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MARINE CORPS ORDER 1130.62C

From: Commandant of the Marine Corps
To: Distribution List

Subj: COMMAND RECRUITING PROGRAM

Ref: (a) Recruiting Station Operations (Volume III)
(b) MCO P1400.32D w/CH 1-2
(c) MCRCO 1100.2A
(d) MCO 1610.7A
(e) MCO 1650.19J w/CH 1
(f) MCO 1050.3J
(g) MCO 1001.59A
(h) MCO 1001R.1L w/CH 1
(i) MCRCO 1100.77 w/CH 1
(j) SECNAV M-5210.1 CH-1
(k) MCO 5210.11F
(l) 5 U.S.C. 552a
(m) SECNAVINST 5211.5F

Encl: (1) Graduation Leave / Annual Leave and Liberty Command Recruiters
(2) Permissive Temporary Additional Duty Command Recruiter (Enlisted)
(3) Permissive Recruiter Assistant Program Command Recruiter
(4) Permissive Temporary Additional Duty Command Recruiter (Officer)
(5) Marine Corps Reserve Recruiting Programs and Referrals
(6) Guidelines for use of Command Recruiters
(7) Sample Letter of Recognition to the Participant's parent Command
(8) Sample Naval Message Requesting Permissive Temporary Additional Duty Participation
(9) Sample Naval Message Authorizing Permissive Recruiter Assistant Program Eligibility
(10) Sample Orders Modification for Permissive Recruiter Assistant Program

1. Situation. To publish information and instructions for the eligibility and the administration of the Command Recruiting Program (CDR). This Order is in accordance with references (a) through (m).

2. Cancellation. MCO 1130.62B.

3. Mission. This Order promulgates policy and procedural guidance for the management and administration of CDR within a Total Force construct. The policy and procedures contained in enclosures guide how to administer and manage the CDR in order to reduce administrative burdens on Marine Corps Recruiting Command (MCRC) and field commanders while maximizing the effects of CDR.

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

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order frames the necessity of maintaining a constant flow of high-quality accessions which is essential to sustain end-strength requirements. Recruiters will leverage CDR to enhance end-strength requirements as seen in previous fiscal years. The CDR has provided the Marine Corps with over 15 percent of the total force enlistments annually.

(2) Concept of Operations. The CDR consists of actions taken by unit commanders, individual Marines on leave or liberty, or Marines who volunteer as a recruiter assistant to assist the Marine Corps and Selected Marine Corps Reserve (SMCR). Leaders in the operating forces are critical because of the awareness they bring to the program. These individuals are specifically identified as:

(a) Command Recruiter

1. Graduation Leave. Any Marine on leave ("boot leave") immediately following recruit training (Enclosure 1).

2. Annual Leave and Liberty. Any Marine on authorized annual leave or in a liberty status (Enclosure 1).

3. Permissive Temporary Additional Duty (PTAD) (Enlisted). Any Marine assigned PTAD to a recruiting station (RS) from a parent non-entry level Command or Marines in the entry-level training (ELT) pipeline at formal learning centers (FLC) (Enclosure 2).

4. Permissive Recruiter Assistant Program (PRASP). Any Marine assigned to assist the recruiting effort following "boot leave" but prior to reporting to the Schools of Infantry (SOI) (Enclosure 3).

5. PTAD (Officer). Selected officers may be assigned to PTAD after commissioning, prior to attending TBS, or awaiting naval flight training or MOS school (Enclosure 4).

(b) Reserve Recruiter Aide (RRA). Any Reserve Marine (preferably in the ranks of lance corporal (LCpl) through sergeant (Sgt)) assigned to temporary active duty to assist in the recruiting effort for periods ranging from 30 to 179 days.

(c) Extended Active Duty Recruiter (EAD). Any Reserve Marine noncommissioned officers and staff noncommissioned officers (SNCO) who are assigned to serve on active duty as total force recruiters (8411) within their respective communities, for initial 2-year tours.

b. Coordinating Instructions

(1) Reference (a) further clarifies the use of Marines in support of the recruiting effort (Enclosure 6). Therefore, it is imperative that commanding generals and commanders perform the following functions:

(a) Inform all Marines of the provisions of this Order who are departing on leave, special liberty, or permanent change of station (PCS) and temporary additional duty orders involving a delay en route.

(b) Ensure that all personnel are aware of the advantages of participating as a command recruiter through web-based articles and base and station advertising as part of a comprehensive awareness campaign, especially during peak holiday leave periods.

(2) The CDR is an approved PTAD program in accordance with chapter 5, paragraph 1c(7) of enclosure (1) to reference (f).

5. Administration and Logistics

a. This Order is published electronically and can be accessed on-line via the Marine Corps Electronic Library (MCPEL) at:
<http://www.marines.mil/News/Publications/ELECTRONICLIBRARY.aspx>.

b. For commands without access to the Internet, hard copy and CD-ROM versions of Marine Corps directives can be obtained through Marine Corps Publications Distribution System.

c. Recommendations. Recommendations concerning the contents of this Order may be forwarded to Marine Corps Recruiting Command (G3) via the appropriate chain of command.

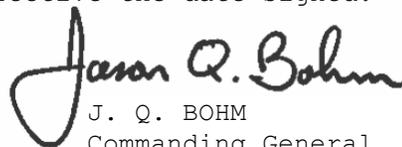
d. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per reference (j) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Records disposition schedules are located on the Department of Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at:
<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to reference (k) for Marine Corps records management policy and procedures.

e. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (reference (l)) and implemented per reference (m).

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

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



J. Q. BOHM
Commanding General
Marine Corps Recruiting Command
By direction

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TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Enclosure 1	Graduation Leave / Annual Leave and Liberty Command Recruiters.....	1-1
1.	Mission.....	1-1
2.	Assignment.....	1-1
3.	Meritorious Promotion.....	1-1
4.	Bonus Points for Composite Scores.....	1-1
5.	Fitness Report Comments.....	1-2
6.	Personal Awards.....	1-2
7.	Extensions of Leave and Special Liberty Incentives for Assistance to the Recruiting Service.....	1-2
Enclosure 2	Permissive Temporary Additional Duty Command Recruiter (Enlisted).....	1-1
1.	Mission.....	1-1
2.	Assignment.....	1-1
3.	Meritorious Promotion.....	1-2
4.	Bonus Points for Composite Scores.....	1-2
5.	Fitness Report Comments.....	1-2
6.	Personal Awards.....	1-3
7.	Administration.....	1-3
Figure 1-1.	PTAD-CDR request process for Marines in the operating Forces.....	1-4
Figure 1-2.	PTAD-CDR request process for Marines in ELT.....	1-5
Enclosure 3	Permissive Recruiter Assistant Program Command Recruiter.....	1-1
1.	Mission.....	1-1
2.	Assignment.....	1-1
3.	Meritorious Promotion.....	1-1
4.	Bonus Points for Composite Scores.....	1-2
5.	Fitness Report Comments.....	1-2
6.	Personal Awards.....	1-2
Figure 1-3.	PRASP process.....	1-3
Enclosure 4	Permissive Temporary Additional Duty Command Recruiter (Officer).....	1-1
1.	Mission.....	1-1
2.	Reporting.....	1-1
Enclosure 5	Marine Corps Reserve Recruiting Programs and Referrals.....	1-1
1.	Mission.....	1-1
2.	Assignment.....	1-1
3.	Referral Retirement Points.....	1-1
4.	Administration.....	1-2

