



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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WASHINGTON, DC 20350-3000

MCO 1133R.27
RAP
11 FEB 2016

MARINE CORPS ORDER 1133R.27

From: Commandant of the Marine Corps
To: Distribution List

Subj: RESERVE OPTIONAL ENLISTMENT PROGRAM AND INCREMENTAL INITIAL
ACTIVE DUTY TRAINING PROGRAM

Ref: (a) SECNAV M-5210.1
(b) SECNAVINST 5211.5E
(c) MCRCO 1100.1
(d) MCO 1001R.1K
(e) MCO 1560R.30B
(f) MCO 1100.75F
(g) MCO 1900.16
(h) Marine Corps Total Force System Personnel Reporting
Instructions User Manual (MCTFSPRIUM)
(i) MCO P1070.12K
(j) MCO 6320.2E

Encl: (1) Reserve Optional Enlistment Program Policy and Procedural
Guidance
(2) Incremental Initial Active Duty Training Program Policy and
Procedural Guidance

1. Situation. The Reserve Component (RC) is an integral part of the Marine Corps Total Force and it provides augmentation and reinforcement in times of war and national emergency. This Order establishes the policies and responsibilities for the enlistment of applicants to the Selected Marine Corps Reserve (SMCR) through the Reserve Optional Enlistment Program (ROEP) and the Incremental Initial Active Duty Training (IIADT) Program options in accordance with the references.

2. Cancellation. MCO 1001R.54E and MCO 1133R.26E. This Order updates and combines the cancelled Orders.

3. Mission. This Order promulgates policy and procedural guidance for Non-Prior Service (NPS) applicants to enlist into the SMCR through the ROEP and the IIADT program.

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

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Provide enlistment and initial training options that attract quality citizens to serve in the Marine Corps Reserves. Meet the needs of the Marine Corps Reserve NPS recruiting effort in order to attain manpower and personnel readiness requirements.

(2) Concept of Operations. Establish policies, procedures, and guidance to facilitate optimal participation in the RC to support the Marine Corps Total Force. There are two programs that govern the entrance of NPS applicants into the SMCR.

(a) Reserve Optional Enlistment Program. The ROEP consists of three varying contract options detailed in enclosure (1). The difference of contracts draws likely applicants to the RC in a manner that best suits the applicant's call to serve while maintaining the needs of the Marine Corps.

(b) Incremental Initial Active Duty Training Program. The IIADT is available for highly qualified applicants who are also enrolled in an educational institution. The program allows Marines to attend recruit training, military occupational speciality school, and Marine Combat Training during three consecutive summers as not to interfere with their education as described in enclosure (2).

b. End State. Provide guidance to the force and options to attract NPS applicants into the Marine Corps Reserves.

5. Administration and Logistics. Recommendations for changes to policies, administrative processes and procedures contained in this Order are invited and should be submitted to the Commandant of the Marine Corps, Reserve Affairs (CMC (RA)) via appropriate chain of command.

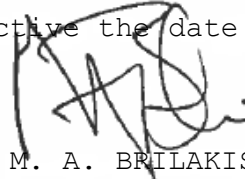
a. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (a) to ensure proper maintenance, use, accessibility, and preservation; regardless of format or medium.

b. The generation, collection, or distribution of Personally Identifiable Information (PII), and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per reference (b). Any unauthorized review, use, disclosure, or distribution is prohibited.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Reserves.

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



M. A. BRILAKIS
Deputy Commandant for
Manpower and Reserve Affairs

DISTRIBUTION: PCN 10200720300

CHAPTER 1

**RESERVE OPTIONAL ENLISTMENT PROGRAM POLICY AND PROCEDURAL
GUIDANCE**

1. Background. The ROEP is the primary means of enlisting individuals to serve in the Marine Corps Reserve. Qualified candidates enlist, complete initial active duty training (IADT) or first increment of IIADT, and report to their assigned SMCR unit. The ROEP consists of three options with varying lengths of Inactive Duty Training (IDT) service obligation:

a. ROEP (6 X 2) (Component Code K4). Enlistment in the Marine Corps Reserve for a period of 8 years, during which an individual serves 6 years in a mandatory IDT status in the SMCR commencing on the date of departure for IADT or IIADT, and the remaining time in the Individual Ready Reserve (IRR) when IDT will not be required.

b. ROEP (5 X 3) (Component Code B5). Enlistment in the Marine Corps Reserve for a period of 8 years, during which an individual serves 5 years in a mandatory IDT status in the SMCR commencing on the date of departure for IADT, and the remaining time in the IRR when IDT will not be required.

c. ROEP (4 X 4) (Component Code K9). Enlistment in the Marine Corps Reserve for a period of 8 years, during which an individual serves 4 years in a mandatory IDT status in the SMCR commencing on the date of departure for IADT, and the remaining time in the IRR when IDT will not be required.

