



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER

2601A PAUL JONES ST

GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 3060.1

N36

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NTC GREAT LAKES (COMPLEX³) INSTRUCTION 3060.1

From: Commander, Naval Training Center, Great Lakes

Subj: NTC GREAT LAKES MANPOWER AND MOBILIZATION SUPPORT PLAN
(MMSP)

Ref: (a) OPNAVINST S3060.1
(b) OPNAVINST 3060.7A

Encl: (1) NTC Great Lakes Manpower and Mobilization Support Plan

1. Purpose. To promulgate the policy and procedures for the logistic and administrative support required to mobilize and demobilize Naval Reserve personnel and/or retirees under peacetime and crisis response conditions to meet expanded Navy, JCS and OSD force needs for conditions ranging from peacetime voluntary manpower augmentation requirements up to simultaneous or nearly simultaneous Major Regional Contingencies (MRCs). The MMSP also provides guidance for the recall of Reserve personnel to active duty to support personnel processing at NTC Great Lakes.

2. General

a. Reference (a) assigns responsibility for all Navy personnel mobilization and demobilization processing, both military and civilian, to DCNO (N1). This responsibility is fulfilled through the establishment of fourteen Navy Mobilization Processing Sites (NMPS).

b. NTC Great Lakes is designated by DCNO (N1) as the NMPS for the ten state Area of Responsibility (AOR) which includes Illinois, Nebraska, Indiana, North Dakota, Iowa, Ohio, Michigan, South Dakota, Minnesota, and Wisconsin.

c. Commander, Naval Training Center (CNTC), Great Lakes is designated by DCNO (N1) as Local Area Coordinator for Mobilization (LACMOB) for the ten-state AOR.

3. Action

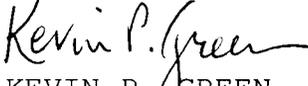
a. Local Area Coordinator for Mobilization. Within assigned region, exercise command of assigned active and reserve personnel during processing and area coordination of activities at the NMPS which support recall/mobilization processing.

b. Commanding Officers/Officers in Charge

(1) Provide required staff assistance and support to the

LACMOB within the constraints of available resources.

(2) Provide an officer or civilian equivalent as point of contact for mobilization planning and notification purposes to Commander, Naval Training Center (Code N36), 2601A Paul Jones St., Great Lakes, IL 60088-5000.


KEVIN P. GREEN

Distribution:

NTCGLAKESINST 5216.5M
Lists I, II (Case A), III-A, C
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NAVRESREDCOM REG 13
NAVRESREDCOM REG 16
PERSMOBTEAM 1813

NAVY MOBILIZATION PROCESSING SITE (NMPS)

GREAT LAKES, IL

MANPOWER MOBILIZATION SUPPORT PLAN (MMSP)

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OVERVIEW

1. Command Policy and Guidance

a. Background/Mission. Navy Mobilization Processing Site (NMPS) Great Lakes was established to ensure orderly, efficient, and complete processing onto active duty of Selected Reserve (SELRES) personnel and Pre-trained Individual Manpower (PIM). During mobilization, active and reserve commands work together to support NMPS, under direction and coordination of DCNO (N1) through the (local base Commander) designated Local Area Coordinator for Mobilization (LACMOB) at Great Lakes. At time of demobilization, the NMPS provides a capability to receive and out-process Reservists. The NMPS must effectively address mobilization and demobilization processing needs for up to 200 Reservists per day per designated NMPS Personnel Support Detachment(s) (PSD(S)). NMPS Great Lakes has two designated NMPS PSDs requiring Great Lakes to process 400 Reservists per day. The ideal mobilization processing time is three days per Reservist and ten days for demobilization processing.

(1) Peacetime Missions. Plan for processing Reservists at all levels of recall to active duty in a rapid, efficient, and thorough manner, ensuring they are fully qualified from physical, personnel, pay, equipage, training, and administrative standpoints to augment active Navy, Marine Corps, or other forces. Train and qualify assigned active duty and Reserve Unit Personnel Mobilization Team (PMT) personnel to perform their functions efficiently and accurately. Gain and process Reserve members recalled voluntarily to active duty for 30 days or more under Active Duty for Special Work (ADSW) orders. Prepare and submit all required reports.

(2) Contingency/Wartime Missions. Gain Reservists to active duty through mobilization processing in a rapid, efficient, and thorough manner, ensuring they are fully qualified from physical, personnel, pay, equipage, training, and administrative standpoints to augment active Navy, Marine Corps, or other forces. Coordinate deployment of mobilized Reservists to meet gaining command requirements. When directed, demobilize redeployed forces. Prepare and submit all reports required to support mobilization and demobilization missions.

b. Area of Responsibility. NMPS Great Lakes will process reservists, ranging from SELRES in various units with mobilization assignments in the LACMOB area of responsibility as defined by COMNAVRESFOR to PIM personnel, some of whom may require extensive refresher training before being deployed. This responsibility encompasses about 8,600 SELRES and up to 24,300 PIM. The following commands support the LACMOB for NMPS operations:

Personnel Support Activity Detachment (PSD), NTC Great Lakes

Personnel Support Activity Detachment (PSD), RTC Great Lakes
Navy Passenger Transportation Office (NAVPTO), Great Lakes
Navy Hospital (NAVHOSP), Great Lakes
Navy Dental Center (NDC), Great Lakes
Navy Legal Support Office (NLSO), North Central Detachment,
Great Lakes
NAVRESREDCOM REG THIRTEEN - Senior Reserve Advisor
NR PERSMOBTEAM 1813

c. Concept of Operations. Voluntary recalls and involuntary mobilizations (<20 Reservists per day) will be accomplished within the normal working routine and normal spaces of the supporting commands. When the tempo of mobilization is expected to exceed this capability, the LACMOB will establish a centralized NMPS processing center and will request mobilization of NR PERSMOBTEAM (PMT) 1813. PMT mobilization should be phased to meet functional needs. Once the centralized NMPS has been established, all mobilization processing will be coordinated and tracked there. A 24-hour Command/Information Center Communications watch will be established at the NMPS for rapid and direct communications with NMPS support staff and to respond to queries. If the tempo will exceed capacity even after PMT 1813 mobilization (i.e., about 50 per day) the LACMOB will identify and provide additional staff to meet demands as necessary. For very large-scale mobilization (e.g., 100-200 per day per PSD), it is expected that all commands will support around-the-clock NMPS processing of Reservists onto active duty.

(1) Mobilization Processing. The basic steps of mobilization processing for each Reservist are depicted in figure 1. The locations and responsible personnel involved in the processing steps will vary depending on whether the mobilization is small-scale, using normal spaces or large-scale, using centralized processing. Annex B, Sections 1 through 10 describe the duties, responsibilities, and locations of the various functions used for mobilizing and demobilizing Reservists. Appendices J and K of OPNAVINST 3060.7A are checklists required for use in the mobilization and demobilization processes.

(2) Demobilization Processing. Upon completion of the Reservist's mobilization/recall orders or determination by the area Commander-in-Chief (CINC) that their skills are no longer required, gaining commands will notify the Deputy Chief of Naval Operations (DCNO) N1 and NMPS. Notification at least one week in advance, of projected release dates and include any known transportation arrangements. Upon release from the gaining command, Reserve personnel will report to the NMPS through which they were mobilized for demobilization. Personnel must undergo complete separation physical examinations. After physicals have been completed, PSD will complete separation processing and issue Reserve ID cards. Ideally, demobilization will be a phased process, whereby NMPS will process a steady stream of personnel off of active duty. However, an effective response must be

planned for any surge of demobilizing processing. Upon completion of demobilization processing, Reservists will be transported back to their parent Naval Reserve Activity (NRA) for deactivation processing and return to a reserve drilling status. Release from active duty physicals will require the greatest single amount of time, so it is imperative that the LACMOB identify adequate medical and dental manning for demobilization processing.

d. Planning Guidance.

(1) General Conditions. NMPS Great Lakes will support the mobilization and demobilization of Reserve personnel, during a wide-range of contingencies from voluntary recall over 30 days through full mobilization in support of war. Voluntary recalls and very low flow rate (<5 Reservists per day) mobilizations should be managed within existing manpower and normal routine. Larger scale mobilizations will require either selective or total supporting PMT mobilization and the stand-up of the centralized processing facility. A key challenge in larger scale mobilizations will be to augment needed staff NMPS functions. The LACMOB, SRA, and PMT will validate NMPS staffing needs and submit them for funding consideration to BUPERS. Some mobilizations may involve the mobilization of PIM; these personnel will require greater processing resources and monitoring due to their presumed absence from military records maintenance and standards review.

(2) Logistics and Administrative Support Objectives. The required processing objective of the NMPS is to support up to 200 Reservists per designated PSD per day. Specific objectives are listed below (see figure 1-1 for a general NMPS flow chart of the mobilization processes):

(a) During high mobilization levels be able to support around-the-clock mobilization processing.

(b) Target 72 hours to process any one individual (with the underlying goal of processing each individual onto active duty within 24 hours of their arrival at the NMPS).

(c) Continue to support normal operations during mobilization processing.

(d) Process 200 personnel per designated NMPS PSD(s) per day on to active duty pay.

(e) Provide medical and dental screening of all mobilizing Reservists.

(f) Provide necessary legal assistance (e.g., wills, Powers of Attorney).

(g) Provide messing and berthing for all processing Reservists.

(h) Provide necessary support for the storage of household goods (HHG) as required.

(i) Provide family services support as required.

(j) Provide timely transportation to reservists' point of entry.

(k) Process Reservists through the demobilization process.

(3) Support Constraints. The following constraints exist which may hinder NMPS Great Lakes from meeting the objectives in subparagraph (2) above.

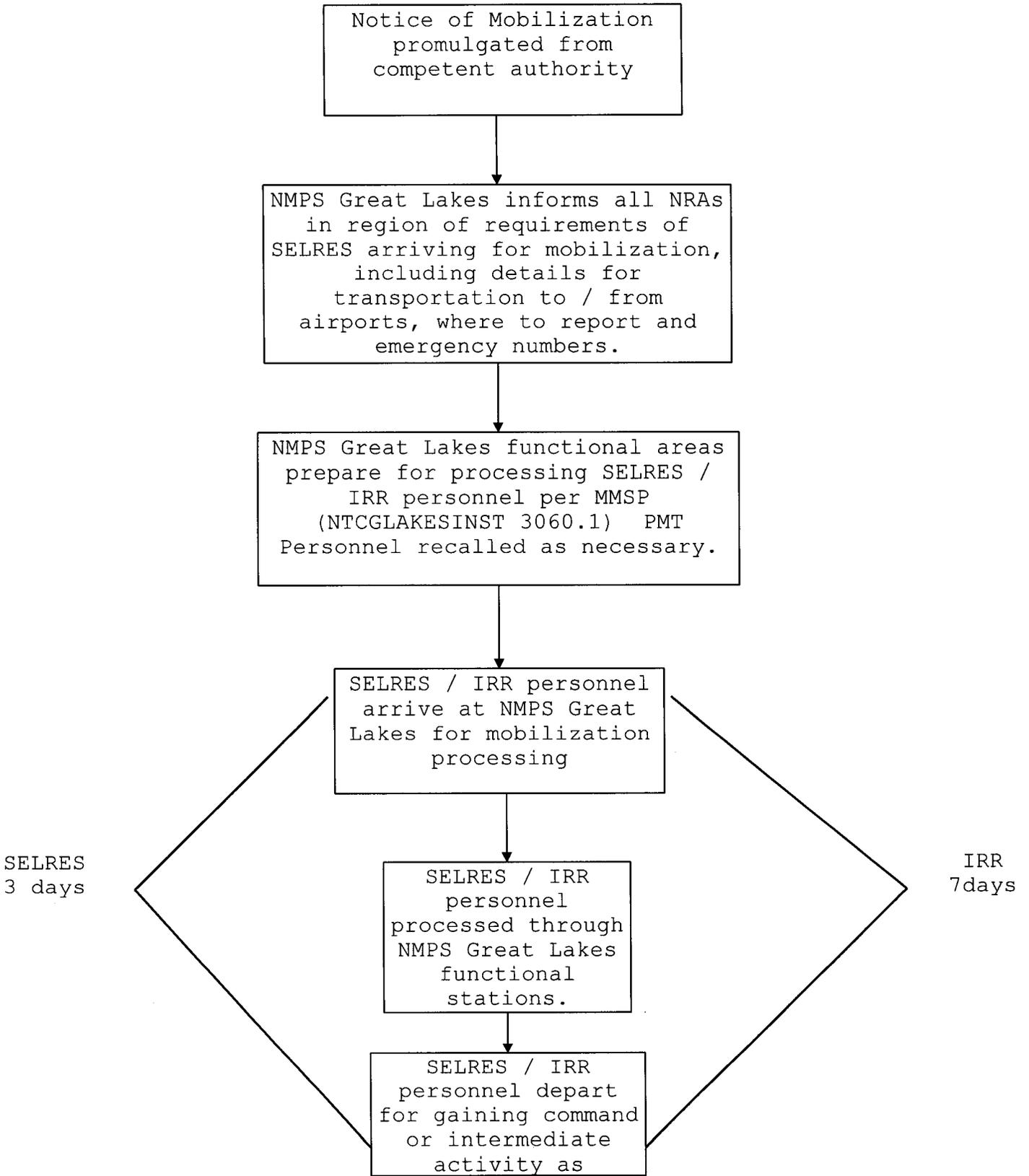
(a) Given the spectrum of the possible scenarios, rate of recall/mobilization and types of alternative organizational issue gear that might be required, the cost-benefit ratio for having NMPS Great Lakes attempt to stock pile the requisite equipment and supplies is most unfavorable. Consequently, successful execution of this plan depends upon adequate higher echelon support through central acquisition inventory and distribution control of all equipment and supplies identified as MMSP material. Moreover, successful MMSP execution will depend on adequate PERSMOBTEAM billet structuring, personnel training and integration into the NMPS Great Lakes organization.

e. Command Relationships. Annex B details the command relationships which exist during peacetime, contingency or wartime operations.

f. Planning Documents Policy. This document shall be reviewed annually and whenever the Navy Capabilities and Mobilization Plan (NCMP), the Joint Strategic Capabilities Plan (JSCP) or the Navy Mobilization Guide is revised. This will ensure the plan remains current with guidance contained in the NCMP, JSCP and OPNAVINST 3060.7A. Supporting commands will be responsible for reviewing their sections in Annexes B and C and forwarding requested changes to the LACMOB. Following the annual review by the LACMOB and supporting commands, the revised MMSP will be forwarded to DCNO (N1) for review and approval. Upon receipt of approval for the fiscal year, the revised document and approval letter will be issued to all supporting commands.

2. Facility and Resource Related Information. Annexes B through K address the facility and resource issues in detail for each of the supporting commands and functions required for mobilization.

3. See Figure 1 for a flow chart of the NMPS process at NTC Great Lakes.



NMPS PROCESSING OF RECALLEES

FIGURE 1

ANNEX A

PLANNING ASSUMPTIONS AND GUIDANCE

Ref: (a) OPNAVINST 3060.7A, Navy Manpower Mobilization Guide

1. Mobilization/Demobilization. Mobilization, deployment, and demobilization of individuals or units will follow the schedule promulgated by higher authority and guidance contained in reference (a). NMPS Great Lakes will support mobilization and demobilization processing of Navy Reserve members, including voluntary and involuntary Selected Reserve (SELRES) and Pre-trained Individual Manpower (PIM). PIM consists of Individual Ready Reserve (IRR), Standby Reserve, Retired Regular and Retired Reserve members. In addition, NMPS can provide required support to Department of the Navy civilian employees, Military Sea-lift Command civilian mariners, contractors and other government related employees deploying for crisis/contingency response or mobilization.

a. Processing will be required for Reservists ranging from voluntary peacetime augmentation Active Duty for Special Work (ADSW) more than 30 days, involuntary recall associated with a Presidential Selected Reserve Call-Up (PSRC) and partial through full Mobilization. The mobilization/demobilization throughput goal for NMPS Great Lakes is 200 personnel per PSD per day.

b. Low levels of voluntary and involuntary processing of less than 5 per day per PSD can be accomplished by the assigned active duty staffs of NMPS Great Lakes and all supporting commands. Recall of PMT 1813 will not normally be required.

c. PMT 1813 will be mobilized to meet the phased requirements requested by the LACMOB and approved by DCNO (N1) to support larger numbers of NMPS operations.

d. Coordination, tracking and monitoring of members progress during processing will be accomplished and reported daily to DCNO (N1) via BUPERS (Pers-922) by message, fax (DSN: 227-0697) or e-mail as directed.

2. Funding. The additional funds for contingency mobilization and demobilization tasks and functions are not programmed or budgeted in peacetime. These tasks and functions will be funded at execution from reprioritized, reallocated existing funds subject to recording, reporting, and reimbursement actions. These tasks include, but are not limited to, contracted services (messing, berthing, transportation, storage, etc.), civilian overtime, increased utility costs, increased cost of consumable, expanded or reestablished base security and traffic management functions, increased TAD costs, procurement of rental equipment, and costs for medical/dental supplies and tests.

