



UNITED STATES MARINE CORPS
11TH MARINES
BOX 555503
CAMP PENDLETON, CA 92055-5503

RegtO 1070.1A
CO

MAR 18 2021

REGIMENTAL ORDER 1070.1A

From: Commanding Officer
To: Distribution List

Subj: 11TH MARINES PROCEDURES CONCERNING THE ISSUANCE OF REGIMENTAL
SPECIAL ORDERS (RSO)

Ref: (a) P1070.12K W/ CH 1
(b) P1610.7F W/ CH 1-2

Encl: (1) Example of RSO
(2) Non-funded TAD Order Format
(3) RSO Worksheet
(4) Tracker Format

1. Situation. This order provides guidance and directions for procedures and proper accountability of personnel issued RSOs.

2. Mission. Commands under 11th Marine Regiment will provide personnel necessary to supplement regimental sections and other battalions as needed. All personnel moves will require approval from appropriate authority. Personnel detached from their parent sections will undergo the administrative procedures concerning Temporary Additional Duty (TAD) as outlined in references (a) and (b).

3. Execution

a. Commander's Intent. To provide clear direction on the requirements and administrative procedures concerning the issuance of RSOs.

b. Concept of Operations. S-1s, and section heads will ensure proper administrative procedures, concerning RSOs, are carried out in a timely manner.

c. Tasks

(1) Commanding Officers, 1st Battalion, 2nd Battalion, 5th Battalion, and Headquarters Battery, 11th Marines.

(a) Ensure that all the personnel moves outside of your respective battalions or Headquarters Battery, 11th Marines, but within the regiment are supported by RSOs issued by the Regimental S-1.

(b) Ensure that all moves have gone through the approval process at a Regimental Manpower meeting or have been expressly approved by the Regimental Sergeant Major, Regimental Executive Officer, or the Regimental Commanding Officer prior to the issuance of an RSO.

(c) Ensure that all Marines who are on RSOs are being tracked by their respective S1s, First Sergeants, and Personnel Officers.

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(2) Regimental S-1

(a) Issue RSOs to personnel approved for intra-regimental moves outside of a battalion, Headquarters Battery, 11th Marines, or a regimental staff section.

(b) Collect a copy of the RSO worksheet to ensure each Marine's chain of command has been successfully notified.

(c) Endorse RSOs for personnel making movement into or out of any regimental staff section.

(d) Tracking of Marines being RSO'd within the Regiment will be fulfilled by the Regimental Personnel Officer, in their absence the task may be delegated to the Administrative Chief or a suitable substitute within the Regimental S1.

(e) Regimental Personnel Officer. At the end of every fiscal year quarter the Regimental Personnel officer will collect the trackers of each battalion (via email or other means) to ensure that the accountability of all Marine's with RSOs.

(3) Battalion S-1s.

(a) Endorse RSOs for the personnel making movement into or out of the respective battalions; e.g., attaching or detaching.

(b) Ensure all proficiency and conduct occasions and fitness reports are closed for the period of duty **prior** to detaching.

(c) Section Heads. The gaining section will ensure a proper junior to senior relationship is established. All reporting procedures outlined in the references for performance evaluation, and proficiency and conduct markings are adhered to by the TAD personnel.

(d) Tracking of Marines from the Battalions will be done by the Personnel Officer, Administrative Chief, or another suitable substitute of grade E6 or above in the S1.

1. This is to include verification that Marines within the Battalions that are on RSOs have been annotated correctly on the Morning Report.

2. This task **will not** be delegated to the lower level battery.

3. An exception to this rule will be Headquarters Battery, 11th Marines, as they will have their respective tracker managed by the Battery First Sergeant, or Battery Master Sergeant; in the First Sergeant's absence, or another suitable substitute of grade E6 or above.

4. If a suitable substitute is not grade E6 or above, contact must be made with the Regimental Personnel Officer or Regimental Administrative Chief in order to ensure that the substitute is aware of their responsibilities prior to being assigned the duty.

(d) At the end of every fiscal year quarter, each S1 (and the Headquarters Battery 11th Marines, Battery Office) must send their respective trackers to the Regimental Personnel Officer in order to take accountability of all the Marines on RSOs.

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d. Coordinating Instructions. The Regimental S-1 is the cognizant staff officer for this order. Submit revision recommendations to the Personnel Officer via the chain of command.

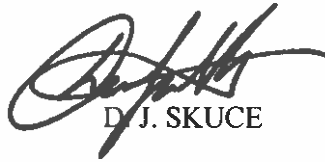
4. Administrative and Logistics. This order and associated enclosures are available electronically in the regimental share point;

<https://eis.usmc.mil/sites/11thmarreg/s1/default.aspx?RootFolder=%2Fsites%2F11thmarreg%2Fs1%2FAnn%20Exs%2FDirective%20Enclosures&FolderCTID=0x0120004CD9AA5A3338C74BAB2767F37F887645&View=%7B290B2ADB%2D6126%2D4A86%2DA508%2DBFA531EB02E4%7D>

5. Command and Signal

a. Command. This order is applicable to all units organic to 11th Marines.

b. Signal. This order is effective the date signed.