Enclosure 6	Guidelines for use of Command Recruiters.....	1-1
1.	Guidelines.....	1-1
2.	Dismissal.....	1-2
Enclosure 7	Sample Letter of Recognition to the Participant's parent Command.....	1-1
Enclosure 8	Sample Naval Message Requesting Permissive Temporary Additional Duty Participation.....	1-1
Enclosure 9	Sample Naval Message Authorizing Permissive Recruiter Assistant Program Eligibility.....	1-1
Enclosure 10	Sample Orders Modification for Permissive Recruiter Assistant Program.....	1-1

GRADUATION LEAVE / ANNUAL LEAVE AND LIBERTY COMMAND RECRUITERS

1. Mission. The CDR acknowledges individual Marines while on leave or liberty, who refer applicants to local recruiters who subsequently enlist by awarding their efforts.

2. Assignment. Individuals are not assigned as command recruiters. To participate, a Marine need only be in a legal leave or liberty status to be considered a command recruiter.

3. Meritorious Promotion

a. Per reference (b), any private (Pvt) on leave or liberty (not assigned to PTAD, PRASP, or RRA), who refers one applicant who subsequently enlists or reenlists in the Marine Corps or enlists in the SMCR, will be meritoriously promoted to private first class (PFC) if otherwise qualified and recommended.

b. Any PFC on leave or liberty (not assigned to PTAD, PRASP, or RRA), who refers two individuals who subsequently enlist or reenlist in the Marine Corps or enlist in the SMCR, will be meritoriously promoted to LCpl if otherwise qualified and recommended.

c. All dates of rank and the effective dates for pay and allowances are the second day of the month following the month in which the required number of referrals enlist or reenlist.

d. RS commanding officers will forward the appropriate letter of recognition to the commanding officer of the participant's gaining or parent command (Enclosure 7).

e. RS commanding officers may promote Pvts to PFC and PFCs to LCpl at the RS. However, prior to promoting the Marine, coordination is made with the gaining or parent command. The gaining or parent command is required, per reference (b), to make all unit diary and service record book entries and determine whether the Marine is otherwise qualified and recommended.

f. CDR meritorious promotions detailed in reference (b), do not include promotions to PFC ("Contract" PFC) earned while in the Delayed Entry Program (DEP). Authority for appointment to PFC upon graduation from recruit training is granted by the MCRC Enlistment Processing Manual and will be properly recorded on the DD Form 1966 and DD Form 4.

4. Bonus Points for Composite Scores

a. LCpl and Corporals (Cpl) on leave or liberty (not assigned to PTAD, PRASP, or RRA), will receive 20 points per applicant referred who subsequently enlist in the Marine Corps or SMCR or who reenlists into the regular component of the Marine Corps.

b. Bonus points may not exceed 100 points and are computed in composite scores per reference (b).

c. Bonus points are not carried forward to the next higher grade.

d. RS commanding officers will forward the appropriate letter of recognition to the commanding officer of the participant's parent command (Enclosure 7).

5. Fitness Report Comments

a. For Sgts and above, appropriate comments are recommended for fitness reports.

b. Per references (c) and (d), command recruiting comments should be incorporated within the scheduled fitness report period and may be used to enhance already desirable traits of the Marine being reported on. RS commanding officers will forward appropriate letters of recognition to the Marine's parent command recommending appropriate comments on the Marine's fitness report. A sample letter appears in Enclosure (7).

6. Personal Awards

a. Meritorious masts (NAVMC 10935) and certificates of commendation (NAVMC 10631) are authorized to be issued per reference (e). RS commanding officers are authorized to award meritorious masts to members of their command and may provide the district commanding officers with recommendations for certificates of commendation.

b. Meritorious masts and certificates of commendation should reflect the Marine's level of participation and are awarded in addition to alternate forms of recognition.

7. Extensions of Leave and Special Liberty Incentives for Assistance to the Recruiting Service. Reference (f) describes the applicability, special provisions, and administration of extensions of leave and special liberty incentives for enlisted Marines on annual leave or in a delay status who recruit acceptable applicants for enlistment in the Marine Corps. RS Commanding Officers will make recommendations using enclosure (7).

PERMISSIVE TEMPORARY ADDITIONAL DUTY COMMAND RECRUITER (ENLISTED)

1. Mission. The CDR allows for the assignment of Marines to permissive temporary PTAD, at no cost to the government, for a period of up to 30 days to a RS or recruiting substation (RSS) nearest their hometown to assist in the recruiting effort. Command approval for participation in the CDR for shorter PTAD orders for 5, 7, 14, or 21-day durations can still provide recruiters a significant capability in the recruiting effort.

2. Assignment. Coordination for participation in the CDR in a PTAD status is dependent on where a Marine currently is in their career. Marines in the ELT pipeline at FLCs will have a slightly different approval process compared to a Marine assigned to the operating forces. Marines in the operating forces desiring to participate in this program should contact their local recruiter who will then formally request the Marine through the RS, see figure (1). FLCs may also initiate planning for CDR participation for Marines in a Marine-awaiting-training (MAT) status, see figure (2).

a. The request and approval process requires the Marine to execute near-simultaneous communication with the recruiter and his or her current chain of command.

(1) Marines in the operating forces should be aware that Marine On-Line (MOL) is capable of initiating and submitting a PTAD request to their chain of command to participate in the CDR. The request and approval of a PTAD MOL request for participation in the CDR is not visible to the RS. Phone or email traffic between the recruiter, RS program specialist, and RS Sergeant Major (SgtMaj) are required and should be completed prior to approval.

