

# Defense Logistics Agency Instruction



DLAI 7610  
Effective October 30, 2003  
Last Review April 5, 2010  
J-9

## Reserve Activation

References: Refer to [Enclosure 1](#).

1. **PURPOSE.** This instruction establishes policies and assigns responsibilities for planning and executing a DLA Reserve Activation Program. The intent is to ensure that reservists and their DLA supervisors are aware of the activation sub processes required prior to activation. The value added is that DLA reservists, Primary Level Field Activities (PLFA) and headquarters directorates will be aware of their responsibilities and actions to be taken along with J-9, prior to activation.
  
2. **APPLICABILITY.** This instruction applies to Headquarters (HQ) DLA and DLA PLFA.
  
3. **POLICY.** Reserve activation is an integral part of reserve support to J-Codes and PLFA. It is imperative that reserve members are ready to activate for peacetime support, contingencies, and deployments incident to military service. Leaders, managers and supervisors at all levels are responsible for creating a climate of training and support for the reservist. Reservists who are trained and prepared for activation are more self-reliant and better able to manage the tasks presented upon their activation.
  
4. **RESPONSIBILITIES.**
  - a. Director, DLA provides operational guidance and direction to the Director, Joint Reserve Force (JRF).
  
  - b. Director, J-9 reports status of JRF to Director and Vice Director, DLA.
  
  - c. Director, J-9 manages the JRF program.
  
  - d. Joint Reserve Personnel Administration Division (J-91) and Operations Division (J-94) report to the Director, J-9.
  
  - e. Joint Reserve Personnel Administration Division (J-91) is responsible for managing DLA reservists, including assignments to authorized billets.

- f. Joint Reserve Operations Division (J-94) is responsible for coordination efforts of activation and deployment of DLA reservists including re-deployment.
- g. HQ DLA J-9 staff, Field Activity and J/D Code reserve coordinators implement JRF policy and administer the program.
- h. Reserve coordinators are assigned and funded by the J-Code/Field Activity.
- i. HQ DLA J-9 staff facilitates and coordinates support requirements for non-DLA reserve assets to support DLA.
- j. DFAS/PFI program homepage [http://pfi.dod.mil/PFI\\_Online.html](http://pfi.dod.mil/PFI_Online.html) .

5. PROCEDURES. Refer to [Enclosure 2](#).

6. EFFECTIVE DATE. October 30, 2003.

Director, DLA Enterprise Support

3 Enclosures

Enclosure 1 – References

Enclosure 2 – Procedures

Enclosure 3 – Additional Information

Enclosure 1  
References

1. DLAM 1300.1, Military Personnel Administration, dated 2 May 1996
2. HQ DLA General Order No. 8-00, dated 11 Sep 00
3. HQ DLA General Order No. 2-01, dated 26 Mar 01
4. HQ DLA General Order No. 2-05, dated 1 Apr 05
5. AR 611-1, Military Occupational Structure Development and Implementation, dated 30 Sep 97
6. DCS, Army G-1, Personnel Policy Guidance (last update Feb 2010).
6. NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications
7. NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards.
8. BUPERSINST 1001.39F, Administrative Procedures for Navy Reservists.
9. AFMAN 36-2105, Officer Classification
10. AFMAN 36-2108, Airman Classification
11. AFI 36-2629, Individual Mobilization Augmentee Management
12. MCO P 1200.7C, Military Occupational Specialties Manual
13. OPNAVINST 1000.16K, Navy Total Force Manpower Policies and Procedures
14. COMNAVRESFORINST 1001.5E, Administrative Procedures For The Drilling Reserve and Participating Members of the Individual Ready Reserve (IRR).
15. MCO 1001.62, Individual Mobilization Augmentee Program
16. MCO P1001R.1J, Marine Corps Reserve Administrative Management Manual (MCRAMM)