3. Medical Screening. During the in-processing, medical/dental screening will include a complete physical determination. It is assumed that most SELRES personnel had an annual physical within 12 months of mobilization. With the five-year cycle of short/long form physicals it is reasonable to assume that no more than 20 percent will require complete physical exams. As many as 60 percent may require some form of dental exam. Almost all personnel mobilized will require some type of immunization, prophylaxis or laboratory testing depending on the theater of operation. It is expected that all PIM personnel will require complete physical and dental exams.

a. Upon release from active duty, all personnel will require a complete medical exam. This is required to identify any possible medical problems incurred while on active duty and help prevent post-mobilization medical issues experienced in other operations.

4. Legal. Legal support is premised on the following assumptions which are relevant to all levels of mobilization unless otherwise specified.

a. Legal support will consist of providing command services, courts-martial, Uniform Code of Military Justice (UCMJ) advice, administrative separation board advice and processing, notarizations, power of attorney, simple wills, Family Care Plans and other custody and support matters, resolution of Soldiers' and Sailors' Civil Relief Act matters, advice on Veteran's Re-Employment Rights (USERRA), and advice on Status of Forces Agreements (if available). No legal assistance with respect to initiating divorce or separation agreements will be provided to mobilizing reservists.

b. Military justice requirements for resident commands and mobilizing units will take precedence over the individual legal assistance needs of mobilizing reservists.

c. SELRES will be deployment-ready with respect to routine personal legal requirements prior to leaving NMPS Great Lakes. Legal support to SELRES units will address emergent situations, notary service, and training/information briefings.

d. Conscientious objectors will be assigned noncombatant duties consonant with their asserted beliefs and will remain at Transient Personnel Unit (TPU) Great Lakes until their cases are processed.

e. Individuals who have specific legal requirements will be referred to Naval Legal Service Office North Central Detachment at Great Lakes for individual appointments.

f. Naval claims processing, except for litigation support, will be suspended during the period required for mobilization

support. (Partial and full mobilization only).

g. Naval Legal Service Office North Central Detachment, Great Lakes will be augmented by judge advocates assigned to PMT 1813, as requested by the LACMOB phased augmentation plan to support process loading.

h. Upon Great Lakes notification, the Naval Legal Service Office will be made aware of anticipated mobilization and will be apprised as to which theater (countries) mobilizing Reservists will be sent so that appropriate briefings, coordination, and follow-up for ongoing legal problems can be arranged.

5. Communications Assumptions

a. Great Lakes will provide coordination for telephones, lines, modems, cellular telephones, Digital Service Units (DSU), fax machines, and wiring designed specifically for NMPS processing. All computers, servers, printers, routers, cables, and installation of computer equipment will be the responsibility of the users.

b. Upon notification by proper authority, communications augmentation for processing of recallees at NMPS Great Lakes will be required within 48 hours.

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ANNEX B

COMMAND RELATIONSHIPS, RESPONSIBILITIES, FUNCTIONS AND TASKS

1. DCNO (N1), in coordination with Commandant of the Marine Corps (CMC) and Commander Naval Reserve Force (COMNAVRESFOR), is responsible for overall management of the NMPS program activation, mobilization, deactivation, and demobilization processes. This includes monitoring, evaluating, reporting and tracking the status on all personnel processed through the NMPS. Reports on each contingency, total individual gains to active duty, delays, total days each individual recalled and mobilization and demobilization times. Specifically, DCNO (N1) must ensure that these personnel functions meet the defined, validated, and integrated requirements of the Office of the Secretary of Defense (OSD), the Unified Commanders, and others whose needs for Navy personnel have been approved by DCNO (N3/N5). During large-scale mobilization and demobilization operations, DCNO (N1) will mobilize supporting PMTs to meet phased augment requirements of the LACMOB.
2. DCNO (N1) implements CNO mobilization directives by providing policy guidance on orders preparation, deferment and separation criteria, screening procedures, entitlements and other Manpower and Personnel (MP) issues related to mobilization. DCNO (N1) serves additional duty as Chief of Naval Personnel (CHNAVPERS).
3. Special assistant for Naval Reserve Matters (N1R) serves as principal advisor and assistant to DCNO (N1) for Naval Reserve, and in this context, Naval mobilization functions. N1R reviews and comments on policies, procedures and criteria affecting the Naval Reserve. N1R further delegates authority for the daily operations, coordination and responsibility for the NMPS program to BUPERS (Pers-922), Mobilization and Joint Plans Branch Head. Pers-922 coordinates with DCNO (N3/N5) on mobilization requirements, CNO (N095) and COMNAVRESFOR (N32) for planning and execution of Naval Reservists for contingency operations.
4. Commander, Naval Reserve Force (COMNAVRESFOR) is responsible for managing the SELRES and implementing NMPS SELRES activation and deactivation procedures.
5. Naval Reserve Personnel Center (NRPC), a field activity of the Bureau of Naval Personnel (BUPERS), is responsible for managing Pre-trained Individual Manpower (PIM) consisting of Individual Ready Reserve (IRR), Standby Reserve, Retired Regular and Retired Reserve personnel. NRPC implements PIM notification and record for forwarding to designated NMPS for activation and mobilization processing at the direction of DCNO (N1).

ANNEX B

SECTION 1

LOCAL AREA COORDINATOR FOR MOBILIZATION (LACMOB)

Ref: (a) OPNAVINST 5400.24D, Command, Area Coordination and Command Relationship
(b) OPNAVINST 3060.7A, Navy Manpower Mobilization Guide
(c) Joint Pub 4-05.1, Joint Doctrine for Mobilization Planning

1. The Local Area Coordinator for Mobilization (LACMOB) for NMPS Great Lakes is Commander, Naval Training Center, Great Lakes, IL.
2. The LACMOB Point of Contact is the NTC Mobilization Officer.

Address: Commander, Naval Training Center
Attn: Code N36
2601 A Paul Jones St.
Great Lakes IL 60088-5000

Phone Number: (847) 688-2752

Fax Number: (847) 688-5589

3. Command Relationships

a. The LACMOB reports to DCNO (N1) for NMPS operations.

b. The LACMOB, under authority as Area Coordinator per reference (a), shall coordinate, direct and monitor NMPS Great Lakes commands responsible for supporting Navy mobilization and demobilization functions and responsibilities. The following commands report to (LACMOB) for Navy Mobilization Processing Site operations:

(1) Naval Reserve Readiness Command Region Thirteen,
(Senior Reserve Advisor).

(2) Personnel Support Activity (PSA), Great Lakes

(a) Personnel Support Activity Detachment (PSD), NTC
Great Lakes

(b) Personnel Support Activity Detachment (PSD), RTC
Great Lakes

(c) Navy Passenger Transportation Office (NAVPTO)

(3) Naval Hospital (NAVHOSP), Great Lakes

(a) Branch Medical Clinic (BMC), NTC Great Lakes

(b) Branch Medical Clinic (BMC), RTC Great Lakes

(c) Naval Dental Center (NDC), Great Lakes

(4) Navy Legal Service Office (NLSO), North Central Detachment, Great Lakes

(5) Fleet Industrial Supply Center (FISC)

(6) Personnel Mobilization Team 1813 (PMT)

4. Responsibilities

a. Conduct planning at all levels of recall for the processing of Reservists to active duty (mobilization) and release from active duty (demobilization) per references (b) and (c).

b. Plan and execute annual regional mobilization exercises (MOBEXs) to provide training for NMPS Great Lakes supporting commands. Provide copies of After Action Reports (AAR)/Lessons Learned to DCNO (N1).

c. Plan and execute Navy or DOD-level Mobilization Exercises as directed by DCNO (N1) or higher authority. Submit AAR and Lessons Learned as directed. Provide for the training and qualification of NR Personnel Mobilization Team 1813 personnel.

d. Oversee, direct and monitor procedures necessary to mobilize and demobilize Reservists, involuntarily or voluntarily recalled to active duty for 30 or more days, within the NMPS Great Lakes area of responsibility per reference (b), Annex J (Mobilization Checklist) of reference (b) and as directed by DCNO (N1).

(1) For recalls involving mobilization/demobilization of up to 5 Reservists per day, processing will be conducted by assigned active duty and civilian personnel and integrated into the normal daily routine of the supporting commands.

(2) For sustained recalls involving mobilization/demobilization of more than 5 Reservists per day, the LACMOB will request augmentation by supporting Personnel Mobilization Team(s), in accordance with site phasing plans to maintain operational processing levels and activate a central mobilization processing facility, if warranted.

5. Facilities

a. For recalls involving mobilization/demobilization of up to 20 Reservists per day, processing will be conducted in normal assigned spaces.

b. For sustained recalls involving mobilization/

demobilization of more than 20 Reservists per day, the LACMOB will consider establishment of a central mobilization processing facility.

6. Functions and Tasks

a. Carry out and ensure the successful mobilization and demobilization of Reserve personnel as outlined in this instruction and reference (b). Provide supervision and guidance to subordinate commands supporting the NMPS program to ensure review and streamlining of these procedures on an ongoing basis.

b. Properly track the disposition of all recalled Reservists arriving and departing the NMPS area. Properly handle personnel in a legal or medical hold status until properly resolved to ensure final processing is accomplished.

c. Upon notification by DCNO (N1) of units/individuals being mobilized, contact supporting commands as required by the NMPS process.

d. Accomplish reporting requirements as outlined in reference (b) and Annex H of this instruction. Close liaison with BUPERS-922 and COMNAVRESFOR (N32), when necessary, shall be maintained for the smooth and efficient flow of mobilization and demobilization processes.

ANNEX B

SECTION 2

SENIOR RESERVE ADVISOR (SRA)

Ref: (a) OPNAVINST 3060.7A, Navy Manpower Mobilization Guide

1. The Senior Reserve Advisor (SRA) for NMPS Great Lakes is Commander, Naval Reserve Readiness Command Region Thirteen, Great Lakes, IL.

2. The SRA Point of Contact is the REDCOM 13 Deputy Commander.

Address: Commander, NAVRESREDCOM Region 13
Attn: Deputy Commander
2601 B Paul Jones St.
Great Lakes IL 60088-5000

Phone Number: (847) 688-5313

3. Command Relationships

a. The SRA reports to LACMOB for items relative to Great Lakes for liaison, guidance and expertise. As depicted in reference (a), the SRA is normally a senior (O6) TAR officer, serving as a Naval Reserve Readiness Commander or Naval Air Reserve Commander.

b. The SRA acts as the subject matter expert (SME) on reserve matters and provides the LACMOB with advice, assistance regarding Reserve field activities, and information on the activation status of Reservists within the LACMOB's area of responsibility. The SRA will coordinate with the COMNAVRESFOR staff or NAVRESPERSCEN staff via COMNAVRESFOR, or CHNAVPERS (Pers-9) via COMNAVRESFOR. Specific SRA assignments are listed in Figure 4-2.

4. Responsibilities

a. The SRA will be the subject matter expert on all of the following:

(1) Applicable laws pertaining to the Reserve Component (RC), its organization, administration and management.

(2) Policies affecting availability, funding and use of the RC for peacetime and contingency support, including ADSW, active duty training (ADT), annual training (AT), inactive duty travel training (IDTT), inactive duty training (IDT), and all phases of mobilization.

(3) The various commands and personnel systems that support RC in their inactive duty (peacetime) assignments, in contingencies and during activations and deactivations.

(4) Medical and dental standards, personnel and pay processes, associated systems required for mobilization gain to active duty or demobilization of Reservists.

(5) The training standards, funding, manning shortfalls, capabilities, limitations, and readiness status of all assigned PMT units.

(6) The capabilities and limitations of Naval Reserve Activities (NRAs) to provide supporting services and information for the NMPS. These requirements include forecasting Reservists activated and enroute to the NMPS for personnel processing, and the status of assignment and training of NRA ombudsmen to support NMPS ombudsmen.

(7) Information contained in reports on numbers, sequences, time frames and methods of transport for mobilized Reservists enroute to the NMPS; previews of special processing or equipment needs; processing priorities, if known; special cases, transfers requiring follow up action; the status of mobilization-related investigations tasked to NRAs (line of duty, Judge Advocate General (JAG), other etc.); and other reports considered necessary.

(8) Active participation during all planning, executing, and evaluating support for FTXs, as appropriate, to validate activation/mobilization and demobilization/deactivation capabilities.

b. Provide the LACMOB with annual COMNAVRESFOR and NAVRESPERSCEN updates on the number, type, and origins of SELRES units and IRR members to be processed at the NMPS supported, and any revisions to NRAs normally associated with the LACMOB.

c. During recalls, activations/mobilizations and demobilizations/deactivations communicate with NRAs and the LACMOB on information for recall, and the personnel accounting and status of Reservists mobilizing and demobilizing.

d. Act as "field evaluator" during peacetime for systems, processes, procedures, standards and instructions associated with RC personnel recalls, activations/mobilizations and demobilizations/deactivations. Continually submit recommendations to appropriate commanders for improved preparations, accounting, and cost reductions keyed to standardization and streamlining of processes and procedures.

5. Facilities. The SRA's primary mission is a local NMPS Reserve interface advisor and subject matter expert and facilities under the SRA's control, other than administrative and conference rooms, will not normally be utilized in an NMPS role. However, if NMPS space constraints dictate the need for additional spaces, coordination will occur at the local level.

ANNEX B

SECTION 3

PERSONNEL SUPPORT ACTIVITY (PSA) / PERSONNEL SUPPORT ACTIVITY DETACHMENT (PSD)

Ref: (a) OPNAVINST 3060.7A, Navy Manpower Mobilization Guide
(b) NAVSO P3069, Source Data System Procedures Manual, Volume II
(c) NAVSO P-3050.2M, Defense Finance and Accounting Service Pay/Personnel Procedures Manual (Navy), Volume 2
(d) Department of Defense Financial Management Regulations, Volume 7A
(e) NAVSO P-6034, The Joint Federal Travel Regulations

1. Command Relationships. The Personnel Support Activity, Great Lakes, Illinois, is a shore activity in an active (fully operational) status under a Commanding Officer. PERSUPPACT, GLAKES is the parent organization of the Pay/Personnel Administrative Support System (PASS) network in the Great Lakes region. The PASS network comprises PERSUPPACT, GLAKES component units designated as Personnel Activity Detachments (PERSUPPDETs) under OICs/CPOICs.

a. PSD, NTC, Great Lakes is designated as the primary pay/personnel administration station for NMPS Great Lakes and will be used to process Reservists during peacetime and/or small-scale mobilizations involving 20 or less Reservists per day.

b. During large-scale mobilizations of more than 20 Reservists per day, PSD, NTC Great Lakes, will be augmented by PSD RTC, Great Lakes as directed by the LACMOB. In addition, the PSDs will be augmented by Personnel Mobilization Team (PMT) 1813 personnel in accordance with the MMSP phasing guidance.

c. PSD coordinates with the LACMOB to ensure that all Reservists reporting for mobilization/ demobilization have properly reported to NMPS Great Lakes, are fully accounted for, and have received proper medical screening along with any gain to/release from active duty.

d. PSDs will keep PSA, NTC Great Lakes apprised of mobilization/demobilization processing and issues. PSA, NTC Great Lakes coordinates with the NMPS Great Lakes LACMOB, CINCLANTFLT and BUPERS to identify and assist in resolving mobilization/demobilization issues.

2. Responsibilities

a. Conduct planning and training for the processing of Reservists at all levels of recall to active duty (mobilization) and release from active duty (demobilization) per references (a) through (e).

b. Provide for the training and qualification of NR Personnel Mobilization Team 1813 personnel.

c. Mobilize Reservists per the guidance in references (a) through (e), Annex B and C of this MMSP.

d. Demobilize Reservists per the guidance in references (a) through (e), and Annex K of ref (a).

3. Facilities and Tasks

a. For recalls involving mobilization/demobilization of up to 20 Reservists per day, processing will be conducted in normal working spaces located in building 2C, 3rd Floor, NTC, Great Lakes, IL.

b. For sustained recalls involving mobilization/demobilization of more than 20 Reservists per day, the LACMOB may activate a central processing facility for all mobilization processing.

c. Participate in annual regional mobilization exercises (MOBEXs) conducted by LACMOB Great Lakes to provide mobilization/demobilization training for PSD personnel as well as to validate NMPS processing and to highlight any shortfalls.

d. Mobilize Reservists per the guidance in references (a) through (e), this MMSP, and other CNO (N1) guidance as applicable. Mobilization actions include, but are not limited to the following:

(1) Log SELRES and/or PIM personnel chronologically on the receipt/transfer log specifying name, grade/rank, social security number, unit, and order serial number.

(2) Submit necessary documents to recall members to active duty, establish an active duty record in MAPTIS and ultimately in JUMPS.

(3) Gain the member to the appropriate unit. Group reporting endorsements are recommended.

(4) Submit officer exception gain members.

(5) Open temporary pay account.

(6) Submit NAVPERS 1070/602 to start members' Basic Allowance for Housing (BAH), with/without dependents, if entitled. Determine proper entitlement for divorced members required to pay child support only.

(7) Open a new service record for the member with Page 2; a photocopy of Page 3; new pages 4, 5 and 9; and required page

13s.

(8) Reenlist/extend personnel whose Expiration of Reserve Enlistment Contract (EREC) dates is prior to the scheduled end of the mobilization period.

(9) Establish a holding area for the members' current service record, acquiring information as required. The service record goes with the member/unit upon detaching to gaining command.

(10) Have the member complete W-4 form. Submit appropriate accounting SDS events.

(11) Prepare State of Legal Residence and Military Pay Order (MPO)/Change of Legal Residence (CLR) if the Home of Record and State of Legal Residence are different.

