



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

MCO 7220R.39
RAP-2
28 JAN 2016

MARINE CORPS ORDER 7220R.39

From: Commandant of the Marine Corps
To: Distribution List

Subj: SELECTED RESERVE INCENTIVE PROGRAM (SRIP)

Ref: (a) United States Code, Title 37 (37 U.S.C.)
(b) DoD Instruction 1205.21, "Reserve Component Incentive Programs Procedures," September 20, 1999
(c) DoD FMR 7000.14-R, Financial Management Regulation
(d) MCO 1040R.35
(e) MCTFSPRIUM
(f) MCO P1400.32D
(g) MCO P1100.76C
(h) MCO 1001R.1L
(i) MCBUL 7220
(j) SECNAV M-5210.1
(k) SECNAVINST 5211.5E

Encl: (1) SRIP Recoupment Worksheet

1. Situation. The SRIP is a tool used to shape the Selected Reserves (SelRes) by providing monetary incentive payments to Marines who enlist, reenlist, extend or affiliate with the SelRes. The entitlement provisions of this Order were approved by the Department of Defense Military Pay and Allowance committee under procedures prescribed by the Secretary of Defense pursuant to reference (a).

2. Mission. This Order provides policy and procedural guidelines for the Marine Corps SRIP as authorized by reference (a) to include roles and responsibilities.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commanders Intent

(a) Purpose. To establish a primary directive that will provide SRIP guidance for Marines who access, enlist, reenlist, extend or affiliate with the SelRes. The SRIP will comply with direction contained within reference (b) as it states, "Incentives shall be implemented in specific situations where other, less costly methods have proven inadequate, or ineffective and only as necessary to support unit and skill staffing requirements."

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(b) Method. This program will assist in the sustainment of the Reserve force and determine eligibility requirements and compensation in accordance with reference (b). The SRIP's design supports the manpower system's objective to provide commanders the appropriate number of trained and experienced Marines to perform their missions.

(c) Endstate. To implement effective incentive programs that promote force sustainment, personnel inventory development and provide unit commanders with the right Marine, at the right place, at the right time, with the right skills.

(2) Concept of Operations. The SRIP provides incentives to Marines who enlist, reenlist, extend or affiliate with the SelRes, as contained in reference (c). Marine Corps Bulletin (MCBUL) 7220 series are published separately and revised as required to identify incentive eligibility to meet the needs of the SelRes. Marines who receive an incentive for an authorized skill will serve their entire contractual obligation in the skill and unit for which the bonus was authorized, unless excused by CMC (RA).

b. Subordinate Element Missions

(1) Reserve Affairs (RA)

(a) Establish guidance, procedures, and policy authorizing compensation and funding levels for Reserve Component (RC) incentives in order to maintain program accountability in accordance with the references.

(b) Publish MARADMINs establishing eligibility requirements and implementation procedures for the SRIP.

(c) Coordinate and reconcile with Marine Corps Recruiting Command (MCRC) and Marine Forces Reserve regarding the execution of prior service (PS) and non-prior service incentives for reserve Marines.

(d) Monitor and assign bonus control numbers (BCNs) and kicker control numbers by fiscal year up to the budgeted program level for each incentive type.

(e) Manage fiscal year execution of authorized incentives funding levels.

(f) When required, adjust Mandatory Drill Participation Stop Dates for Marines who accept incentives.

(2) Career Planners, Prior Service Recruiters, and Reserve Transition Coordinators

(a) Ensure the timely processing and completion of Reenlistment Extension Lateral Movement (RELM) requests accompanied with an incentive. Upon acceptance of the RELM, coordinate with the unit's administrative section for proper reporting of all required administrative actions.

(b) Upon release of a retention incentive MARADMIN, identify and inform Marines of their eligibility status, incentive amount, and method of payment. Additional career planning guidance, responsibilities, and administration are contained in reference (d).

(3) Commanding General, Marine Corps Recruiting Command (MCRC)

(a) Receive authorized allocations from RA and execute authorized allocations of prior and non-prior service incentives in accordance with reference (b).

(b) Ensure that procedures are followed in accordance with current policy provided in MCBUL 7220 series MARADMINs and references (e), (f), and (g).

c. Coordinating Instructions

(1) Incentive Categories. The Marine Corps SRIP includes the following incentive categories:

(a) Enlistment. Monetary incentive used to attract highly qualified non-prior service applicants into critically short Military Occupational Specialties (MOS) or technical fields with high prerequisites.

