



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

DivO 5214.3F

G-1

6 May 97

DIVISION ORDER 5214.3F

From: Commanding General

To: Distribution List

Subj: DIVISION PERSONNEL STATUS/STRENGTH REPORTS

Ref: (a) MARFORJAPANO 5300.1

(b) MARCORBASESJAPANO 5314.1A

Encl: (1) Instructions for completing Weekly Personnel Status Report

(2) Instructions for completing Quarterly Population Status Report

(3) Instructions for completing Quarterly United States Forces Japan (USFJ) Strength Report

Reports Required: I. Weekly Personnel Status Report
II. Quarterly Population Status Report
III. Quarterly USFJ Strength Report

1. Purpose. To promulgate instructions for submission of reports required by references (a) and (b).

2. Cancellation. DivO 5214.3E

3. Summary of Revision. The Division Status Reports have been revised to reflect weekly and quarterly status report requirements.

4. Background

a. The Commanding General, 3d Marine Division is responsible for maintaining various population statistics/unit strength figures and providing reports to higher headquarters.

b. Subordinate organizations will submit the weekly Personnel Status Report, quarterly Population Status Report, and quarterly USFJ Strength Report to the Commanding General, 3d Marine Division (AC/S, G-1, PCAO).

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c. Required reports are due to the Commanding General, Marine Corps Base by the 5th day of the month following each quarter. Prompt and accurate reporting are essential.

5 Action

a. Organizational commanders will forward their reports in accordance with the instructions contained in enclosures (1), (2), and (3). Regiments will submit a consolidated report with attached copies of subordinate organizations' reports.

b. The following is a list of report due dates:

(1 Weekly Personnel Status Report - COB every Tuesday.

(2) Quarterly Population Status Report - Last day of each quarter (31 December, 31 March, 30 June, and 30 September).

(3) Quarterly USFJ Strength Report - Last day of each quarter (31 December, 31 March, 30 June, and 30 September).

c. Reports are to be received at this headquarters (AC/S, G-1 PCAO) by the due dates indicated.



R. B. INGRAM
Chief of Staff

DISTRIBUTION: A

INSTRUCTIONS FOR COMPLETING
WEEKLY PERSONNEL STATUS REPORT

1. Unit Column. Unit name will be listed under this column with all subordinate units listed individually (i.e, 1/7, 2/2, 1/12, LARCo, etc.).

2. Marine Officer

a. The total number of Marine Officers authorized by T/O to the unit will be listed under Mar Off T/O column.

b. The total number of Marine Officers assigned within the unit will be listed under Mar Off O/B column.

3. Marine Enlisted

a. The total number of Marine Enlisted authorized by T/O to the unit will be listed under Mar Enl T/O column.

b. The total number of Marine Enlisted assigned within the unit will be listed under Mar Enl O/B column.

4. Navy Officer

a. The total number of Navy Officers authorized by T/O to the unit will be listed under Navy Off T/O column.

b. The total number of Navy Officers assigned within the unit will be listed under Navy Off O/B column.

5. Navy Enlisted

a. The total number of Navy Enlisted authorized by T/O to the unit will be listed under Navy Enl T/O column.

b. The total number of Navy Enlisted assigned within the unit will be listed under Navy Enl O/B column.

ENCLOSURE (1

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6 Total

a. The sum of Marine Officer, Marine Enlisted, Navy Officer, and Navy Enlisted authorized by T/O to the unit will be listed under Total T/O column.

b. The sum of Marine Officer, Marine Enlisted, Navy Officer, and Navy Enlisted assigned within the unit will be listed under Total O/B column.

7. When reporting Unit Deployment Program (UDP) units, report all UDP units assigned to the Division to include advance and rear party personnel. Do not subtract those personnel that are training off-island.

ENCLOSURE (1

WEEKLY PERSONNEL STATUS REPORT

<u>UNIT</u>	MAR OFF		MAR ENL		NAVY OFF		NAVY ENL		TOTAL	
	<u>T/O</u>	<u>O/B</u>								

INSTRUCTIONS FOR COMPLETING QUARTERLY
POPULATION STATUS REPORT

1. Population Status Report

a. Marine Corps personnel permanently assigned to Okinawa

(1) Allowance (Authorized Strength) - Report the number of personnel authorized (USMC - Authorized Strength Report (ASR))..