(12) Start DDS if required. ALL recalled Reservists are required to have DDS started upon mobilization. (Form 1099A)

(13) Start VHA/MPO/S50 on members recalled for 120 days or more. The member must submit VHA certificate with lease or mortgage documentation.

(14) Start allotments (AL1/AL2) for members if mobilization is for 180 days or more.

(15) Start COMRATS on enlisted members authorized or ensure Uniformed Services Meal Pass is issued. Provide the member with projected pay and allowances.

(16) Assist members on start of SGLI when pay record is activated. If necessary, keep a file on members desiring and increase or decrease. Complete SGLI election form (VA 8286).

(17) Make required page 13 entry of members' acknowledgment of length of mobilization.

(18) Make required page 13 entry on members' acknowledgment of receipt of active duty orders with serial number from their Reserve Activity.

(19) Issue active duty ID card (when mobilization is more than 30 days). Collect the Reserve ID card and retain on left side of service record until demobilization (if still valid). If activated Reservist is a family member of an active duty member, dependent ID Card may need to be collected. PSD completes data entries in SDS account.

(20) Issue Geneva Convention Cards to appropriate medical and religious personnel. (MILPERSMAN 4620100)

(21) Prepare DD Form 1172, Uniformed Service

Identification and Privilege Application for member to forward to spouse for issuance of DD Form 1173 Uniformed Service Identification and Privilege Card at nearest ID facility (if mobilization is more than 30 days).

(22) For single parents and military married to military with dependents, ensure Navy Dependent Care Certificate (OPNAV 1740/1) is in a service record. If not, refer to the Delay/Exemption Board.

(23) Advise the member if receiving Montgomery GI Bill benefits that collection by the Veterans Administration (VA) of overpayment for the current semester is required.

(24) Verify DEERS enrollment information is recorded in RAPIDS in accordance with OPNAVINST 1750.2 (DEERS Manual).

(25) Complete History of Assignments (NAVPERS 1070/605) entry indicating "Recall to Active Duty/Transfer from Reserve Center" per MILPERSMAN 5030300.

(26) Complete Enlisted Performance Record (NAVPERS 1070.609) entry indicating Recall to Active Duty per MILPERSMAN 5030360.

(27) Make travel arrangements/reservations in accordance with BUPERSINST 4650.14F (Navy Passenger Transportation Manual). Forward copies of orders and send requests for passports to NAVPTO. Request Passenger Reservation Requests, as necessary. Brief individual on travel (e.g., per diem entitlement).

(28) Prepare a travel or country clearance in accordance with OPNAVINST 4650.11E.

(29) Interview members to determine the accuracy of recorded citizenship data and security clearance. Ensure correct OPNAV 5520/20 is filed in service record. This should be completed by the Naval Reserve Center at time of activation.

(30) Obtain a current DD 1435, COMSEC Maintenance Training and Experience Record if the member is a Cryptographic Maintenance Technician (MILPERSMAN 6650200). This must be completed by the Reserve Activity at time of activation.

(31) Complete Officers Report of Home of Record and place from which ordered to active duty (NAVPERS 1070/74).

(32) Verify entitlement to per diem. Refer to ref (e).

(33) Distribute and monitor utilization of the OPNAVINST 3060.7A Mobilization/Demobilization Check In/Out Forms.

(34) Under normal circumstances, advance pay will not be authorized. Advance payments may be authorized per DODFMR if

either of the following conditions exists:

(a) Payments are authorized when it is determined that a member cannot receive pay and allowances due within 14 days of reporting.

(b) When payments are authorized and the member is assigned to a distant duty station where pay and allowances may not be paid on regular basis. (If one the above conditions are met, have the member complete request chits for special pay and advance pay and allowances.)

(35) For E-6 and below residing in government Quarters, issue Rations in Kind meal pass. E-7 and above may receive separate rations if desired.

(36) Assemble service record, temporary pay account, health record, dental record and PRT folder. Prepare a skeleton service record if the member is being called up as part of a newly activated reserve unit with a UIC which must be established/activated. Skeleton service records will be carried by member and turned into ultimate duty station. Copies of the following documents will make up the skeleton service record:

(a) NAVPERS 1070/602

(b) NAVPERS 1070/605

(c) NAVPERS 1070/613

(37) Prepare SDS loss event to transfer the member from PSD UIC to UIC of unit or ultimate duty station. Retain package which should include copy of orders, NAVPERS 1070/602 and NAVPERS 1070/613.

(38) Have member check with ESO on advancement eligibility, order or forward advancement examination as necessary.

(39) Complete detaching endorsements on members' orders. Group endorsements are recommended.

e. Demobilize Reservists per the guidance in references (a) through (e), Annex K (Demobilization Checklist) of ref (a) and other CNO (N1) guidance as applicable. Demobilization actions include, but are not limited to, the following:

(1) Gain the member on board for separation processing in accordance with current procedures.

(2) Interview the member to determine which pay entitlements he/she was entitled to and take action to correct any deficiencies identified.

(3) Interview member and review service record to determine if all periods of service are documented to ensure DD214(s) are properly issued. If all periods of service are not documented, call NRPC to order a Statement of Service. For officers, NRPC Code 21 at Comm.: 504-942-6184 - DSN: 363-6184/1824. For enlisted, NRPC Code 23 at Comm.: 540-948-5987/44 - DSN: 363-5987/44.

(4) Make the following page 13 entries for SELRES personnel and obtain members and witnesses signatures:

(a) (date): I understand that I must contact my Reserve unit within 30 days of release from active duty for benefits, counseling and administrative processing.

(b) An entry regarding possession of handguns while traveling to home of record per ENLTRANSMAN Art. 1.028.

(c) An entry regarding health care insurance election. Fig. A21-4 of ENLTRANSMAN refers.

(d) An entry regarding leave statement.

(5) Ensure a Security Termination Statement (OPNAV 5511/14) has been executed by customer command. If customer command has not executed this form, PSD personnel must ensure completion. File form on left side of service record. Completion of a separation questionnaire is not required.

6. Have the member verify page 2, update with any changes.

7. Do not prepare separation orders. Use the separation accounting data on the recall orders for separation travel.

8. Prepare DD 214 per BUPERSINST 1900.8 for every demobilizing member. Use SPD LBK/MBK as appropriate. Assign a "RE" Code for every enlisted member (normally RE-1). Annotate in the "Remarks" Section, the authority under which the member was recalled to active duty, Executive Order _____, and for those who may serve in any theater of operations, the actual country location and dates of overseas service. Example:

"Recalled to Active Duty under EO 12727 in support of Operation Desert Shield/Desert Storm. 900804-910310/Persian Gulf." (Dates member reported/detached Saudi Arabia; dates member on active Duty under EO 12727 in support of Operation Desert Shield/Desert Storm for those who were not deployed OUTCONUS)

9. Review the member's pay and personnel accounts in SDS for accuracy. Correct deficiencies in accordance with current procedures. Prepare SDS L02/L28 Loss events. Include deactivation at NRA prior to release date.

10. Arrange for member's onward transportation to home of record,

if required, via NRA for deactivation.

11. Update DEERS regarding member's release to inactive duty/discharge. Advise the member to return dependent(s) ID cards to separating PSD and provide pre-addressed envelope for member(s) use.

12. Provide the member the following forms:

a. Department of Labor Referral Form "Reemployment Rights and Employment Data"

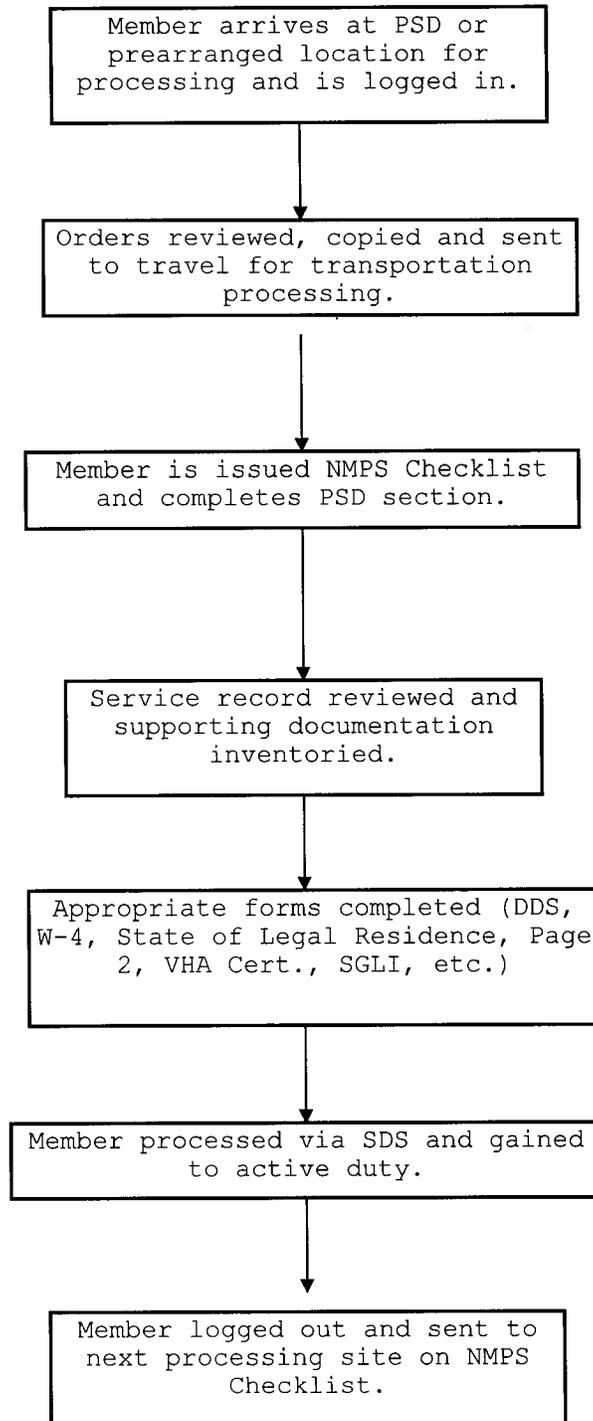
b. "Once a Veteran" (NAVEDTRA 46602)

c. VA Pamphlet 29-66-1 Information about SGLI.

13. Provide forms and instructions regarding travel claim submission to the member.

14. Upon successful completion of all other demobilization stations, issue Reserve Identification Card and effect release to inactive duty.

15. See figure B.2 for flow chart of PSD processing.



PSD PROCESSING

FIGURE B.2

ANNEX B

SECTION 4

NAVY PASSENGER TRANSPORTATION OFFICE (NAVPTO)

1. Command Relationships. NAVPTO is located at PSD, NTC Great Lakes. NAVPTO coordinates with PSD to provide air transportation arrangements for mobilizing and demobilizing Reservists.

2. Responsibilities and Tasks

a. NAVPTO is designated to provide air transportation for personnel in a mobilization/demobilization status to and from NMPS Great Lakes and to and from O'Hare International Airport and other air passenger terminals as required to intermediate and gaining commands.

b. Ensure arranged transportation meets the mobilization and demobilization time lines as scheduled by the local PSD.

ANNEX B

SECTION 5

MEDICAL

1. Command Relationships. Naval Hospital Great Lakes is a shore activity in an active status under a Commanding Officer and under the command of Chief of Naval Education and Training with responsibility exercised through Commander, Naval Training Center, Great Lakes. Naval Hospital Great Lakes reports to Chief, Bureau of Medicine and Surgery (BUMED) for additional duty. The BMC will work with all necessary commands to ensure the medical processing requirements of the NMPS are met. Naval Hospital, Great Lakes and BMC Great Lakes will keep the NMPS LACMOB apprised of all medical readiness issues related to mobilization and demobilization.

2. Responsibilities. BMC Great Lakes and NAVHOSP Great Lakes will coordinate development of standard operating procedures for completion of all medical related requirements associated with mobilization/demobilization of Reserves. BMC Great Lakes will coordinate training of PMT personnel (i.e., one weekend per month) in preparing all forms and data entries required for mobilization and demobilization processing.

3. Facilities. To adequately process all mobilized reserve personnel the following facilities may be required: NAVHOSP, Great Lakes, 200H, BMC, NTC Great Lakes, 237, BMC, RTC Great Lakes, 1017 and BMC, RTC Great Lakes, 1523.

4. Functions

a. Upon notification of intent to mobilize, the Reserve Liaison Office, NAVHOSP, Great Lakes coordinates with above named facilities to ensure all equipment and supplies identified in the SOP are in place.

b. At the start of mobilization levels consistent with MMSP phasing plan, the PMT 1813 Medical Staff will augment the BMCs and NDC processing stations. PMT 1813 will augment the duties and perform the required tasks as trained during peacetime/drill weekends.

c. Coordination between the NAVHOSP and BMCs providing required equipment to set up the medical screening area as follows:

- (1) General Medical Screening
- (2) Medical briefings and instructional lectures
- (3) Physicals to be conducted at the BMCs
- (4) All specialty exams, or those found medically disqualified will be referred to the NAVHOSP for further evaluation.

d. The working hours will be determined based on the number of personnel mobilized, and the percentage requiring various medical exams and testing. For the initial mobilization phase a twelve-hour work schedule is anticipated to medically process 200 reservists per day.

e. Based on historic data (i.e. Desert Shield/Desert Storm) and the recent change to the MANMED Chapter 15, no more than 20% of SELRES personnel should require complete physical exams, 40-60% may require dental exams, and 80% or more will require various immunizations and laboratory testing based on the proposed theater of operations. Most IRR personnel will require complete medical exams, laboratory testing and immunizations.

f. For release from active duty, 100% of all returning personnel will require a full physical. A three-day period is required to obtain necessary laboratory test results prior to release from active duty.

5. Tasks

a. Review all Reservists medical records and determine mobilization readiness criteria.

b. Identify all exams, procedures, immunizations and tests required.

c. Complete physical exams and make appropriate entries in medical records.

d. Complete all laboratory testing and required immunizations.

e. Identify personnel found medically unfit and process all supporting documentation, participate in delay and exemption boards as well as initiate required PEB/PERBs.

f. Advise all personnel of current Health Benefits Programs.

g. Brief all mobilizing personnel on area health risks and prophylaxis requirements.

h. Provide any other medical information and assistance as necessary.

i. Develop and test specific SOPs for each of the following areas in coordination with PMT 1813 and NAVHOSP, Great Lakes to include responsibilities, procedures, and tracking.

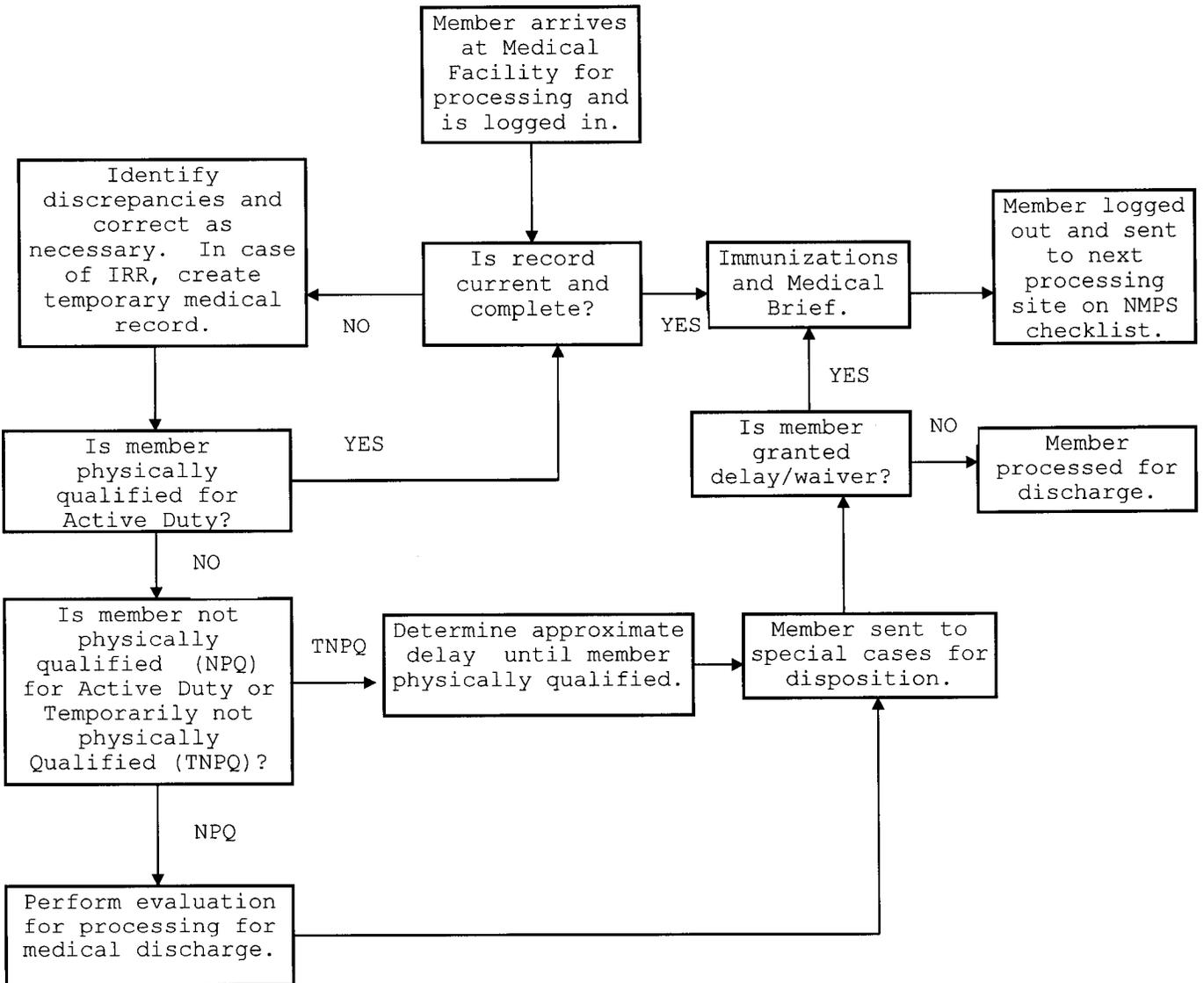
j. Upon notification of intent to recall Naval Reserve Personnel, the RLO office will coordinate with the above listed commands and facilities to ensure all preparations are in place for receiving the PMT 1813 personnel as they report aboard. The

first SELRES to be mobilized must be those assigned to PMT 1813. These personnel will augment the processing section and help carry out all tasks listed. NAVHOSP Great Lakes and LACMOB Great Lakes are jointly responsible for proper manning of the NMPS medical stations.

k. Separation physical during demobilization.

l. Completion of operation specific medical requirements as designated by DOD or Navy (i.e. TB screening for personnel in Bosnia AOR).