2. Eligibility

a. Individuals enlisting in the SMCR are eligible for one of the three ROEP options. Limitations on the (4 X 4) and (5 X 3) contracts are provided annually to Marine Corps Recruiting Command (MCRC) through the publishing of the annual recruiting mission.

b. Individuals receiving 20 cumulative weeks or more of IADT are only eligible for the ROEP (6 X 2).

c. Individuals enlisting in the IIADT program option are only eligible for the ROEP (6 X 2).

3. Statement of Understanding (SOU). All individuals enlisting in the SMCR must sign a ROEP SOU. The SOU must be attached to the DD Form 4, "Enlistment/Reenlistment Document Armed Forces of the United States" Agreement and marked as "Annex A." The actual SOU is revalidated and republished by MCRC annually. Procedural guidance will be provided through the corresponding Marine Corps Bulletin (MCBul).

4. Action

a. Marine Corps Recruiting Command must:

(1) Ensure personnel enlisting under the ROEP complete the appropriate SOU upon enlistment. Mark and attach the SOU as "Annex A."

(2) Annotate item 8b (Remarks) of the DD Form 4 to indicate an attachment is included with the DD Form 4 (e.g., the ROEP SOU).

(3) Ensure the SOU is attached as a formal element of the DD Form 4 distribution.

(4) Enter "K4"/"B5"/"K9," as appropriate, in item 19, blocks 1 and 2 of the DD Form 1966, "Record of Military Processing - Armed Forces of the United States," and annotate in item 32a on page 3 of DD Form 1966:

(a) The term of enlistment (6 X 2, 5 X 3, 4 X 4).

(b) The Quota Serial Number (QSN) and Military Occupational Specialty (MOS) for which the applicant enlisted.

b. Inspector-Instructors/Commanding Officers/Site Commanders of Reserve units will review and validate the appropriate component code on the unit diary for individuals enlisted under the ROEP as follows:

(1) "K4" for ROEP (6 X 2).

(2) "B5" for ROEP (5 X 3).

(3) "K9" for ROEP (4 X 4).

5. Coordinating Instructions. Recommendations concerning the contents of this Order are invited. Submit recommendations to RA (RAP) via the appropriate chain of command.

CHAPTER 2

**INCREMENTAL INITIAL ACTIVE DUTY TRAINING PROGRAM POLICY AND
PROCEDURAL GUIDANCE**

1. Background. The IIADT program option was established to attract highly qualified NPS applicants for enlistment in the Marine Corps Reserve. In general, the IIADT program permits applicants enrolled in an educational institution to enlist and complete recruit training during the summer months and return to inactive duty with the parent SMCR unit to attend college during the academic year. Thereafter, second and third (if required) increment training is completed during the summer(s) following the current academic year.

2. General Information

a. IIADT is performed in two or three increments:

(1) First Increment. Recruit training at the Marine Corps Recruit Depot, which commences within 365 days of enlistment. Individuals must commence IADT early enough to permit completion of basic training prior to the beginning of the fall academic semester.

(2) Second Increment. MOS training at formal MOS school(s) accomplished during the second summer. Marines must commence MOS training early enough to permit completion prior to the beginning of the fall academic semester.

(3) Third Increment. Marine Combat Training (MCT) conducted at the School of Infantry (SOI). Marines must commence MCT early enough to permit completion prior to the beginning of the fall academic semester.

b. Third increment progression is not required for Marines that attend SOI for primary MOS training in the 03 occupational field. Infantry Marines complete their training in two vice three increments.

c. Certain MOS courses are short enough to allow Marines to attend and complete both MOS training and MCT during the second increment and return to college to begin college classes. In these cases, if initial training is completed during the second increment, third increment will not occur.

d. Modification to the three summer sequence of training may be requested from CMC (RA) provided the time, training availability, and scheduling can be accomplished in two summers.

e. The number of applicants enlisting through the IIADT program option may not exceed five percent of the entire Reserve NPS manpower mission and ten percent of each SMCR unit mission

11 Feb 2016

(Reporting Unit Code) for each fiscal year, unless IIADT is prescribed for a billet MOS within that SMCR unit mission in accordance with paragraph 1 above.

f. MOS availability for this program is updated periodically by RA (RAP) in the "Entry Level Training Assignment MOS Reference Report." Normally, a MOS with a school length of 10 weeks or less is eligible for assignment to the IIADT Program, provided that the school has summer courses and training does not conflict with commencement dates of their educational institution.

g. IIADT increment training takes precedence over any other annual training period or exercise. Completion of initial skills training is priority as Marines are non-deployable until initial skills training is complete.

h. When conflicts arise between assignment to MOS training/MCT and assignment to an officer training program (e.g., Platoon Leaders Class Program, Officer Candidates Course-Reserve); RA (RAP) in coordination with MCRC will determine precedence. Requests will be submitted via the appropriate chain of command.