(2) Requests for Marines in the ELT pipeline must be coordinated via message traffic between the FLC, RS, and the Marine. Marines at an FLC may be approved for participation in the CDR in a PTAD status while at School of Infantry (SOI) and their follow-on formal school. This requires coordination between the FLC and RS, and between the Marine and the RS. The FLC and RS must agree. Marines projected to report to school and enter into a prolonged MAT status should receive favorable consideration for participation in the CDR with orders to return to school prior to the commencement of the course.

b. CDR volunteers in the operating forces are first endorsed by the gaining RS. CDR volunteers in the ELT-pipeline will coordinate CDR participation via the FLC and the RS or vice-versa and then apply for PTAD. If approved by their parent command and desired by the RS, the request is then authorized.

c. RS commanding officers may initiate requests for the participation of Marines for PTAD in the same manner. All requests are made in a message format (Enclosure 8).

d. Requests for Marines are normally originated 30 days or more in advance of the projected dates of participation, exceptions to this timeline are handled on a case by case basis.

e. Continuous liaison between the Marine and the RS or RSS is maintained to ensure the smooth execution of the PTAD process.

f. It is the participating Marine's responsibility to arrange transportation to and from the RS or RSS at no cost to the government.

g. Marines assigned to the CDR will adhere to physical fitness standards and fitness sustainment regimens according to Marine Corps Orders and the instruction and guidance provided by Force Fitness Division.

h. Marines must remain registered in Marine Corps Training and Information System (MCTIMS) throughout the entire PTAD period.

i. Marines who participate in PTAD must have their orders endorsed for PTAD in order to avoid significant issues upon liquidation of their orders.

3. Meritorious Promotion. Reference (b) additionally provides that any Pvt assigned to PTAD, who refers one applicant who subsequently enlists or reenlists in the Marine Corps or enlists in the SMCR, is meritoriously promoted to PFC, if otherwise qualified and recommended.

a. Any PFC assigned to PTAD, who refers two individuals who subsequently enlist or reenlist in the Marine Corps or enlist in the SMCR, is meritoriously promoted to LCpl if otherwise qualified and recommended.

b. All dates of rank and the effective dates for pay and allowances are the second day of the month following the month in which the required number of referrals enlist or reenlist.

c. RS commanding officers will forward the appropriate letter of recognition to the commanding officer of the participant's parent command (Enclosure 7).

d. RS commanding officers may promote Pvts to PFC and PFCs to LCpl at the RS. However, prior to promoting the Marine, coordination is made with the parent command. The parent command is required, per reference (b), to make all unit diary and service record book entries and determine whether the Marine is otherwise qualified and recommended.

e. CDR meritorious promotions detailed in reference (b), do not include promotions to PFC ("Contract" PFC) earned while in the Delayed Entry Program (DEP). Authority for appointment to PFC upon graduation from recruit training is granted by the MCRC Enlistment Processing Manual and will be properly recorded on the DD Form 1966 and DD Form 4.

4. Bonus Points for Composite Scores. LCpls and Cpls who are on leave or assigned to PTAD will receive 20 bonus points per applicant referred who subsequently enlists in the Marine Corps or SMCR or who reenlists into the regular component of the Marine Corps.

a. Bonus points may not exceed 100 points and are computed in composite scores per reference (b).

b. Bonus points are not carried forward to the next higher grade.

c. RS commanding officers will forward the appropriate letter of recognition to the Marine's parent command (Enclosure 7).

5. Fitness Report Comments

a. For Sgts and above, appropriate comments are recommended for fitness reports.

b. Command recruiting comments are incorporated within the scheduled fitness

report period and used to enhance already desirable traits of the Marine being reported on. RS commanding officers will forward appropriate letters of recognition to the Marine's parent command recommending appropriate comments in section C of the Marine's fitness report. A sample of such a letter appears in Enclosure (7).

6. Personal Awards

a. Meritorious masts (NAVMC 10935) and certificates of commendation (NAVMC 10631) are authorized to be issued per reference (e). RS commanding officers are authorized to award meritorious masts to members of their command and may provide the district commanding officers with recommendations for certificates of commendation.

b. Meritorious masts and certificates of commendation should reflect the Marine's level of participation and are awarded in addition to alternate forms of recognition.

7. Administration. Assignment of Marines to PTAD for the express purpose of participating in the CDR is authorized with the following provisions:

a. Marines may request assignment to PTAD at the RS or RSS nearest their hometown to assist the local recruiter for up to 30 days. Prior to approval and issuance of orders (no cost to government), the unit must coordinate with the RS SgtMaj.

b. Annual leave in conjunction with PTAD is authorized. Additionally, personnel present in their leave area on annual leave, who desire to participate, may request assignment to PTAD from their parent command.

(1) Such requests will be made by message through the commanding officer of the appropriate RS and must receive a reply from the parent command prior to the ending date of the annual leave. Message requests submitted through RSs serve as the RS's concurrence. The parent command will ensure that appropriate unit diary entries are made per the Marine Corps Total Force System Personnel Reporting Instructions User's Manual (MCTFS PRIUM).

(2) Personnel in the midst of executing PCS orders en route from one command to another are INELIGIBLE for participation in the PTAD assignment portion of the CDR.

