



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380-0001

MCO 1150.1A  
MR:WIJ:hp  
1 Apr 98

MARINE CORPS ORDER 1150.1A

From: Commandant of the Marine Corps  
To: Distribution List

Subj: RECRUITING SUPPORT OFFICER PROGRAM

Ref: (a) DOD Directive 1344.10 (Political Activities)  
(b) MCO P1001R.1 (MCRRAM)  
(c) MCO 1001.59 (TF/ADSW)  
(d) MCO P1610.7 (Fitness Reports)  
(e) MCO 1741.8 (SGLI)

Encl: (1) Duties and Responsibilities of Recruiting Support  
Officers  
(2) RSO Program IMA Det Organizational Chart  
(3) Request For Inter-Unit Transfer  
(4) IMA Assignment Orders  
(5) [NAVMC 11350](#) (Request For Reserve Active Duty Orders)  
(6) [NAVMC 799](#) (Equivalent Instruction Report)  
(7) Annual District RSO Roster  
(8) Unit Muster Sheet  
(9) Quarterly Report  
(10) Annual Report  
(11) [NAVMC 11349](#) (Budget Submission Form)

Reports Required:

1. Recruiting Support Officers Activities/Projects Report
2. Recruiting Support Officer Team Leader Quarterly and Annual Report
3. District Recruiting Support Officers Quarterly and Annual Report

1. Purpose. To provide a structure and instructions for the integration of Marine Corps Reservists into the enlisted recruitment and officer procurement systems as recruiting support officers at Headquarters, Marine Corps Recruiting Command (MCRC), the Eastern Recruiting Region (ERR), Western Recruiting Region (WRR), the Marine Corps Districts (MCD), the recruiting stations (RS), and recruiting station substations (RSS).

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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2. Cancellation. MCO 1150.1

3. Background. Members of the Marine Corps Reserve have performed important services for the Marine Corps recruiting service throughout the all volunteer force era as well as prior to it. The primary areas have been in educational liaison, civic affairs, public relations, and training. In early 1981, the National and District High School program was implemented to provide comprehensive structure for the organization, direction, and administration of Marine Corps Reserve support of the national enlisted recruitment effort. The program has been a volunteer effort composed of Marine Corps reservists with the purpose of supporting the recruiting service and the promotion of the Marine Corps image in the local community. The Recruiting Support Officers (RSO) have functioned as liaison between the Marine Corps and the local community by using their professional expertise to promote cooperation. Experiences gained in the past sixteen years of the programs existence have provided a basis both for refinement of the administration of the program and for broadening its scope.

4. Concept

a. The objective of the program is to organize and integrate into the MCRC Marine Corps reservists with expertise in selected fields, particularly education and who have developed long standing relationships in their civilian and professional communities to assist in the attainment of recruiting objectives. To fulfill this objective, the RSO program will support the high school/community college programs, and will build rapport between local recruiters and the community by gaining access to centers of influence. In addition, under the direction of the Marine Corps district commanders, RSOs will provide the coordinating link to the Marine Corps Coordinating Councils (MCCC) and to the peacetime/Wartime Support Teams (PWST) under the Readiness Support Program (RSP).

b. The CG, MCRC will establish policy for the program. Each MCD commander is the approving authority for all Marine Corps reservists nominated by recruiting stations as RSOs in the program.

c. The emphasis in this program is on education and community liaison to further promote cooperation between the Recruiting Command and the educational community, particularly in the area of school access, obtaining class lists, and ASVAB testing. The district commanding officer has the latitude to locally expand the scope of this program and appoint RSCs to civil affairs, training,

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and/or public relations special staff duties as desired.

d. All Marine Corps reservists in good standing are eligible for this program. Members of the Standby Reserve (Inactive Status List) and Retired Reserve are not eligible. Participants will accrue inactive and/or active duty retirement credit points based upon participation.

e. Reservists are invited to participate in this program because they possess civilian skills, background, education and expertise which can be of value to the recruiting service. Thus the program should be considered, by its design and nature, as task and performance oriented, as the needs of the respective districts and RSs' dictate.

f. The sponsoring of legislative and local public policy initiatives by Marines affiliated with this program, acting on behalf of the Marine Corps are prohibited by the spirit of reference (a). Reference (a) does not preclude district commanding officers from providing information on Marine Corps positions and interests to public policy decision-making bodies, or other persons in positions of authority, but personnel must refrain from active political lobbying of these initiatives. Information provided should be on public policy issues germane to personnel procurement operations.

5. Organization. Duties and responsibilities for the RSOs are described in enclosure (1). The RSO Program organizational chart is in enclosure (2). Billets to be staffed at each echelon are:

a. Marine Corps Recruiting Command (MCRC)

(1) Assistant Chief of Staff for Recruiting Support, Individual Mobilization Augmentee (IMA) Billet (one)

(2) Recruiting Support Staff Non-Commission Officer, IMA Billet (one)

b. Marine Corps Recruiting Regions

(1) ERR/WRR Assistant Chief of Staff for Recruiting Support, IMA Billet (two)

(2) Recruiting Support Staff Non-Commission Officer, IMA Billet (two)

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c. Marine Corps Districts.

(1) District Recruiting Support Officers (DRSO), IMA  
Billet (six)

(2) Recruiting Support Staff Non-Commission Officer, IMA  
Billet (six)

(3) Other RSOs as required, non-IMA

d. Recruiting Stations.

(1) RSO Team Leader, IMA Billet (forty-eight)

(2) Recruiting Support Staff Non-Commission Officer, IMA  
Billet (forty eight)

(3) RSS RSO Team Members as required officer and  
enlisted, non-IMA

(4) Other RSOs as required, non-IMA

DRSO's report to the district commander. RSO team leaders report to the RS CO. Other RSO team members report to the respective RS team leader.

6. Administration.

a. Application. Members of the Individual Ready Reserve (IRR) desiring to participate in the program and are approved by the RS commander/MCD commander, will submit a joint package provided by a prior service recruiter to the Marine Corps Reserve Support Command (MCRSC), Head, Recruiting Division. Members of the Selected Marine Corps Reserve (SMCR) or IMA members may submit a Request For Inter-Unit Transfer (enclosure 3) to MCRSC, Head, Drilling Reserve Division via the chain of command. Requests shall state that duty is to assist with local recruiting efforts.

b. Orders

(1) IMA Assignment Orders. Upon recommendation of the district RSO, and with the approval of the district commanding officer, reservists may be assigned to the billet T/O (enclosure 2), and will be issued IMA assignment orders by MCRSC authorizing 48 drills and two weeks annual duty for training per fiscal year for a period of 3 years. Copies will be sent to MCRC(RP) as the

operational sponsor (enclosure 4).