(b) Affiliation. Monetary incentive used to entice prior service Marines and current members of the SelRes to enter into a written agreement to serve a specified period of obligated service.

(c) Educational. Monetary incentive offered by the Department of Defense through the Marine Corps as part of an enlistment or reenlistment contract. The educational bonus is an additional amount of money that increases an individual's basic monthly educational benefit and is included in his or her monthly GI Bill payment from the Veterans Administration.

(d) Composite Score. This incentive is established as both a retention and recruiting tool that encourages qualified Marines to continue serving or join the SelRes.

(2) Total Force Retention System (TFRS). TFRS is the system of record which will be used for the submission of all SRIP requests.

(3) Headquarters Marine Corps, Resources/Fiscal/Finance - Kansas City/Indianapolis (RFF-KCI). RA and MISSO will coordinate with RFF-KCI to identify incentive payments that do not fall into current system logic parameters, and establish system logic when required for incentive payments and recoupments.

(4) Definitions. SelRes definitions can be found in references (b) and (h).

(5) Eligibility

(a) All officers and enlisted Marines that agree to continue serving in the SelRes are eligible for pay, incentives and bonuses as specified in the MCBUL 7220 series MARADMINs.

(b) Prior Service or Active Reserve (AR) Marines must be released from active duty under honorable conditions.

(c) The member must not be in receipt of or entitled to receive retirement or retainer pay.

(d) The Marine must serve in a valid BIC as a grade and MOS match.

(e) Must be an exact Primary Military Occupational Specialty (PMOS) or Necessary MOS match (N-grade of one up and one down may be authorized).

(f) Officers

1. Selected Marine Corps Reserve (SMCR) officers must not have more than a four-year break in service from the Active Component (AC), or the SelRes at the time of affiliation for the bonus.

2. SMCR Officers that were commissioned through any of the reserve officer commissioning programs (OCC-R, RECP, and MCR-R) must be within 90 days of, or have already passed their mandatory drill stop date. A bonus for a 36-month obligation is then in addition to any remaining mandatory participation requirements.

(g) Enlisted

1. Must have the contractual time in order to fulfill the required service obligation upon the acceptance date of the RELM of the particular bonus requested or date of affiliation with the unit, whichever is later. The acceptance date (execution date) is the date the Marine signs the RA Reserve Continuation and Transition (RCT) approved RELM.

2. Must have less than 16 total years of military service on the date of acceptance. This is calculated using the Marine's Pay Entry Base Date.

3. Must not have received an incentive bonus in the last 3-years, or currently serving under any other contractual obligation requiring continued affiliation in the SelRes.

4. Must not have been reduced in grade to their current grade, in zone or above zone for promotion in the SMCR, or previously passed over for promotion in any component.

(h) Eligibility requirements may be waived by RA (RAP) based on emergent needs of the Marine Corps Reserve.

(i) Refer to the MCBUL 7220 series MARADMINs for all other specific eligibility requirements.

(6) Payments. The amount and frequency of monetary payments for each category of incentive will be described in the MCBUL 7220 series MARADMINs.

(a) The incentive payment is a five-step process involving the following:

1. Statement of Understanding (SOU) validation by RA (RIT).

2. Issuance of a BCN by RA (RIT).

3. Acceptance of the incentive via TFRS RELM.

4. Unit Diary reporting of the obligation by CMC (RA).

5. Routine Unit Diary entries by the SMCR unit S-1 (Join, Reserve BIC, Bonus Program Enlisted for (PEF) Code, Bonus Entry).

(b) Payment Types. They can be paid out in lump sum, annual, monthly payment.

(7) Termination and Recoupment of Incentive Entitlement

(a) Enlistment, Reenlistment, or Affiliation incentives will be terminated and a recoupment will be generated at a prorated amount in accordance with enclosure (1) and/or the SOU, if a Marine:

1. Fails to fulfill the obligation.

2. Fails to participate satisfactorily in the SMCR.

3. Executes a lateral move without prior approval from RA RCT.

4. Executes an inter-unit transfer without RA Reserve Affairs Policy, Plans, and Programs and Budgeting (RA (RAP)) approval.

5. Transfers to the Individual Ready Reserve (IRR).

6. Resigns his or her commission.

7. Performs Active Duty Operational Support with a unit other than their own for greater than 90 cumulative days per fiscal year without prior written approval from RA (RAP) via MARFORRES.