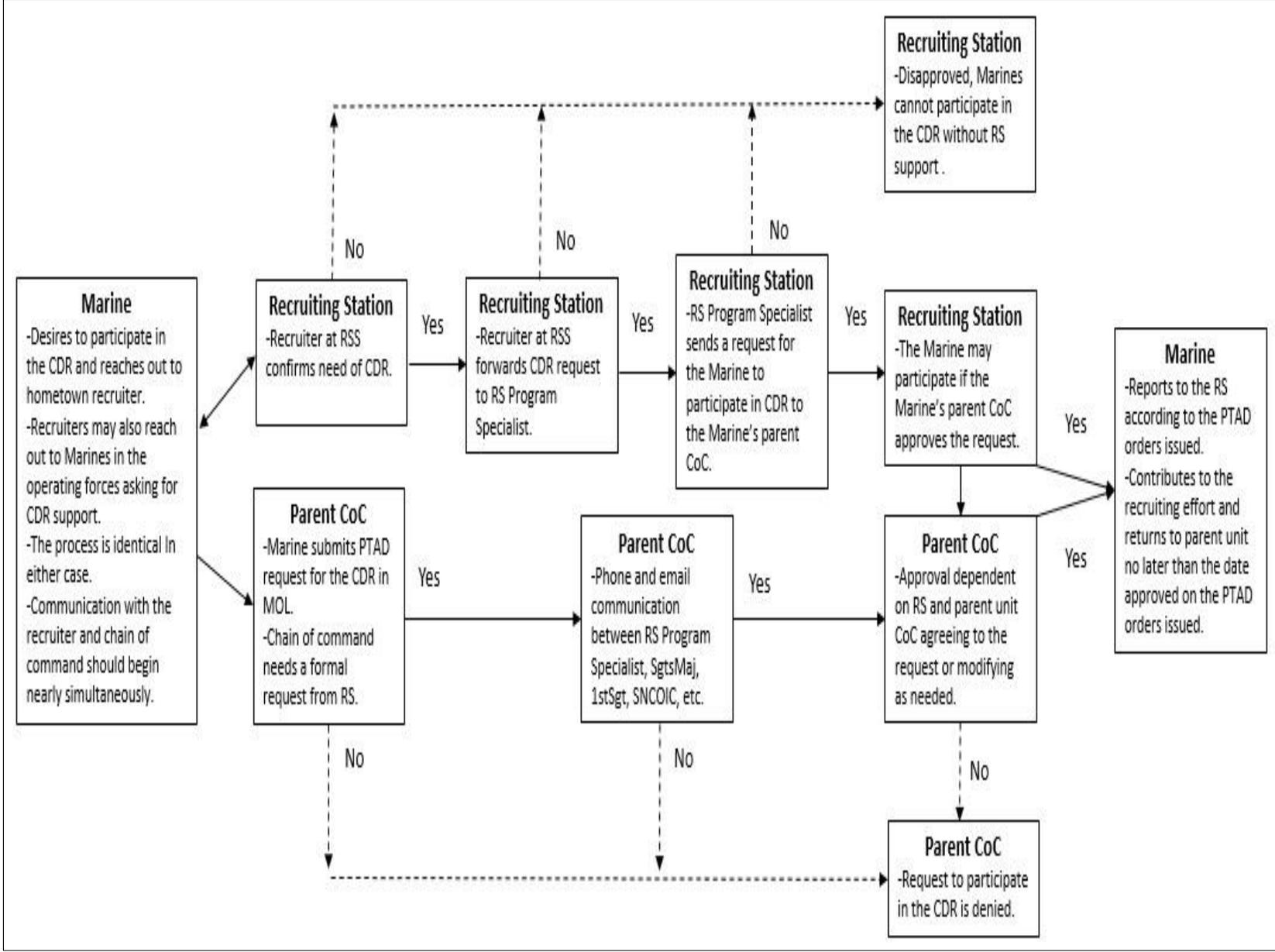


Figure 1-1: PTAD-CDR request process for Marines in the operating forces

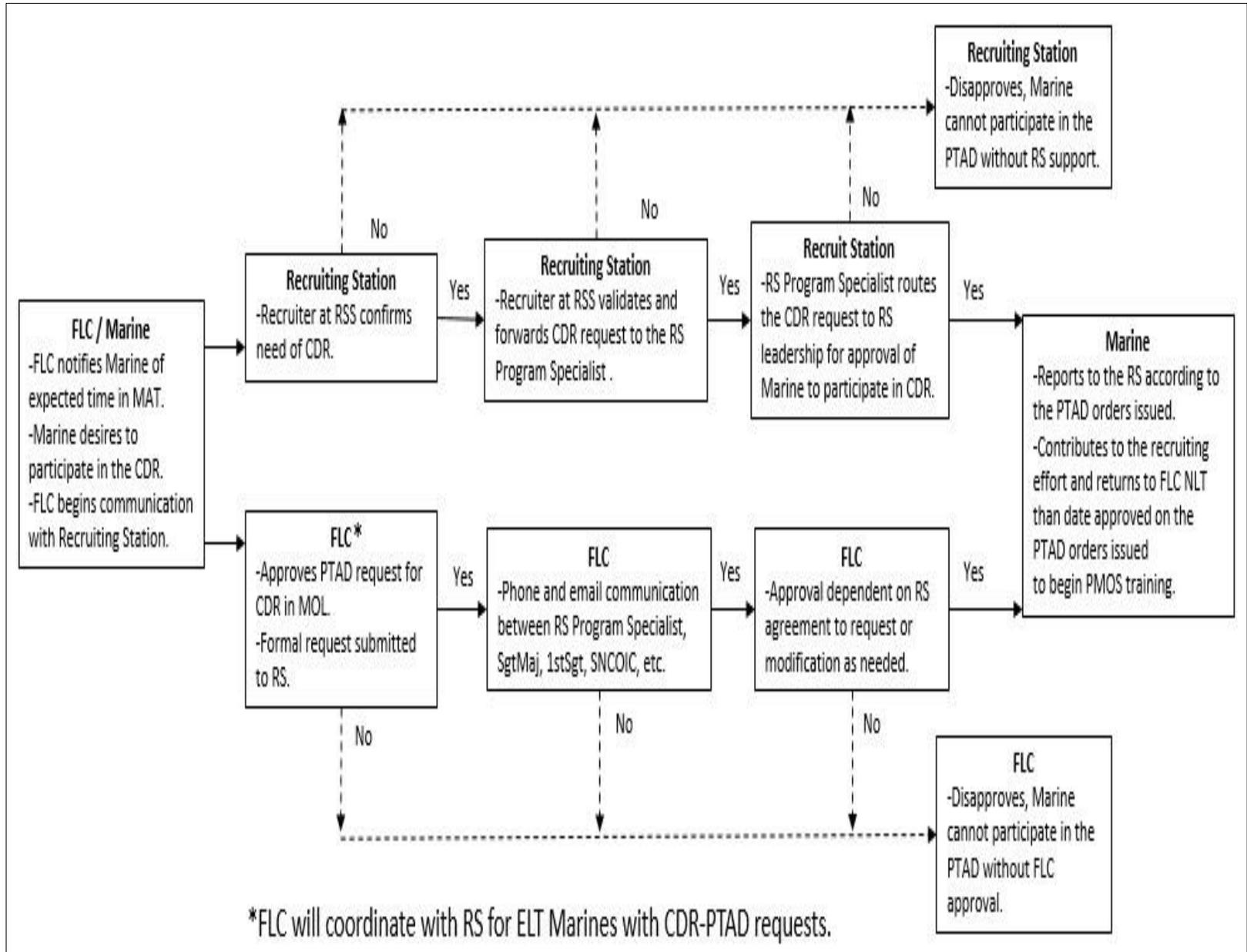


Figure 1-2: PTAD-CDR request process for Marines in ELT

PERMISSIVE RECRUITER ASSISTANT PROGRAM COMMAND RECRUITER

1. Mission. Marines on the PRASP are defined as Marines assigned to assist the recruiting effort following "boot leave" but prior to reporting to SOI. Marines participating in the CDR immediately after boot leave have historically but erroneously been referred to as "PRASP" which is also a PTAD status.

2. Assignment. The assignment process to PRASP may differ slightly on a case-by-case basis but the majority of Marines assigned to PRASP are identified via email by the Deputy Commandant, Manpower and Reserve Affairs (DC, M&RA), Manpower Management Division, Integration Branch (MMIB), Operations / Plans / Integration / Distribution Section (MMIB-1). The RS must also accept each Marine approved.

a. Immediately following "boot leave" (Pre-SOI). Marines assigned to this category are identified via eligibility roster provided by MMIB-1. The eligibility roster is generated via execution of the Recruit Distribution Model (RDM) between TD45 and TD54 at the Marine Corps Recruit Depot (MCRD). The spreadsheet is provided to Commanding Generals (CGs), Eastern Recruiting Region (ERR) and Western Recruiting Region (WRR), COs SOI East and West, and MCRC liaisons at both SOIs. MCRC liaisons communicate with RSs via regions and districts to determine capacities and PRASP aggregate populations. PRASP decisions must not interfere with follow-on school assignments within the ELT continuum. PRASP authorization must include Head MMIB-1, MMEA-1, MMEA-11, CGs ERR and WRR, COs SOI East and West, and Training Command (TRNGCMD) G3. See figure (1).