3. Eligibility. In general, applicants must meet the following criteria:

a. Meet the enlistment criteria contained in reference (c).

b. Be a high school senior who has been accepted for enrollment on a full-time basis in a college, university, or Federal/state licensed vocational/technical school; or be a high school graduate currently enrolled on a full-time basis in such an institution (hereafter referred to as "educational institution"). The following additional requirements apply:

(1) The applicant must provide a written notarized (school seal is sufficient) statement of enrollment or "acceptance for enrollment without qualification," meaning the individual must be accepted for admission without being subject to any further approval prior to entrance (hereafter referred to as "acceptance statement"). The acceptance statement must include the latest date upon which the applicant must arrive at the educational institution to meet all the requirements (registration, orientation, athletic training, etc.).

(2) Under no circumstances will individuals be assigned to any increment of IIADT without the acceptance statement and ample time to successfully complete the required training to return by the date required in the acceptance statement.

(3) The acceptance statement, along with a completed IIADT SOU must be included in the enlistment document package accompanying the recruit to the recruit depot. For individuals assigned to second or

11 Feb 2016

third increment, the acceptance statement will be placed in the member's official military personnel file. The IIADT SOU is updated and published annually with the corresponding MCBul through CMC (RA).

c. Enlist for an MOS required by the gaining SMCR unit as defined by the QSN assigned in the Reserve NPS Manpower Plan.

d. Reside at home or at an educational institution within a reasonable commuting distance, as defined in reference (d), of the Reserve unit where the member will perform required IDT.

e. Applicants enlisting under the provisions of the ROEP other than the 6 X 2 Program are not eligible for IIADT.

f. Applicants enlisting under the provisions of this program may be eligible for incentives under the provisions of the Selected Reserve Incentive Program.

g. Applicants enlisting under the provisions of the Montgomery GI Bill-Selected Reserve Program (reference (e)) are eligible to apply for benefits upon completion of the first increment of IIADT.

h. Individuals receiving more than 10 weeks of initial skill training are not eligible for this program unless authorized by RA (RAP).

i. CMC (RA) may prescribe the IIADT program for certain MOS or applicants.

4. Action

a. Commanding General, Marine Corps Recruiting Command

(1) Ensure individuals enlisted for this program meet the eligibility criteria set forth in this Order.

(2) Ensure Military Entrance Processing Station liaison non-commissioned officers annotate the appropriate QSN, obtained from the annual Reserve NPS Manpower Plan on DD Form 1966.

(3) Utilize the Master Projection Plan and the Reserve NPS Manpower Plan (pivot date assigned for the QSN) for scheduling the shipping of individuals to ensure their educational institution's convening date (from the acceptance statement) does not conflict with the successful completion of recruit training.

(4) Issue orders to recruit training, per reference (f).

(5) Conduct a quality check of the enlistment package per reference (c).

11 Feb 2016

(6) Per reference (c), do not order individuals on the Delayed Entry Program to IADT if they have a pending application (to MCRC) for an officer training program.

(7) Ensure individuals complete the IIADT SOU, at the time of contracting.

(8) Ensure individuals have an original acceptance statement as described in this Order.

(9) Include a copy of the SOU and the acceptance statement in the recruit package provided to the depot.

(10) Provide a copy of the enlistment package, to include the SOU and DD Form 1966, to the individual for review by the Reserve unit during the orientation interview. In the case of "direct-ship" (shipped within 30 days of contracting) enlistees, ensure a copy of the enlistment package is forwarded to the Reserve unit.

b. Commanding Generals, Marine Corps Recruit Depots and Commanding Officers, Formal Learning Centers

(1) Expeditiously place individuals enlisted for this program into a training cycle to ensure graduation and transfer to their SMCR unit prior to the date specified in the acceptance statement.

(2) Ensure individuals in training, who are delayed and will not graduate in time to meet the commencement date specified in the acceptance statement, execute one of the following options:

(a) Disenroll from the IIADT program and complete IADT.

(b) Remain in the IIADT program, complete recruit training, and transfer to their SMCR unit, effectively missing their first period of college.

