certification.

c. Coordinating Instructions

(1) Addressees will implement and adhere to the guidance provided in this order, and notify their personnel of the process established herein.

(2) Each military member will take all actions necessary to ensure personal deployment readiness.

(3) In addition to PTP requirements, individual augments must ensure proper personal and family readiness plans are established per reference (e) prior to deployment.

(4) COMMCICOM has final approval authority for all exemptions, reclaims, and waiver requests.

4. Administration and Logistics

a. Administration

(1) At least once a quarter, the MCICOM G-1 (Military Manpower) will provide the subordinate commands with a list of all known IA requirements as identified by Requirement Tracking Numbers (RTNs).

(2) Deploying personnel will complete the prescribed PTP requirements outlined in reference (d). Reporting instructions, checklists, and civilian clothing requirements for the appropriate gaining command are provided in enclosure (7).

(3) Deploying personnel will extend/re-enlist prior to deployment to allow a minimum of three months from return from deployment providing ample time for service transition requirements. Service members with 120 days or less of obligated service from the deployment return date will not be considered for IA assignments.

(4) Unit commanders of Marines scheduled to deploy should ensure all separating/retiring service members attend the prescribed Pre-Separation Counseling Brief/Interview prior to deployment regardless of whether or not a request for reenlistment has been submitted.

(5) All medical requirements must be met prior to reporting for deployment.

Medical/Dental deployment readiness must be certified by the Unit Medical Officer and the Unit Commander. Failure to comply with all requirements may result in the return of the member to parent unit or deployment processing center.

(6) Reserve Marines (SelRes, IRR, IMA, etc.) cannot fill active duty IA requirements without specific authorization coordinated with the Commander, U.S. Marine Forces Reserve, MARFORCOM and MCICOM.

b. Logistics

(1) Military air and lodging will be utilized whenever possible, unless deemed impractical and detrimental to the accomplishment of the mission.

(2) Subordinate commands must verify civilian clothing requirements for all assigned RTNs as outlined in reference (f).

5. Command and Signal

a. Command. This Order is applicable to MCICOM HQ and all subordinate commands.

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

  
J. A. KESSLER

DISTRIBUTION: B

Individual Augmentation Process

1. Process

a. MARFORCOM assigns RTNs or solicits feasibility of support (FOS) of MCICOM with established IA report dates, billet requirements and Orders criteria. Typical IAs are manned for 210 days with 180 days boots on the ground (BOG). However, there are requirements for specific IA billets to be manned for one year.

b. MCICOM reviews requirements, and compares with on hand manning for requisite Grade, MOS, clearance or skill sets. In accordance with reference (b), personnel are to be identified and stabilized at least 180 days prior to deployment. Reference (c) requires all RTN's be manned and sourced at least 90 days prior to deployment.

c. G-1 Manpower will notify the AC/S G-1, and will provide the requirement information to the MCICOM Subordinate Commanders via their respective G-1 Offices at least 180 days prior deployment.

(1) Volunteers will be solicited and nominees identified 160 days prior to deployment.

(2) If volunteers are not forthcoming, G-1 Manpower will identify eligible personnel who meet the billet requirements and will task a Command to fill the requirement 120 days prior to deployment. Tasking will take into consideration fair share apportionment, current deployed personnel strength and requisite MOS/skill sets.

(3) Each nominee will be notified by their Command of their eligibility for an IA assignment and a final assessment will be done to determine if any personal (medical/dental/family) issues exist. If a problem exists, the Command should consider requesting a temporary waiver for that individual in order to remove them from consideration for the current IA request. Waiver justification should include an assessment of the impact of manpower shortages potentially caused by an additional augmented personnel coming from the Command.

d. Some High Demand/Low Density MOSs will require Command coordination, ensuring that all eligible personnel are given equal consideration congruent to IA tasking and mission accomplishment. Coordination includes solicitation of volunteers from within the requisite community, regardless of priority, and screening individuals to ensure they possess the requisite qualifications. If volunteers are not identified, a candidate will be identified accordingly.

e. The Commander retains the final authority to approve exemption requests and waivers.