(1) During the winter months, (November to February) PRASP is coordinated by TRNGCMD, ERR and WRR, and SOI East and West. RSs will be informed by the MCRC Liaison at SOI East and West.

(2) The number of approvals from this program is dependent on the number of individuals already in the training pipeline. The October through January months typically have a large number of approvals for PRASP due to training delays, while May through September see the fewest approvals due to the low number of shippers during the February through May recruiting period.

(3) For PRASP longer than 14 days and Marines not identified on the PRASP eligibility roster, SOI liaisons will contact MMIB-1 to make the final determination on a case-by-case basis whether a Marine can go on PRASP longer than the prescribed number of days.

b. Awaiting Formal Training (Post-SOI). Marines who have graduated from recruit training and SOI, and are eligible to participate in the CDR in a PTAD status, see enclosure (2) for additional details.

c. Marines must remain registered in MCTIMS throughout the entire PRASP period.

d. Marines who participate in PRASP must have their orders endorsed for PRASP in order to avoid significant issues upon liquidation of their accessions orders at their first permanent duty station.

3. Meritorious Promotion

a. Any Pvt assigned to PRASP who refers one individual who subsequently enlists or reenlists in the Marine Corps or enlists in the SMCR is meritoriously promoted to PFC, if otherwise qualified and recommended.

b. Any PFC assigned to PRASP who refers two individuals who subsequently enlists or reenlists in the Marine Corps or enlists in the SMCR is meritoriously promoted to LCpl, if otherwise qualified and recommended.

c. All dates of rank and the effective dates for pay and allowances are the second day of the month following the month in which the required number of referrals enlist or reenlist.

d. RS commanding officers will forward the appropriate letter of recognition to the commanding officer of the participant's gaining command (Enclosure 7).

e. RS commanding officers may promote Pvtts to PFC and PFC to LCpl at the RS. However, prior to promoting the Marine, coordination is made with the gaining command. The gaining command is required, per reference (b), to make all unit diary and service record book entries and determine whether the Marine is otherwise qualified and recommended.

f. Command Recruiting Program meritorious promotions detailed in reference (b), do not include promotions to PFC ("Contract" PFC) earned while in the Delayed Entry Program (DEP). Authority for appointment to PFC upon graduation from recruit training is granted by the MCRC Enlistment Processing Manual and will be properly recorded on the DD Form 1966 and DD Form 4.

g. Marines assigned to the CDR will adhere to physical fitness standards and fitness sustainment regimens according to Marine Corps Orders and the instruction and guidance provided by Force Fitness Division.

4. Bonus Points for Composite Scores

a. LCpls and Cpls who are on leave or assigned to the CDR will receive 20 bonus points per applicant referred who subsequently enlists in the Marine Corps or SMCR or who reenlists into the regular component of the Marine Corps.

b. Bonus points may not exceed 100 points and are computed in composite scores per reference (b).

c. Bonus points are not carried forward to the next higher grade.

d. RS commanding officers will forward the appropriate letter of recognition to the commanding officer of the participant's parent command (Enclosure 7).

5. Personal Awards

a. Meritorious masts (NAVMC 10935) and certificates of commendation (NAVMC 10631) are authorized to be issued per reference (e). RS commanding officers are authorized to award meritorious masts to members of their command and may provide the district commanding officers with recommendations for certificates of commendation.

b. Meritorious masts and certificates of commendation should reflect the Marine's level of participation and are awarded in addition to alternate forms of recognition.

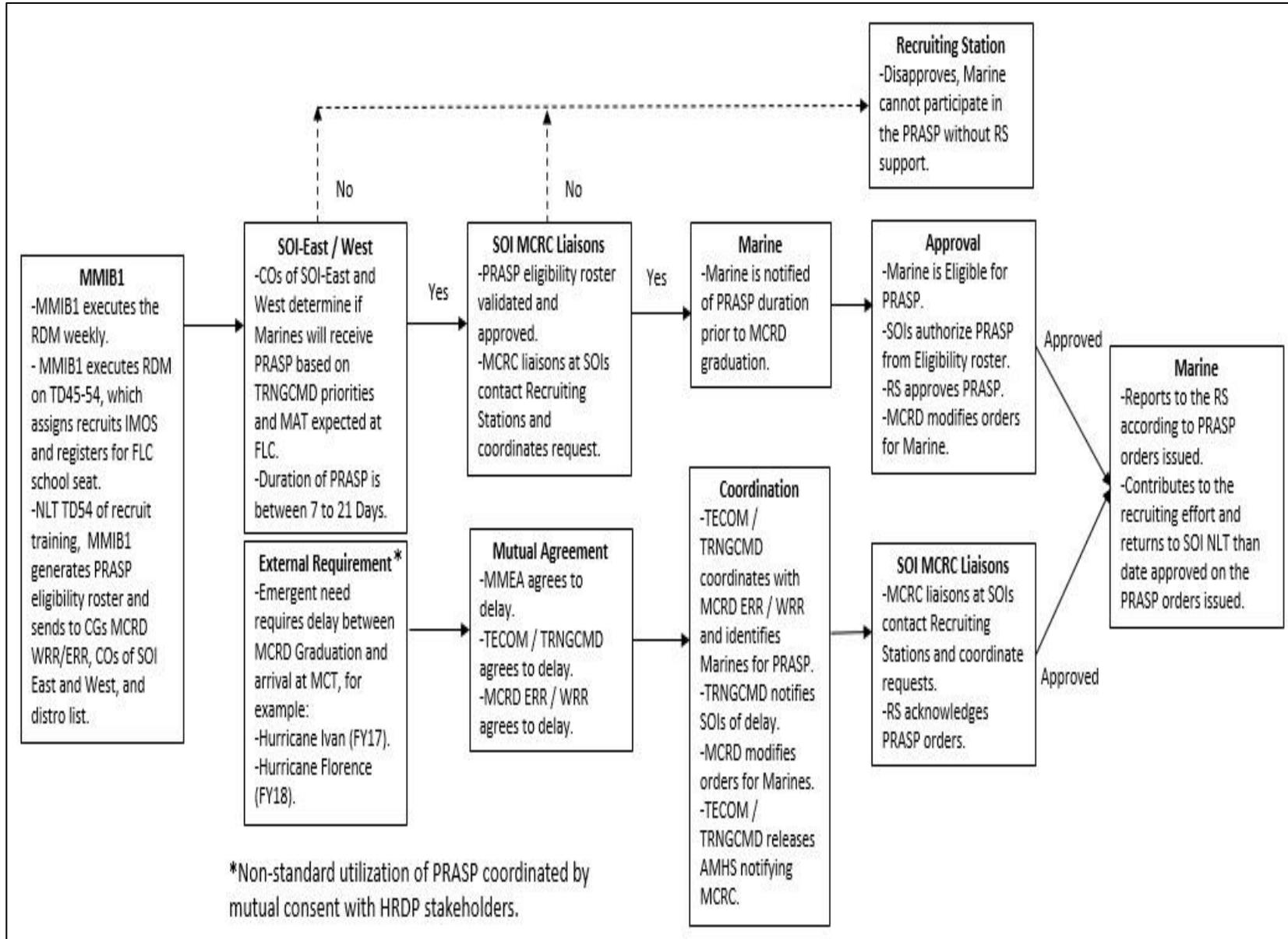


Figure 1-3: PRASP process

PERMISSIVE TEMPORARY ADDITIONAL DUTY COMMAND RECRUITER (OFFICER)