(2) Appropriate Duty Orders (without Pay and Allowances IAW reference (c), Reservists (IRR) who are not assigned an IMA paid billet with the MCRC IMA-Det T/O, but who wish to drill for retirement points as a RSO are required to forward a [NAVMC 11350](#) (Request For Reserve Active Duty Orders), checking the Appropriate Duty box (enclosure 5), via the chain of command to MCRSC, Head, Orders and Pay Division. MCRSC will issue Appropriate Duty Orders without pay and allowances to all qualified Marines. Original orders are mailed to the individual with copies sent to the respective MCD commanders. Selected Marine Corps Reserve (SMCR) Reservists that wish to participate need to submit a [NAVMC 11350](#) to the I&I of their SMCR unit. Orders will be issued by the SMCR unit with copies forwarded to the respective MCD commander. Work done on behalf of the recruiting service is documented on [NAVMC Form 799](#) (enclosure 6). These orders are issued on a fiscal year basis, 1 October to 30 September, to cover activities during that time (paragraph 5h, Reserve Retirement Credits)

(a) Thirty days prior to the beginning of the fiscal year, DRSOs will forward to the MCRC AC/S for Recruiting Support, an updated roster of all reservists who will be participating in the program as part of the RSO Annual Report (paragraph 6). The roster will be in the format shown in enclosure (7). Additions, deletions or replacements to the roster may be made at any time.

(3) Active Duty Special Work (ADSW) orders. In the event that MCRC or MCD commanders desire to assign a reservist a specific task which will require 1 or more days to complete, ADSW orders with or without pay and allowances may be issued.

(a) In accordance with reference (c) the RSO will forward [NAVMC 11350](#) (Request for Reserve Active Duty Orders) marking the AC/ADSW, ADSW-AC (Short Tour/Op Tempo Relief) box in Part III, 28a., to the MCD commander or AC/S for Recruiting ERR/WRR for his approval. The MCD commander or AC/S for Recruiting will forward the request to CMC (RAM-7), facsimile (703) 614-3099. Ensure requests are received by RAM-7 (25) days prior to the effective date of the orders (enclosure 5).

(b) CMC (PAM-7) will forward the request to MCRSC with proper appropriation data if pay is authorized. RAM-7 maintains an allocation of MPMC funds specifically for the RSO program. Each FY, RAM-7 will release an ALMAR soliciting budget submissions for ADSW funding. District commanders are required to

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complete [NAVMC 11349](#) (enclosure 11) and forward to MCRC(RP). RAM-7 will fund pay and allowances; however, districts or regions will fund travel and per diem costs from the O&MMC dollars. MCRSC will issue the orders with pay and allowances or without pay and allowances to the individual Marine.

(c) Upon completion of duty, the reservist will forward the original orders and travel claim to MCRSC (Operations) for liquidation and receipt of reserve retirement credit points. If pay and allowances were not authorized, the reservist must mail a copy of the orders to MCRSC with the reservist's RUC for proper receipt of reserve retirement credit points.

(4) Annual Training Duty (ATD) Orders. RSOs assigned to the MCRC IMA-Det T/O are authorized two weeks of active duty each fiscal year. To request ATD orders, the RSO must complete [NAVMC 11350](#), have the request approved by the MCD commander, and forward the request to MCRSC, Head, Orders and Pay Division. MCRSC will issue orders to the individual Marine. Within three working days of completion of the ATD, forward the original orders with reporting and detaching endorsements; and a completed original and two copies of [DD Form 1351-2](#) (Travel Voucher) to MCRSC, Operations Division.

c. Control. Participants in this program are under the administrative and operational control of the organization to which assigned by their assignment or appropriate duty orders.

d. Support. All necessary clerical, administrative and logistical support will be provided or coordinated by the command to which assigned.

e. Fitness Reports. IAW reference (d), all reservists, to include those affiliated with this program, receive regular annual (AR) fitness reports. Reports for RSO's will be completed as follows:

<u>RSO</u>	<u>Reporting Senior</u>	<u>Reviewing Officer</u>
AC/S for Recruiting Support	C/S MCRC	CG MCRC
Regional AC/S	CG ERR/WRR	CG MCRC
District RSOs	District CO	CG ERR/WRR
RSO Team Leaders	*RS CO	*District XO
RS or RSS RSOs	*RSO Team Leaders	*District RSO

\*If the officer reported on is senior to the designated reporting senior, the next higher ranking officer in the chain will write the report, and his/her reporting senior will review it.

NOTE: SUGGESTED REPORTS OR REMARKS MAY BE SUBMITTED BY THE RSO'S RESERVE SENIOR IN THE CHAIN OF COMMAND TO REPORTING SENIORS. ALSO, RESERVES SHOULD NOT BE INCLUDED WITH REGULARS IN SECTION 15A, GENERAL VALUE TO THE SERVICE, BUT SHOULD BE MARKED WITH ALL RESERVES UNDER THE REPORTING SENIOR'S COGNIZANCE. THIS APPLIES TO THE ALPHABETICAL RANKING ON BACK OF THE REPORT.

f. Uniform. The uniform suitable for the occasion or civilian attire as appropriate and prescribed by the appropriate commander will be worn. RSOs are authorized to wear the recruiter uniform as appropriate (blue dress A, B, C or D)

g. Servicemen's Group Life Insurance (SGLI). IMA members in the MCRC T/O are automatically covered with SGLI and retain full coverage. Non-paid RSOs are also covered with SGLI in accordance with reference (e).

h. Reserve Retirement Credit Points. The qualification for retirement credits and procedures for obtaining credits vary with the type of duty performed and status of the individual reservist.

(1) Inactive Duty Points. This type of credit will be awarded for satisfactory completion of duty performed at the direction of the District CO or RS CO, under Appropriate Duty Orders without pay and allowances.

(a) Due to the flexible nature of recruiting support activities, each reservist on the MCRC IMA-Det T/O will document 2 days work per month, the equivalent of the 16 hours of normal drill time, in support of the RSS, RS, district, region, or MCRC. Normally, on a monthly basis, the RSO's assigned unit will complete a Muster Sheet, see enclosure (8), and will mail or fax this muster sheet to the appropriate RUC at MCRSC for receipt of monthly drill pay and reserve retirement credit.

(b) RSOs in a non-IMA or non-pay status will document work on [NAVMC 799](#), see enclosure (6), grouping activities in four hour blocks. One inactive duty reserve retirement credit point can be awarded for each 4 hours of work, with a maximum of 2 points per day. The [NAVMC 799](#) will be approved and signed by the appropriate assigned unit. The reservist will retain the original

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and a copy will be mailed or faxed to the appropriate RUC at MCRSC for recording of reserve retirement credit.