Enclosure 2  
Procedures

1. Reservists are assigned to the Defense Logistics Agency by appropriate Service Reserve Component personnel activity.
2. General Order Number 2-01 dated March 26, 2001 directs the Director, Joint Reserve Force to serve as the principal staff advisor in development and application of Joint Reserve Force readiness policies and programs.
3. General Order Number 2-05 dated April 1, 2005 established the Chief, Operations Division (J-94) as the conduit for all DLA reserve activation and mobilization matters.
4. General Order Number 2-01 as modified by General Order 02-05, established the Chief, Joint Reserve Personnel Administration Division (J-91) as the conduit for all DLA Reserve administrative, recruitment, and personnel matters among the Services and HQ DLA, PLFA, Joint Reserve Team Leaders (JTL), and Reserve Coordinators.
5. J-Code/PLFA requires temporary additional manning to meet operational requirements.
6. J-Code/ PLFA determines whether the requirement is for peacetime support, surge, or deployment to support contingency operation.
7. J-Code/PLFA submits request for DLA Reservist to J-94.
8. J-94 reviews validated requests for reservists and determines which Service Component can best satisfy the requirement, unless J-Code/PLFA provides a by-name request.
9. If the requirement for a reservist is for peacetime support, then J-94 may request Active Duty Training (ADT), Active Duty Other Training, (ADOT) or Active Duty Operational Support (ADOS), or Military Personnel Appropriation (MPA), funding depending upon the Service, to bring reservists on active duty to assist a J-Code/PLFA.
10. If the requirement for a reservist is to support a surge, then J-94 may request ADOS or MPA funding depending upon the Service, to bring reservists on active duty to assist a J-Code/PLFA.
11. If the requirement for a reservist is for DLA Support Team (DST) in support of an operation with Presidential Reserve Callup (PRC) or Partial Mobilization of reservists, J-94 may request mobilization through the parent Service.
12. If the requirement for a reservist is for deployment to support contingency operations, then J-94 may request ADOS, MPA, or mobilization through the parent Service.
13. If the requirement is in support of DLA "day to day" operations, the Personnel Force Innovation (PFI) Program provides an additional option for J-Code/PLFA to use as a vehicle for activation of reservist for peacetime or surge support, but not for DST or contingency deployment. PFI should be considered the alternative of last resort and may be used for Army

or Air Force personnel only. It is preferable to mobilize an assigned, qualified, experienced, volunteer DLA reservist.

14. The requesting J-Code/PLFA must pay all PFI costs from their working capital funds.

15. J-9 is the DLA single point of contact for coordinating all PFI requests with Defense Finance and Accounting Service (DFAS).

16. Each J-Code/PLFA reviews and validates reserve billet requirements annually to confirm that they are appropriately structured and located.

17. When conditions at a particular J-Code/PLFA require additional manning or contingency support, reservists assigned to other J-Code/PLFAs should be the first consideration.

18. If no reservists assigned to DLA are available, reservists not assigned to DLA may be utilized upon concurrence of the command the reservist is assigned to. J-Code/PLFA contacts J-94 to screen for DLA reservists assigned or reservists not assigned to DLA.

19. J-94 works through parent Service to acquire required ADOS, MPA, or mobilization authority.

20. If J-Code/PLFA determines PFI tour is appropriate; the PFI is coordinated with the Deputy Director, J-9 and J-95, and forwarded to DFAS/PFI.

21. J-94 tracks members on ADOS, MPA or mobilization orders for duration of assignment.

22. J-95 tracks all Service members on PFI with DLA, coordinates with the PFI program office, maintains a roster, and contacts PFI tour participants on not less than a quarterly basis.

23. For detailed discussion of procedures and further additional information, see [Enclosure 3](#).

Enclosure 3  
Additional Information

1. Definitions:

a. Joint Reserve Force (JRF). The JRF is the term used for all reservists assigned to DLA, regardless of the Service in which they serve.

b. Reservist. As used in this directive, this term applies to members of the selected reserve of the Army, Navy, Air Force, and Marine Corps. This term includes both IMAs and unit reservists.

c. Unit Reservists. Most Navy reservists are assigned to DLA mobilization billets within an administrative reserve unit in peacetime and report to their Unit Commanding Officer for Inactive Duty Training (IDT). Upon mobilization, they report to the supervisor of the mobilization position at their DLA activity.

d. Individual Mobilization Augmentees (IMAs). IMAs are reservists assigned to individual mobilization billets at DLA activities, usually in staff positions. IMAs are assigned and report to the supervisors of the positions they fill in peacetime and upon mobilization. All Air Force and Marine Corps reservists assigned to DLA are IMAs.