## 2. Establishment

a. Volunteers. In all instances, the preferred method of filling IA requirements is with volunteers. Individuals who elect to volunteer will make their desire known to the Command's G-1 via an Administrative Action (AA) Form. Volunteers should also make their intentions known to their chain of command and gain Command's concurrence.

b. Command Nominees. When no volunteer is available for assignment, command nominees will be assigned. A list of personnel will be developed for this purpose based on the IA Billet requirements, with consideration given to the billet's rank and any specific skill set required. If personnel cannot be made available, or do not meet the IA Billet requirements, the Commanding Officer will initiate a reclamation (reclama) request and notify the MCICOM G-1 (Manpower Officer). The Commander, MCICOM requires a by name justification with detailed impact statement for each Marine meeting the requirements for the billet requesting RECLAMA. The Commander is final authority for RECLAMA submissions to MMFA. Commands must maintain oversight and continue to plan for sourcing until the RECLAMA request is officially approved by MMFA or reallocated by MCICOM.

### c. Exemptions

(1) MCICOM Commanding Officers, Executive Officers, and Sergeants Majors are exempt for assignment to IA billets for the entirety of their respective tours.

(2) Aides de Camp and Enlisted Aides are exempt for the entirety of their respective tours.

(3) Personnel with an approved retirement date and/or orders to transfer are exempt if less than 90 days remain between the end of the IA tour and the approved retirement/transfer date.

d. Commands will ensure the initial screening criteria have been met and verified in accordance with this Order and subsequent contingency related policy guidance messages. Commands will review requirements and compare with on hand manning for requisite Grade, MOS, clearance, and skill sets. Personnel are to be screened to ensure they meet all billet requirement criteria and deployment eligibilities. Commands will ensure the deploying personnel have completed the prescribed Pre-Deployment Training Program (PTP) and proper personal and family readiness plans are established. Deploying personnel will extend/re-enlist prior to deployment providing adequate service on contract upon return from deployment to allow ample time for service transition requirements.

### 3. Management

a. One criterion used to rank eligible personnel is the overseas control date. Additional considerations, such as a Marine's timing relative to Estimated Date of Detachment or Expiration of Active Service, command manning status, exceptional family member program status, number of combat deployments, etc., will be addressed on a case by case basis.

b. Each Marine should be made aware of their possible assignment and their Command notified of their status as early as possible, so that they can better prepare for IA assignment.

c. It is each augmentee's responsibility to personally ensure that their servicing Installation Personnel Administrative Center (IPAC) is aware of their IA assignment. The IPAC will be able to take action to help minimize pay/personnel disruptions to the augmentee, e.g., provide points of contact at the servicing IPAC for the augmentee to share with "in theater" administrative support personnel; advise on how to access Leave and Earning Statements from "in theater" or when augmented to another uniformed service; advise on what dates in the course of the augmentation will need to be recorded and provided to the IPAC for pay purposes.



d. Combat Operational Stress Control (COSC) Program. For deployments of 90 days or more, COSC training should be conducted for service members and families during three phases of deployment: Pre-Deployment, before Re-Deployment (typically in theater) and Post-Deployment (60-120 days after return). COSC training tools and materials can be downloaded from the COSC website ([https://www.manpower.usmc.mil/portal/page/portal/M\\_RA\\_HOME/MR\\_OLD/COSC%20Home/Deployment%20Briefs](https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MR_OLD/COSC%20Home/Deployment%20Briefs)). Other resources to assist with COSC training and education may be found in paragraph 5.c.(2)(c) of reference (g). Commanders should ensure Marines and Sailors returning from deployment or newly joining the command, have received all required post-deployment COSC training.

#### 4. Deployment Health Assessments (DHA)

a. Completion and certification of Deployment Health Assessments are necessary to ensure the readiness of units, provide opportunities for early identification of emerging deployment-related health concerns, and offer opportunities for Marines to receive assistance if needed.

b. The DHA process is comprised of three assessments designed to monitor the health of all deploying service members:

- (1) Pre-Deployment Health Assessment- conducted no earlier than 60 days prior to deployment.
- (2) Post-Deployment Health Assessment - conducted no earlier than 30 days prior to re-deployment and no later than 30 days after return from deployment.
- (3) Post-Deployment Health Re-Assessment - conducted between 90 - 180 days after return from deployment to aid in identifying lingering issues.

c. Commanders will obtain by name roster for DHA in order to ensure the requirements are accomplished. Commanders should encourage service members to provide honest responses on all the assessment forms. For additional guidance and reporting requirements see references (g) and (h).

