



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN), FMF
UNIT 35801
FPO AP 96602-5801

DivO 3060.1A
G-1
12 May 93

DIVISION ORDER 3060.1A

From: Commanding General
To: Distribution List

Subj RECALL PROCEDURES FOR THE 3D MARINE DIVISION (-) (REIN)

Ref: (a) ForO 3010.3A

Encl: (1) Recall Contact Diagram for 3d MarDiv
(2) General Recall Notification Checklist
(3) Monthly Recall Roster

Reports Required: Monthly Recall Roster (Report Control Symbol
Div-3060-1), par 4(c)1

1. Purpose. To establish procedures pursuant to the reference for effective recall of personnel.

2. Cancellation. DivO 3060.1.

3. Information. As the Ground Combat Element of III MEF, the 3d Marine Division must be prepared to quickly respond to fast emerging/no-notice military contingencies, natural disasters, and severe weather conditions. The situation may require either a partial or general recall. Since the III MEF/3d MarDiv Command Duty Officer is also the Division Command Duty Officer (CDO), the process normally will begin with a call from the III MEF/3d MarDiv CDO to the Chief of Staff. Then, based on guidance received, a series of sequential phone calls outlined in enclosure (1) will complete the process.

4. Action

a. The CDO will:

(1) Notify the Chief of Staff of events/circumstances/situations which may require initiation of either a partial or general recall. Only the CG, ADC, or Chief of Staff shall authorize a Division general recall. Enclosure (1) depicts the Division recall sequence.

(2) Ensure a clear, complete, and concise recall message is drafted. That message shall be approved by the Chief of Staff and will serve for record/journal purposes.

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(3) The Tri-Service Pagers system will be used as the secondary means of contact.

b. The Assistant Chief of Staff, G-1 will:

(1) Upon initiation of a general recall, track attainment of Division personnel fit for duty utilizing enclosure (2), and make telephone reports to the III MEF/3d MarDiv Command Center at attainment of 50%, 75%, and 90% of on-hand strength.

(2) Ensure recall procedures are contained in instructions for the III MEF/3d MarDiv CDO.

(3) Upon approval of the Chief of Staff, conduct unannounced quarterly tests of the recall procedures to validate rosters and check the recall system efficiency. Notify the III MEF/3d MarDiv CDO prior to a general recall test.

c. All Division General and Special Staff Sections, Regiments, and Separate Battalions:

(1) Submit recall rosters to the III MEF/3d MarDiv Command Center by the 3d of each month using the format contained in enclosure (3). Pager ID numbers will be listed on the Monthly Recall Roster. Provide line changes as they occur. Ensure that all listed personnel have been briefed and understand recall procedures.

(2) Develop and implement proper/effective internal section/unit procedures and rosters to accomplish recall.

(3) Promulgate a local recall order or instruction.

(4) For a general recall, notify/report to the AC/S, G-1 (Ext 622-9422/9276/9402/9313) on-hand strength reporting fit for duty at 50%, 75%, and 90% attainment.

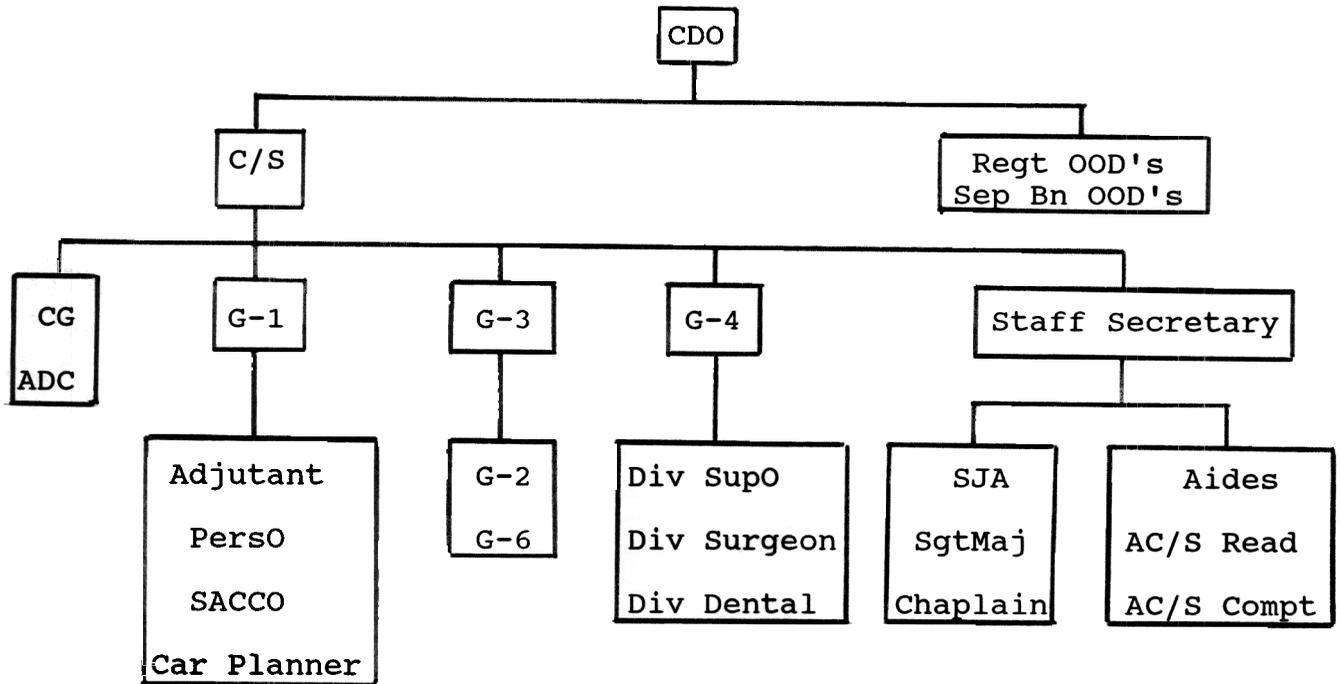


R. A. HORD
Assistant Division Commander

DISTRIBUTION: A/D

Copy to: CG III MEF
III MEF/3dMarDiv Command Center

RECALL CONTACT DIAGRAM FOR 3D MARDIV



GENERAL RECALL NOTIFICATION CHECKLIST

<u>GENERAL STAFF</u>	<u>Person Notified</u>	<u>Time</u>
Commanding General	_____	
ADC	_____	
Chief of Staff	_____	
AC/S, G-1	_____	
AC/S, G-2	_____	
AC/S, G-3	_____	
AC/S, G-4	_____	
AC/S, G-6	_____	
AC/S, Readiness	_____	
AC/S, Comptroller	_____	

<u>SPECIAL STAFF</u>	<u>Person Notified</u>	<u>Time</u>
Staff Secretary	_____	
Aide-de-Camp	_____	
Division Adjutant	_____	
SJA	_____	
Sergeant Major	_____	
Chaplain	_____	
Division Surgeon	_____	
Division Dental	_____	
Division SupplyO	_____	

<u>COMMANDS</u>	<u>Person Notified</u>	<u>Time</u>
4th Mar CDO	_____	
9th Mar CDO	_____	
12th Mar CDO	_____	
HQBN OOD	_____	
3d CEB OOD	_____	
CSG OOD	_____	

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MONTHLY RECALL ROSTER

From:
To: Commanding General, III Marine Expeditionary Force
(Command Center)
Subj: RECALL ROSTER FOR THE MONTH OF

NAME GRADE BILLET QTRS ADDRESS/WK & HM PHONE

ENCLOSURE (3)