(c) The NAVMC 799 will be utilized to record accrued inactive duty reserve retirement credit points up to a maximum of 60 points per anniversary year. Distribute the NAVMC 799 as follows:

1 Copy to file

2 Original returned to member. It is the responsibility of the individual reservist to forward a copy of the NAVMC 799 to the MCRSC with a code of the reservist's RUC or parent unit as appropriate to ensure the reserve retirement credit points are entered in the appropriate records.

(d) Under certain circumstances, a reservist, because of affiliation with a reserve unit or other reserve responsibilities, will accrue or can reasonably expect to accrue at least 60 inactive duty reserve retirement credit points. In such cases the following procedures apply:

1 Once the 60 inactive duty reserve retirement credit points have been attained, all further duties performed under the appropriate duty orders will be processed with ADSW Orders without pay and allowance for retirement credit only (See paragraph 5.b.3)

2 Reporting of NAVMC 799 points will be accomplished in the RSO Quarterly and Annual Reports.

i. Awards. Individual and unit awards are considered appropriate for duty performed under this program and will be processed in accordance with current directives.

7. Reports.

a. All RSOs are to submit reports as required by their reporting senior. However, RSOs should keep their reserve senior informed of activities undertaken or support rendered on a weekly basis by telephone or e-mail.

b. Quarterly reports, utilizing the format in enclosure (9) are due 1 January, 1 April, 1 July respectively. An annual report is due 1 September, see enclosure (10) for format. These reports will be submitted by District RSOs to the respective MCD commander

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with a copy to the AC/S for Recruiting Support ERR and WRR respectively. The AC/S for Recruiting Support ERR/WRR will submit a regional report to the CG ERR and WRR respectively with a copy to the AC/S for Recruiting Support MCRC. The AC/S for Recruiting Support MCRC will submit a quarterly and annual report to the CD, MCRC(RP). These reports will include a narrative summary covering the following points:

- (1) Specific District RSO Program Goals undertaken.
- (2) Significant outcomes and benefits to the recruiting service from the program.
- (3) Numbers of ADSW w/Pay and Allowance days, ADSW without Pay and Allowance days, and inactive duty retirement credits awarded during the year to date.
- (4) Statement regarding the overall effectiveness of the program.
- (5) Roster of RSOs (see enclosure (7)).
- (6) Other matters such as major events or activities, shortcomings, and suggestions for future improvements to the program.

8. Training. It is imperative that new RSOs be thoroughly schooled in all aspects of recruiting. It is recommended that new RSCs spend their initial two weeks of ADT with the unit they will support, either at the RS or district level. RS team leaders, DRSOs, AC/S for Recruiting Support ERR/WRR and AC/S for Recruiting Support MCRC are directed to maintain a turnover file to facilitate this training and the turnover of personal.



J. W. KLIMP  
By direction

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DUTIES AND RESPONSIBILITIES  
OF  
RECRUITING SUPPORT OFFICERS

1. AC/S for Recruiting Support MCRC. The AC/S for RS provides information and guidance to the CC relative to the RSO program, serves as the CG's senior representative to the national level Marine Corps Coordinating Council, serves as MCRC's liaison to specified national associations of educators, usually with headquarters in the Washington, DC area, and provides advice and recommendations on educational and community issues within the recruiting command. More specific duties are:
  - a. Provides information, and guidance to CG, MCRC.
  - b. Recommends objectives and criteria to measure success of the program.
  - c. Consults with the C/S, MCRC to identify tasks and needs of the program at the national level.
  - d. Advises on participation in national conferences related to education and meets periodically with staff/committees of national associations of educators to maintain the image, visibility, and interest of the Marine Corps.
  - e. Reports periodically to the CC, MCRC regarding the status, progress, and needs of the program.
  - f. Advises the recruiting advertising section on appropriate displays for conference exhibits, and the handouts or other materials appropriate and necessary for a particular audience.
  - g. Maintain a current roster of key personnel in the RSO program, and forward the same to C/S, MCRC as changes occur.
  - h. Consolidate AC/S for RS ERR/WRR quarterly and annual reports for briefing and submission to the CC, MCRC (Code RP), see paragraph 6.
  - i. Maintains a turnover file to facilitate the smooth turnover of personnel.

ENCLOSURE (1)

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2. AC/S for Recruiting Support for the Recruiting Regions. The AC/S for Recruiting Support provides information and guidance to the Region CG relative to the RSQ program, serves as the CC's senior representative to the regional level MCCC's, serves as the CC's liaison to specified regional associations of educators, and provides advice and recommendations on educational and community issues within the region. More specific duties are:

- a. provides information, and guidance to CC, WRR and ERR respectively.
- b. Recommends objectives and criteria to measure success of the program.
- c. Serve as the region CC's senior representative to MCCC's in the region.
- d. Consults with the AC/S and/or AC/S for Recruiting to identify tasks and needs of the program at the regional level.
- e. Advises on participation in regional conferences related to education.
- f. Reports periodically to the CG regarding the status, progress, and needs of the program.
- g. Maintains a current roster of key RSOs in the respective region and provides the same as part of the RSO annual report to MCRC(RP).
- h. Consolidates quarterly and annual reports submitted by the district RSOs.
- i. Maintains a turnover file for the training of RSOs and to facilitate the smooth turnover of personnel.

3. MCD RSOs. The DRSO reports to the MCD commander for the implementation of this program, advises the commander on the progress of the program, consults with the CO to identify needs and tasks, coordinates and/or facilitates the establishment of MCCC's, and provides advice and recommendations on educational and community issues within the district. More specific duties are:

- a. provides a coordinating link to the MCCC's.

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b. Holds an annual strategic planning conference at the district with RSO Team Leaders and XOs. Develops, with guidance from the district commander, long range and specific annual goals.

c. Advises the district commander in the planning and participation in educational conferences.

d. Participates as a district representative in educational conferences as appropriate or necessary.

e. Advises the ERR/WRR AC/S for Recruiting Support on the status, progress and effectiveness of the program.

f. Prepares quarterly and annual reports.

g. Assists in the identification of centers of influence and the planning and execution of centers of influence activity.

h. Helps with the acceptance and use of ASVAB testing in local school systems.

i. Maintains current roster of team leaders and RSOs and provides same to MCRC AC/S for Recruiting Support.

j. Maintains a turnover file to facilitate training of new RSOs and the smooth turnover of personnel.