D. J. SKUCE



UNITED STATES MARINE CORPS
 11TH MARINES
 BOX 555503
 CAMP PENDLETON, CA 92055-5503

REGIMENTAL SPECIAL ORDER
 NUMBERX-XX

1326
 XX Mon XX

1. The following assignments is directed

Name	Organization	Report to	By	Remarks
SGT JOHN, JOHN G. 1234567890/0811 USMC	1/11	HQBTRY	XX MON XX NLT 0800	ISO 43 AREA ATS

I. M. MARINE
 Gunnery Sergeant, U. S. Marine Corps
 By direction
 Commanding Officer, 11th Marine Regiment

Distribution: 1/11



UNITED STATES MARINE CORPS

UNIT INFORMATION
UNIT INFORMATION
UNIT INFORMATION

11010
Unit Code
DD Mmm YY

From: Commanding Officer
To: Sergeant Ira M. Motivated 1234567890/4321 USMC

Subj: REGIMENTAL SPECIAL ORDERS TEMORARY ADDITIONAL DUTY ORDERS (NON-FUNDED)

Ref: RegtO 1070.1A

1. Delivered. Effective 0700, DD Month YYYY you are directed to report no later than 0800, DD Month YYYY to the Commanding Officer of Headquarters Battery, 11th Marines, Camp Pendleton, California (Building 43525) for temporary duty for the Camp Augmentation Program. You are slated to fill {assigned billet here}.
2. These orders are issued with the understanding that no expense to the government for travel is authorized in their execution.
3. Upon completion of temporary addition duty, on or about 0800, DD Month YYYY, you will report to Headquarters Battery, 11th Marines (Building #43525) for administrative out-processing and reassignment to your parent organization.
4. The pint of contact at this command is the billet, rank and full name, at email and phone number.

* SIGNATURE *
I. N. CHARGE

RECEIVING ENDORSEMENT

1. I have received these orders at Unit Name Here at (time) on (date). I understand the reporting instructions contained in my basic orders.

I. M. MOTIVATED

RSO WORK SHEET (WORKSHEET IS TO BE COMPLETED PRIOR TO MARINE RECEIVING ORDERS)

1.

RANK: _____

FULL NAME: _____

EDIPI: _____

MOS #: _____

BN/BTRY/SEC: _____

2.

WHERE ARE YOU GETTING ORDERS TO? (TO BE FILLED BY MARINE)

BN/BTRY/SEC: _____

LINE NUMBER: _____

DETACHMENT DATE: _____ ATTACHEMENT DATE: _____

3. IS YOUR SNCOIC AND/OR OIC AWARE OF YOUR MOVE? YES. / NO.
(TO BE COMPLETED BY YOUR SNCO/OIC)

IS THE MARINE A SGT OR ABOVE? YES/NO
-IF YES ENSURE MARINES FITNESS REPORT REFLECTS CORRECTLY
-IF NO ENSURE MARINE HAS TRANSFER PRO/CON OCCASION CREATED
-IF THE 1STSGT HAS NOT BEEN INFORMED ENSURE THAT HE IS
*BE ADVISED THAT THE MARINE'S INFORMATION IN THE MORNING REPORT MUST BE
CHANGED ONCE HE HAS DEPARTED

WHEN COMPLETE SIGN BELOW

SNCOIC SIG/NAME _____

OIC SIG/ NAME _____

4. IS YOUR BATTERY AND/OR BATTALION 1STSGT AWARE OF YOUR MOVE? YES. / NO.
(TO BE COMPLETED BY THE BN 1STSGT OR BTRY 1STSGT)

IS THE MARINE A SGT OR ABOVE? YES/NO
-IF YES ENSURE MARINES FITNESS REPORT REFLECTS CORRECTLY
-IF NO ENSURE MARINE HAS TRANSFER PRO/CONS INPUTTED IN TO OCCASION

HAS THE S1 BEEN INFORMED OF THE MARINE'S MOVEMNT? YES/NO
-IF YES DIRECT MARINE TO THE S1 FOR SIGNATURES
-IF NO INFORM S1 AND HAVE THEM SUBMIT AN RSO REQUEST TO THE REGIMENT VIA
EMAIL. IF THE REQUEST IS BEING MADE FROM THE BATTERY LEVEL, ENSURE THAT THE
BATTALION LEVEL 1STSGT IS CC'D IN THE EMAIL. THE EMAIL SHOULD HAVE THE
INFORMATION IN BLOCK 1 AND 2 OF THIS WORKSHEET.

WHEN COMPLETE SIGN BELOW (ONLY SIGN IF YOU SENT THE EMAIL)

BTRY 1STSGT SIG/NAME _____

BN 1STSGT SIG/NAME _____

5. HAVE YOU SEEN YOUR S1 YET? YES. / NO.
(TO BE COMPLETED BY S1 CLERK)

HAVE THEY REQUESTED AN RSO ON YOUR BEHALF FROM THE REGIMENT?

-IF YES YOU WILL RECIVE YOUR ORDERS AS SOON AS THEY RECIVE THE OFFICIAL RSO.

-IF NO HAVE THEM SUBMIT A REQUEST TO THE REGIMENTAL S1 BY SUBMITTING THE EMAIL THE 1STSGT SENT THEM.

THE S1 HAS THE RIGHT TO TURN AWAY A MARINE IF ANY OF THE ABOVE INFORMATION IS INCOMPLETE OR INCCORECT.

- IF ALL INFORMATION IS COMPLETE AND CORRECT AND THE REGIMENTAL S1 HAS CREATED THE RSO, IT IS THE BN S1'S DUTY TO CREATE ORDERS FOR THE MARINE AND INFORM HIM OF THE CORRECT TIME AND PLACE THEY ARE TO REPORT.

- IT IS ADVISED THAT A COPY OF ORDERS BE KEPT FOR THE S1 TO KEEP TRACK OF FOR QUALITY ASSURANCE PURPOSES.

- AT THIS POINT THE MARINE'S INFORMATION IN THE RSO TRACKER SHOULD REFLECT HIS MOST UPDATED INFORMATION AS WELL AS THEIR REFLECTED RETURN DATE.

WHEN COMPLETE SIGN BELOW

SIG/NAME OF S1 CLERK _____