1. Mission. Selected officers may be assigned to PTAD after commissioning, prior to attending TBS or awaiting naval flight training or MOS school. These allocations are based upon MCRC direction per reference (c). Officer Selection Officers (OSO) will use these PTAD officers for officer recruiting purposes only. OSOs will use each PTAD officer to the maximum degree of effectiveness. MCRC, Officer Programs (OP) branch will approve any deviation from this policy.

a. After commissioning, prior to attending The Basic School

(1) OP branch, Officer Appointments (OA) cell will provide the recruiting regions with the number of allocations, available dates, and PTAD request procedures. OSOs will provide requests for the desired PTAD officers to OA cell via the chain of command in accordance with the published dates. An officer is normally assigned for a period not to exceed 179 days, unless directed by OP branch.

(2) OP branch will approve or deny all requests. The OP branch will place approval requests and orders for commissioned officers on the OP branch SharePoint.

(3) For candidates and midshipmen who have not yet commissioned, MCRC OP, OA cell will provide orders to the unit after receiving the Officer Appointment Acceptance and Record and after commissioning the officer in the Marine Corps Total Force System (MCTFS).

(4) Marine Corps Districts (MCD) will endorse all requests from OSOs. MCDs will submit all requests to OA cell via the recruiting region utilizing the OP branch SharePoint site.

(5) Recruiting regions will forward requests from the MCDs as required.

(6) MCDs are the coordinating and investigative authority (not to be delegated to the RS) for any officers accused of misconduct.

b. Officers Graduating from TBS. When this option is available, the individual officer will request PTAD via the MOS school and coordinate directly with the RS and officer selection team.

(1) Once the PTAD request is approved and executed, the RS will join or attach the Officer via MCTFS.

2. Reporting. OSO's will ensure all officers check in with the RS Headquarters.

(a) Gaining commands are responsible for ensuring new joins are reported in the MCTFS in accordance with Chapter 6 of the MCTFS PRIUM. Unit diary procedures are provided to assist administrative sections with the new join process.

(b) Newly commissioned officers may need assistance with enrolling in the Defense Enrollment Eligibility Reporting System, obtaining an identification card; ensuring direct deposit information is current, and a new join audit.

(c) Officers must live within 50 miles of the RS or officer selection site. (Note - Officers will not rate full Basic Allowance for Housing (BAH); they rate transient BAH.)

MARINE CORPS RESERVE RECRUITING PROGRAMS AND REFERRALS

1. Mission. Recruiting is a total force effort. All assets, both regular and reserve, are brought to bear to attain our mission. Reservists have several options with regard to participation in recruiting.

2. Assignment

a. Command Recruiting. In order to provide incentives and forms of recognition to members of the SMCR who refer applicants who subsequently enlist, enclosure (1) paragraphs 3, 4, and 5 of this Order are applicable to members of the SMCR who are not assigned as recruiter aides.

b. RRA Program. This program provides the assignment of Reserve personnel to temporary active duty utilizing the Active Duty for Operational Support (ADOS) program to assist in the recruiting effort. References (g) and (h) outline the governing policies and procedures required to employ Marines using ADOS. Any enlisted Marine is eligible, but the target enlisted ranks are LCpls through Sgts. These Marines will work in a recruiting capacity where travel will not exceed a 50-mile radius of their residence and are eligible for awards and recognition to include recommendation for meritorious promotion per reference (b).

c. EAD Recruiter Assignment Program. Members of the individual ready reserve (IRR) or SMCR are eligible to be brought on active duty under the provisions of reference (i). This program provides for the assignment of Reserve noncommissioned officers and SNCOs to serve on active duty as total force recruiters (8411) at RSs and RSSs within their respective communities, for initial two-year tours.

d. Individual Mobilization Augmentee (IMA) Program. The mission of the IMA Program is to augment and reinforce active component (AC) staffs of the Marine Corps having IMA structure on their tables of organization (T/O) with pre-trained and qualified members of the SMCR. IMAs provide the command with expeditiously accessible additional manpower under crisis or wartime conditions. MCRC IMA Marines support AC recruiters as force multipliers in the local community and they are prepared to fulfill key leadership billets at MCD and RS as required during wartime contingencies.

3. Referral Retirement Points. Reference (h) provides that Reserve Marines in an active status are eligible to receive referral retirement points in support of recruiting and affiliation efforts benefiting the Marine Corps, both AC and Reserve component (RC). Using Reserve retirement points awarded for membership and referrals, a Reserve Marine may remain a satisfactory participant and potentially be credited with a qualifying year of service for Reserve retirement.

a. Recruiting. Reserve Marines eligible to receive inactive duty training (IDT) points are eligible to receive ten Reserve retirement points for any referral resulting in the recruitment of an enlisted Marine or a newly accessed officer in either the AC or selected reserve.

(1) Referrals are verified, authorized, and documented by the RS that processed the newly accessed Marine per reference (h).

(2) The maximum number of points earned in this manner is 40 Reserve retirement points per anniversary year.

b. Affiliation. Reserve Marines eligible to receive IDT points are eligible to receive six Reserve retirement points for any referral resulting in a prior service IRR Marine affiliating with a SMCR unit or serving in an IMA billet for a period of no less than 90 days.

(1) To be considered for this affiliation credit, the referred Marine could not have served in a selected Reserve billet during the previous 180 days.

(2) Referrals are verified, authorized, and documented by the gaining unit per reference (h). Retirement points are processed no earlier than 91 days after the referral joined the unit.

(3) The maximum number of points that are earned in this manner is 36 Reserve retirement points per anniversary year.

4. Administration

a. Referrals. Reference (a) describes what considerations are given by MCRC to be considered a referral.

(1) An individual who walks into the SMCR unit, expresses a general interest in enlisting, gives their name and contact information to a member of the SMCR unit, agrees to meet with a recruiter about enlisting, and subsequently enlists.

(2) An individual who gives their name and contact information to a member of the SMCR unit, agrees to meet with a recruiter about enlisting, and subsequently enlists.