4. RSO Team Leader. The RSO Team Leader reports to the RS commander for the implementation of this program, advises the commander on the progress of the program, consults with the commander to identify needs and tasks, coordinates and/or facilitates the establishment of MCCC's, and provides advice and recommendations on educational and community issues. More specific duties are:

a. Recruits and establishes an organization/team to include a RSC Administration Section.

b. Maintains current roster of team members and provides same to DRSO as changes occur.

c. Ensures that RSOs are assigned to a specific RSS and that the RSO and RSS NCOIC meet regularly to coordinate objectives and activities.

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d. Holds an annual strategic planning conference at the RS with CO/XO and RSO Team to develop long range and specific annual objectives

e. Tracks performance, and ensures reports are submitted timely and accurately (see enclosures 9 and 10)

f. Provides a coordinating link to MCCCs.

g. Recommends qualified reservists for the program.

h. Meets with the RS CO/XO on a regular basis to coordinate activities.

i. Develops and updates en an annual basis a RSO Team Leaders turnover file.

j. Conducts periodic training sessions for recruiters on ways to establish and maintain support with key school officials, principals, registers, counselors and teachers.

k. Assists with the planning and execution of Educators Workshop programs in conjunction with the RS Public Affairs branch.

l. Meets with influential community leaders, superintendents, or other school personnel to help identify or resolve problems that hinder recruiting.

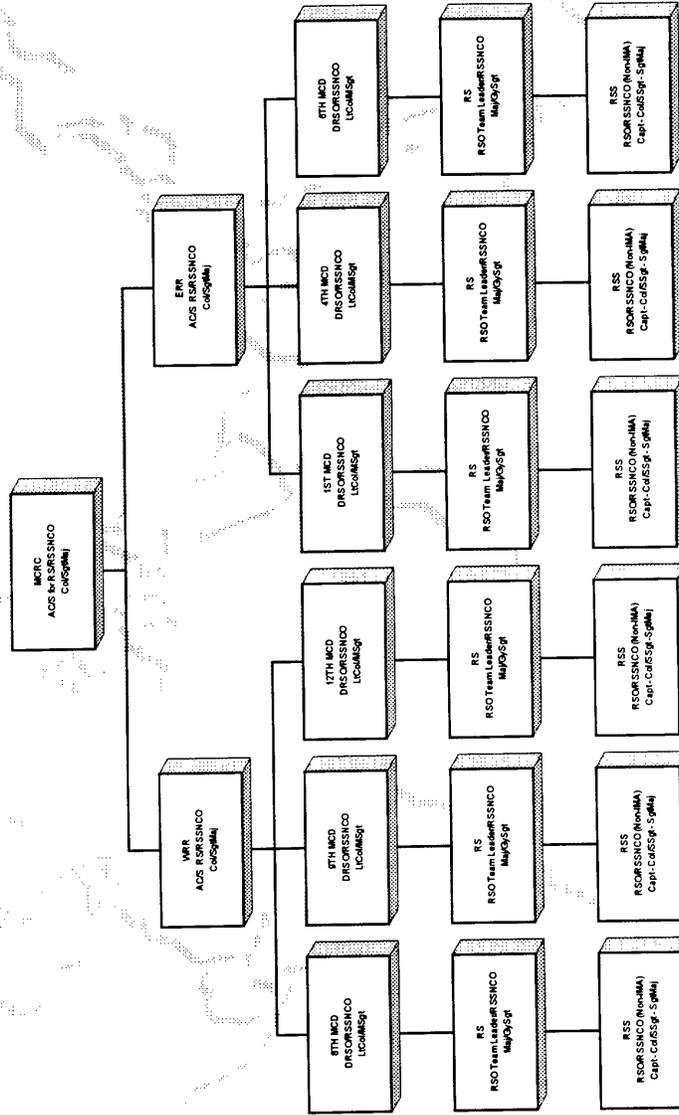
m. Assists with the identification of centers of influence and planning of centers of influence activity.

n. Serves as liaison to SMCR, MTU, MCROA, MCL and other organizations.

o. Maintains frequent liaison with the DRSO on the status of the program in the recruiting station.

p. Other activities include, but are not limited to, the following: youth physical fitness, Boy and Girl Scouts, general officers visits, poolee functions, assist OSOs, NROTC interviews, award presentations, media and advertising assistance.

# RSO PROGRAM IMA DET T/O ORGANIZATIONAL CHART



MCO 1150.1A  
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1320  
Date

From:  
To: Commanding General, Marine Corps Reserve Support Command  
(DRI)  
Via: (1) Detaching unit  
(2) Operational Sponsor (Gaining unit)  
Subj: REQUEST FOR INTERUNIT TRANSFER  
Ref: (a) MCO 1001R.1 (MCRAMM)

1. In accordance with the reference, I request that I be transferred from \_\_\_\_\_ to \_\_\_\_\_, T/O \_\_\_\_\_, line number \_\_\_\_\_.

\_\_\_\_\_  
Signature

-----  
Date

FIRST ENDORSEMENT

From: Detaching unit  
To: Commanding General, Marine Corps Reserve Support Command  
Via: Operational Sponsor (Gaining unit)

1. Forwarded recommending approval/disapproval.

\_\_\_\_\_  
Signature

-----  
Date

SECOND ENDORSEMENT

From: Operational Sponsor (Gaining unit)  
To: Commanding General, Marine Corps Reserve Support Command

1. Forwarded recommending approval/disapproval.

\_\_\_\_\_  
Signature

ENCLOSURE (3)

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1320  
DRI  
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MCRSC 1320/91 (10-91) IMA ASSIGNMENT ORDER

FROM: COMMANDING GENERAL MARINE CORPS RESERVE SUPPORT COMMAND 15303 ANDREWS ROAD KANSAS CITY, MO 64147-1207			TO: Col Dolores K. Hoffman 135343508 1074 HEATHER CIRCLE LAS CRUCES, NM88005		
MOS: 9906	PEBD: 700117	RUC: <u>88831</u>	AUTH: MCO P1001R.1F	SEC CLNC: 4 19780602	
PHYS QUALIFIED: YES			ACIP (OFFICERS): NO		
REPORT TO: COMMANDANT OF THE MARINE CORPS MARINE CORPS RECRUITING CMD HQTRS, USMC 2 NAVY ANNEX WASHINGTON, DC 20380-1775				48 IDTs REQUIRED PER FY  PAY CATEGORY	
TOUR DATES: FROM: 970403 TO: 000402		T/O: 5130 LINE #: 0149  BMOS: 9910		BAQ W/ DEPENDENTS? BAQ TYPE: P BAQ EFF. DATE: 000000 DEPENDENTS: 00	
COPY TO: OIC IMA UNIT					
OP SPONSOR: MCRC					
AUTHORIZED BY DIRECTION		 C. E. LONGSHORE			

FIRST ENDORSEMENT

I RECEIVED THESE ORDERS AT \_\_\_\_\_ (LOCATION)  
AT \_\_\_\_\_ ON \_\_\_\_\_ 19\_\_.  
(TIME) (DATE)

\_\_\_\_\_  
(SIGNATURE OF RESERVIST)

YOU ARE SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE WHILE  
PERFORMING DUTY UNDER THIS ORDER.  
IF YOU ARE UNABLE TO COMPLY WITH THIS ORDER, RETURN IT TO  
THIS COMMAND (ATTN:DRI).