8. Augments to the AC or the AR Program without prior written approval from RA (RAP).

9. Transfers to an Individual Mobilization Augment BIC without prior written approval from RA (RAP).

(b) Termination and Recoupment will not occur if the Marine:

1. Is required to involuntarily transfer to the IRR due to a unit deactivation or redesignation and there is no other unit with structure for the Marine's PMOS within reasonable commuting distance.

2. Is commissioned or accepts an appointment in the SelRes and has served one year of the incentive obligation.

3. Incurs a period of authorized non-availability as determined by the Commander, Marine Forces Reserve (e.g., temporary overseas residence, missionary obligation, overseas employment obligation, etc.). The Marine may be required to reenlist or extend in order to fulfill the incentive obligation period with a drilling reserve unit. Prior coordination with RA (RAP) is required in order to avoid recoupment of the incentive.

4. Is involuntarily transferred to the IRR or discharged due to injury, disability, death, or being twice passed over for promotion.

(c) Recoupment waivers may be submitted to RA (RAP) for extenuating circumstances not covered within this Order.

4. Administration and Logistics

a. Statement of Understanding (SOU)

(1) The SOU is the source document for input into the unit diary.

(2) SOUs, approved by legal authority, will be released annually with the revision of the MCBUL 7220 for each incentive program. The proper format is provided through TFRS and also made available on the RCT website. When locally reproducing the SOU, the text will not be altered. However, the bonus amounts will reflect the bonus type identified in the most current and applicable MARADMIN message.

(3) If the applicant is a non-prior service initial enlistee, include the following statement in the individual's Initial Active Duty Training orders:

"You have enlisted in the SMCR for duty at RUC _____ in MOS _____. You are authorized a Reserve Enlistment Incentive. The Program Enlisted for Code is Z7. The Bonus Control Number is: _____. [provided by RA RCT].

(4) If the applicant is a prior service Marine, follow instructions contained within the latest MCBUL 7220 series MARADMINs.

(5) Distribution will be:

(a) Original to the CMC (MMPR).

(b) Copy to Marine's official military personnel file.

(c) Copy to the individual.

(d) Copy to the unit diary clerk for input into MCTFS.

(e) Copy to RA RCT.

Note: Units are no longer required to submit a NAVMC 11116, "Military Pay Orders (MPO)/Special Payment Authority" to authorize enlistment, reenlistment, and affiliation bonuses. All of the above bonuses must be reported on the unit diary for initial and subsequent payments.

b. Marines not completing their prescribed service obligation without prior written approval of RA (RAP) shall be reviewed by COMMARFORRES for administrative separation from the Marine Corps per the particular incentive bonus SOU.

c. For emergent incentives not mentioned in this Order, the MCBUL 7220 series authorizing the incentive will have instructions pertaining to eligibility requirements, payment procedures and recoupment of payment.

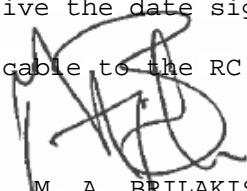
d. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (j) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

e. 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 (k). Any unauthorized review, use, disclosure, or distribution is prohibited.

5. Command and Signal

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

b. Command. This Order is applicable to the RC.



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SRIP Recoupment Worksheet

ENLISTMENT BONUS:

6 Year

Total Payments Received to Date: \$5,000.00 = (lump sum)
Satisfactory Months Served: 19 mos = (20100323 - 20111022))
Recoupment Rate: \$69.44 = (\$5,000.00/72 mos)
Recoupment Computation:
19 mos x rate \$69.44 = \$1,319.36 (Earned)
paid \$5,000.00 - \$1,319.36 = \$3,680.64 (recoupment)

AFFILIATION/REENLISTMENT BONUS:

3 year

Total Payments Received to Date: \$15,000.00 = (lump sum)
Satisfactory Months Served: 16 mos = (20100116 - 20110515)
Recoupment Rate: \$416.67 = (\$15,000.00/36 mos)
Recoupment Computation:
16 mos x rate \$416.67 = \$6,666.67 (Earned)
paid \$15,000.00 - \$6,666.67 = \$8,333.33 (recoupment)

3 year

Total Payments Received to Date: \$10,000.00 = (lump sum)
Satisfactory Months Served: 13 mos = (20100425 - 20110524)
Recoupment Rate: \$277.78 = (\$10,000.00/36 mos)
Recoupment Computation:
13 mos x rate \$277.78 = \$3,611.11 (Earned)
paid \$10,000.00 - \$3,611.11 = \$6,388.89 (recoupment)