(3) An individual whose name and contact information is referred to the SMCR unit by a unit member or other contact, agrees to meet with a recruiter about enlisting, and subsequently enlists.

(4) A formerly active Marine, in the IRR who is not affiliated with the SMCR unit, who contacts the SMCR unit asking for information about returning to active duty or who the unit contacts while working the Individual Ready Reserve list, and who then decides to reenlist in the Regular Marine Corps. The formerly active Marine must express interest in reenlisting in the Regular Marine Corps, must be referred by the SMCR unit to the local RS, and must subsequently reenlist via the Prior Service Enlistment Program process.

(5) A non-obligor presently in the SMCR unit who reenlists in the Regular Marine Corps or who accepts a commission.

(6) A prior service IRR Marine affiliating with a SMCR unit or serving in an IMA billet for a period of no less than 90 days who has not served in a selected reserve billet during the previous 180 days.

GUIDELINES FOR USE OF COMMAND RECRUITERS

1. Guidelines. The following rules governing the use of enlisted command recruiting participants is effected to maximize use of these individuals, while allowing them the benefits of the assignment to their hometown. The Command Recruiting Program includes those Marines assigned under the Annual Leave Program, the Boot Leave Program, the PRASP, and the PTAD Program.

a. Physical Fitness. RSs and RSSs will ensure that command recruiting participants are allotted time for physical training (PT) on a daily basis.

(1) Marines assigned to the CDR will adhere to physical fitness standards and fitness sustainment regimens according to Marine Corps Orders and the instruction and guidance provided by Force Fitness Division.

(2) At no time will a Marine assigned under the RRA Program or CDR Program be in charge of or execute Pool Functions, Enhanced Area Canvassing Events, or other Recruiting Events involving physical activities. They may assist the RSS Staff Noncommissioned Officer in Charge (SNCOIC) or the next senior Marine recruiter (must be an 8411 or an 8412 Marine assigned to the recruiting station or substation) in such activities.

b. Working Hours. SNCOICs will determine the necessity of command recruiters during extended working hours. Command recruiters will work a maximum of six days per week.

(1) SNCOICs are reminded that command recruiters have neither been screened or accepted for Special Duty Assignment (SDA), nor do they receive SDA pay and allowances. Command recruiters should not be working the same hours as Canvassing Recruiters.

(2) SNCOICs will employ CDR participants to assist in the MCRC mission and use special consideration when determining the extent of support outside of normal working hours that would ordinarily be assigned at their parent commands.

c. Transportation. Command recruiters are prohibited from using personal vehicles to transport applicants or poolees. Command recruiters are not authorized to drive government vehicles per reference (a).

d. Referrals. Command recruiters are responsible to track their own referrals. Prior to departure, each command recruiter will compare his or her referral list with the SNCOIC. SNCOICs are responsible for adding all referrals to the Marine's record in the Marine Corps Recruiting Information Support System and providing a copy to each participant. Any disagreement on whether credit is given to the command recruiters for specific referrals is determined by the RS SgtMaj.

e. Conduct. SNCOICs and recruiters should promote a positive atmosphere to produce future CDR participants or recruiting duty volunteers. This is an advantageous program for the Marine Corps. The ability to promote this program in the future relies on our ability to balance the needs of MCRC and the needs of the individual Marine.

f. Uniforms. Command recruiters are directed to bring one set of woodland MARPAT Marine Corps Combat Utility Uniform, one set of Blue Dress "C" or "D" (dependent on the season), and one set of Blue Dress "B" (not required for PRASP if the Marine was not issued a set at the Depot due to a shortage in supply).

g. Duty Status. Command recruiters will be in a full duty status. Special cases may be approved by the Recruiting Station Commanding Officer by exception.

2. Dismissal. While the above guidelines are set for recruiters, the command recruiter is also accountable for his or her actions while in the PRASP or PTAD status. Therefore, commands will terminate any command recruiter not fulfilling their obligation from PRASP or PTAD status and return them to the parent command for duty at their own expense.

SAMPLE LETTER OF RECOGNITION TO THE PARTICIPANT'S PARENT COMMAND

From: Commanding Officer, Marine Corps Recruiting Station _____
To: Commanding Officer, Unit Responsible for Service Records

Subj: MARINE CORPS COMMAND RECRUITING PROGRAM; CASE OF (GRADE FULL NAME,
DODID/MOS) USMC

Ref: (a) MCO P1400.32_

1. During the period, [DD MMM YYYY] to [DD MMM YYYY], while in support of the Command Recruiting Program, subject named Marine (SNM) provided the local recruiter with referral(s). Of the referrals, the below listed person(s) enlisted on the date(s) shown:

<u>Name</u>	<u>Date Enlisted</u>
JOHN P. DOE	ENLISTED YYMMDD
DAVE BENOTZ	ENLISTED YYMMDD

2. For Pvts. Based on the provisions of the reference, if otherwise qualified, it is recommended that SNM be meritoriously promoted to PFC with a date of rank of (second day of the month in which the applicant enlists) and an effective date of (date applicant enlists).

2. For PFCs. Based on the provisions of the reference, if otherwise qualified, it is recommended that SNM be meritoriously promoted to LCpl with a date of rank of (second day of the month in which the applicant enlists) and an effective date of (date applicant enlists).

2. For Cpls and LCpls. Based on the provisions of the reference, if otherwise qualified, SNM is entitled to be awarded [number] points in the computation of their composite score for promotion to the next higher grade.

2. For Sgts and Above. SNM was personally responsible for the enlistment or reenlistment of _____ applicants into the Marine Corps. It is recommended that the following appropriate remarks be included in their next fitness report.

"(NAME) was personally responsible for the enlistment or reenlistment of [number] young men and women into the ranks of the [United States Marine Corps or Marine Corps Reserve] during this reporting period. This effort on the Marine's part shows Espirit de Corps and dedication to the needs of the Corps."

3. I would like to express my appreciation to [Rank, Last Name] for outstanding performance of duty while serving at Recruiting Station _____ and I am recommending either a 5-day leave extension or 4-day special liberty based on the provisions of MCO 1050.3_.

4. Point of contact at this command is _____ and can be reached at comm () ____-____, DSN ____-____, or _____.@marines.usmc.mil.