## 5. Respite and Reintegration

a. Deployment Dwell. The ratio of time spent deployed or activated in support of a designated contingency operation against all time spent in "dwell" (i.e. not deployed/activated). The dwell ratio is 1:2 for Active Component and 1:5 for Reserve Component.

b. Post-Deployment/Mobilization Respite Absence (PDMRA). PDMRA is based strictly on a 1:2/1:5 ratio and will be determined by the length of the deployment/activation. It shall be used prior to a service member's EAS or transition or in conjunction with the next permanent change of assignment orders (PCS, etc.). Failure to use PDRMA days within the designated time frame will result in loss of the benefit. Reserve Marines may be extended under their mobilization orders in order to allow use of PDMRA prior to demobilization. This is a non-monetary compensation. Service members may not sell back PDRMA at anytime with the exceptions specified in paragraph 3.b(9) of reference (i).

c. In-Garrison Stand Down. After returning from deployment and before being granted post-deployment leave, IAs should be afforded a decompression period consisting of five abbreviated work-days in garrison. This post-deployment period is a crucial time for Marine leaders to observe their Marine and Sailors during the transition back to the home and garrison environments, and to ensure they receive any needed care.

d. Leave And Liberty. As compensation for long or arduous deployments, opportunities should be maximized for all Marines and Sailors to take leave or liberty within the constraints of operational requirements.

Individual Augmentation Request (IAR) Process and Timeline

\*\* Note the number of days listed below are milestone markers leading up to deployment.

- MCICOM receives IA tasking via message traffic.
  - 180 days - MCICOM analyzes requirements and identifies appropriate region to task with sourcing solution.
    - MCICOM informs the regions of the requirements.
    - Regions identify volunteers and provide MCICOM the required information to be forwarded to MARFORCOM.
  - 160 days - Regions identifies eligible personnel from the established IA pool, and notify their Commands in accordance with the process outlined in enclosure (1) of this Order.
  - 140 days - Regions will forward the IAR to all personnel that meet the billet requirements for, rank, MOS and any special requirements noted.
  - 120 days (NLT) - Region submits volunteer/nominee, and sources in the MCMPS (MRTM).
    - MCICOM forwards identified nominee's information to MARFORCOM.
  - 90 days - MCICOM confirms with the regions G-1 the selection and sourcing of their nominee.
  - 60 days - Less pending training with gaining force command, identified personnel will be PTP complete.
  - 10 days - Commands publish Commanding Officer Certification Message.

Enclosure (3)

MCICOMO 1001.61  
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## Individual Augmentation Eligibility Checklist

- |   |  |
|---|--|
| 1. Does the IA meet the grade requirement?<br>*Billet may allow 1 (+/-)             | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. Does the IA meet the MOS or Skill Set Requirements?                              | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. Does the IA meet the Clearance Requirements?                                     | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. Does the IA meet the Service/Tour Requirements?                                  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 5. Will the IA extend or re-enlist for sufficient service to accept the assignment? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 6. Is the IA approved for or pending Retirement?                                    | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 7. Is the IA pending PCS/PCA/School Orders?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 8. Is the IA fit for worldwide deployment and clear of medical issues?              | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 9. Does the IA meet Height and Weight Standards?                                    | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 10. Is the IA pending any legal issues Civil or Military?                           | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 11. Is the IA PTP complete?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 12. Is the IA in Dwell Status?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 13. Is there anything that could preclude IA from assignment to deployment?         | <input type="checkbox"/> YES <input type="checkbox"/> NO |

\_\_\_\_\_  
Signature Field

\_\_\_\_\_  
Date



Individual Augmentation Waiver Request

COMMAND LETTERHEAD

1001  
INIT  
DD Mmm YY

From: Rank First MI LName XXX XX Last4/MOS USMC  
To: Commanding General, Marine Corps Installations Command  
(G-1)  
Via: Commanding Officer, Base/Station  
  
Subj: INDIVIDUAL AUGMENTATION (IA) WAIVER REQUEST  
  
Ref: (a) MCICOMO 1001.61

1. Per the reference, I request a waiver from the following augmentation request: Line Item, Designator, Grade, Billet Title.

2. My reason(s) for requesting this waiver is/are(provide special reason for requesting waiver and justification, i.e., any information that is pertinent to your request. If reason is due to medical and/or dental issues, identify actions that will be taken to resolve issues).

F. M. LASTNAME

\*\* Commanding Officer's endorsement will include amplifying information and risk assessment to the circumstance surrounding the individual's request.