REQUEST FOR RESERVE ACTIVE DUTY ORDERS			
ACTIVE DUTY FOR TRAINING (ADT), ACTIVE DUTY FOR SPECIAL WORK (ADSW), AND ANNUAL TRAINING (AT) FOR MEMBERS OF THE SELECTED MARINE CORPS RESERVE AND INDIVIDUAL READY RESERVE NAVMC 11350 (9-97) (EF) SN: 0000-00-888-0640			
<i>For use of this form, see MCO P1001.59; proponent agency is CMC (RA)</i>			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY:	10 USC 12301 (d)		
PRINCIPAL PURPOSE:	To determine eligibility and request individuals for active duty for special work or active duty for training on requested dates.		
ROUTINE USES:	To identify the requested individual as a Reserve Component member and to issue active duty for special work or active duty for training orders. The SSN is used to identify the requested individual.		
DISCLOSURE:	Completing this form is mandatory for requesting individuals for active duty for special work and active duty for training. If not completed, the individual will be ineligible for the requested duty.		
PURPOSE OF THE REQUEST			
THE PURPOSE OF THIS REQUEST IS TO :			
<input type="checkbox"/> INITIATE ORIGINAL ORDERS		<input type="checkbox"/> INITIATE A MODIFICATION TO ORIGINAL ORDERS	
PART I - REQUESTED INDIVIDUAL (Read instructions prior to completing this form.)			
1. FROM (Initiating Command; include address)		2. TO (Approval Authority or Orders Writing Authority)	
3. REQUESTED INDIVIDUAL'S NAME (Last, First, MI)	4. GRADE	5. SSN	6. MOS
7a. PERMANENT HOME ADDRESS		7b. HOME TELEPHONE NUMBER	
		7c. WORK TELEPHONE NUMBER	
PART II - ORDERS ELIGIBILITY INFORMATION			
RUC	9. MCC	10. PLATOON CODE	11. TRAINING GROUP
12. RESERVE COMPONENT CODE	13. REENLISTMENT CODE	14. MARITAL STATUS	15. DATE OF BIRTH
16. RESERVE ECC	17. EAS	18. PEBD	19. AFADBD
20. ACDU POINTS	21. ACDU YEARS	22. DATE LAST PHYSICAL	23. HIV TEST DATE
24. SECURITY CLEARANCE	25. BIRTH CITY/STATE	26. RECORD STATUS	27. PMOS
PART III - ORDERS WRITING INFORMATION			
28. TYPE OF ACDU REQUESTED (Complete 28a. if type is ADSW)			
<input type="checkbox"/> ADSW	<input type="checkbox"/> ADSW (NON-PAID)	<input type="checkbox"/> RCT	<input type="checkbox"/> ATP
<input type="checkbox"/> APPROPRIATE DUTY	<input type="checkbox"/> ASSOCIATE DUTY	<input type="checkbox"/> AT	<input type="checkbox"/> OFF-SITE DRILLS
28a. ADSW CATEGORY			
AC/ADSW		RC/ADSW	
<input type="checkbox"/> ADSW-AC (SHORT TOURS/OP TEMPO RELIEF)		<input type="checkbox"/> ADSW-GO (GENERAL OFFICER SHORT TOURS)	
<input type="checkbox"/> ADSW-ES (EXERCISE SUPPORT)		<input type="checkbox"/> ADSW-RC (SHORT TOURS)	
<input type="checkbox"/> ADSW-TCA (TRADITIONAL CINC ACTIVITIES)		<input type="checkbox"/> ADSW-EP (EXERCISE PARTICIPATION)	
<input type="checkbox"/> ADSW-CO (CONTINGENCY OPERATION)		<input type="checkbox"/> ADSW-RR (RECRUITING AND RETENTION)	
<input type="checkbox"/> ADSW-NC (UNEXPECTED NON-CONTINGENCY)		<input type="checkbox"/> ADSW-CD (COUNTERDRUG)	
		<input type="checkbox"/> ADSW-DD (DEMAND DRUG REDUCTION TASK FORCE)	
		<input type="checkbox"/> ADSW-CM (CIVIL MILITARY)	
		<input type="checkbox"/> ADSW (CAI RESERVE INTELLIGENCE PROGRAMS) select one	
		ADSW-GDIP	ADSW-JMIP      ADSW-TIARA

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29. START DATE		30. REPORT DATE AND TIME			31. END DATE			32. TOTAL DAYS REQUESTED			
. REPORT TO					34. REPORTING ADDRESS						
35. FOR DUTY WITH			36. RUC (GAINING COMMAND)		37. MCC (GAINING COMMAND)		38. POC TELEPHONE NUMBER				
39. SECURITY CLEARANCE REQUESTED: <input type="checkbox"/> NONE <input type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET											
40. REQUESTED ORDERS FORMAT <input type="checkbox"/> LETTERHEAD <input type="checkbox"/> GEN ADMIN MESSAGE		41. ORDERS DELIVERY TYPE <input type="checkbox"/> PICK-UP IN PERSON <input type="checkbox"/> MAIL <input type="checkbox"/> FEDERAL EXPRESS			42. MODE OF TRAVEL <input type="checkbox"/> GTR <input type="checkbox"/> POV <input type="checkbox"/> GOVT TRANS			43. TICKET DELIVERY TYPE <input type="checkbox"/> SAME AS ORDERS DELIVERY <input type="checkbox"/> PREPAID <input type="checkbox"/> ELECTRONIC TICKET			
44. RENTAL CAR AUTHORIZED: <input type="checkbox"/> YES <input type="checkbox"/> NO				45. DEPARTING AIRPORT							
46. DELIVERY ADDRESS PLAD FOR MSG TYPE ORDERS: ADDRESS/LOCATION FOR ORDER/TICKET DELIVERY/PICK-UP:					47. PCS MOVE (ADSW orders greater than 139 days continuously) <input type="checkbox"/> MARINE DECLINES MOVEMENT OF HOUSEHOLD EFFECTS <input type="checkbox"/> MARINE DESIRES MOVEMENT OF HOUSEHOLD EFFECTS (Checking this block requires the approval of CMC (RAM-7) prior to submission to the orders writing authority.) <input type="checkbox"/> DEPENDENTS TRAVEL (Checking this block requires the approval of CMC (RAM-7) prior to submission to the orders writing authority.)						
48. APPROPRIATION DATA											
ACRN	APPN/SH	OBJ/CL	BCN	S/A	AAA	TT	PAAN	COSTCODE			
STANDARD DOCUMENT NUMBER:					TRAVEL ORDER NUMBER:						
JST ESTIMATES:											
PAY & ALLOWANCES		PER DIEM		GOVT TRAVEL		OTHER		MISC		TOTAL	ADVANCE AUTH
49. SPECIAL INSTRUCTIONS (Orders writing information to be included in the actual orders that is non standard or more detailed)											
PART IV - ACTIVE DUTY PREVIOUSLY PERFORMED DURING CURRENT FISCAL YEAR											
50. LIST ALL PREVIOUS ADSW IN THE CURRENT FISCAL YEAR:											
FROM		TO		TOTAL DAYS		SUPPORTED COMMAND		DUTY PERFORMED			
51. BRIEF DESCRIPTION OF DUTY TO BE PERFORMED THIS PERIOD											
4-0											
52. NAME, RANK, SIGNATURE AND TITLE (Unit Commander/Authorizing Official)								53. Date			