6. See figure B.3 for flow chart of Medical processing.



MEDICAL PROCESSING

FIGURE B.3

ANNEX B

SECTION 6

DENTAL

1. Command Relationships. Naval Dental Center (NDC), Bldg. 73, Great Lakes has responsibility of dental processing for NMPS Great Lakes. NDC will coordinate with all necessary commands to ensure the dental processing requirements of NMPS Great Lakes are met. NDC Great Lakes will report all dental readiness issues related to mobilization to LACMOB Great Lakes. During peacetime, NDC reports to NAVHOSP Great Lakes who reports to BUMED via the chain of command.

2. Responsibilities. The NDC is responsible for training those members of PMT 1813 who will assist the dental staff during mobilization. NDC Great Lakes will coordinate training of reservists at least one weekend per month in preparing all forms and data entries required for mobilization and demobilization processing.

3. Facilities. NDC Great Lakes including the dental facilities located at BMC, NTC Great Lakes should be able to adequately process all mobilized reserve personnel. The Naval Dental Facilities are contained in buildings 1017, 237, 1523, 1000 and 152.

4. Functions and Tasks

a. Upon notification of a mobilization recall of Reserve personnel, NDC Great Lakes will coordinate with NAVHOSP Great Lakes and NMPS Great Lakes to ensure all personnel and supplies identified in the SOP are in place.

b. Working hours to be determined by the number of recalled personnel needing dental examinations and those in need of corrective procedures. It is estimated that 40-60% of the SELRES personnel and 80-100% of the IRR personnel will require dental exams.

c. Upon release from active duty ALL returning personnel will require a complete dental examination.

d. The following tasks are assigned:

(1) Review all recalled Reservists' dental records and determine physical readiness criteria.

(2) Identify all exams, procedures and tests required.

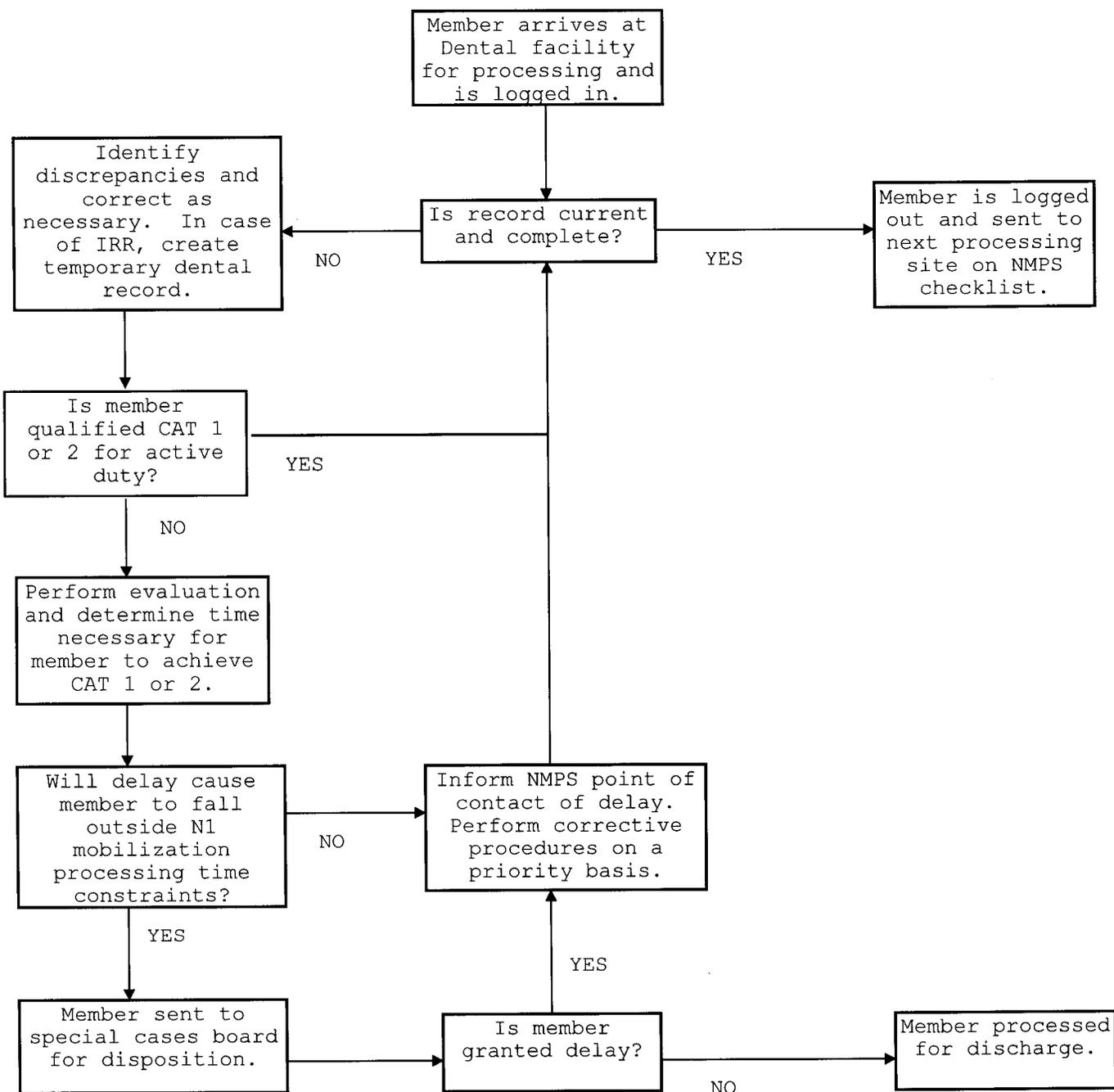
(3) Complete dental exams and make appropriate entries in dental records.

e. Identify all personnel found unfit and process accordingly.

f. Advise all activated personnel of current Dental Health Benefits Programs.

g. Develop and test a specific SOP for NDC Great Lakes.

5. See figure B.4 for flow chart of Dental Processing.



DENTAL PROCESSING

FIGURE B.4

ANNEX B

SECTION 7

SUPPLY

Ref: (a) NTCGLAKESINST 5400.1A

1. Command Relationships. Supply is divided into three separate areas. They are Supply/Logistics (N2), Housing (N5) and Training Operations (T2). All report to Commander, NTC Great Lakes through the Chief of Staff for Operations and Chief of Staff for Training.

2. Responsibilities.

a. Supply/Logistics Department (N2), is responsible for the development and execution of the detailed supply support plan that will describe, as a minimum, the outfitting and equipping of mobilizing reservists, authorized storage of household goods, contracting support, and local transportation needs (in coordination with Navy Public Works Center Great Lakes). The Housing Department (N5) is responsible for berthing arrangements. Training Operations (T2) is responsible for Food Service (T21) and Clothing Issue (T22) which provides initial issue of uniform items.

b. N2, N5 and T2 are responsible for coordinating the training of those members of PMT 1813 who will augment supply functions during mobilization/demobilization.

3. Food Service Department (T21)

a. All enlisted personnel are entitled to meals at government expense and will be issued chow/ration in kind cards. T21 will provide messing for members while undergoing mobilization processing at NMPS Great Lakes. A total of three galleys, two located at RTC and one at NTC operating seven days a week will provide breakfast, lunch and dinner to members. They are:

<u>Galley</u>	<u>Location</u>	<u>Design meal capacity</u>
Ouellet 535	NTC	6,000
Hascal 928	RTC	10,500
Grisholm 1128	RTC	6,900

b. NTC Supply Food Service Division personnel manage and operate the galleys serving mobilized members. By serving meals in shifts, these galleys can absorb the increased requirements of mobilizing enlisted personnel. Officers will mess at various locations on and off base.

4. Clothing Department (T22)

a. T22 is responsible for the immediate and proper equipping

and uniform support of mobilizing members. T22 normally provides for initial issue of uniform items to new recruits, and ensures that uniform clothing items are available to fulfill issue requirements as needed. T22 personnel will perform complete issue functions to meet mobilized member requirements.

b. Clothing Uniform/gear issue actions will take place at Bldg. 1312 located on RTC side. Clothing is warehoused in Building 3502.

c. Standard issue uniforms and related items are not stock piled by the Navy Exchange, Great Lakes. Furthermore, under contingency based mobilization it can be assumed that there will be a Navy-wide shortage of uniform items.

d. T22 is responsible for the coordination of expected NMPS uniform storage and issue, including special uniform items. Potential uniform storage and issue locations are being identified through DCNO (N4). If required by the contingency AOR, a location for issue of required organizational clothing will be provided.

5. Housing Department (N5)

a. Available BEQ beds will be utilized within NTC Complex by limiting square footage requirements to 72 sq ft and housing personnel in available open bay facilities regardless of rank. This will facilitate berthing of personnel for partial mobilizations.

b. Contract hotel beds off base funded by base emergency funds and emergency contracting authorization. This and available BEQ space will accommodate any level of recall up to 200 per day.

c. These functions will be managed by the BQ Dept with funding support by the Comptroller and contracting support by the Supply Dept.

d. If the above facilities cannot meet the demand, the overflow will be handled by utilizing contract berthing on the local economy.

e. Facilities include buildings: 62 (BOQ), 833 & 834 (BEQ), 177 & 178 (TPU). Current personnel on board are 24 military and 43 civilians.

6. Special Equipment Storage and Issue

a. N2 is responsible for determination of special equipment storage and issue locations.

b. Facilities include three 120,000 square foot warehouses (Buildings 3501, 3502 and 3503), as well as two smaller

warehouses and a garage for contract warehouse operations.

c. Special equipment including organizational clothing and protective gear. Seabees, Cargo Handling and MIUW units have unit allowance documents that identify deployable items.

d. Units with weapon/weapons components and munitions either issued or to be issued will be controlled through coordination with Naval Weapons Station Yorktown and the Great Lakes Ordnance Department.

7. Contract Services.

a. N2 will manage contract services.

b. HHG storage should be covered under present contracts.

c. The following contracts will be modified or made to cover mobilization/demobilization:

(1) Contract for cots, linens, cleaning, etc. for additional berthing.

(2) Contract to use commercial hotels/motels if required.

(3) Contract for increased transportation on base and between O'Hare International Airport and the base.

(4) Contract for additional manpower to support galley operation if required.

(5) Contract for increased cleaning of common areas in C-9, medical, dental, and others as required.

8. Privately Owned Vehicle (POV)/Household Goods (HHG) Storage

a. N2 will provide support for POV and HHG storage.

b. According to Joint Federal Travel Regulations (JFTR) paragraph U5455-E, a member is not authorized reimbursement for the storage of a POV. Therefore, those who report with a vehicle will be advised to return the vehicle to their home. If that is not an option they will be advised of options (i.e. cost of shipping, sale, etc.), and any related special power(s) of attorney as required.

c. Members of Reserve components who are called or ordered to active duty for other than training purposes under unusual or emergency circumstances or for the exigencies of the Service concerned, and who are ordered to TDY or deployment, are entitled to storage of HHGs. JFTR paragraph U4770-B applies. Such special storage must be authorized or approved by the Secretary of the Service concerned or the designated representative. This provision does not require that the TDY or deployment be in

excess of 90 days or for an indefinite period. The members' maximum weight allowance is specified in the JFTR paragraph U5310-B. Storage facilities for HHGs may be authorized in either government or commercial facilities, whichever is determined to be more economical to the government (JFTR paragraph U5380-A)

d. Personal Property Division support would provide for the storage of authorized household goods (HHG) during member's mobilization. If faced with rental termination or lease expiration, members may have to arrange for temporary HHG storage on their own. Or, if time permits, contact Personal Property Office at an earlier date to put HHG storage process in motion. Member will initiate HHG storage request with visit to Personal Property Office, Bldg. 3200. On-site Personal Property Counselors will advise members of HHG storage entitlement via group session brief.

(1) Personal property flow steps.

(a) SELRES/IRR Member must have orders.

(b) Schedule appointment with Personal Property Office-Building 3200.

(c) Member arrives for appointment and completes pre-move worksheet.

(d) Member is part of group counseling session, HHG Storage options are explained according to JFTR guidelines. Personal property counseling checklist is completed (DD FORM 1797).

(e) Personal Property Transportation Assistant contacts moving company and offers shipment for movement into identified storage warehouse.

(f) Personal Property cuts and types Service Order for HHG storage.

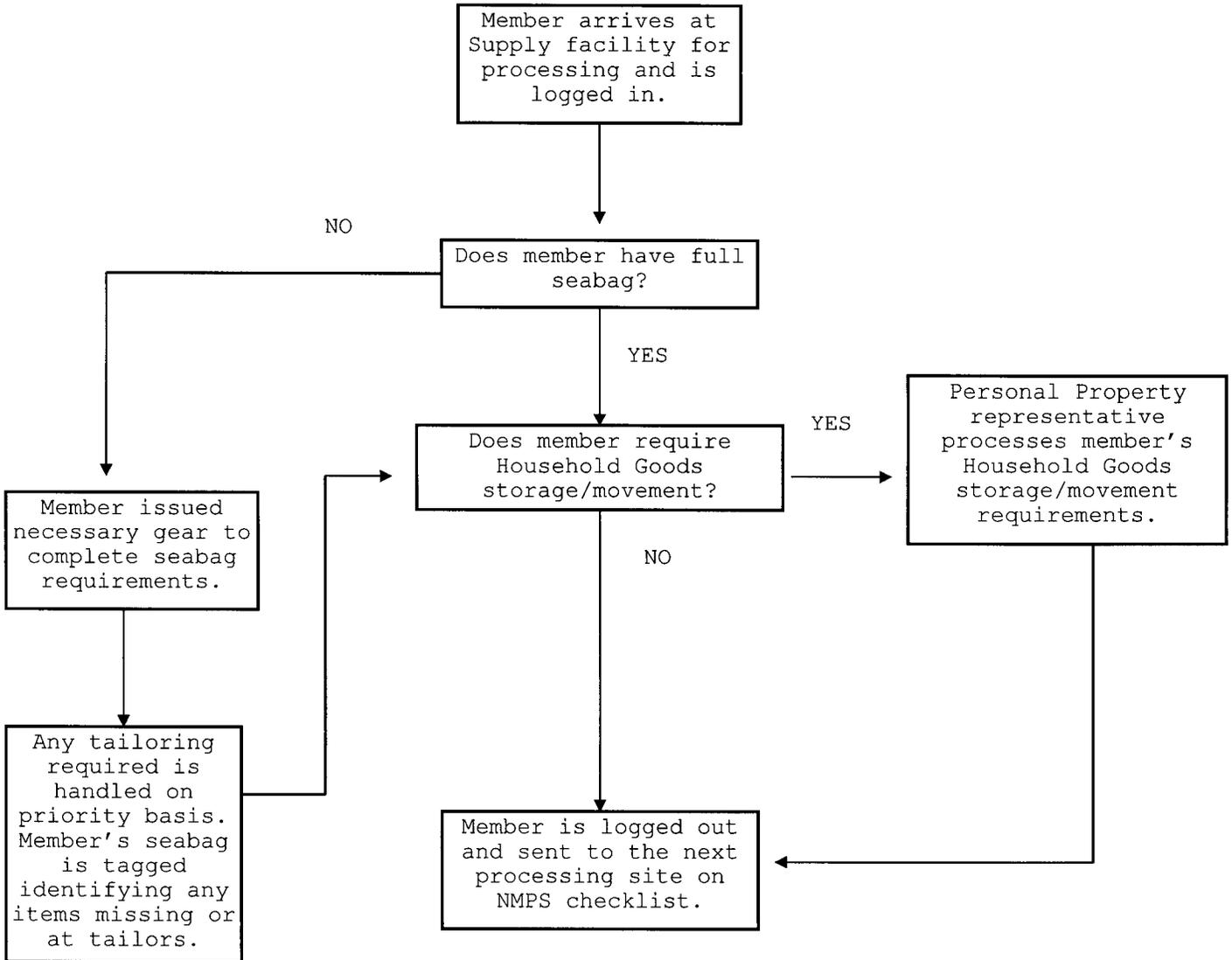
(g) Moving company picks up members HHG at identified origin and delivers them to storage warehouse identified earlier.

(h) Upon demobilization/deactivation, member contacts nearest (to home) Personal Property Office to arrange for delivery of HHG back to member.