Individual Augmentee Command Certification Message Template

\*\*\*\*\*UNCLASSIFIED/FOR OFFICIAL USE ONLY/\*\*\*\*\*

Subject: MARCENT INDIVIDUAL AUGMENTEE COMMAND CERTIFICATION OF  
MARCENT REQUIREMENTS ICO (RANK LNAME)

Originator: local command

DTG: DDHHHHZ MMM YY

Precedence: ROUTINE

DAC: FOUO

To: CG MCICOM G1(uc)

cc: COMUSMARCENT G1(mc), COMUSMARCENT G3(mc), COMMARFORCOM G-  
1(uc), COMMARFORCOM G3-5-7(uc), CG MCICOM G3(uc), CG MCICOM(uc)

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UNCLASSIFIED/FOR OFFICIAL USE ONLY/

SUBJ: MARCENT INDIVIDUAL AUGMENTEE COMMAND CERTIFICATION OF  
MARCENT REQUIREMENTS ICO (RANK LNAME)

MSGID/GENADMIN/(PARENT COMMAND)/MMM YY//

REF/A/MSG/CMC WASHINGTON DC DCCDI/170023ZMAR06//

REF/B/DOC/USMARCENT G1/1 NOV 2010//

REF/C/MSG/CMC WASHINGTON DC PPO/280017ZNOV05//

REF/D/MSG/CG MCICOM G-1/121747ZJUL12//

NARR/REF A IS THE USMC OIF/OEF PREDEPLOYMENT TRAINING CONTINUUM.  
REF B IS THE REPORTING INSTRUCTIONS HANDBOOK AND COMMANDING  
OFFICERS CERTIFICATION CHECKLIST FOR USCENTCOM INDIVIDUAL  
AUGMENTEES. REF C IS THE PERSONNEL RECOVERY PREDEPLOYMENT  
TRAINING REQUIREMENT. REF D DIRECTS COMMAND CERTIFICATION OF  
COMPLETED REQUIREMENTS VIA MESSAGE TRAFFIC NLT 10 DAYS PRIOR TO  
IA ARRIVAL AT MARCENT.//

POC: (LOCAL POC INFORMATION)/DSN: ###-####/COML: ###-###-  
####/NIPR EMAIL: (POC E-MAIL ADDRESS)//

REMARKS/1. PER THE REFS, THIS IS TO CERTIFY THAT SNM (RANK,  
NAME, LAST4/MOS) HAS COMPL THE FOL REQUIRED TRNG FOR RTN XXXXXX.

1.A. BLOCK 1A: SERVICE TRNG REQ PER COMPLETED ON (DATE).

1.B. BLOCK 1B: THEATER TRNG REQ PER COMPLETED ON (DATE).

1.B.1. SERE LEVEL B CODE OF CONDUCT TRNG COMPLETED ON (DATE).

1.B.2. ANTITERRORISM AND FORCE PROTECTION (AT/FP) TRNG COMPLETED  
ON (DATE).

1.B.3. HMMWV EGRESS ASSISTANCE TRAINER (HEAT) TRNG COMPLETED ON  
(DATE).

1.B.4. (ADDITIONAL TRNG AS REQUIRED BY RTN REPORTING  
INSTRUCTIONS) COMPLETED ON (DATE).

2. PER REF B COMMANDING OFFICERS READINESS CERTIFICATION  
COMPLETED AND SUBMITTED ON (DATE).

BT//

INDIVIDUAL AUGMENTATION REPORTING INSTRUCTIONS AND CHECKLISTS

**U. S. Marine Corps Forces Central Command**

**Link:**

<http://www.marines.mil/unit/marforcent/Pages/MEBCE.aspx>

**Civilian Clothing Requirement per DCG USFOR-A Memo of 5 May 2010**

**Link:**

<http://www.mcieast.marines.mil/Portals/33/Documents/Adjutant/Orders/01000/MCIEASTO%201001.2.pdf>

**U. S. Marine Corps Forces Africa**

**Link:**

[http://www.marines.mil/unit/marforaf/Documents/MarForAfrica%20Reporting%20Instructions%20\(29%](http://www.marines.mil/unit/marforaf/Documents/MarForAfrica%20Reporting%20Instructions%20(29%201001.2.pdf)

**U. S. European Command**

**Link:**

<http://www.eucom.mil/organization/personnel-resources/newcomers-orientation>