e. Troop Program Unit (TPU). A TPU is an Army organization composed of a specific number of personnel, equipment (if required/authorized), with a specific mission to perform a function as identified by the Chief, Army Reserve and other Department of the Army agencies.

f. Army Reserve Element (ARE). An ARE is an organization that is currently structured as the USAR slice of a combatant command or combat support agency. It provides USAR support for rapid expansion during crisis or contingency operations. It provides trained Army Reserve Component (RC) command and control staff.

g. DLA Support Team (DST). A team of DLA liaison officers and functional experts under the command of a DST Commander, that can be rapidly deployed to provide support to a Combatant Commander (COCOM), Joint Task Force (JTF), or subordinate commanders during regional conflicts, contingency operations, mobilization, emergencies, flexible deterrent options, peacetime disaster relief operations, exercises, or other situations. Reservists may be assigned to a DST. This team's commander is the principal representative of the Director, DLA, to the Combatant Command for support within the Joint Operations Area and provides a single point of contact. The team can provide liaison officers; materiel management representatives; distribution management representatives; disposal, reutilization, and marketing representatives; and fuels management representatives. While deployed in theater the DST is under the tactical control (TACON) of the Combatant Command, who may further delegate this relationship as required.

h. Primary Level Field Activities. PLFAs are the major organizational components of DLA. The Directors of these activities are responsible for the performance of operations within the scope of assigned missions and functions.

i. Contingency Operations. Identify and mobilize DLA Reservists as needed to support DLA and PLFAs providing trained and qualified military personnel to support combatant commanders' requests for forces through DLA Support Teams (DST).

j. Surge. Mobilize DLA and PLFA requested Reservists in accordance with promulgated mobilization policy to meet DLA pre-defined military essential requirements. Undocumented/unplanned requirements will be filled through the reallocation of existing resources available to the Activity Commander. Unfilled requirements will be referred to J-9 for JRF and Service coordination.

k. Partial Mobilization. Presidential declaration of national emergency and authorization for involuntary recall of up to one million ready reservists for up to 24 months. Authority: 10 U.S.C. 12302.

l. Full Mobilization. Congressional declaration of national emergency. All Reservists in the force structure are involuntarily mobilized for duration of the crisis plus six months. Authority: 10 U.S.C. 12301(a).

## 2. DLA Joint Reserve Force Organization

a. Director, Joint Reserve Force (J-9). The Director, Joint Reserve Force is responsible for the management and utilization of the Joint Reserve Force (JRF). The Director develops and administers plans, policies and procedures for the JRF to assist DLA in support of Military Services, Combatant Commanders, other Combat Support Agencies, and designated Federal agencies. The Director is assisted by a civilian Deputy Director and an Executive Officer, while an Army and Air Force Reserve Brigadier General are authorized as the J-3/4 Assistant Director for Logistics Operations and Customer Operations, respectively.

b. Chief, Joint Reserve Personnel Administration Division (J-91). The Joint Reserve Personnel Administration Division manages, coordinates, and facilitates the JRF program for all matters pertaining to personnel management and services. The Division is the conduit for all DLA Reserve administrative, recruitment, and personnel matters among the Services and HQ DLA, PLFAs, Joint Reserve Team Leaders (JTL), and Reserve Coordinators.

c. Chief, Operations Division (J-94). The Operations Division coordinates all Reserve Component requirements within DLA to include mobilization and active duty tours. This Division is the conduit for all DLA Reserve activation matters (e.g., DST team manning, equipping, training, and planning) among the Services, HQ DLA, PLFAs, Joint Team Leaders (JTL), and Reserve Coordinators.

d. Service Structure. The JRF consists of Reserve Component members of the Military Services in the categories of Individual Mobilization Augmentees (IMA) and unit reservists.

(1) All Air Force Reservists assigned to DLA are IMAs, and are administratively managed by the Reserve Management Group (RMG) and the Air Reserve Personnel Center (ARPC).

(2) Army Reservists at DLA are assigned to the Troop Program Unit (TPU), and administratively managed by the DLA Army Reserve Element (ARE) with Base Operations (BASOPS) support provided by the U.S. Army Reserve Command.

(3) Navy Reservists assigned to DLA are unit personnel, OPCON to DLA, and are administratively managed by their assigned Navy Operational Support Center (NOSC). The Navy Reserve unit structures are used to manage the personnel, administrative actions, and training of the Navy Reservists.