Enclosure (5)



MCO 1150.1  
1 Apr 98

UNITED STATES MARINE CORPS  
6TH MARINE CORPS DISTRICT

From: Commanding Officer, Sixth Marine Corps District  
To: Commandant of the Marine Corps (Code RP)

Subj: ANNUAL DISTRICT RSO ROSTER

Ref: (a) MCO 1150.1

1. In accordance with the reference, the reservist listed below are active RSOs for the period of 1 October 1996 through 30 September 1997.

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UNITED STATES MARINE CORPS  
6TH MARINE CORPS DISTRICT  
RECRUITING SUPPORT OFFICERS

6th Marine Corps District

LtCol. Herbert L. Fritz, Jr., USMCR  
6th MCD DRSO  
Coopers & Lybrand  
Spartan Center, Suite 303  
101 West St. John Street  
Spartanburg, SC 29306  
Home - (864) 573-7370  
Work - (864) 573-1097  
Fax - (864) 573-1096  
E-mail: lfritznn@colybrand.com

RS Columbia

LtCol. Lourie A. Salley, USMCR  
405 E. Main Street  
Lexington, SC 29072  
Home - (803) 258-1605  
Work - (803) 957-1036  
Fax - (803) 957-8417  
E-mail: L8Pilot@aol.com

ENCLOSURE (8)



6th Marine Corps District  
REPORT FY '97  
3RD QUARTER

FY '97 OBJECTIVES	RESULTS	ACTIVE DUTY SPECIAL WORK MAN DAYS		INACTIVE DUTY PTS
		ADSW W/PAY	ADSW W/O PAY	
1. Marine Corps Coordinating Council		0	0	1
	*R.S. Atlanta - Attended Marine Corps Coord Council			
	* R.S. Columbia - Meeting on a regular basis; Annual Challenge Run completed on May 13th	0	0	4
	* R.S. Ft. Lauderdale - Attended MCCSF; coordinating MCCSF activities	0	0	8
	*RS Montgomery - Worked on organizing MCCC	0	0	2
Sub-Total		0	0	15

ENCLOSURE (9)

6TH MARINE CORPS DISTRICT  
 REPORT FY '97  
 3RD QUARTER

FY '97 OBJECTIVES	RESULTS	ACTIVE DUTY SPECIAL WORK MANDAYS		
		ADSW W/PAY	ADSW W/O PAY	INACTIVE DUTY PTS

2. RSSO Member Recruitment	<ul style="list-style-type: none"> <li>*RS Atlanta - Recruiting RSSOs Activities</li> <li>*RS Ft Lauderdale - Screened for new members</li> <li>*RS Montgomery - Met on 8 June to organize, meetings set for 15 Jul &amp; 12 Aug</li> <li>*RS Columbia - Recruited 1 New RSSO - Col Carter, Ex Dir. SC State Budget &amp; Control Board</li> </ul>	0	0	1
		0	0	8
		0	0	2
		0	0	1

5.0

Sub-Total

0 0 0 12

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MCO 1150.1A  
1 Apr 98

6TH MARINE CORPS DISTRICT  
REPORT FY 97  
3RD QUARTER

FY '97 OBJECTIVES	RESULTS	ACTIVE DUTY SPECIAL WORK MAN DAYS			
		ADSW W/PAY	ADSW W/O PAY	INACTIVE DUTY PTS	
		0	0	4	

3. Educators Workshops

- RS Ft. Lauderdale
- Contact & Follow-up of Educators & Civic Leaders

Sub-Total

0 0 4

3 of 6

ENCLOSURE (9)

6TH MARINE CORPS DISTRICT  
 REPORT FY '97  
 3RD QUARTER

FY '97 OBJECTIVES	RESULTS	ACTIVE DUTY SPECIAL WORK MAN DAYS			
		ADSW W/PAY	ADSW W/O PAY	INACTIVE DUTY PTS	
4. Local Recruiter Support		0	0	1	
	*RS Atlanta - Obtain Lists for Recruiters				
	*RS Ft. Lauderdale - Meetings with local Recruiters & developed local objectives	0	0	8	
	*RS Raleigh - Obtained HS Lists for Alamance/Caswell, Cumberland Counties - Obtained Mannequin for RSS Fayetteville	0	4	4	
		0	2	2	
	Sub-Total	0	6	15	

MCO 1150.1A  
 1 Apr 98

ENCLOSURE (9)