(2) Personal Property GMR Thresholds and resource shortfalls. Under current guidelines, all selected Moving Companies are allowed up to 5 days in which to secure member HHG pick-up.

(3) Facilities. The primary offices are located in Bldg. 3200. Personnel - 35 civilian employees. Eighteen storage warehouses, all located outside of the Great Lakes complex, in the states of Indiana, Illinois, and Wisconsin.

9. See figure B.5 for flow chart of Supply Processing.



SUPPLY PROCESSING

FIGURE B.5

ANNEX B

SECTION 8

FAMILY SERVICES CENTER

Ref: (a) Crisis Response Plan, Navy Family Service Center,
Norfolk VA 28 Dec 90

1. Command Relationships. The Family Services Center (FSC), NTC Great Lakes, located in Building 42, is a department of NTC under the ACOS, Religious Programs. FSC is available to assist military members and their families during periods of recall.

2. Responsibilities. The FSC is responsible for assisting in the training of those members of PMT 1813 who will augment the FSC staff during large-scale mobilizations.

3. Functions and Tasks

a. When increased throughput is anticipated, FSC briefings may need to be conducted at a location other than Bldg 42, such as Ross Auditorium.

b. Mobilized Reservists will be provided the name, address and telephone number of the member's NRA Ombudsman and the closest servicing Family Service Center of their primary next of kin, in order to provide easy access to family assistance during the entire period the Reservist is mobilized. All information will be provided to the SRA for distribution to member's NRA Ombudsman.

c. FSC Great Lakes will monitor assistance provided by FSCs to family members of Reservists processed through NMPS Great Lakes for the duration of the Reservist's mobilization.

d. Specific tasks include but are not limited to the following:

(1) LACMOB will coordinate with SRA Ombudsman to ensure the activated reservists' dependents receive all benefits available to them. The most effective means of accomplishing this is to provide basic information on those services, programs, and organizations that can provide assistance. Available services should be explained concisely in the mobilization orientation briefings at NMPS. Members deemed in need of counseling at the time may be referred to the FSC. If needed, FSC will facilitate services and liaison through the reservist's home reserve center ombudsman. The following is a brief summary of some of the available programs, services and organizations:

(a) Soldiers' and Sailors' Relief Act. The Soldiers' and Sailors' Relief Act is a special law enacted primarily to protect the rights of a service member when called upon to serve

on active duty. However, the service member's dependents may also be able to take advantage of some of the benefits of the Act, specifically with respect to incurred financial obligations.

(b) American Red Cross (ARC). The ARC can provide additional information on assistance programs available to the service member and dependents. Additionally, the ARC can provide an alternate route of communications to the service member.

(c) United Service Organization (USO). The USO has a wide variety of programs available to service members and dependents. Offices are located in many metropolitan areas and should be contacted for further information.

(d) Navy Relief Society (NRS). The NRS can provide financial assistance, including grants or low cost loans for items such as emergency transportation, medical bills, food, rent and utilities.

(e) Uniformed Services Employment and Reemployment Rights Act (USERRA). The USERRA requires employers to rehire Reservists after completion of their active duty with some restrictions. Questions regarding the act can be raised to the National Committee for Employer Support of the Guard and Reserve at 1-800-336-4590.

(f) Navy Ombudsman. An Ombudsman can provide liaison between the dependent and the Navy. Each N&MCRC has an Ombudsman that will be made available to dependents of service members.

(g) FSC. The FSC is probably the most effective source of assistance and information available to dependents. The FSC can provide information on any of the previously mentioned programs, as well as financial and personal counseling.

4. Mobilized Members Family Support Plan. At each Family Assistance Center Transition Deployment Personnel Embarkation point, an FSC satellite office/desk will be established at the request of and by the cognizant Command. This is to ensure that the Family Support Care Plans for the Command are complete and provided to the mobilized personnel prior to embarkation. Reserve commands may request this assistance from the FSC, or may choose to consult the FSC to ensure DOD/DON guidance is followed.

5. Crisis Response. Given the baseline requirements of a contingency plan for wartime requirements, the FSC would follow the general guidance of reference (a), as prepared by the Navy FSC Norfolk for PERS-66. The plan for wartime contingency would be adjusted based upon Navy mobilization of SELRES and IRR personnel and its impact on the use and redeployment of active duty personnel.

6. The Contingency/Wartime Crisis Response Plan requires the following:

a. FSC Command Post. The FSC Command Post would include the Deputy Director, Chief of Counseling and LCPO as Duty Officers. These personnel would be the only ones permitted to respond to outside agencies or services, working in close coordination with PAO. A PAO Briefing Hall would be set up in the FSC classroom to respond to all media such as TV, radio, or newspapers/magazines. During wartime, phone calls would go from the CDO or PAO to the FSC Command Post Duty Officer at their home for immediate FSC response.

b. FSC Administrative Unit. The Transition/Relocation services staff would stop conducting separation and retirement workshops in order to handle: reception, relocation, and information and administrative support to SELRES and IRR personnel and their families being affected by mobilization and deployment. The TAMP staff would be reassigned to conduct Unit Mobilization and Family Support Group activities, as necessary.

c. Financial Support. The FSC Consumer Financial Education Specialist would work closely with the network of Command Financial Specialists and the Family Support Group leaders to ensure support for families who may be unable to handle losses in income, evictions, and allotment disconnects. Transition and Relocation staff would serve additional duty in this area on health insurance, Soldiers' and Sailors' Civil Relief and sources of financial relief or barter.

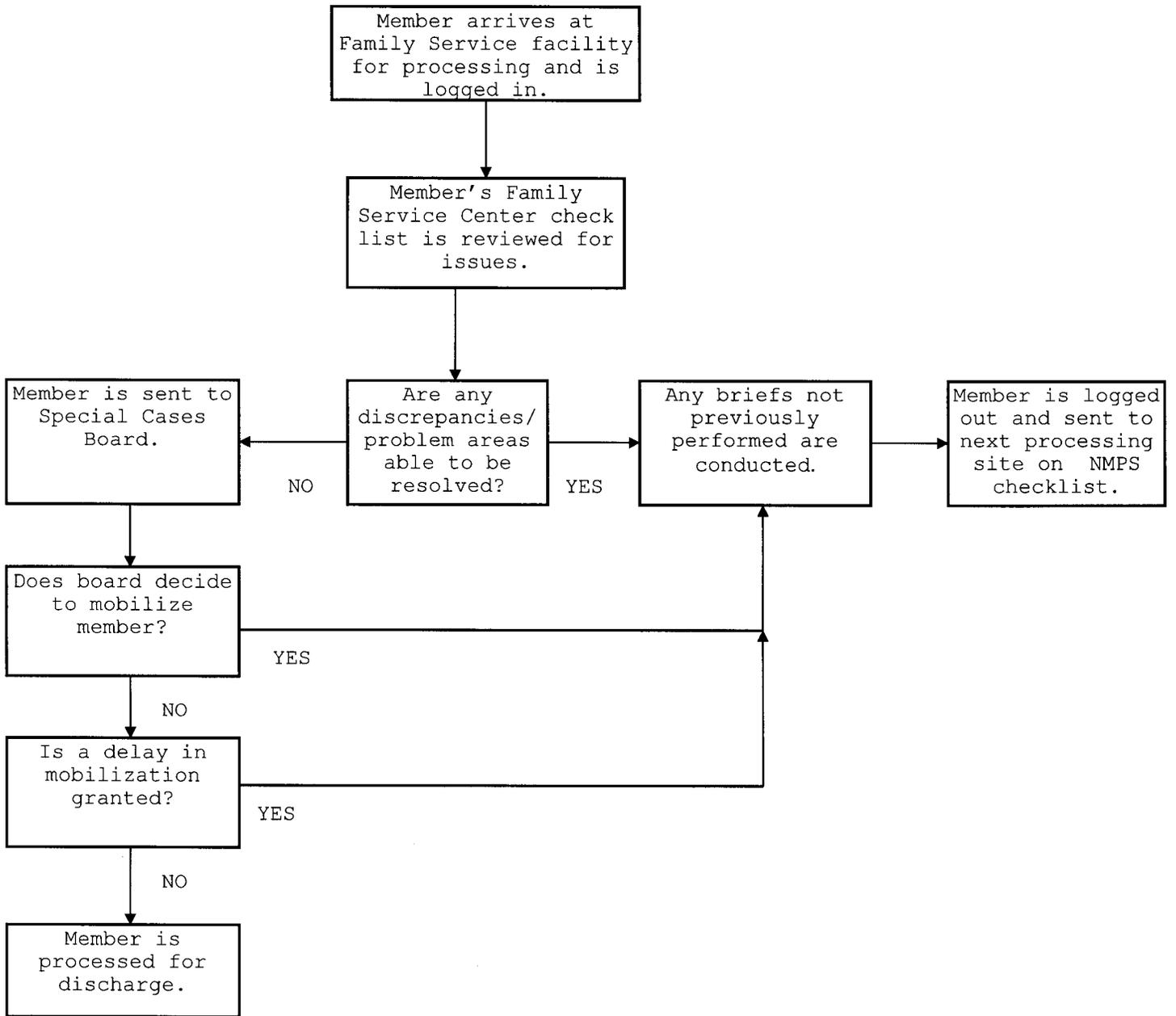
d. Command Volunteers and Ombudsmen. These personnel would be provided a mini Ombudsman Training Academy focused upon conducting family support group activities during mobilization. FSC TAMP and counseling staff would be tasked to provide support to command volunteers and Ombudsmen. The FSC would coordinate training and family mobilization response to include Navy Marine Corps Relief Society, Red Cross, NLSO, PSA, Chaplains, and PAO as trainers. During wartime, a weekly, or monthly, meeting would be coordinated by the FSC to discuss family support coordination contingency response.

e. The FSC would become the Family Assistance Center, providing backup to the NTC base telephone operator. The FSC would handle all calls the base operator is not able to respond to. All FSC counseling staff, including social workers, would handle distraught children, mothers, and siblings with specific referrals on how to get information, referral, relief, counsel, or advice, as requested by the caller.

f. At each Family Assistance Center Transition Deployment Personnel Support Embarkation point, an FSC satellite office/desk will be established at the request of and by the Command. This is to ensure the command's personnel Family Support Care Plans (i.e. wills, childcare, powers of attorney, acceptance of guardianship documents, and counseling) are complete and are provided to their troops prior to mobilization. Reserve Commands

can request this assistance from the FSC or can choose to consult with the FSC to ensure DoD and DON guidance are followed.

7. See figure B.6 for flow chart of Family Service Center Processing.



FAMILY SERVICE CENTER PROCESSING

FIGURE B.6

ANNEX B

SECTION 9

LEGAL SERVICES OFFICE

Ref: (a) JAGINST 5800.7C, Manual of the Judge Advocate General
(b) NAVLEGSVCCOMINST 5800.1C, Naval Legal Service Office Manual
(c) NAVLEGSVCOFFGLAKESINST 5800.1F, Legal Services

1. Command Relationships. Naval Legal Services Office (NLSO), North Central Detachment, Great Lakes, IL is designated to provide legal services for Reservists being mobilized. NLSO is located in Bldg. 1, second deck, Naval Training Center, Great Lakes. During normal peacetime operations, NLSO, North Central Detachment reports to the Naval Legal Services Office, North Central Command Washington, DC.

2. Responsibilities. Provide a full range of legal support including the ability to address the emergent legal needs of the mobilizing Reservists, during periods of partial or full mobilization. Responsibilities for the provision of legal support are set forth in references (a) through (c).

3. Resources. 15 lawyers, 5 legalmen, and 7 civilian support personnel assigned to Trial, Defense, Claims, Command Services and Legal Assistance Departments. Equipment resources include: 8 computer stations with legal assistance software programs, and 7 printers capable of producing legal quality documents. It also provides office space to one military judge assigned to the Navy-Marine Corps Trial Judiciary, Midwest Circuit. NLSO Great Lakes has one courtroom, suitable for courts-martial tried by members. No conference room is available.

4. Agreements. No independent agreements with respect to legal support becomes effective during contingency/wartime.

5. Mobilization Services Plan. Legal support during mobilization will concentrate on providing military justice and training support to mobilizing units, and legal assistance support to individual service members. Training in the areas of individual rights and responsibilities, Standards of Conduct, Code of Conduct, Law of Armed Conflict, and Status of Forces Agreements (where applicable) will also be provided. With respect to individual service members, of primary consideration will be assistance in custody and support matters for dependents, powers of attorney, and emergent legal problems that can be addressed by the Soldiers' and Sailors' Civil Relief Act. Simple wills can be provided, if desired. The intent of legal support during the mobilization process is to process mobilizing units within the time prescribed, and ensure that good order and discipline is maintained, individual service members are aware of their legal rights and responsibilities, and no legal impediment or problems

will interfere with the members ability to mobilize or concentrate on the accomplishment of the mission assigned.

a. Facilities. Processing will take place at three sites. Two auditorium sites, near the two main processing centers will serve, for initial briefing and training, and notarizations. The third site will be the Naval Legal Service Office in Bldg 1, Naval Training Center, Great Lakes. There, individual appointments will be conducted. The single courtroom at NLSO Great Lakes will serve all courts-martial needs, while administrative separation boards will be conducted in available conference rooms of on-base commands.

b. Resources and Capabilities. Additional resources in support of mobilization will be provided by Commander, Naval Legal Service Command. Partial and full mobilization will require the acquisition of four additional computer workstations and six additional telephone lines to fully utilize augmented personnel assets and meet processing guidelines for mobilization of Reserve personnel. Funding for out of area travel by judge advocates and legal support personnel, remains the responsibility of the requesting command. The following average processing times are provided for planning purposes:

Prepare Power of Attorney:	10 minutes
Provide notarization services:	3-5 minutes
Prepare basic will:	65 minutes
Execute basic will:	45 minutes

c. Personnel. No augmentation to personnel is required to provide legal support in the event of voluntary recall or Presidential Selected Reserve Recall. Legal support will be available immediately for mobilization. Sustained legal support, at required levels, for partial and full mobilization will not be able to continue beyond one week without personnel and equipment augmentation. For Partial or Full Mobilization, augmentation by one Personnel Mobilization Team lawyer and one legalman, as well as recall of NRLSO 113, Great Lakes, four lawyers and two legalmen, will be required.

d. Administration. Assignments during voluntary recall or Presidential Selected Reserve Recall will remain unchanged from a peacetime setting. Additional requirements can be absorbed by the current organization and structure. In the event of partial or full mobilization, NLSO Great Lakes will be organized into two watch sections, providing 24 hour legal support processing to mobilizing members. Each main processing center will have two lawyers and two notaries available. The remaining lawyer assets will be assigned to the NLSO to provide military justice and legal assistance support. Legalmen will be assigned to support functional legal areas, as required.

e. Guidance. Additional demands placed on lawyer and legalman assets to process mobilizing Reservists as expeditiously

as possible will require the curtailment of some routine legal services normally provided in a peacetime setting.

(1) Claims processing, except for litigation support, will be suspended during mobilization processing (Partial and Full Mobilization Only).

(2) Legal assistance to dependents, and retirees and their dependents will not be provided.

(3) Requests by out-of-area commands for legal support site visits will be deferred until after mobilization processing is complete and personnel resources are available.

(4) Military justice requirements for resident commands and mobilizing units will take precedence over the individual legal assistance needs of mobilizing Reservists.

(5) Conscientious objectors will be assigned non-combatant duties consonant with their asserted beliefs and will deploy with their units and will remain with them until their cases are processed.

(6) Reservists raising disqualifying criteria, which were not adjudicated by their Naval Reserve Activity, will receive a Special Board at NMPS Great Lakes. The Reservist and the Special Board will both have the assistance of counsel provided by Naval Legal Service Office.