### 3. Air Force Reservists.

a. Peacetime. All Air Force Reservists are IMAs assigned to specific billets at DLA activities and rostered on Air Force Reserve manpower authorization documents. Air Force IMAs generally train during peacetime in their assigned mobilization billet. The Reservist is OPCON to the Field Activity Commander, and specifically to the active duty military or civilian supervisor assigned by the activity position description, and organizationally to the Service Team Leader, Joint Team Leader and Reserve Coordinator. USAFR IMAs are administratively managed by J-9.

b. Military Personnel Appropriation (MPA) for Active Duty Support. MPA is used to perform or support active duty missions or the active duty force. Request is submitted through the Field Activity to DLA, J-94 Air Force Team. Documents required with request are AF Form 49, Letter of Justification, Statement of Understanding, and DD Form 1610 if travel and per diem funds are required. Air Force reservists are limited to a maximum of 139 MPA man days in a fiscal year. Waiver requests beyond 139 MPA man-days are approved by HQ USAF/DPLFR. Once reviewed and approved by J-94 the request will be forwarded to the Air Force Team MPA program manager for orders to be published. For active duty tours 30 days or greater, service member must report to the nearest military personnel flight (MPF) customer service for issue of Active Duty ID card and DEERS enrollment. All Reservists will coordinate with their reserve coordinators prior to coming off tour to ensure appropriate administrative in and out-processing is completed.

c. Reserve Personnel Appropriation (RPA) for Reserve Mission Support. RPA is used for training or for Reserve mission support. This includes Annual Training (AT), Inactive Duty Training (IDT), school and operational or special tours (ADOS). For AT, school and special tours, request is submitted by member through the supervisor in coordination with the reserve coordinator to J-91 to be forwarded to Air Force Team Program Manager through the internet using the Air Force Reserve Orders Writing System (AROWS). All requests other than AT will be reviewed by J-94. J-91 will forward request to the Air Force Team Program Manager, HQ Air Reserve Personnel Center (ARPC) to approve and then publish orders. All Air Force personnel will complete administrative in-processing with J-91 prior to reporting to their active duty stations.

d. For special tours of Active Duty for Operational Support (ADOS), Air Force reservists are limited to a maximum of 139 days in a fiscal year. Waiver requests beyond 139 RPA days, not to exceed 179 days are approved by HQ ARPC/DPS. For ADOS tours 30 days or greater, service member must report to nearest military personnel flight (MPF) customer service for issue of active duty ID card and DEERS enrollment. All Air Force personnel will complete



administrative in-processing with J-91 prior to reporting to their active duty stations. All Air Force Reservists will coordinate with their reserve coordinators prior to coming off tour to ensure appropriate administrative in and out-processing is completed.

e. Mobilization. When activated, Air Force Reservists are OPCON to the Field Activity Commander, and continue to be administratively managed by J-9.

f. Presidential Reserve Call-Up (PRC). Requests are submitted thru J-Code/PLFA to DLA, J-94. Documents required with request are Letter of Justification, Statement of Understanding, Mobilization Questionnaire, and DD Form 1610 (for travel and per diem funds). Maximum length of tour is 270 days. Once reviewed by J-94, request will be forwarded to HQ USAF/CAT-XOXW for approval. HQ USAF/CAT-XOXW will forward approved request to J-94 who will forward it to HQ ARPC/PRC to publish orders. All Air Force personnel will complete administrative in-processing with J-91 prior to reporting to their active duty stations. Personnel reporting to a CONUS assignment will report to PLFA and in-process at the nearest military personnel flight (MPF). Personnel deployed overseas will report to the CONUS Replacement Center (CRC).

g. Partial Mobilization. Requests are submitted thru J-Code/PLFA to DLA, J-94. Documents required are Letter of Justification, Statement of Understanding, Mobilization Questionnaire, and DD Form 1610 (for travel and per diem funds). Tour length is 365 days, but can be extended to 730 days. Once reviewed, J-94 will forward request to HQ USAF/CAT-XOXW for approval. HQ USAF/CAT-XOXW will forward approved request to J-94 who will forward it to HQ ARPC/PTC to publish orders. All Air Force personnel will complete administrative in-processing with J-91 prior to reporting to their active duty stations. Personnel reporting to a CONUS assignment will report to PLFA and in-process at the nearest military personnel flight (MPF). Personnel deployed overseas will report to the CRC for in-processing.