(2) Total on Rolls: Report the total number of personnel joined on the rolls of the organization. DO NOT report UDP personnel or personnel attached for TAD/IDS from Okinawa based units. Personnel in these categories will be reported by their parent organization or in paragraph 1b of enclosure (2).

(3) Total Deployed: Number of personnel counted in paragraph 1a(2), who are deployed off-island. This applies only to those individuals permanently assigned. DO NOT include off-island UDP units in this section.

(4) On Board Accompanied Tour: Number of personnel counted in paragraph 1a(2), serving an accompanied tour.

(5) Total Number of Dependents: Number of dependents on island with their military sponsor.

(a) Command Sponsored: Number of dependents of personnel counted in paragraph 1a(4).

(b) Non-Command Sponsored: Number of individually sponsored dependents of personnel counted in paragraph 1a(2).

Note: Paragraphs 1a(5) (a) and 1a(5) (b) numbers must equal total in 1a(5)

(6) Total Number of Families: Number of families on island with their military sponsor.

ENCLOSURE (2)

(a) Accompanied (Command Sponsored): Number of families of the personnel listed in paragraph 1a(4), comprised of the dependents listed in paragraph 1a(5) (a).

(b) Individually Sponsored: Number of families of the personnel listed in paragraph 1a(2), comprised of the dependents listed in paragraph 1a(5) (b).

Note: Paragraphs 1a(6) (a) and 1a(6) (b) numbers must equal total in 1a(6)

b. Marine Corps personnel assigned to a UDP unit on a rotational basis to Okinawa. (Paragraph 1b of enclosure (2)).

(1) Allowance (Authorized Strength): Report the number of personnel authorized (USMC - Authorized Strength Report (ASR)).

(2) Total on Rolls: Report all personnel assigned to the organization with a UDP unit.

(3) Dependents: Report the number of dependents of UDP Marines residing on Okinawa.

(4) Total Number of Families: Report the number of families of UDP Marines residing on Okinawa, comprised of the dependents reported in paragraph 1b(3).

ENCLOSURE (2)

FORMAT FOR FORWARDING
POPULATION STATUS REPORT

From: Commanding Officer, ()
To: Commanding General, 3d Marine Division (AC/S, G-1, PCAO)

POPULATION STATUS REPORT

(a) DivO 5214.3F

1. In accordance with the reference, the following information is provided as of (DD, MM, YY):

a. Marine Corps personnel permanently assigned to Okinawa:

OFF ENL

1 Allowance (Auth Str):

(2) Total on Rolls:

(3) Total Deployed:

(4) O/B Accompanied Tour:

(5) Total No. Dependents:

(a) Cmd Sponsored:

(b) Non-Cmd Sponsored:

(6) Total No. Families

(a) Cmd Sponsored:

(b) Non-Cmd Sponsored:

b. Marine Corps personnel assigned to a UDP unit on a rotational basis to Okinawa:

ENCLOSURE (2)

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Allowance (Auth Str)

Total on Rolls:

Dependents:

2. The following tenant units are included in this report:
3. Point of contact is _____ at

(Signature)

ENCLOSURE (2)

INSTRUCTIONS FOR COMPLETING QUARTERLY
U.S. FORCES JAPAN STRENGTH REPORT

1. MCC Column. Unit MCC will be listed under this column.
2. UNIT Column. Unit name will be listed under this column.
3. OFF AUTH. Number of officers authorized by T/O to unit per the current Table of Organization (T/O) will be listed under this column
4. OFF ASGN. Number of officers assigned within unit will be listed under this column.
5. ENL AUTH. Number of enlisted authorized by T/O to unit per the current Table of Organization (T/O) will be listed under this column.
6. ENL ASGN. Number of enlisted assigned within unit will be listed under this column.
7. DEPN ON BASE. Number of dependents residing in base housing will be listed under this column.
8. DEPN OFF BASE. Number of dependents (command sponsored and non-command sponsored) residing off base.
9. ON-HAND TOTAL. Report the total number under each column

NOTE: Organizations that have UDP units under their cognizance must list separately all those UDP units in this report.

ENCLOSURE (3