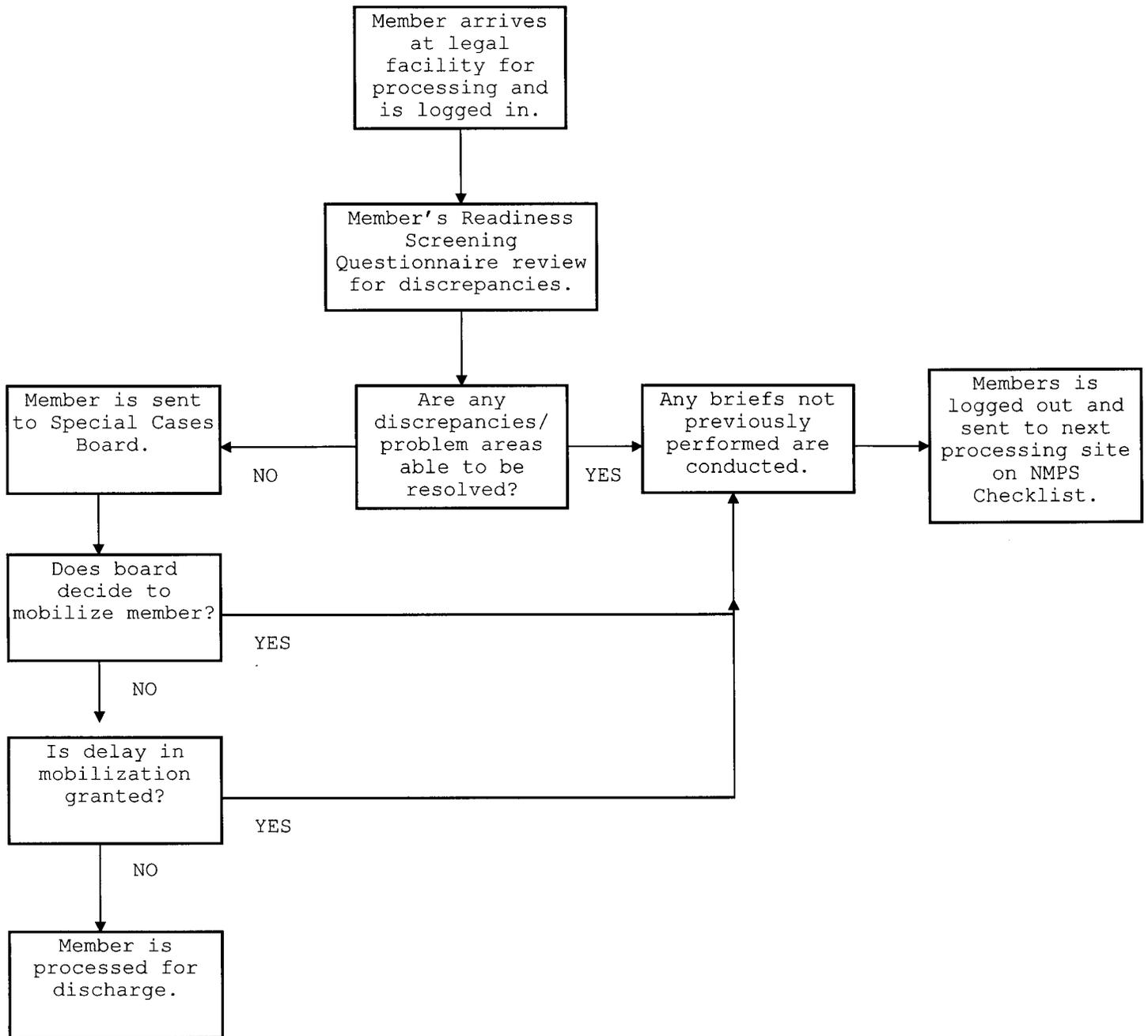
(7) Addressing operational and theater specific legal issues will remain the primary responsibility of the theater CINC's legal staff.

f. Coordination. Close coordination with Commander, Naval Legal Service Command will be maintained to maximize the availability of resources and response to changing demands. Coordination will also be maintained with area Staff Judge Advocates to ensure the most effective use of area legal assets. Further, close coordination is necessary with the legal staffs of the theater CINCs to ensure that appropriate training is tailored to the needs of the gaining commands.

6. Demobilization. Legal support during the demobilization process will concentrate on the maintenance of good order and discipline in demobilizing units, coordination and completion of courts-martial and administrative proceedings in process while the member remains on active-duty, and ensuring that the service members are aware of their re-employment rights and where to obtain assistance. Close coordination with demobilizing units, and the operational units to which they were assigned is essential during this period to ensure the most efficient, and cost-effective resolution of disciplinary and other legal problems that may have arisen during the member's period of active service.

7. Resources. Funding support for courts-martial and administrative separation boards is the responsibility of the convening authority. No personnel augmentation is expected to be required even in the event of partial or full demobilization. Personnel will be assigned among the NLSO departments based on workload requirements.

8. See figure B.7 for flow chart of Legal Processing.



LEGAL PROCESSING

FIGURE B.7

ANNEX B

SECTION 10

NAVAL RESERVE PERSONNEL MOBILIZATION TEAM (PMT)

1. Command Relationships. Naval Reserve Personnel Mobilization Team (PMT) 1813 is a Selected Reserve (SELRES) command, controlled and administered during peacetime by Commander Naval Reserve Force. Administrative control is exercised by Commanding Officer Naval Reserve Readiness Center Great Lakes, through Commander Naval Reserve Readiness Command Region thirteen. PMT 1813 reports to LACMOB Great Lakes which is their gaining command. During contingency or large-scale mobilization conditions the PMT will be recalled to active duty to support the MMSP phasing plan as an augmenting force for the active duty commands and activities that comprise the NMPS. The CO, PMT 1813 will report to LACMOB Great Lakes. All other members of PMT 1813 will be assigned specific duties with the active duty staffs.

2. Responsibilities

a. During peacetime, the responsibilities of the PMT are to plan for processing Reservists at all levels of recall to active duty, working with all active duty commands involved in the NMPS program and to train and qualify assigned personnel to perform their functions effectively. The recall to active duty of PMT 1813 in support of NMPS Great Lakes will be in accordance with the phasing plan outlined in the MMSP.

b. During a contingency or large-scale mobilization, the activated and mobilized PMT is to coordinate and augment the gain of Reservists to active duty. Most PERSMOBTEAM members live within commuting distance to NMPS Great Lakes and could be on-board after minimal lead-time notification (24 - 48 hours). Prior training allow PERSMOBTEAM SELRES to arrive at NMPS Great Lakes fully qualified to immediately begin performing their personnel processing duties. Consequently, NMPS Great Lakes should be able to expand its manpower to parallel the demands of GMR across the spectrum from ADSW to Full Mobilization.

c. The PMT will augment staffs to ensure the Reserves are fully qualified from physical, personnel, pay, personal equipment and administrative standpoints to report to their assigned active Navy, Marine Corps, or other forces without unduly burdening active forces. Additionally, upon the return of the recalled Reservists from deployment, the PMT will be utilized to demobilize those forces. All reports required to support the mobilization and demobilization missions will be prepared and submitted by PMT 1813.

ANNEX C

PUBLIC WORKS CENTER (PWC) LOCAL TRANSPORTATION

1. Public Works Center is a component command of NTC, under the ACOS, Installation and Environment. With certain exceptions, Navy transportation equipment at NTC Great Lakes is assigned to the Navy Public Works Center (PWC) Great Lakes. Within PWC, the transportation department is charged with administering and operating the transportation equipment rental pool. Available transportation fleet assets will be the primary mode of providing transportation in support of NMPS processing to assist in meeting local transportation needs.

2. PWC is located in building 1A, Headquarters; building 1506, Admin/Maintenance; and building 1600, dispatch/Garage/Parking.

3. In order for PWC Great Lakes to adequately plan for additional transportation requirements the following actions are necessary:

a. Have emergency funding available to secure remaining fleet asset rentals.

b. PWC contact GSA Milwaukee office for government van/bus available within NTC Great Lakes area.

c. Provide emergency contracting authorization. At least two local private bus companies, Continental Air Transport and Colonial Coach both have 47 seat bus fleets, charging \$766.00 and \$473.00 respectively for daily service per bus.

d. Utilize municipal bus services of Pace Transit, which currently has a regular route established through NTC Great Lakes. Establish new routes with them to serve motels not on their present routes.

e. Utilize the MWR shuttle bus. It operates seven days a week and serves both RTC and NTC. In conjunction, use a small cargo van from PWC to transport member seabags from clothing issue Bldg. 1312 on RTC to BEQ NTC or motels off base.

f. Ample taxi and limo service available to provide transportation for stragglers and small groups.

g. Review work shift scheduling due to increased activity in support of NMPS.

h. Recall nonessential transportation assets for reassignment to support NMPS.

i. Keep the Command advised of changes in transportation

needs in support of the OPORD which require their attention.

j. Evaluate the long term effect on transportation assets/resources in support of NMPS and adjust as required.

3. RESOURCES.

a. Two of ten busses are permanently assigned to other activities. One to Naval Hospital, Great Lakes and the other to Morale, Welfare, and Recreation (MWR) for use as an on-base shuttle service. Remaining eight busses are available (short-term or long > 30 days) to all Great Lakes activities, subject to application approval.

b. 19 vans out of a current 84 van inventory are available for rental. At present, the remaining 65 vans are permanently assigned out to various Great activities.

(1) 10 buses - 37 seat capacity each.

(2) 84 vans - various seating capacity, 7, 8, 12 or 15 each.

c. 40 civilian personnel including five licensed bus operators.

ANNEX D

COMMUNICATIONS

Ref: (a) COMNAVRESFORINST S3500.7G, Uniform System of Alert Conditions (LERTCONS)

1. Communication Resources. The LACMOB and supporting commands will maintain adequate communications facilities and capabilities to implement this MMSP including capabilities contained in reference (a). Points of contact for each NMPS station will be provided to the LACMOB point of contact and updated as changes occur.

ANNEX E

PUBLIC AFFAIRS

1. General. Public Affairs is a Department of NTC under the ACOS, Public Affairs. Any change in the status of Selected Reservists, Inactive Reservists (IRR) or Pre-trained Individual Manpower (PIM) may attract the attention of the news media. These changes include an exercise or an actual mobilization evolution. Personnel should not discuss these matters with the news media, but are to refer inquires to Great Lakes Public Affairs Officer.

2. Policy. Only the LACMOB or specific designees will be responsible for answering media inquiries during any mobilization or mobilization exercise. All media inquiries will be referred to the Great Lakes Public Affairs Office. Outside of normal working hours, the Duty Public Affairs Officer can be contacted through the NTC Command Duty Office.

3. Senior Reserve Advisor. The Senior Reserve Advisor's staff PAO may be called upon as needed to advise or assist the LACMOB PAO.

4. SELRES and PIM Personnel. All Selected Reservists and Pre-trained Individual Manpower personnel will be instructed by the NMPS staff during the orientation briefing on the appropriate response to media inquiries about the mobilization/recall and be provided a briefing about the prospective military-media environment associated with the Area of Operations (AOR). Appropriate response is defined as "no comment" to inquiries made to confirm or inquire about a specific mobilization/recall. After mobilization, Naval personnel will be provided guidelines to answer media inquiries. Naval Reserve personnel are not authorized to disclose any operational details, such as dates, times or any specifics on movement or other mobilization activities, particularly hypothetical future activities. Further, they will not offer any response on behalf of the Navy, Department of Defense or any military branch, or any response that conveys that the respondent is speaking as an official representative of any of these organizations. Personnel should refer media queries of this nature to the command public affairs officer as described above in paragraph 2.

5. Mobilization Exercises. Designated spokespersons will typically respond to media inquiries about mobilization exercises as follows: "This exercise is part of an ongoing program by the Navy to test personnel and material mobilization readiness of Naval Reserve units. It has not been scheduled to coincide with, nor is it as a result of any current world events."

ANNEX F

CHAPLAIN SERVICES

Ref: (a) NMPCINST 1750.1 (series) (The Navy Family Ombudsman Program)
(b) OPNAVINST 1754.1A (Family Service Center Program)
(c) "What Now? A Guide for Reserve Component Families" Published 7 September 1992 by the Office of the Assistant Secretary of Defense for Force Management and Personnel
(d) "What's Next? A Guide to Family Readiness"
(e) MILPERSMAN
(f) Applicable Mobilization Directive (issued specifically for the pending mobilization)

1. Policy. The Navy Chaplain(s) assigned to the NMPS Staff will have a wide variety of duties to perform during a mobilization. These duties can include but are not limited to Reservist/dependent counseling and participation in all special cases boards. Religious Programs is a department of NTC under the ACOS, Religious Programs and will maintain close liaison with the Staff Chaplain, REDCOM THIRTEEN.

2. Responsibilities. The Navy Chaplain responsibilities include, but are not limited to the following:

a. Participation in Special Cases Boards as required by Annex I of this instruction.

b. Counseling of recalled reservists who are experiencing personal hardship as a result of mobilization/recall.

c. Coordinate personal hardship claims utilizing assets from the local Red Cross, Family Services Center and area Ombudsman.

d. Conduct of religious services as appropriate.

e. Provide an additional liaison to the Reservist's dependents in support of the Navy Ombudsman program and Family Service Center. Familiarity with references (a) through (f) is required.

f. Provide counsel to NMPS staff members as necessary.

g. Participation in briefings to prepare Reservists and their dependents for mobilization/demobilization.

h. Consult with Family Services Centers and Navy Ombudsman to meet the counseling needs of all personnel and dependents involved in the mobilization effort.

3. Tasks.

a. Detail assigned Religious Program Specialists (RP) to meet daily requirements.

b. Establish contact with the SRA religious programs officer for advice and, as needed, assistance in identifying temporary additional staffing or assistance.

c. Under the direction of the Senior Reserve Advisor (SRA) the SRA's Staff chaplain will coordinate the region's reserve chaplains in drill status to augment the services listed in 2 above.

4. Agreements. An "in-house" agreement between the Director, FSC and ACOS, Religious Programs will be needed to provide office space at the FSC for Duty Chaplains and assigned RP's. An agreement with the Naval Hospital will be needed in order to provide additional chaplain assistance from the Hospital chaplains.

5. Mobilization Services Plan. Chaplain support during mobilization will center on providing chaplain availability at the FSC for family assistance, and at those base locations where personnel are being processed. Normal coverage/ availability at all chaplains' offices will continue as in peacetime. Chaplains of particular faith-groups, e.g., Roman Catholic, will be "on call" to respond to requests as well as to provide special divine services if needed. Also, CACO calls which require chaplain assistance may place heavy demands on the department. If and when mobilization rates exceed 20 per day, a chaplain and an RP should be "on site" at the FSC 24 hours a day. A special duty watchbill will be established for chaplains and RPs to provide coverage during normal working hours, and the regular Base Duty Chaplain will provide on-site coverage from 1600-0800.

a. Personnel. It is doubtful that any mobilized chaplains or RPs can be used to assist during mobilization; however, if current manning of chaplains is not increased, requests for assistance from local reserve chaplains may be expected. Reserve assistance for CACO calls may also be utilized.

b. Facilities. Office space with a telephone should be available for the duty chaplain and RP at the FSC once mobilization exceeds 20 per day.

c. No additional funding or equipment requirements are anticipated.

5. Demobilization. Chaplain support will focus on ways to share with the FSC in planning and conducting "reunion" seminars and individual counseling/support as required.

ANNEX G

DATA COLLECTION AND REPORTS/REPORTING

1. General. Data collection with the use of computer database technology will aid the NMPS site in analyzing the effectiveness of processes and accurately keep track of recalled Reservists for both accountability and as a source for lessons learned data collection.

2. Data Collection Requirements. During any mobilization/recall, the LACMOB or higher authority will provide guidance on daily reporting of changing data. Thereafter, the following data should be collected daily during the mobilization effort:

- a. Number of personnel reporting to the NMPS.
- b. Number of personnel delay/exemption requests pending.
- c. Number of personnel released to next enroute/gaining command on orders.
- d. Number of personnel delayed and time period delayed for.
- e. Number of personnel exempted from mobilization and reasons.
- f. Number of personnel in mobilization processing.
- g. Number of personnel awaiting onward transportation.
- h. Number of transportation requirements processed and number pending.
- i. Average processing time for an individual at each station.
- j. Number of personnel currently in berthing and berthing availability remaining.
- k. Action taken on those personnel missing/AWOL.

3. Reporting Requirements. NMPS shall submit a daily status report via message or FAX to DCNO N1R for central accounting, monitoring and consolidation. Status Reports should be submitted anytime personnel are processing through the site for mobilization, demobilization or are in a specific hold status. Null reports are not required. This status report shall contain the following categories:

- a. Mobilization:
 - (1) No. reported:

- (2) No. referred:
- (3) No. delayed:
- (4) No. exempted:
- (5) No. UA:
 - (a) Reason(s):
 - (b) Disposition:
- (6) No. completed Mob Processing:
- (7) Rank/Rate/Full Name/SSN/Date Arrived/Departed NMPS/
- (8) Significant Individual Status Updates:

b. Number Failed Mobilization Processing:

- (1) Reason(s):
- (2) Disposition:

c. Demobilization:

- (1) No. reported:
- (2) No. deferred:
- (3) No. delayed:
- (4) No. on-Hold:
 - (a) Reason(s):
 - (b) disposition:
- (5) No. Completion Demobilization Processing:
- (6) Rank/Rate/Full Name/SSN/Date Arrived/Departed NMPS/
- (7) Significant Individual Status Updates:

d. Significant Problems Experienced:

e. Recommendations for Improvement/Lessons Learned:

f. OM&N Costs to Date:

- (1) (Break out as appropriate)

4. Supporting Command Requirements. In order to support the above requirements the NMPS supporting commands must provide the following:

a. NRAs. Provide to LACMOB via message, fax or phone, numbers and names of individuals released to the NMPS each day with expected arrival information, and any known special requirements or uniform deficiencies.

b. PSD. Provide the LACMOB via phone, fax or message, numbers, names, rank/rate and SSN of personnel released from NMPS to enroute/gaining command. Provide number of transportation requirements processed, number of requirements pending, average time to process individual requirements.

c. Delay/Exemption Board. Provide number of personnel reviewed and name/rank/rate/SSN of personnel recommended for delay or exemption along with delay period and reason for exemption.

d. BMC/BDC. Number of personnel processed, average time per

individual.

e. NMPS Supply Desk or FISC as applicable. OCIE distribution and remaining inventory.

f. NLSO. Number of wills/POAs processed. Average time required per individual.

g. FSC. Number of reservists counseled or assisted. Average time per individual.

During mobilizations, LACMOB may provide additional guidance, if needed on format and means of transmittal of these reports. Also, if a centralized processing facility is set up, most data collection and report requirements can then be consolidated by a designated station at the centralized processing facility. Each supporting command should coordinate with the appropriate stations to ensure complete reporting.

5. Problem reporting. During processing, support commands should notify the NMPS Check-in/Check-out desk (as listed in appendices B2 and B3) promptly if any Reservist:

- a. Does not arrive for the scheduled processing;
- b. Will be substantially delayed in processing; or
- c. Is found not qualified for active duty.