h. Release From Active Duty (REFRAD)/Demobilization. The process of releasing DLA Reservists from an active duty status and returning them to their previous status. DLA personnel may be deployed as a team; however, they will most likely be deployed as individual reservists in support of a military operation. Regardless of category, all DLA personnel will demobilize back through the Military Installation, Mobilization Station, or CONUS Replacement Center where the individual in-processed. All Air Force personnel will out-process thru J-91 or PLFA prior to returning home. J-91 or PLFA will ensure that all administrative out-processing checklists are complete prior to releasing the service member.

i. The following items must be considered as appropriate: active duty sanctuary (if applicable), awards and decorations, DD Form 214, Performance Reports (EPR/OPR/LOE), leave accrued, medical requirements, pay, travel voucher, reenlistments/extensions (if applicable), retention on active duty (if applicable), separations (if applicable), ID card turn-in, DD Form 93 and SGLI.

#### 4. Army Reservists.

a. Peacetime. All DLA Army Reservists are members of the Army Reserve Element, a troop program unit (TPU), and are assigned to specific billets at DLA activities on Army Reserve Manpower Authorization documents. Army Reservists train, work, and mobilize in the specific

billet within that activity. Army Reservists are OPCON to the Field Activity Commander, and specifically to the military or civilian supervisor, and administratively to the TPU Commanding Officer.

b. Active Duty Operational Support (ADOS). Request is submitted thru J-Code/PLFA through or in collaboration with J-3/4 JLOC to DLA J-94. Documents required with request are DA Form 1058-R, Volunteer Selection Form/30-day waiver, previous mob/CO-ADOS orders/DD 214 and detailed Letter of Justification. Maximum length of Boots of the Ground (BOG) is 179 days. Once reviewed by J-94, the operations officer will format and append a COL/O-6 forwarding memorandum to the documents via the Department of the Army Mobilization Processing System (DAMPS) to HQDA G-3 Mob Cell. Packet is routed through the 377th Sustainment Command and US Army Reserve Command for funding approval. Orders will be published by the Human Resource Command (HRC) St. Louis. HIV test results must be within 6 months. For active duty tours 30 days or greater, service member must in-process at nearest Military Personnel Office (MILPO). For tours less than 30 days there is no requirement to in-process at a military installation.

c. Contingency Operation-Active Duty Operational Support (CO-ADOS). Request is submitted thru J-Code/PLFA through or in collaboration with J-3/4 JLOC to DLA J-94. Documents required with request are DA Form 1058-R, Volunteer Selection Form/30-day waiver, previous mob/CO-ADOS orders/DD 214 and detailed Letter of Justification. Maximum length of Boots of the Ground (BOG) is 179 days. Once reviewed by J-94, a 06 letter is attached to the documents and forwarded via DAMPS to HQDA G-3 Mob Cell. Packet is routed through the 377th TSC, Readiness Command for funding approval. Orders will be published by the Human Resource Command (HRC) St. Louis. All SM will report Fort Belvoir, J-91 on the start date of the mob orders to in-process. HIV test results must be within 6 months. Fort Belvoir Directorate of Plans, Training, Mobilization and Security (DPTMS) Mob Cell will cut TCS orders to send SM to CRC Fort Benning, GA.

d. Mobilization. When activated, Army Reservists are OPCON to the Field Activity Commander, unless otherwise assigned or deployed and continue to be tracked by the DLA ARE.

e. Presidential Reserve Call-Up (PRC). Requests are submitted thru J-Code/PLFA to DLA, J-94. Documents required with request are DA Form 1058-R, Letter of Justification, and HIV clearance. Maximum length of tour is 270 days. Once reviewed by J-94, request will be forwarded to the 377th Sustainment Command, US Army Reserve Command (USARC) and US Army Forces Command (FORSCOM) for funding validation and approval. FORSCOM will forward request to DA G-3 Mobilization Office who will forward to US Army, Human Resources Command to publish orders. All Army Reservists will in-process with J-91 prior to reporting to their active duty stations. Personnel reporting to a CONUS assignment will report to PLFA and in-process at the nearest Military Personnel Office (MILPO). Personnel deployed overseas will report to the CRC for in-processing.