MCO 1150.1A  
1 Apr 98

6th Marine Corps District  
REPORT FY '97  
Annual Report

FY '97 OBJECTIVES	RESULTS	ACTIVE DUTY SPECIAL WORK MAN DAYS		
		ADSW W/PAY	ADSW W/O PAY	INACTIVE DUTY PTS
1. Marine Corps Coordinating Council				
	*R.S. Atlanta - Supported & Attended Birthday Celebration for Gen Davis with 300 participants - Attended Marine Corps Coord Council	0	0	2
	* R.S. Columbia - Meeting on regular basis, Developed Plan of Action for the Year, Committed \$1,500 for RS support \$250 committed for Recruiter Quality of Life Issues	0	0	1
	* R.S. Ft. Lauderdale - Attended MCCSF & developed Plan of Action for the year	0	0	6
	* R.S. Raleigh - RSO team reorganizing with new Team Leader, reorganizing MCCC	0	0	2
	* R.S. Jacksonville - RSO team reorganizing and organizing MCCC	0	0	2
	*R.S. Atlanta - Attended Marine Corps Coord Council	0	0	1
	* R.S. Columbia - Meeting on a regular basis; Annual Challenge Run scheduled for May 13th at Ft. Jackso	0	0	4
	* R.S. Ft. Lauderdale - Attended MCCSF; coordinating MCCSF activities	0	0	5
	*R.S. Atlanta - Attended Marine Corps Coord Council	0	0	1
	* R.S. Columbia - Meeting on a regular basis; Annual Challenge Run completed on May 13th	0	0	4
	* R.S. Ft. Lauderdale - Attended MCCSF; coordinating MCCSF activities	0	0	16
	*RS Montgomery - Worked on organizing MCCC	0	0	2
	Sub-Total	0	0	48

ENCLOSURE (10)

6TH MARINE CORPS. DISTRICT  
 REPORT FY '97  
 Annual Report

FY '97 OBJECTIVES	RESULTS	ACTIVE DUTY SPECIAL WORK MAN DAYS		INACTIVE DUTY PTS	
		ADSW W/PAY	ADSW W/O PAY		
2. RSSO Member Recruitment	<ul style="list-style-type: none"> <li>* RS Atlanta               <ul style="list-style-type: none"> <li>- Recruited 2 new RSSOs</li> </ul> </li> <li>* RS Columbia               <ul style="list-style-type: none"> <li>- Recruited 1 new member</li> </ul> </li> <li>* RS Ft Lauderdale               <ul style="list-style-type: none"> <li>- Recruited 4 new members</li> </ul> </li> <li>* RSSO HQ               <ul style="list-style-type: none"> <li>- Recruited 9 new member</li> </ul> </li> <li>* RS Nashville               <ul style="list-style-type: none"> <li>- Planning Meeting for Team</li> <li>- Plan of Action for the Year</li> <li>- Each RSSO assigned to RSSs</li> </ul> </li> <li>* RS Jacksonville               <ul style="list-style-type: none"> <li>- Planning meeting with RS XO</li> <li>- Reorganizing &amp; Recruiting New Members</li> </ul> </li> <li>* RS Atlanta               <ul style="list-style-type: none"> <li>- Recruited 2 new RSSOs</li> </ul> </li> <li>* RS Ft Lauderdale               <ul style="list-style-type: none"> <li>- Recruited 1 new member</li> </ul> </li> <li>* RSSO HQ               <ul style="list-style-type: none"> <li>- Recruited 1 new member</li> </ul> </li> <li>* RS Atlanta               <ul style="list-style-type: none"> <li>- Recruiting RSSOs: Activities</li> </ul> </li> <li>* RS Ft Lauderdale               <ul style="list-style-type: none"> <li>- Screened for new members</li> </ul> </li> <li>* RS Montgomery               <ul style="list-style-type: none"> <li>- Met on 8 June to organize, meetings set for 15 Jul &amp; 12 Aug</li> </ul> </li> <li>* RS Columbia               <ul style="list-style-type: none"> <li>- Recruited 1 New RSSO - Col Carter, Ex Dir. SC State Budget &amp; Control Board</li> </ul> </li> </ul>	0	0	0	1
		0	0	0	4
		0	0	0	1
		0	0	0	5
		0	0	0	10
		0	0	0	2
		0	0	0	3
		0	0	0	1
		0	0	0	1
		0	0	0	8
		0	0	0	2
		0	0	0	1
		0	0	0	39
	Sub-Total	0	0	0	39

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ENCLOSURE (10)

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6TH MARINE CORPS DISTRICT  
REPORT FY '97  
Annual Report

FY '97 OBJECTIVES	RESULTS	ACTIVE DUTY SPECIAL WORK MAN DAYS	
		ADSW W/PAY	ADSW W/O PAY INACTIVE DUTY PTS
3. Educators Workshops			
	* RS Ft. Lauderdale - Contact & Solicitation of educational and Civic Leaders for Command Visit	0	4
	* RS Ft. Lauderdale - Contact & Solicitation of educational and Civic Leaders for Command Visit - Command Visit	6	0
	* RS Ft. Lauderdale - Contact & Follow-up of Educators & Civic leaders	0	8
	Sub-Total	6	16

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ENCLOSURE (10)

6TH MARINE CORPS DISTRICT  
 REPORT FY '97  
 Annual Report

FY '97 OBJECTIVES	RESULTS	ACTIVE DUTY SPECIAL WORK MAN DAYS		
		ADSW W/PAY	ADSW W/O PAY	INACTIVE DUTY PTS
4. Local Recruiter Support		0	0	3
	*RS Atlanta - Identified and Requested list for 12 Junior Colleges for Student Lists	0	0	3
	*RS Columbia - Reported No Problem getting HS Lists; currently working Employment Security Com	0	0	2
	*RS Ft. Lauderdale - Meetings with local Recruiters & developed local objectives	0	0	6
	*RS Montgomery - Conducted NROTC Interviews	0	0	4
	*RS Raleigh - Conducted NROTC Interviews	0	0	4
	*RS Atlanta - RSS visitations by RSSOs	0	0	2
	*RS Ft. Lauderdale - Meetings with local Recruiters & developed local objectives	0	0	12
	*RS Raleigh - Currently taking measures to obtain HS lists for RSS Burlington - Assisted RSS Fayetteville with American Legion Scholarship	0	1	0
	*RS Atlanta - Obtain Lists for Recruiters	0	1	0
	*RS Ft. Lauderdale - Meetings with local Recruiters & developed local objectives	0	0	1
	*RS Raleigh - Obtained HS Lists for Alamance/Caswell, Cumberland Counties - Obtained Mannequin for RSS Fayetteville	0	4	4
	Sub-Total	0	2	2
		0	8	84

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MCO 1150.1A  
 1 Apr 98

ENCLOSURE (10)

