

ANNEX I (YELLOW RIBBON TEAM) TO HQMC REPATRIATION OPLAN

1. PURPOSE: This annex provides guidance for CONUS USMC Component Commanders, and Installation Commanders which provide support to Class II hospitals selected for administrative and medical processing of returnees.

2. OBJECTIVE: To ensure the expeditious processing of returnees to active duty, release from the service, or to military control, subject to the following:

- a. Special needs of returnees.
- b. Necessary care of NOK.
- c. High public affairs interest.

3. RESPONSIBILITIES:

a. In CONUS the designated USMC Component Commander responsible for receiving returnees will appoint a YELLOW RIBBON processing team to manage processing preparations and activities at the designated base/station/installation. Commanders of Bases/Stations/Installations that may be used for returnee processing will have responsibility to appoint a Yellow Ribbon team chief in the grade of Colonel (O-6), IAW DODI 2310.4 and shall be the central coordinator and point of contact for all processing activities. The team chief shall not be encumbered with other specific responsibilities, such as medical treatment; debriefing, or normal duties when YELLOW RIBBON contingency plans are implemented. The team chief must be sensitive to the human problems and emotions confronting the returnee and his family. In the event that a military returnee is processed at a civilian facility, an O-6 from the military member's home station (if there is only one returnee) shall be appointed as processing team chief.

b. Returned USMC civilians, like their military counterparts will come under the purview of the processing team chief.

c. YELLOW RIBBON processing team chiefs are authorized to communicate directly with HQMC (PP&O) on all matters pertaining to YELLOW RIBBON operations.

d. Processing Team Composition: Current name, rank, duty telephone number, and home telephone number of YELLOW RIBBON processing team chiefs will be provided to HQMC PP&O (Marine Corps Operations Center (MCOC) and will be updated whenever the by-name assignment changes. As a minimum, commanders will establish processing teams consisting of personnel highly knowledgeable in the following areas:

- (1) Personnel.
 - (a) Casualty assistance.
 - (b) Career and post career counseling.
 - (c) Promotions.
 - (d) Assignments.
 - (e) Awards and decorations.
 - (f) Family assistance and services.
 - (g) Leave.
- (2) Finance.
 - (a) Pay status.
 - (b) Entitlements.
 - (c) NOK travel vouchers.
- (3) Legal.
 - (a) Claims.
 - (b) Legal assistance and counseling.
 - (c) Local, state and Federal laws.
- (4) Travel, Billeting and Food service facilities for NOK.
- (5) Chaplain.
- (6) Public Affairs.
- (7) Medical - family counseling.

APPENDIX:

1 - Returnee Processing Plan for CONUS Installations

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APPENDIX 1 (RETURNEE PROCESSING PLAN FOR CONUS INSTALLATION) TO ANNEX I
(YELLOW RIBBON TEAM) TO HQMC REPATRIATION OPLAN

1. PURPOSE: This appendix provides information and guidance to assist CONUS Marine Corps commanders and commanders of installations in the processing of returned U.S. personnel (referring to U.S. military, DoD emergency essential civilian employees and DoD essential contractor service employees), detained, missing or isolated personnel.

2. OBJECTIVE: To ensure that the administrative and medical processing of returnees is complete, coordinated and effective at each installation or facility responsible for YELLOW RIBBON operations.

3. RESPONSIBILITY: All installations selected for returnee processing will prepare supporting plans to establish responsibilities and duties for interested agencies. Coordinate through DC, PP&O and the Joint Personnel Recovery Agency (JPRA) with OCONUS processing team.

4. ASSUMPTIONS:

a. Minimum advanced notification will be received.

b. The YELLOW RIBBON processing team should be operational prior to arrival of returnee or NOK.

c. Personnel and medical records will be available prior to arrival of returnees.

d. Returnee's NOK will arrive prior to or within 24 - 48 hours of returnees.

e. Recovered personnel will be in various states of health - ambulatory to immobile.

f. News media interest will begin immediately.

g. National and local interest will be high and remain so.

h. The presence of news media personnel will have a measurable effect on base, post, and station staffs and agencies.

i. Personnel, administrative, and logistical support will be drawn from command resources.

5. PROCEDURES: The processing team chief will coordinate all phases of the operation and ensure proper implementation of this plan. Provide support specified in this OPLAN and additional support as directed, to facilitate orderly, expeditious, and considerate processing of returned U.S. personnel and ensures efficient operation of all related activities. Particular attention must be given to the personnel counseling process to ensure timely, meaningful and well-coordinated counseling sessions are afforded the returnee.

6. RESPONSIBILITIES: Under the direction and supervision of the processing team chief, the:

a. Base/Post/Station/Installation Commanders at the designated CONUS processing location(s), in coordination with DC, M&RA (Casualty Branch) and DC, PP&O (Operations Division), are responsible for providing administrative support to returnees and NOK.

(1) Personal Services Division provides services and emergency aid, when necessary to include:

(a) Marine Corps Community Services.

(b) Navy & Marine Corps Relief Society.

(c) Coordinate with American Red Cross.