f. Partial Mobilization (PM). Requests are submitted thru J-Code/PLFA to DLA, J-94. Documents required with request are DA Form 1058-R, Letter of Justification, HIV clearance. Tour length is 365 days; can be extended to 730 days. Once reviewed by J-94, documents are coordinated with the 377th Sustainment Command and forwarded to HQDA Mobilization Office

for validation and approval. Once approved, DA Mobilization Office will forward request to US Army, Human Resources Command to publish orders. All Army Reservists will in-process with J-91 prior to reporting to their active duty stations. Personnel reporting to a CONUS assignment will report to PLFA and in-process at the nearest Military Personnel Office (MILPO). Personnel deployed overseas will report to the CRC for In-processing.

g. Release From Active Duty (REFRAD)/Demobilization. All activated Army Reservists will demobilize and be released from active duty upon out-processing from the appropriate CRC and complete a Reconstitution Checklist. The individual reservist will certify to the best of his or her knowledge that the information provided is accurate and up to date. A Certifying Official, an O4/Major or higher must certify the Reconstitution Checklist. The installation Commander or his designated representative will validate all requests prior to releasing service members.

h. Out-processing. The following checks will be completed and documentation forwarded to J-91 for all Army Reservists demobilizing: verification of the appropriate identification card, promotions, performance evaluations, SGLI reviewed/updated, documentation of all awards/promotion since deployment, mandatory out-briefs, DD-214, REFRAD orders, and Finance/Travel Pay brief turn in of all required organizational clothing and personal equipment, transfer or termination of government purchase card. All Army Reservists will coordinate and out process with J-91 and the Fort Belvoir Mobilization Station prior to returning home. J-91 will ensure that all administrative out-processing checklists are complete prior to releasing the service member.

i. Per the Department of the Army Personnel Policy Guidance (PPG) for Contingency Operations in Support of GWOT regarding Temporary Duty (TDY) Orders for deploying soldiers; "the use of TDY orders (DD Form 1610) for the use of deploying Soldiers to the area of operation is NOT AUTHORIZED. Exception to this policy is for Soldiers deploying to theater for 30-days or less (including travel)."

j. The DLA Army Reserve Element will provide the respective Joint Team Leader, Reserve Coordinator and Navy Unit Commander, when applicable, prompt status updates on manning assignments, changes, contact information, training completion, and other pertinent mobilization and readiness information for each member assigned to the unit.

## 5. Navy Reservists.

a. Peacetime. DLA Navy Reservists are assigned in Reserve Units both in JMAPS (Joint Manpower and Personnel System) and in the Navy's official manpower database, TFMMS (Total Force Manpower Management System). All Navy Reserve personnel are assigned to, and train for, deployment on specific billets in accordance with J-9 guidance. Augmentation Navy Reserve units are assigned to their parent DLA activity on all manpower documents at specific Navy Defense Working Capital Fund (NDWCF) activities. In conjunction with training for their primary mission, all Navy Reservists can perform peacetime contributory support for their DLA Field Activity to reinforce their training. Navy Reservists are OPCON to their reserve unit Commanding Officer (CO). Unless established through official orders, Navy Reserve Unit COs are OPCON to their Navy Operational Support Center (NOSC) CO. When orders for reserve unit COs are prepared with an additional duty clause, they then have dual lines of responsibility to their assigned DLA activity commander, and their NOSC CO. With additional duty orders, DLA

Activity Commanders are authorized and strongly encouraged to prepare and submit current Fitness Reports on the Navy Reserve Unit CO in accordance with BUPERSINST 1610.10B, Chapter 9.

b. Active Duty Operational Support (ADOS). The program provides the active duty forces with the reserve support to facilitate the emergent, unplanned and non-recurring short-term projects which cannot be accomplished with assigned personnel. Generally, ADOS is not for training, and not designed to fill gapped billets. Commands requiring long-term solutions should consider General Recalls and/or mobilization. Typically, ADOS is 90 to 179 days in duration, to include recall and separation of members. ADOS request are submitted with a Military Interdepartmental Purchase Request (MIPR), DD Form 448, initiated and funded by the J-Code/PLFA to J-94. J-94 will review all requests prior to forwarding for approval. J-94 will verify requests are accurate and complete prior to submitting request to Chief, Navy Personnel (CNP) for approval. Once approved, orders will be produced by CNP directing service member to report to their NOSC. All Navy personnel will complete administrative in-processing with their reserve coordinator prior to reporting to the NOSC. After in-processing at NOSC, service member will continue to the local supporting Personnel Support Detachment (PSD) to complete in-processing. Service member will then proceed to Ultimate Duty Station (ULTDUSTA) IAW orders. A Fitness Report or evaluation must be completed in accordance with BUPERSINST 16101.10B, Chapter 9.