6TH MARINE CORPS DISTRICT  
REPORT FY '97  
Annual Report

FY '97 OBJECTIVES	RESULTS	ACTIVE DUTY SPECIAL WORKMAN DAYS			
		ADSW W/PAY	ADSW W/O PAY	INACTIVE DUTY	PTS
<b>S. Other Activities</b>					
*RS Atlanta		1	0	0	0
- Assisted District Coord. with Administration Processes					
*RS Columbia		0	0	4	4
- 2ND Marine Corps Challenge Run Scheduled for May 12TH Meeting on Regular Basis					
*RS Ft. Lauderdale		0	0	11	11
- Participated in MCS Miami Screening					
- Obtain donations for recruiting incentives					
- Speaking engagements on recruiting USMC					
- Provided escort officers					
- Solicitation and coordination for PISC visit					
- Administration and coordination of RSSO Program					
*RS Raleigh		0	0	1	1
- Awarded Recruiter of the Year a NCO Sword					
- Completed RSSO Team Leader turnover with Col Whitehurst					
*RS Allianta		0	0	1	1
- Made liaison with MAG-42 for RSS support					
*RS Columbia		0	0	4	4
- 2ND Marine Corps Challenge Run Scheduled for May 12TH MTG Regularly					
*RS Ft. Lauderdale		0	0	2	2
- Participate in MCMS screen					
- Obtain donations for recruiting incentives					
- Speaking engagements on recruiting USMC					
- Provided escort officers					
- Solicitation and coordination for PISC visit					
- Administration and coordination of RSSO Program					
*RS Raleigh		0	1	0	0
- Assisted local Duann, NC family with arranging proper military funeral					
*RS Ft. Lauderdale		0	0	20	20
- Obtain donations for recruiting incentives					
- Administration and coordination of RSSO Program					
- RSSO District Planning Conference					
*RS Raleigh		0	3	3	3
- Served As Escort Commander at Military funeral at Arlington National Cemetery					
- Planned for FY '96 Objectives and prepared brief for Dist Conference					
Sub-Total		5	6	2	150

1046

ENCLOSURE (10)

6TH MARINE CORPS DISTRICT  
 REPORT FY '97  
 Annual Report

FY '97 OBJECTIVES	RESULTS	ACTIVE DUTY SPECIAL WORK MAN DAYS		
		ADSW W/PAY	ADSW W/O PAY	INACTIVE DUTY PTS
6. 6th Marine Corps District				
<ul style="list-style-type: none"> <li>• RSSO HQ               <ul style="list-style-type: none"> <li>- Meeting with CO, refine database for 10985's, implemented database for 799's, worked RSSO membership with RS Team Leaders and MCRSC</li> <li>- Completed administrative work for the program for the quarter</li> </ul> </li> <li>• RSSO HQ               <ul style="list-style-type: none"> <li>- Meeting with COXCO, refined database for 10985's &amp; database for 799's</li> <li>- Completed administrative work for the program for the quarter</li> </ul> </li> <li>• RSSO HQ               <ul style="list-style-type: none"> <li>- Completed administrative work for the program for the quarter</li> <li>- Annual RSSO Conference, XO's and Team Leaders Attended, Developed Annual Plan</li> </ul> </li> <li>• RS Atlanta               <ul style="list-style-type: none"> <li>- Assisted 6TH Dist with Administrative support</li> </ul> </li> </ul>	3	15	2	
	0	0	8	
	2	0	0	
	0	0	4	
	0	0	4	
	16	0	0	
	0	0	4	
	21	15	22	
Sub-Total	32	29	359	
<b>TOTALS ANNUAL REPORT</b>				

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MCO 1150.1A  
 1 Apr 98

ENCLOSURE (10)

MCO 1150.1A  
1 Apr 98

BUDGET SUBMISSION FORM							
TOTAL FORCE/ACTIVE DUTY FOR SPECIAL WORK (TF/ADSW)							
NAVMC 11349 (9-97) (EF) SN: 0000-00-888-0630							
For use of this form, see MCO 1001.59: proponent agency is CMC (RA)							
PART I - SUBMITTING ORGANIZATION INFORMATION							
1. ORGANIZATION  MCRG(RP)			2. ADDRESS 2 NAVY ANNEX WASHINGTON, DC 20380-1775				
3. PREPARER (RANK, NAME, BILLET) CAPT PETER J SHELDON PLANS OFFICER			4. PREPARER'S TELEPHONE NUMBERS COML 014 64-1250 DSN 224-1250 FAX (714) 414-2162				
PART II - REQUIREMENT TYPE							
<input type="checkbox"/> ACTIVE COMPONENT/ADSW (AC/ADSW) <input type="checkbox"/> RESERVE COMPONENT/ADSW (RC/ADSW)							
6. CATEGORY							
ACI/ADSW			RCI/ADSW				
<input checked="" type="checkbox"/> ADSW-AC (SHORT TOURS/OP TEMPO RELIEF)			<input type="checkbox"/> ADSW-GO (GENERAL OFFICER SHORT TOURS)				
<input type="checkbox"/> ADSW-ES (EXERCISE SUPPORT)			<input type="checkbox"/> ADSW-RC (SHORT TOURS)				
<input type="checkbox"/> ADSW-TCA (TRADITIONAL CINC ACTIVITIES)			<input type="checkbox"/> ADSW-EP (EXERCISE PARTICIPATION)				
				<input type="checkbox"/> ADSW-RR (RECRUITING AND RETENTION)			
PART III - REQUIREMENT DETAILS							
7. REQUIREMENT DESCRIPTION (NAME OF SPECIAL PROJECT OR EXERCISE)							
8. PERSONNEL AND MANDAY REQUIREMENTS:							
RANK	QUANTITY	MANDAYS	REQUIRE PER DIEM	PER DIEM COST	PIA COST	TOTAL COST	
LTCOL	50	150	50	29,500.00	30,809.50	60,309.50	9. TOTAL NUMBER OFFICER
LTCOL	4	27	9	5,310.00	5,541.71	10,851.71	290
LTCOL	9	27	9	5,310.00	5,541.71	10,851.71	10. TOTAL NUMBER ENLISTED
COL	3	9	3	1,770.00	2,058.54	3,828.54	0
LTCOL	9	45	9	1,750.00	9,242.91	15,992.91	11. TOTAL MANDAYS OFFICER
LTCOL	40	200	40	30,000.00	37,215.60	67,215.60	1028
MAJ	40	120	40	9,600.00	20,866.40	30,466.40	12. TOTAL MANDAYS ENLISTED
MAJ	40	120	40	23,600.00	20,866.40	44,466.40	0
MAJ	40	80	40	6,400.00	13,911.20	20,311.20	13. TOTAL MANDAYS
LTCOL	50	250	50	37,500.00	51,349.50	88,849.50	1028
							14. TOTAL MANDAYS (PER DIEM)
							1028
							15. TOTAL PER DIEM COST
							155,740.00
							16. TOTAL PIA COST OFFICER
							197,403.77
							17. TOTAL PIA COST ENLISTED
							0
							18. TOTAL REQUIREMENT COST
							353,143.77

SAMPLE

ENCLOSURE (ii)