COMMANDING OFFICER SIGNATURE

Copy to:

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SAMPLE NAVAL MESSAGE REQUESTING PTAD PARTICIPATION

RAAUZYUW 0331100-UUUU--

ZNR UUUU

R 140BS8Z NOV 17 ZYB

FM MCRS ALBUQUERQUE NM//CO//

TO FIRST BN THIRD MAR/S-1//

INFO CMC WASHINGTON DC//S-1

BT

UNCLAS //N01300//

SUBJ: COMMAND RECRUITING PROGRAM (PERMISSIVE TAD) PARTICIPATION FOR LANCE CORPORAL
DOE JOHN P. 1234567890/0311 USMC//

MSGID/GENADMIN/MCRS ALBUQUERQUE NM

REF/A/DOC-MCO 1130.62C/26APRXX//

RMKS/1. IAW REF A, REQ SNM BE ASO TO PERMISSIVE TAD ICW THE COMMAND RECRUITING
PROGRAM. IF APPROVED, SNM WILL BE AUTH TO RPT TO RSS SANTA FE, NM ON OR ABOUT 01
DECEMBER XX TO 30 DECEMBER XX FOR PERMISSIVE TAD. ALT DATES ARE REQUESTED AND IF
ABOVE DATES ARE NOT ACCEPTABLE THEY CAN BE CHANGED WITH THIS COMMAND VIA PHONECON.
2. THE ASSIGNMENT OF HIGHLY QUALIFIED MARINES TO THE PERMISSIVE TAD PROGRAM IS A
DEFINITE ASSET TO THE RECRUITING SERVICE. YOUR ASSISTANCE AND SUPPORT ARE GREATLY
APPRECIATED.

3. POC IS SGTMAJ LEATHERNECK (505)XXX-XXXX.//

BT

#7814

NNNN

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SAMPLE NAVAL MESSAGE AUTHORIZING PRASP ELIGIBILITY

UNCLAS

MSGID/GENADMIN/CMC MMIB-1//

SUBJ/PRE SCHOOLS OF INFANTRY (SOI) PERMISSIVE RECRUITER ASSISTANT
/PROGRAM (PRASP) FOR MARINES GRADUATING BOOT CAMP ON 20190503//

POC/NS MARINE/SSGT/RECRUIT DISTRIBUTION/-/TEL:(703)784-9223/EMAIL:
NAME.MARINE@USMC.MIL//

RMKS/1. MARINES LISTED BELOW GRAD FROM RECRUIT TRNG ON 20190503. THESE MARINES
HAVE BEEN IDENTIFIED AS HAVING 7 OR MORE DAYS OF PROJECTED AWAITING TRAINING TIME,
AND ARE THEREFORE ELIGIBLE TO PARTICIPATE IN PRASP.//

2. CG, MCRDS ARE AUTHORIZED TO MODIFY BELOW LISTED MARINES ORDERS IF THEY ACCEPT
PRASP PTAD IN CONNECTION WITH RECRUITING MATTERS FROM THE BEGIN DATE TO THE END
DATE. THE REPORT TIME AND DATE TO SOI WILL BE NLT 1300* THE DATE FOLLOWING THE
END DATE (E.G. END DATE = 20150223 MEANS REPORT TO SOI NLT 1300*, 150224). READ IN
9 COLUMNS: LAST NAME, INITIALS, SEX, RECRUITING
STATION/RECRUITING SUB STATION, INTENDED MOS, NUMBER OF DAYS PRASP ELIGIBLE (DAS),
BEGIN DATE, END DATE, PLATOON. THE INFORMATION IS SORTED BY RS AND RSS.//

LNAME	S		RS/RSS	IMOS	DAS	BEGIN	END	PLT
	IN	E				DATE	DATE	

East Coast Females:

PASCAL	AB	F	922KG	7314	14	190514	190527	4016
HODGKIN	CD	F	924LU	0111	14	190514	190527	4017

East Coast Males:

SEYDOUX	AB	M	922ST	6500	14	190514	190527	2037
KEPLER	CD	M	922WC	3051	14	190514	190527	2033

West Coast Males:

KELVIN	AB	M	924AM	2111	07	190514	190520	1071
MITCHELL	CD	M	924LC	3531	07	190514	190520	1070

3. IT IS IMPERATIVE FOR THE SOI'S TO KNOW WHO WILL/WILL NOT BE
PARTICIPATING IN PRASP. RECRUITING STATIONS HAVE FIVE WORKING DAYS FROM
RECEIPT OF PRASP.TXT TO CONTACT SOI LIAISON TO ACCEPT/DECLINE LISTED MARINES.
FINAL APPROVAL FOR ISSUING PRASP ORDERS AT MCRDS WILL BE DETERMINED BY SOI LIAISON
IN ORDER TO ACCOMODATE SOI TRAINING SCHEDULE. POC SOI EAST JT WATSON/MSGT/TEL
(910) 449-0439/JANE.WATSON@USMC.MIL. POC SOI WEST NO HOLMES/MSGT/TEL (760) 468-
4951/NICK.HOLMES@USMC.MIL.//CG, MCRDS ARE REQUIRED TO ENSURE APPROPRIATE UNIT
DIARY ENTRIES ARE MADE TO REFLECT CORRECT ESTIMATED DATE OF ARRIVALS (EDA'S) TO
SOI.

4. ACD, RS CO'S ARE NOT AUTHORIZED TO MODIFY A MARINE'S ORDERS TO
AUTHORIZE/INCREASE THE NUMBER OF PRASP DAYS.

5. PTAD IS AT NO COST TO THE GOVT FOR TVL/PER DIEM. ENSURE ABOVE STATEMENT IS
CONTAINED IN ORDERS ISSUED.

6. CITE THIS MESSAGE AS AUTHORITY IN YOUR ENDORSEMENT/ORDERS ISSUED TO SNM. DO
NOT ATTACH A COPY OF THIS MESSAGE TO ORDERS.//

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SAMPLE ORDER MODIFICATION FOR PRASP

FIRST ENDORSEMENT

From: Commanding Officer, Recruiting Station
To: Listed Marines

Subj: MODIFICATION OF ORDERS FOR PERMISSIVE RECRUITER ASSISTANCE PROGRAM
(PRASP)

Ref: (a) CMC MMIB-1 msg R (Date-time group z month/yr of msg)
(b) MCO 1130.62C

1. The below listed Marines, per the references, are accepted for the Permissive Recruiter Assistance Program:

Name		Rank	EDIPI	Period Covered	Report Date
Last, First, MI					
DOE, John P.		Pvt	1234567890	171216-171230	180103
BENOZ, Dave		PFC	2345678901	171216-171230	180103

2. Your orders are modified to authorize permissive TAD for the period listed in paragraph 1, at no cost to the government for travel or per diem. Report time to the School of Infantry is no later than 1600 hours on the date indicated.

3. (For early termination). Your original modified report date to SOI has been changed to (specify date).

SIGNATURE OF MARINE
TYPED NAME OF MARINE

=====

RECEIVING ENDORSEMENT

1. I received these orders at RS _____ at __ (hours) __ on __ (Date) __. I understand that I must report by no later than 1600 hours on __ (Date) __ to the Commanding Officer (CO), School of Infantry as contained in my basic orders.

2. My health records, dental records, and original orders are in my possession for delivery to the CO of SOI.

SIGNATURE OF MARINE
TYPED NAME OF MARINE

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