c. Activation. Once mobilized, Navy Reservists are accountable to the ultimate duty station DLA Field Activity Commander in accordance with their orders. Periods of active duty under mobilization orders, greater than 10 days, require a Fitness Report or evaluation in accordance with BUPERSINST 16101.10B, Chapter 9.

d. Presidential Reserve Call-Up (PRC). Mobilization authority is only authorized with specific Joint Chiefs of Staff approved Operations and/or Contingencies. PLFA/J-Codes will submit requests for reservists to be mobilized, normally in conjunction with a DST nomination, to J-9 via J-3/4 JLOC. Once the nominee is approved through the J-3/4 JLOC process to deploy on a DST, J-3/4 JLOC provides billet details and scheduled Navy Individual Augmentee Combat Training Center (NIACT) arrival date to J-94 for review and Service resource determination. J-94 will submit PRC Mob Request to OPNAV Mob Cell for initial validation and forward to Chief of Navy Operations Code N31 for approval. When approved, Commander, Navy Reserve Force (CNRF) and Chief of Navy Personnel (CNP) Code 4G1 coordinate to prepare orders. Service members are contacted by their NOSC and given a date to report to the NOSC. Service member reports as ordered, completes initial check-in, then proceeds to the specified Navy Mobilization Processing Station (NMPS) for continued processing, finally reporting to the ultimate duty station (ULTDUSTA) in accordance with published orders. If the ultimate duty station is overseas, the member may be required to process through a NIACT enroute to the ultimate duty station.

e. Partial Mobilization (PM). Mobilization authority is only authorized with specific JCS approved Operations and/or Contingencies. PLFA/J-Codes will submit requests for reservists to be mobilized as staff augmentation to a field activity or in conjunction with a DST nomination to J4/JLOC. Requests for staff augmentation require a letter of justification from the activity commander; requests for DST nominations require nomination from the activity DST Coordinator. Once a DST nominee is approved through the J-3/4 JLOC process to deploy on a

DST, J-3/4 JLOC provides billet details and scheduled NIACT date to J-94 for review and Service resource determination. Staff augmentations have no J-3/4 approval process and will be forwarded directly to J-94 for processing. J-94 will submit Partial Mobilization requests to OPNAV Mob Cell for initial validation. They are then forwarded to Chief of Navy Operations (Code N31) for approval. When approved, Commander, Navy Reserve Force (CNRF) and Chief of Navy Personnel (Code 4G1) coordinate to prepare mobilization orders. Service member is contacted by their NOSC and given a date to report to the NOSC. All Navy personnel will complete administrative in-processing with their reserve coordinator prior to reporting to the NOSC. Service member reports as ordered, completes initial check-in, proceeds to the specified NMPS for continued processing, finally reporting to the ultimate duty station (ULTDUSTA) in accordance with published orders. When the ultimate duty station is overseas, the member may be required to process through the Navy Individual Augmentee Combat Training (NIACT) course as a condition of deploying into the Combatant Commander's theatre of operations as an additional intermediate stop enroute to the ultimate duty station.

f. Demobilization. Navy personnel will normally demobilize in the reverse order of mobilization. J-94 will coordinate all demobilization efforts with Chief of Navy Operations, Chief of Navy Personnel, Commander, Navy Reserve Force, the parent DLA field activity reserve coordinator, as well as with the member. Out processing from mobilization from any DLA activity requires the completion of an individual Fitness Report or evaluation in accordance with BUPERSINST 1610.10B, Chapter 9, for the period of duty. Any award package should be completed in a timely manner as well.