6. Lessons Learned. All Supporting commands will be requested to submit a compilation of lessons learned within 30 days after completion of any mobilization/demobilization processing.

ANNEX H

SPECIAL CASES BOARD (DELAYS AND EXEMPTIONS)

Ref: (a) OPNAVINST 3060.7A, Navy Manpower Mobilization Guide
(b) NAVPERS 15560C, NAVMILPERSMAN, Article 1880240
(c) 10 U.S.C. 673
(d) SECNAVINST 1001.10F (NOTAL)
(e) BUPERSINST 1001.39 A

1. Purpose. The purpose of the Delay and Exemption (Special Cases Board) is to identify recalled reservists who have significant personal, legal, medical, transportation, or other problems requiring special attentions or affecting their mobilization. This annex closely follows the guidance and direction of references (a) and (b) and should be reviewed if any of outlined topics need further clarification. A Special Cases Board (SCB) will be convened to review the cases of individuals who believe they have reason for a delay.

2. Policy

a. SECNAVINST 1001.10F, "Screening of the Ready Reserve," is the primary means for ensuring personnel are given fair treatment and proper consideration in matters related to their mobilization responsibilities. BUPERSINST 1001.39, "Administrative Procedures for the Selected Reserve and Drilling Members of the Individual Ready Reserve," provides requirements for screening Ready Reserve members annually. The screening process will be used to identify and remove individuals who are not mobilization ready from the Ready Reserve prior to the President or Congress declaring a war or a state of a national emergency. However, there may still be valid reasons for granting an individual a delay during mobilization and requests for delays will be considered. Factors to consider in developing specific delay and exemption criteria are varied and depend up the contingency. Therefore, for each contingency, DCNO (N1) provides at the time of recall, specific guidance with the mobilization implementation directive. For mobilization planning purposes, the following information regarding Special Cases Board (Delays and Exemptions) should be considered:

- (1) Delays may be granted only when necessary and when

justified under published criteria and will not be used as a means for exempting personnel from active duty.

(2) Delays normally will not be granted to Ready Reservists experiencing temporary physical disabilities that prevent them from performing their mobilization job. Such individuals may be placed in less demanding job until physically qualified for reassignment.

(3) Delays normally will not be granted to Ready Reservists who are experiencing difficulties in arranging dependent care. In particular, Reservists who are single parents or who are married to another service member, whether on active duty or in a SELRES component, are expected to make suitable arrangements for dependent care to ensure immediate availability for mobilization. All commands will comply with MILPERSMAN Article 3810190, which requires each such member to receive counseling and complete an OPNAV 1740/1, Navy Dependent Care Certificate.

(4) After a declaration of a state of a national emergency or a state of war, SELRES will not be excused from their mobilization obligation due to civilian employment or occupations. SELRES should make advance arrangements to meet business, personal and other responsibilities to ensure they are capable of meeting required reporting times upon alert or notification.

(5) Effective upon declaration of a state of a national emergency or a state of war, exemptions from mobilization will not be approved except when a screening review, per SECNAVINST 10001.10F, is already in process. New Screening requests will not be accepted. Discharge or separation actions, in addition to delays, may be used when it would be in the best interest of the United States not to activate or to defer activation of individual members of the Ready Reserve.

(6) For training and planning purposes only: Reservists whose involuntary order to active duty would result in temporary, extreme personal or community hardship may, upon request, substantiated by adequate documentation or justification, be delayed for a period not to exceed 60 days beyond the date of mobilization, as deemed appropriate and approved by BUPERS.

3. Responsibilities

a. The SCB is to be established for and upon notification of all mobilization events and exercises. Reservists are to be given a brief overview of the authority of the SCB and the criteria for requesting a delay or exemption.

b. Activated SELRES personnel will be screened by the NRA maintaining their records. The commanding officer of the NRA will ensure interviews are conducted, the SCB evaluates the case, and the actions are documented per implementing mobilization directives. For individuals activated in support of Marine or Joint Forces, the NRA will coordinate activations and any delays or exemptions with the appropriate local Marine or Joint Force commanders where feasible. SELRES whose delay and exemption requests meet the guidelines established in SECNAVINST 1001.10F, should not be sent to the NMPS.

(1) The NMPS will conduct SCBs not identified at the NRA.

c. PIM personnel will be screened at the NMPS. The LACMOB will ensure interviews are conducted, the SCB evaluates the case, and the actions are documented per implementing mobilization directives.

d. All SCBs will include a statement summarizing the cause, proceedings and disposition of each interview and will be prepared and executed on a NAVPERS 1070/613. Figure F-1 provides the format for submitting a delay or exemption request.

e. Unless otherwise specified in the mobilization directory the commanding officer of the order issuing authority or the LACMOB may authorize delays up to seven days when a reservist meets the criteria for a delay.

(1) Should it be judged that a delay of greater than seven days is required, the process to request a longer delay should be initiated by the SCB or other NMPS staff after approval of the LACMOB or designee.

f. COMNAVRESFOR (for SELRES personnel) or the Commanding Officer, NAVRESPERScen (for IRR, standby reserve, fleet reserve and retired personnel) may authorize delays up to 30 days.

g. The Chief of Naval Personnel (BUPERS) may authorize delays up to 60 days.

(1) The Chief of Naval Personnel (Pers-9) will ensure that all Reservists who are delayed or exempted from mobilization are tracked.

h. The following individuals (i.e., "designees") may act on the LACMOB's behalf to approve/disapprove or modify SCB recommendations:

(1) NMPS'S chief of Staff Officer, Operations Officer and Administrative Officer.

(2) SRA's Commander, Chief of Staff Officers, Mobilization Officer, Assistant Mobilization Officer, and MPT&R Director.

(3) NRA CO and XO.

(4) PERSMOBTEAM CO.

4. Special Cases Board. The SCB will be activated for the duration of the mobilization process. At a minimum, the SCB will consist of a clerk and messenger and the following:

a. For SELRES: A Naval Judge Advocate General (JAG) Corps officer, a Chaplain, and a line officer.

b. For PIM: Two Naval Judge Advocate General (JAG) Corps officers and a Chaplain. It is also recommended that a line officer be present.

c. A member requesting special consideration for either delay or exemption, will be given the opportunity to meet with the SCB for a personal interview. Prior to the commencement of the interview, the senior member will introduce the members of the SCB along with their respective roles, and will restate the authority of the board which includes:

(1) The SCB does not make any final decisions. The board merely makes a recommendation to the LACMOB or the LACMOB's designee.

(2) The authority of the LACMOB is limited to a seven (7) day delay.

(3) Normally, exemptions may only be granted if the recalledee meets the requirements specified in references (b), (c), (d), (g) or (h).

d. When the interview is completed, the SCB is to carefully consider the facts surrounding the request as well as any extenuating circumstances which may be relevant to a decision and make a recommendation. The senior member of the board (the senior line officer when a line officer is present, the senior officer or that person designated in writing) has the authority to make the final recommendation in the event that the board fails to come to a majority consensus. The SCB is to then provide their recommendation to the LACMOB or designee.

e. The LACMOB and designee have the following authority:

(1) Decline the SCB's recommendation.

(2) Accept the SCB's recommendation.

(3) Accept the SCB's recommendation and when warranted, forward a recommendation to the appropriate authority that consideration for further delay or exemption is requested.

5. Delay/Exemption Criteria. Specific criteria exist for either a delay or exemption. These criteria are contained in references (d), (e) and (f).

a. Delay criteria include but are not limited to:

(1) Situations that will lead to severe mental or physical personal hardship.

(2) Situations that will lead to severe community hardship.

(3) Cases in which a female member has recently given birth.

(4) Delays will not normally be given to those personnel experiencing difficulty in arranging for dependent care unless

those difficulties are as a result of a recent major change in circumstances or to those personnel experiencing a temporary physical disability (condition impacting readiness for 30 days or less). In the case of a temporary physical disability, the member may be mobilized and placed in a less demanding assignment for which they are qualified.

b. Exemption criteria include but are not limited to:

(1) Pregnancy in the second or third trimesters.

(2) Students who are enrolled in a course of graduate study or training of medicine, dentistry, veterinary medicine, osteopathy or optometry.

(3) Doctors or medicine or osteopathy undergoing intern or residency programs when authorized by the mobilization directive.

(4) Severe cases of personal or community hardship.

(5) Students who are preparing for the ministry in a recognized theological or divinity school.

(6) Students enrolled in full time high school and less than 20 years of age.

(7) Reservists (officer and enlisted) who have not completed a twelve-week basic training program.

c. During the review process for either a delay or exemption, if it becomes apparent that the member no longer seems able to perform the functions of a SELRES or Ready Reservist, the reserve activity is free to consider the transfer of the member to the PIM (IRR, Standby Reserve, Retired Reserve, etc.).

6. Status of Recallee while Delay/Exemption is Pending

a. A recallee is subject to the UCMJ once having been notified of recall (reported to the initial mobilization site) unless a determination is made that the recallee is not physically qualified. While under delay or awaiting the status of a delay/exemption request, the status of the recallee is not changed.

b. Should a delay be granted, it is imperative that the status of the recalledee with respect to jurisdiction under UCMJ is made clear. This responsibility lies with either the reserve activity or PERSMOBTEAM commanding officer, as appropriate.

7. Fair Treatment. It is considered that the "fair treatment" requirements of Title 10, USC 673 (a) will be satisfied through annual screening of the Selected Reserve. If additional consideration is to be given to the fair treatment criteria, appropriate guidelines will be specified in the implementation directive.

FORMAT FOR REQUESTING DELAY AND EXEMPTION

FIGURE H-1

FROM: COMMAND (NRA, NMPS, COMNAVRESFOR OR NAVRESPERSCEN)
TO: COMNAVRESFOR NEW ORLEANS LA//02//OR BUPERS//PERS9//
INFO: BUPERS WASHINGTON DC//PERS91//PERS92//
CNO OP ZERO ONE WASHINGTON DC//13//
CNO WASHINGTON DC//095//
(APPROPRIATE NMPS)

UNCLAS //03061//
MSGID/GENADMIN//

SUBJ/RESERVE ACTIVATION DEFERMENT/DELAY/EXEMPTION (AS
APPLICABLE)REQUEST ICO, NAME, RANK/RATE, SSN, DESIGNATOR (IF
APPLICABLE)//

RMKS/1. A DESCRIPTION OF THE DEFERMENT/DELAY/EXEMPTION
REQUESTED: I.E., REASONS OF EXTREME PERSONAL HARDSHIP.

2. A DETAILED DESCRIPTION OF WHAT HAS BEEN DONE TO ALLEVIATE
THE SITUATION.

3. A BRIEF STATEMENT OF HOW DELAY OR DEFERRAL ACTIONS WOULD
EITHER ALLEVIATE OR RESOLVE THE PROBLEM.

4. THE NAME(S), ADDRESS(ES) AND AGES OF THE SERVICE MEMBER AND
MEMBER'S DEPENDENTS.

5. THE NAME(S), ADDRESS(ES) AND AGE(S) AND RELATIONSHIP OF ALL
OTHER IMMEDIATE FAMILY MEMBERS (INCLUDE: PARENT(S),
BROTHER(S), AND SISTER(S) REGARDLESS OF LOCATION) (WHEN RELEVANT
TO CONSIDERATION OF REQUEST; OTHERWISE NOT APPLICABLE).

6. SYNOPSIS OF MEDICAL DOCUMENTATION, IF APPLICABLE, TO INCLUDE
ATTENDING PHYSICIAN'S NAME, AREA CODE AND TELEPHONE.

7. LOCATION OF SERVICE AND MEDICAL RECORDS WITH POINT OF CONTACT
AND AREA CODE AND TELEPHONE NUMBER.

8. OTHER PERTINENT DATA.

9. TELEPHONE NUMBER WHERE MEMBER MAY BE CONTACTED.

10. COMMANDING OFFICER'S ENDORSEMENT:

A. MUST CONTAIN A DEFINITE RECOMMENDATION, I.E., APPROVAL,
DISAPPROVAL OR IF IN THE COMMANDING OFFICER'S OPINION THE DELAY/
DEFERMENT/EXEMPTION IS NOT THE ANSWER TO THE PROBLEM,
RECOMMENDATIONS AS TO THE PROPER COURSE OF ACTION.

B. A BRIEF SYNOPSIS OF APPLICANT' S CASE, FROM THE COMMANDING OFFICER' S VIEWPOINT. INCLUDE A STATEMENT AS TO WHAT ASSISTANCE HAS BEEN PROVIDED BY THE COMMAND AND LOCAL MILITARY AND CIVILIAN AGENCIES, I.E., CLERGY, SOCIAL WORKERS, NAVY RELIEF OR AMERICAN RED CROSS. ENSURE THAT THOSE AGENCIES, WHEN APPROPRIATE, HAVE BEEN CONTACTED TO GIVE ASSISTANCE.

C. APPLICANT' S DISCIPLINARY STATUS OR PENDING DISCIPLINARY ACTION. CASES OF MEMBERS AWAITING DISCIPLINARY ACTION WILL BE HELD IN ABEYANCE UNTIL DISCIPLINARY ACTION IS RESOLVED.

D. APPLICANT' S CURRENT DUTY STATUS, I.E., ON BOARD FOR DUTY, ON BOARD AT GAINING COMMAND OR IN AN APPROVED DELAY STATUS.

E. MISCELLANEOUS PERSONAL DATA: DATE MEMBER REPORTED ABOARD PRESENT COMMAND. (IF ENLISTED, DATE OF ENLISTMENT AND EXPIRATION OF ENLISTMENT OR EXTENSION, PEBD, ETC.)

F. INFORMATION CONCERNING OBLIGATED SERVICE, IF ANY.

G. COMMAND TO WHICH MEMBER WILL BE ASSIGNED (ACTUAL DEPLOYMENT DATA WILL LIKELY BE CLASSIFIED).

H. A BREAKDOWN OF ACTIVE DUTY EARNINGS AND WITHHOLDINGS, IF APPLICABLE.

I. OTHER PERTINENT DATA.

J. POINT OF CONTACT WITH NAME AND TELEPHONE NUMBER (DSN/COMMERCIAL WITH AREA CODE).

11. COMMANDING OFFICER WILL CERTIFY THAT ALL INFORMATION IS ACCURATE AND FACTUAL. ORIGINAL DOCUMENTS WILL BE HELD AT THE RESERVE SITE AND MADE AVAILABLE UPON REQUEST.

12. MESSAGES SENT TO COMPLY WITH 7-DAY NOTIFICATION PER REF A, SHOULD BE SENT TO COMNAVRESFOR NEW ORLEANS LA, CODE 02 AND BUPERS WASHINGTON DC, PERS 91.//

ANNEX I

MOBILIZATION PREPARATION FOR OVERSEAS MOVEMENT (POM) TRAINING

1. General. In lieu of CINC designated joint service or specialized training effort to prepare recalled individuals for overseas deployment, NMPS structure must support certain types of training prior to sending personnel to their ultimate overseas gaining commands. Training targeted to the particular location or operational environment will normally be CINC requirements to aid personnel in adapting quickly and enable them to perform more effectively in the early stages of their arrival.

2. Planning Considerations. The LACMOB staff, augmented by SRA subject matter experts, will coordinate the core of instructors needed to conduct the required training. Sources for subject matter expertise may include regularly deployed active or deployable reserve units or individuals, especially for operational field training.

3. Reference Material. Reference materials should consist of current instructions, manuals, public affairs guidance and established curriculum lesson guides by CNET and COMNAVSURFRESFOR Surface Training Series (STS).

4. Logistics. Training will take place at a site convenient to the main processing area, which will accommodate 50-150 persons and have audiovisual equipment (AV) capability.

5. Training Topics. The LACMOB will at least annually review the training requirements with guidance from OPNAV, BUPERS, CNET and COMNAVSURFRESFOR. Presently, the following listed below training areas are considered necessary and the minimum requirements prior to departing in the absence of any other CINC designated joint preparation for overseas movement training:

- a. Care and Use of CBR Personnel Protective Equipment. (I-1)
- b. Rights and Responsibilities/Standards of Conduct. (I-2)
- c. Cultural/Environmental Awareness in Area of Deployment. (I-3)
- d. Environmental Preventive Medicine. (I-4)
- e. Status of Forces Agreement Brief. (I-5)
- f. Geneva Convention Provisions. (I-6)
- g. Weapons Qualifications (I-7)
- h. Theater Logistics (I-8)
- i. Anti-terrorism/Force Protection Measures (I-9)

ANNEX I

SECTION 1

**USE AND CARE OF CBR PERSONAL PROTECTIVE
EQUIPMENT AND CLOTHING (PPE)**

Ref. (a) NAVEDTRA 43119-G, Basic Damage Control PQS, Sections
108/109/215

1. Concept/Mission. A four-hour block of training time should be scheduled to cover subject material contained in reference (a). Training is to be conducted by a qualified Damage Control Instructor with a goal of providing recalled reservists with CBR PPE briefing coverings the following topics:

- a. CBR fundamentals
- b. System description
- c. System components
- d. Principles of Equipment Use
- e. Safety Precautions

ANNEX I

SECTION 2

**RIGHTS AND RESPONSIBILITIES AND
STANDARDS OF CONDUCT**

- Ref. (a) DODINST 5500.7R, Joint Ethics Regulation
(b) U.S. Navy Regulations
(c) Uniform Code of Military Justice
(d) SECNAVINST 5300.26B, DON Policy on Sexual Harassment

1. Concept/Mission. A four-hour block of training time should be scheduled to cover the subject material contained in references (a) through (d). The content of the training will be tailored to the requirements and circumstances of the members being mobilized. Training is to be provided by an individual with substantial legal background to facilitate an effective presentation as well as allow an experienced and meaningful question and answer period to take place.