(c) Administrative Separation from the Marine Corps.

(3) Modify the SOU of recruits who have requested, and have been subsequently approved for a contractual modification from RA (RAP).

c. Commander, Marine Forces Reserve

(1) Take appropriate tracking actions to ensure all Reserve Marines assigned to the IIADT Program are scheduled, attend, and complete their second and third (if required) increments of initial skills training. The completion of skills training takes precedence over the unit's annual training.

11 Feb 2016

(2) Request MOS reassignment from RA (RAP), for Reserve Marines requiring reclassification.

(3) Administratively separate in accordance with reference (g) or seek approval from RA (RAP) for an alternate plan (as appropriate) to complete IADT for those Reserve Marines unable to complete the second or third (if required) increment of training. Note that Marines assigned to the IIADT Program will not be transferred to the IRR prior to the completion of second and third (if required) increment training.

(4) Administratively separate Reserve Marines refusing to attend second or third (if required) increment training in accordance with reference (g).

d. Inspector-Instructors/Site Commanders/SMCR Unit Commanders

(1) Take appropriate tracking actions to ensure Reserve Marines assigned to the IIADT Program are scheduled, attend, and complete their second and third (if required) increments of initial skills training.

(2) Monitor college enrollment status of IIADT participants. Participants who disenroll or drop out of college will be scheduled for immediate attendance at incremental training.

(3) Request second and third increment training school seats as described in the Administrative Instructions paragraph below no later than 31 October of each year. Once individuals are registered for training, issue second and third (if required) increment orders per reference (d).

(4) Provide managed on-the-job training to begin MOS skills training in the Marine's intended MOS until attendance at the formal school.

(5) Ensure Reserve Marines maintain a high level of physical conditioning and adequate knowledge base of combat skills prior to attending MCT. MCT may be particularly challenging for the Reserve Marine who has been away from field training for many months.

(6) Ensure Reserve Marine's travel is liquidated for each increment of IIADT. The DD Form 1351-2, Travel Voucher or Subvoucher, will be submitted within three working days of completion of travel to the appropriate disbursing office.

(7) Ensure Reserve Marines are in a full duty status prior to issuing orders to attend second or third (if required) increment skills training.

11 Feb 2016

(8) Submit administrative separation packages for all Marines unwilling to complete incremental training requirements.

5. Administrative Instructions

a. Orders for personnel assigned to recruit training will be prepared per the instructions in reference (f). Orders for personnel assigned to the second or third increment training will be prepared by the SMCR unit's administrative section utilizing the Marine Reserve Orders Writing System (MROWS) no later than 15 days prior to the scheduled report date.

b. The IIADT SOU may be reproduced locally, however, retyping of the form is expressly prohibited. The SOU is designed to verify that applicants understand the provisions of law and regulations regarding the military obligation, as well as Reserve participation requirements incurred upon enlistment. Individuals will initial each block and sign the last page of the statement of understanding. Where required, individuals will fill appropriate blocks in their own handwriting. The form is self-explanatory and becomes an annex to the DD Form 4. Annotate item 8b (Remarks) of the DD Form 4 to indicate an attachment is included with the DD Form 4 (e.g., the IIADT SOU).

c. Individuals who disenroll from their intended educational institution will be ordered to complete their initial skills training consistent with the first available school seat for the MOS enlisted for, and/or first available MCT class (as appropriate). SMCR units will notify RA (RAP) immediately for scheduling of training.

d. Marines who relocate or transfer to an educational institution outside reasonable commuting distance from their SMCR unit may be processed for an inter-unit transfer per reference (d). If the new residence/educational institution is not within reasonable commuting distance of a SMCR unit, individuals may request transfer to the SMCR unit closest to their new residence/educational institution and request a commuting distance waiver per reference (d). If no SMCR units are available for assignment, the Marine will be processed for administrative separation. MOS assignments will be determined by the gaining unit's Table of Organization and Equipment (T/O&E) manpower requirements.

e. Request cancellation/modification of the MCT/MOS school seat from CMC (RA) for individuals who are transferred or discharged. Notify CMC (RA) as soon as possible.

f. Individuals who fail MOS training (e.g., academic/disciplinary drops) may be reclassified to another MOS in the unit's T/O&E for which eligible if a vacancy or projected vacancy exists for that billet. If reclassification will jeopardize the commencement date at the educational institution, the individual may be released from active duty and return to their parent SMCR unit or administratively

11 Feb 2016

separated per reference (g). Marines who cannot be reclassified in accordance with manpower staffing requirements or drop on request during an MOS conditioning or preparatory course will be processed for administrative separation.