(2) Provost Marshal provides military police support to ensure adequate physical protection and to prevent unauthorized access to the returnee and family members during the repatriation process.

b. Deputy Commandant for Manpower and Reserve Affairs (M&RA), Casualty Branch (CMC MH) conducts administrative processing. Augment and support YELLOW RIBBON processing locations to accomplish required personnel actions. Arrange prompt dispatch of each returnee's military or civilian record to the correct CONUS processing location when required (Annex B).

c. HQMC Director of Intelligence (I) supports CONUS processing location(s) in the conduct of intelligence/counterintelligence debriefings (Annex C).

d. Deputy Commandant for Installation & Logistics (CMC IL) assists CONUS processing locations in providing logistical support, to include Services, Supply, Transportation, and Maintenance, for recovered personnel, NOK, and military personnel involved with YELLOW RIBBON (Annex D).

e. HQMC Medical Officer of the Marine Corps, Health Services assists CONUS processing locations in providing medical administrative processing and hospitalization for returned personnel (Annex E).

f. HQMC Chaplain of the Marine Corps assists CONUS processing locations in providing pastoral assistance to returnees and NOK (Annex F).

g. Finance Officer MCB Quantico Virginia provides finance and accounting support to returned personnel and provides reimbursement for NOK travel (Annex H).

e. Deputy Commandant for Command, Control, Communications, and Computers (C4) provides telephonic, message, photographic, audio-visual and any special communications support for military personnel connected with YELLOW RIBBON. If necessary, C4 assists with the location and installation of commercial communications equipment.

f. HQMC Division of Public Affairs is singularly responsible for all aspects of disseminating information to the media; both local and

national, regarding returned personnel and will work closely with the PAO Offices at CONUS processing locations. In addition, PAO will assist the returnee in understanding how to deal with the media and protect classified information that returnee may possess (Annex M).

g. HQMC Staff Judge Advocate (SJA) to the Commandant of the Marine Corps provides assistance to CONUS processing locations on all legal matters and claims settlements (Annex N).

7. RESPONSIBILITY, PLANS AND SEQUENCE CHECKLIST: To assist commands in preparing supporting plans, a checklist is provided for guidance. The plans should include (but not limited to) the areas covered in the checklist. There will be some difference in planning at various facilities, although major areas of interest for all facilities are listed in succeeding paragraphs.

a. Agency Responsibility Checklist:

(1) Local alert and notification procedures.

- (a) Marine Corps Operations Center (MCOC)
- (b) CMC M&RA (MH) Casualty Branch.
- (c) YELLOW RIBBON Processing Team Chief.
- (d) Health Services.
- (e) SJA.
- (f) CMC PAO
- (g) CMC PP&O (POE)
- (h) CMC I&L.
- (i) CMC C4.
- (j) CMC RFF.
- (k) CMC M&RA (MRC) - coordinate NOK travel.

(2) Health Services.

- (a) Administrative reception.
- (b) Rooms for returnees.
- (c) Security.
- (d) Staff.
- (e) Nursing.
- (f) Personal items.

- (g) YELLOW RIBBON operations center.
 - (h) Coordination with Intel for debriefing.
- (3) CMC M&RA.
- (a) Records from CMC (MRC)
 - (b) Promotions.
 - (c) Decorations/awards.
 - (d) Reenlistment/career counseling.
 - (e) Assignment options.
 - (f) Passes/leave.
 - (g) Escort (returnee).
 - (h) PX, commissary, club, and recreational facility privileges.
 - (i) ID card.
 - (j) AER.
 - (k) American Red Cross.
 - (l) Religious counseling/services.
 - (m) MP support.
 - (n) CACO for NOK
- (4) CMC I&L:
- (a) Space requirements for debriefing personnel.
 - (b) Office equipment, when required, for debriefing.
 - (c) Personnel support, when required, for debriefing.
 - (d) Security for debriefing
 - (e) Uniforms.
 - (f) Badges, rank, medals, name tags.
 - (g) Lodging for PNOK.
 - (h) Lodging for Military personnel involved in YELLOW RIBBON.
 - (i) Transportation.

- (j) Office equipment.
- (k) Health and comfort items.
- (5) CMC PAO:
 - (a) Press releases.
 - (b) Press conferences.
 - (c) Press interviews.
 - (d) Communications support.
 - (e) DOD and CMC guidance.
- (6) CMC C4
 - (a) Telephone jack.
 - (b) Telecommunications.
 - (c) Public address system.
 - (d) Photographic.
 - (e) Audio-visual.
 - (f) Special communications/electronic equipment
- (7) CMC RFF:
 - (a) Records from DFAS-KC and MCTFS.
 - (b) Pay and allowance.
 - (c) NOK payments.
 - (d) Settlement of claims.
- (9) CMC SJA:
 - (a) Settlement of claims.
 - (b) Legal assistance.
- b. Team Chief Checklist:
 - (1) Reception of returnees:
 - (a) At airport.
 - (b) Travel to hospital.
 - (c) Press control.

- (d) Escort for returnee
- (2) Security:
 - (a) At airport.
 - (b) During travel.
 - (c) Hospital.
 - (d) Installation.
 - (e) Dissident control.
- (3) NOK affairs:
 - (a) Housing.
 - (b) Transportation.
 - (c) Food service facilities.
 - (d) PX, commissary, recreational facility privileges.
 - (e) CACO assistance.
 - (f) Reunion with returnee.
 - (g) Visits with returnee.
- (4) Reports:
 - (a) Medical.
 - (b) CMC M&RA (MH)
 - (c) Debriefing.
 - (d) After-action.
- (5) Coordination:
 - (a) Within YELLOW RIBBON team.
 - (b) Within base/station/post/installation.
 - (c) Higher headquarters.
 - (d) Direct with HQMC YELLOW RIBBON Coordinator.
 - (e) Direct with MRC as necessary.
 - (f) Finance Officer, MCB Quantico, Virginia.
 - (g) Joint Personnel Recovery Agency (JPRA).

(h) OCONUS processing team.

(i) Appropriate civilian agencies.