ANNEX I

SECTION 3

**CULTURAL/ENVIRONMENTAL AWARENESS
FOR AREA OF DEPLOYMENT**

1. Concept/Mission. A two-hour block of training time should be scheduled to cover the subject material provided by contingency authority. Training will only be provided if no follow on training in this area is delineated in the recalled reservist's orders. Training will be conducted by an identified subject matter expert in the area of deployment to allow for an effective question and answer session.

- a. Civil Law
- b. Terrain and Weather Characteristics
- c. Country Description

ANNEX I

SECTION 4

ENVIRONMENTAL PROTECTIVE MEDICINE

1. Concept/Mission. A four-hour block of training time should be scheduled to cover the subject material provided by contingency authority. This briefing will be conducted by a qualified Medical Corps instructor and will be based on the geographic theater of operations covering but not limited to the following topics:

- a. Infectious Disease
- b. Required Vaccinations
- c. Preventive Measures
- d. Animal Associated Disease
- e. Vector-Borne Disease
- f. General Health Considerations
- g. Water and Food Consumption
- h. Personal Hygiene
- i. Hot and Cold Weather Injury Prevention
- j. First Aid/CPR

2. Tasks. LACMOB designated personnel will request Disease Reports (DISREPs) from the Environmental Preventive Medicine Department at Naval Hospital, Great Lakes covering the areas of operation. This information, which may contain medically sensitive information, will be synthesized and summarized into prepared handouts containing all salient information necessary for recalled reservists scheduled for deployment overseas.

ANNEX I

SECTION 5

STATUS OF FORCES AGREEMENT BRIEF

1. Concept/Mission. A four-hour block of training time should be scheduled to cover the following subject material provided by subject matter experts via contingency authority:

- a. U.S. Policy
- b. DoD Policy
- c. DoD Objectives
- d. Rules of Engagement
- e. Local Law (in Country)
- f. Status of Forces Agreement (in place)
- g. Deadly Force Rules
- h. NATO; History, organization, current peace operations
- i. Command and Staff Organization (Needed for theater or specific operations)

ANNEX I

SECTION 6

GENEVA CONVENTION PROVISIONS BRIEF

Ref: (a) Code of Conduct
(b) Geneva Convention (GC) relative to Protection of Civilian Persons in Time of War
(c) GC Relating to the Protection of Victims of International and Non-International Armed Conflict
(d) GC Relative to the Treatment of Prisoners of War
(e) GC for the Amelioration of the Condition of the Wounded and Sick in Armed Forces in the Field
(f) GC for the Amelioration of the Condition of Wounded, Sick and Shipwrecked Members of the Armed Forces at Sea
(g) Hague Convention (HC) respecting the laws and Customs of War on Land

1. Concept/Mission. A four-hour block of training time should be scheduled to cover the subject material provided by contingency authority. Only those units or individuals expected to engage the enemy will be expected to receive this training. Contents of this training lecture are contained in references (a) through (g) and topics covered are collectively known as the Law of Armed Conflict. Training is to be accomplished by a knowledgeable legal professional well versed in this area with respect to the above references. Topics should include:

- a. Restricted Areas and Activities
- b. Captivity and Hostile Detention
- c. Law of Land Warfare
- d. Code of Conduct

2. Rules of Engagement (ROE) training will be the responsibility of the theater commander, to which the deploying units or elements are assigned.

3. Training on standing orders with respect to the treatment of civilian populations and requests for asylum, which are circumstance specific and susceptible to change, will be the responsibility of the theater commander to whom the deploying units or elements are assigned.

ANNEX I

SECTION 7

WEAPONS QUALIFICATIONS

1. Concept/Mission. An eight-hour block of training time should be scheduled to cover the subject material provided by contingency authority. Only those units or individuals expected to require weapons qualifications will be expected to receive this training. Training is to be accomplished by qualified range and classroom instructors. Topics should include:

- a. M16 rifle
- b. 9 mm or .45 cal pistol
- c. Weapons Safety
- d. Weapons Care and Cleaning

ANNEX I

SECTION 8

THEATER LOGISTICS

1. Concept/Mission. An eight-hour block of training time should be scheduled to cover the subject material provided by contingency authority. Only those units or individuals expected to be operating in field conditions will be expected to receive this training. Training is to be accomplished by qualified field training experts. Topics should include:

- a. Field Uniforms and Gear Issue; BDUs, protective gear
- b. Living Conditions; Shelter, messing, sanitation, safety
- c. Vehicle Driver and Operational Training; HUMV, .25/2.5/5.0 ton truck, generator sets, water truck, auxiliary equipment
- d. Vehicle Safety and Familiarization

ANNEX I

SECTION 9

ANTITERRORISM AND FORCE PROTECTION

1. Concept/Mission. An eight-hour block of training time should be scheduled to cover the subject material provided by contingency authority. Units or individuals expected to be operating in a higher than normal threat condition area should be expected to receive this training. Training is to be completed by qualified field force personnel or subject matter experts. Topics should include:

- a. Threat Conditions
- b. Individual Protective Measures (Defensive)
- c. Security Measures; Rear area security, forward deployment posture, perimeter defense.
- d. Mine Warfare; Detection and safety
- e. Combat Movements; Patrols, gunfire support
- f. Search and Seizure

ANNEX J

NMPS TRAINING AND EXERCISES

1. Policy: LACMOB and all NMPS supporting commands will conduct training as needed to develop and maintain their capability to implement this plan. The Great Lakes will support mobilization exercises directed by higher authority, and, in addition, direct local NMPS exercises, with a goal of exercising the Great Lakes at least annually. Exercises will be structured to maximize learning and foster teamwork. The NR PERSMOBTEAM (PMT) 1813 should be available to all supporting commands to support NMPS-related training goals.

2. Responsibilities:

a. All commands will include training policy goals above in their annual plans.

b. PERSMOBTEAM(s) will maximize on-site peacetime support to local commands in order to enhance the knowledge, skills and teamwork of its members.

c. All commands coordinate with CO, PERSMOBTEAM 1813 directly to request training in concert with LACMOB and SRA representatives.

d. The LACMOB, Senior Reserve Advisor and CO, PMT 1813 will confer on the planning, conduct, and evaluation of mobilization exercises. LACMOB will coordinate local exercise scheduling with those supporting commands expected to participate.

e. Lessons learned will be incorporated into after action reports for every exercise. This will be forwarded to the LACMOB for consolidation into a NMPS report. The LACMOB will forward a copy of the consolidated reports to BUPERS (PERS 922).

ANNEX K

NMPS MANNING

1. NMPS Staffing

a. Overview. Adequately staffing the NMPS will be one of the highest priorities during a large-scale mobilization. LACMOB, SRA, PMT CO, and all supporting commands will need to coordinate staffing requirements to meet expected activity levels.

b. Background. The basic (STATE) N1 strategy for staffing NMPS functions is as follows:

(1) CURRENT PLAN: Mixed staffing based on throughput level:

(2) 0 - 20/DAY - Accomplished by Active only

(3) 21 - 50/DAY - Accomplished by Active plus a portion of PMT personnel

(4) 51 - 200/DAY - Accomplished by Active plus PMT plus any others (IDENTIFIABLE)

2. Full Manning Requirements. In order to support/process 200 reservists per day, the NMPS would require the following increased manning levels:

a. Personnel Support Activity

(1) PSD, NTC Great Lakes:

Staff	Current	200/day
<u>Receipts</u>		
PNC	1	2
GS5	1	2
PN2	4	8
GS4	2	4
<u>I.D. Cards</u>		
GS5	1	2
GS3	1	2
PN	1	2
<u>Transportation</u>		
GS9	1	1
GS7	1	1
GS5	6	12

* Hours of operation will be adjusted (e.g., weekends, second shift) as necessary to ensure processing of reservists.

(2) PSD, RTC Great Lakes

<u>Staff</u>	Current	200/day
<u>Receipts</u>		
GS6	1	1
GS4	8	16
<u>I.D. Cards</u>		
GS6	1	2
GS4	2	4
<u>Transportation</u>		
GS6	1	2
GS4	1	2

* * Hours of operation will be adjusted (e.g., weekends, second shift) as necessary to ensure processing of reservists.

b. MEDICAL - Naval Hospital (NAVHOSP)

(1) Maintains documentation that represents daily recurring costs and Equipment costs for major items needed to complete reserve processing and doesn't include administrative supplies. The cost assumes that 30 percent SELRES and 70 percent of PIM will require the services, except for HIV, DNA, and selected immunizations would be required (100 percent for PIM). Glasses and gas mask inserts would be required by a minimum 32 percent.

(2) Additional Manpower Requirements

<u>Staff</u>	200/day
Physicians	4
Optometrists	2
Nurses	1
Audiologists	1
Health Care Admin	1
IDCs	1
Optometry Techs	8
Laboratory Techs	4
Audiology Techs	2
Radiology Techs	3
Hospital Corpsmen	28
TOTAL PERSONNEL	55

c. DENTAL

(1) The worst case scenario and a 50-hour workweek were utilized as the calculations basis. Augmentation of current staffing levels will be required

<u>Staff</u>	200/day
--------------	---------

General Practice Dentists (GP)	25
Endodontist	4
Oral Surgeon	8
Dental Technicians (DT)	74

(2) Currently, Dental Clinic facilities are at capacity. There is no room to accommodate additional equipment. The alternatives for processing 400 reservists per day would be to operate on a 24-hour basis with the additional manpower or NTC providing the space for Dental services in another building to be renovated as a NMPS and utilizing the equipment and manpower identified.

d. Food Service Department

(1) No shortfalls noted. Current capacities to order, receive, stow, transfer to the galley, cook and serve food stuffs exceeds demand requirements through a full mobilization scenario. NTC Galley 535 alone could presently handle the full mobilization requirement. Galley 535 is 75% contractor operated and is under agreement to provide for a 4,000 daily ration swing in capacity. Thus, a 1,200 - 1,600 daily ration swing of reservists can easily be absorbed at Galley 535. Only requirement is to notify Food Service Officer, Bldg. 3200, of how many members attaching, when, and where to determine which galley to be geared up.

(2) Additional funding requirements to support increased meal output under partial mobilization (200) responses. Cost of meals, \$18.15/day/reservist, is a fully loaded figure encompassing breakfast, lunch, and dinner meals. Cost of food, wages, utilities, etc. included in calculation.

e. Clothing Department

(1) Given the numerous scenarios for activation of Reserve forces and the variety of locations to which they be sent, the ability of local supply facilities to stock all the possible varieties of uniform items that may be required is not feasible. Much of the required gear may have to be supplied after the personnel have departed Great Lakes.

Staff	200/day
<u>Storekeepers</u>	
E2-E4	6
E5-E6	2
E7-E9	1
Fitters	4
Warehouse Personnel	3
<u>Personnel Transportation Assistants</u>	
YN/E2-E4	1

YN/E5-E6
GS-7

1
10

(2) Local storage/warehouse capacity at Great Lakes is adequate to store all additional clothing and special gear requirements. However, NTC currently relies on a contractor to operate the warehouse. The increased workload for receiving preposition stores and resupplying the clothing issue facility would require the contractor to provide up to (6) additional personnel.

f. Housing Department

(1) No significant issues identified.

g. Public Affairs

(1) General concerns during mobilization. During mobilization, public affairs support requirements can be expected to show a dramatic increase in two areas: media relations and internal information. Current levels of manning would be inadequate in each of these areas.

(2) Personnel. In order to respond to the anticipated increase in requests for information received from civilian media, the following guidelines pertain.

<u>Staff</u>	200/day
03*	2
E7	1
E6	1
E5	2

*16XX designator required

(3) Facilities. No additional facilities are necessary. Augmenting personnel would be assigned existing office space at USN-TV locations.

h. NLSO North Central Detachment

(1) Partial and full mobilization will require the acquisition of four additional computer workstations and six additional telephone lines to fully utilize augmented personnel assets and meet processing.

(2) No augmentation to personnel is required to provide legal support in the event of voluntary recall or Presidential Selected Reserve Recall. Legal support will be available immediately for mobilization. Sustained legal support, at required levels, for partial and full mobilization will not be able to continue beyond one week without personnel and equipment augmentation. For Partial or Full Mobilization, augmentation by

one Personnel Mobilization Team lawyer and one legalman, as well as recall of NRLSO 113, Great Lakes, four lawyers and two legalmen, will be required.

i. Religious Programs/ Support Services

(1) Family Service Center. No significant issues noted.

(2) Chaplains

(a) Chaplain support during mobilization will center on providing chaplain availability at the FSC for family assistance, and at those base locations where personnel are being processed. Normal coverage/ availability at all chaplains' offices will continue as in peacetime. It is doubtful if any mobilized chaplains or RPs can be used to assist during mobilization; however, if current manning of chaplains is not increased, requests for assistance from local reserve chaplains may be expected. Reserve assistance for CACO calls may also be utilized.

(b) No additional funding or equipment requirements are anticipated.

j. Personnel Mobilization Teams 1813

(1) Optimum SELRES augmentation of the active duty NMPS organization currently exceeds funded PMT 1813 manning levels. The following is a summary of billets which have been identified as necessary for maximum efficiency during periods of full mobilization.

Staff Officer	Current*	200/day
<u>11XX</u>		
O-5	1	1
O-4	2	3
O-3	1	1
<u>21XX</u>		
O-6	0	1
O-5	1	1
O-4	0	3
<u>22XX</u>		
O-6	0	1
<u>23XX</u>		
O-5	0	1
<u>25XX</u>		
O-5	2	4

<u>31XX</u>		
<u>0-4</u>	1	1
0-3	0	1
<u>41XX</u>		
<u>0-4</u>	2	5
Staff	Current*	200/day
Enlisted		
DK/E5-E7	0	12
DT/E4-E7	0	12
DP/E6-E7	2	2
HM/E4-E5	1	23
LN/E6-E7	1	3
MS/E5-E7	0	12
PN/E4-E7	3	20
RP/E4-E6	0	2
SK/E4-E7	6	15
YN/E4-E7	6	12

* Represents funded billets.

The difference between current and manning at 200/day represents unfunded SELRES billets. Funding and manning of these additional billets will require a revision and restructuring of the NTC AMD.

ANNEX L

LIST OF ACRONYMS

1. The following acronyms are used in this plan:

ADDU	Additional Duty
ADSW	Active Duty for Special Work
AOR	Area of Responsibility
BDU	Battle Dress Uniform
BUPERS	Bureau of Naval Personnel
CINC	Commander-in-Chief
CINCLANTFLT	Commander in Chief, Atlantic Fleet
CINCPACTFLT	Commander in Chief, Pacific Fleet
COA	Course of Action
CONUS	Continental United States
DCNO	Deputy Chief of Naval Operations
DJMS	Defense Joint Military Pay System
DEERS	Dependent Enrollment System
DODFMR	Department of Defense Financial Management Regulations
FISC	Fleet and Industrial Support Center
FSC	Family Services Center
FTS	Full Time Support
FY	Fiscal Year
HHG	Household Goods
HIV	Human Immunodeficiency Virus
IMS	Individual Mobilization Status
IRR	Individual Ready Reserve (part of the PIM)
JAG	Judge Advocate General
JCS	Joint Chiefs of Staff
JPTTA	Joint Personnel Training and Tracking Activities
JSCP	Joint Strategic Capabilities Plan
LACMOB	Local Area Coordinator for Mobilization
MAA	Master - At - Arms
MAS	Mobilization Availability Status
MMSP	Manpower Mobilization Support Plan
MOBEX	Mobilization Exercise
MOU	Memorandum of Understanding
MRC	Major Regional Contingency
NAVBASE	Naval Base
NAVPTO	Naval Personnel Transportation Office
NCA	National Command Authority
NCMP	Navy Capabilities and Mobilization Plan
NEC	Navy Enlisted Classification Code
NLSO	Naval Legal Services Office
NMPS	Navy Mobilization Processing Site
NOBC	Navy Officer Billet Code
NRA	Naval Reserve Activity (i.e. Reserve Center)
NR PERSMOBTEAM	Naval Reserve Personnel Mobilization Team (also "PERSMOBTEAM" or "PMT")

N&MCRC	Naval and Marine Corps Reserve Center
OCIE	Organizational Clothing and Individual Equipment
OSD	Office of the Secretary of Defense
PIM	Pretrained Individual Manpower
PLA	Plain Language Address
PMT	(Naval Reserve) Personnel Mobilization Team
POA	Power of Attorney
POE	Port of Embarkation
POM	Preparation and Onward Movement
POV	Personally Owned Vehicle
PSA	Personnel Support Activity
PSD	Personnel Support Activity Detachment
PSRC	Presidential Selected Recall
RESCEN	Reserve Center (also "NRA")
RSTARS	Reserve Standard Training Administration Readiness Support
SCB	Special Cases Board
SDS	Source Data System
SELRES	Selected Reserve (member drills in a paid mobilization billet)
SGLI	Serviceman's Group Life Insurance
SRA	Senior Reserve Advisor
TAD	Temporary Assigned Duty
TAR	Training and Administration of Reserves
USERRA	Uniformed Services Employment and Reemployment Rights Act