## 6. Marine Corps Reservists.

a. Peacetime. All Marine Corps Reservists are IMAs assigned to specific billets at DLA activities and rostered on Marine Corps manpower authorization documents. Marine Corps IMAs generally train during peacetime in their assigned mobilization billet. The Reservist is OPCON to the Field Activity Commander, and specifically to the active duty military or civilian supervisor assigned by the activity position description, and organizationally to the Service Team Leader, Joint Team Leader and Reserve Coordinator. USMCR IMAs are administratively managed by J-9. In conjunction with training for their primary mission, all Marine Corps Reservists can perform peacetime contributory support for their DLA Field Activity to reinforce their training.

b. Active Duty for Special Work (ADSW). The program provides the active duty forces with the reserve support to facilitate the emergent, unplanned and non-recurring short-term projects which cannot be accomplished with assigned personnel. Generally, ADSW is not for training, and not designed to fill gapped billets. Commands requiring long-term solutions should consider General Recalls and/or mobilization. Typically, ADSW is 90 to 179 days in duration, to include recall and separation of members. ADSW requests are submitted to J-9 on a NAVMC 11350. J-94 will review all requests prior to forwarding for approval. J-94 will verify requests are accurate and complete prior to submitting request to Commandant of the Marine Corps/Reserve Affairs Manpower (CMC/RAM-7) for approval. Once approved, orders will be produced by CMC/RAM-7 directing service member to report to their Reserve Support Unit (RSU). All Marines will complete administrative in-processing with their reserve coordinator prior to reporting to the RSU. After in-processing at RSU, service member will continue to the local supporting Personnel Processing Center (PPC) to complete in-processing. Service member will then proceed to Ultimate Duty Station (ULTDUSTA) IAW orders.

c. Activation. Once mobilized, Marine Reservists are accountable to the ultimate duty station DLA Field Activity Commander in accordance with their orders.

d. Presidential Reserve Call-Up (PRC). Mobilization authority is only authorized with specific Joint Chiefs of Staff approved Operations and/or Contingencies. PLFA/J-Codes will submit requests for reservists to be mobilized, normally in conjunction with a DST nomination, to J-9 via J-3/4 JLOC. Once the nominee is approved through the J-3/4 JLOC process to deploy on a DST, J-3/4 JLOC provides billet details and scheduled CRC date to J-94 for review and Service resource determination. J-94 will submit PRC Mob Request to Manpower Integration & Analysis (MPP-50) Mob Cell for initial validation and forward to Assistant Secretary of Navy – Reserve Affairs (ASN – RA) for approval. When approved, Marine Corps Mobilization Command (MOBCOM) and Marine Manpower Management Force Augmentation (MMFA-2) coordinate to prepare orders. Service members are contacted by their RSU and given a date to report to the RSU.

e. Partial Mobilization (PM). Mobilization authority is only authorized with specific JCS approved Operations and/or Contingencies. PLFA/J-Codes will submit requests for reservists to be mobilized as staff augmentation to a field activity or in conjunction with a DST nomination to J4/JLOC. Requests for staff augmentation require a letter of justification from the activity commander; requests for DST nominations require nomination from the activity DST Coordinator. Once a DST nominee is approved through the J-3/4 JLOC process to deploy on a DST, J-3/4 JLOC provides billet details and scheduled CRC date to J-94 for review and Service resource determination. Staff augmentations have no J-3/4 approval process and will be forwarded directly to J-94 for processing. J-94 will submit Partial Mobilization requests to Manpower Integration & Analysis (MPP-50) Mob Cell for initial validation. They are then forwarded to Assistant Secretary of Navy – Reserve Affairs (ASN – RA) for approval. When approved, Marine Corps Mobilization Command (MOBCOM) and Marine Manpower Management Force Augmentation (MMFA-2) coordinate to prepare mobilization orders. Service member is contacted by their RSU and given a date to report to the RSU. All Marines will complete administrative in-processing with their reserve coordinator prior to reporting to the RSU. Service member reports as ordered, completes initial check-in, proceeds to the specified RSU for continued processing, finally reporting to the ultimate duty station (ULTDUSTA) in accordance with published orders. When the ultimate duty station is overseas, the member may be required to process through the CONUS Replacement Center (CRC) as a condition of deploying into the Combatant Commander's theatre of operations as an additional intermediate stop enroute to the ultimate duty station.

f. Demobilization. Marines will normally demobilize in the reverse order of mobilization. ULTDUSTA should forward any award package should be completed in a timely manner.