g. Travel time will be directed per the provisions of the Joint Travel Regulations. Individuals who fail to report to/from any increment of training, or who become unsatisfactory participants may be processed for administrative separation per references (d) and (g).

h. Prior to transfer to any increment of training or release from active duty, as applicable, ensure appropriate unit diary entries are reported per reference (h). These include, but are not limited to: planned active duty statement (generates token payments for Marines transferred to active duty for 30 days or less), transfer to/release from active duty statement, school completion code, complete active duty for training statement, change of MOS to include basic MOS and intended MOS prior to release from recruit training, and the individual's home address and telephone number. The accuracy and timeliness of reporting these entries cannot be overemphasized.

i. Per reference (i), ensure appropriate entries are made prior to the Marine's transfer from the cognizant command (e.g., transfer Proficiency/Conduct marks). When a change in the unit/MOS training assignment has been authorized, document the transfer/reclassification with a page (11) counseling entry.

j. Prior to transfer to the SMCR unit, ensure individuals have a separation physical, appropriate government transportation request, DD Form 214, Certificate of Release or Discharge from Active Duty (per reference (g)), NAVMC 11060, Separation/Travel Pay Certificate, closed out service records, and properly endorsed orders. Final settlement of pay and allowances will be completed prior to release from active duty.

k. Marines participating in the IIADT program must be registered and scheduled to attend initial skills training in the Marine Corps Training Information Management System (MCTIMS). Registration and scheduling is processed and completed by CMC (RA) prior to assignment to each increment of IIADT.

(1) SMCR units are required to submit IIADT Command Letters and Training Requests Forms to CMC (RA) no later than 31 October of each year for the following increment of training. This ensures that IIADT participants are properly scheduled and registered in MCTIMS for their next increment of training early enough to mitigate issues with school seat availability, MROWS order writing and processing, travel arrangements, and other issues that arise from last minute scheduling. Procedural guidance and examples are provided annually via the corresponding McBul and is available on the CMC (RA) official website.

11 Feb 2016

(2) SMCR units will submit an IIADT Command Letter and Training Request Form via Total Force Retention System for processing to schedule second and third (if required) increment training.

(3) SMCR units that fail to submit IIADT Command Letters and Training Requests by 31 October of the current year will be notified via the Commander, Marine Forces Reserve of noncompliance. Established due dates are intended to provide IIADT participants priority scheduling to ensure school seat availability.

(4) Individuals who fail to schedule or attend a scheduled increment of training will be immediately scheduled to attend the first available school seat(s) for remaining course requirements to complete initial skills training or be administratively separated from the Marine Corps. CMC (RA) will provide Commander, Marine Forces Reserve a list of these Marines to process for administrative separation.

(5) CMC (RA) will register and schedule in MCTIMS all IIADT participants awaiting second or third (if required) increment training requests in the order received and provide order writing instructions. After processing and completing all requests received, RA (RAP) will identify IIADT participants without training requests and notify the Commander, MARFORRES of units in noncompliance.

(6) RA (RAP) will verify that all IIADT participants awaiting second or third (if required) increment training are properly scheduled by 31 January of each year.

1. Reserve Marines who become injured while assigned to active duty for less than 30 days will go through Medical Hold and Line of Duty (LOD) Determination programs administered by the assigned Benefit Issuing Authority. Reserve Marines assigned to active duty orders in excess of 30 days, who become hospitalized or require treatment that will extend beyond the termination date of those orders, will be provided the following options:

(1) Remain on active duty while continued hospitalization/treatment is required per reference (j). After completion of hospitalization/treatment, the individual will remain on active duty until found physically fit, or will be processed through the Disability Evaluation System. Individuals should be strongly encouraged to take this option.

(2) Request LOD benefits. The request for a LOD must be completed by the cognizant command prior to releasing the Reserve Marine from active duty.

(3) Request to be released from active duty. This option should be exercised only after thorough counseling of the options listed above and the requirements outlined in reference (g).

11 Feb 2016

m. Individuals who are separated from the Marine Corps will be administratively processed by the cognizant command. Under no circumstance will individuals be returned to the SMCR unit for processing. The reason and effective date of separation will be provided to the SMCR unit via naval message or written correspondence.

n. If discrepancies between the information assigned in the QSN (from the Reserve NPS Manpower Plan) and the enlistment documents are found, request disposition instructions from RA (RAP).

6. Coordinating Instructions

a. Guidance on disposition instructions for IIADT issues not covered by this Order should be requested from RA (RAP).

b. Recommendations concerning the contents of this Order are invited. Submit recommendations to RA (RAP) via the appropriate chain of command.