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MARINE CORPS ORDER 1235.1

From: Commandant of the Marine Corps
To: Distribution List

Subj: ADMINISTRATION AND MANAGEMENT OF THE INDIVIDUAL READY
RESERVE (IRR)

Ref: (a) 10 U.S.C. Section 10144
(b) DoD Instruction 1304.25, "Fulfilling the Military Service Obligation (MSO)," August 25, 1997
(c) DoD Instruction 1215.06, "Uniform Reserve, Training, and Retirement Categories," March 11, 2014
(d) DoD Instruction 1235.12, "Accessing the Reserve Components (RC)," February 4, 2010
(e) DoD Instruction 1235.13, "Administration and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING)," October 31, 1997
(f) DoD Directive 1200.7, "Screening the Ready Reserve," November, 18 1999
(g) MCO 1001R.1L
(h) MCO 3000.19B
(i) DoD Instruction 1235.09 "Management of the Standby Reserve," February 4, 2010
(j) Manual of Medical Department NAVMED P-117
(k) 36th Commandant's Planning Guidance
(l) DC M&RA annual publication Memo-1
(m) SECNAVINST 1920.6C CH-4
(n) MCO 1001.62A
(o) MCO 1510R.39B
(p) MCO 1001.59A
(q) SECNAV M-5210.1
(r) 5 U.S.C. 552a
(s) SECNAVINST 5211.5E

Encl: (1) Categories and Service While in the Individual Ready Reserve (IRR)
(2) IRR Readiness Levels for Involuntary Mobilization Potential

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

1. Situation. In accordance with (IAW) references (a) through (s), the Individual Ready Reserve (IRR) is a category of the Ready Reserve and the Commandant of the Marine Corps' manpower asset comprised primarily of Marines who previously served in the Active Component (AC) or in the Selected Marine Corps Reserve (SMCR); these Marines have military service obligation (MSO), other contractual obligation remaining or voluntarily remain in the IRR beyond their MSO or contractual obligation (often in between duty in SMCR units or Individual Mobilization Augmentee (IMA) billets). Except as codified in reference (b), it is Department of Defense policy that every person who enters military service by enlistment or appointment incurs an MSO of 8 years from that entry date. IAW reference (c), IRR Marines are not required to meet the same Annual Training (AT) and Inactive Duty Training (IDT) requirements as Selected Reserve (SELRES) Marines. These Marines may participate in training or active duty (AD) for retirement points and promotion, with or without pay. Marines in the IRR may be involuntarily called to perform Muster Duty (MD) or AD in support of contingencies.

2. Mission. On a continuous and enduring basis, the Marine Corps will conduct proactive management and engagement with Marines in the IRR in order to ensure their availability for activation throughout the full range of military operations.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent.

(a) Purpose. On a day-to-day basis, Marines are forward deployed, forward engaged and prepared for crisis response. They are also ready to respond in the event of a major contingency. The American people have come to expect Marines to do what must be done "in any clime and place" and under any conditions. They expect the Marines to respond quickly and to win. Efforts to aggressively manage Marines in the IRR is a vital element in the ability to meet the expectations of the American people, and is the reason to pursue this action.

(b) Method. We will establish the criteria and procedures necessary to ensure trained and qualified individuals are available for activation throughout the full range of military operations.

(c) Endstate. The Marines resident in the IRR are qualified for and promptly available for active service to meet service personnel requirements that exceed the existing AC and SELRES capacity.

(2) Concept of Operations. Per reference (d), the Marine Corps will use the IRR as a manpower asset. Marines in the IRR provide the total force with a range of capabilities to support future conflicts and a viable option to fulfill service requirements. Marines in the IRR will be continuously screened via phone contact, electronic contact, traditional in-person musters and/or any other available and appropriate means. Select IRR Marines may be provided the opportunity to conduct Reserve Counterpart Training (RCT) to refresh skills.

b. Subordinate Element Missions

(1) Deputy Commandant, Manpower & Reserve Affairs (DC M&RA)

(a) Per references (c) and (e), ensure that, on transfer to the IRR, AC Marines understand their obligations for satisfactory participation in the annual IRR screening program. (MF)

(b) Per reference (e), ensure that sufficient resources are programmed for the Ready Reserve screening program. Advocate for funding for mobilization training (IRR MD Stipend) and RCT during the Reserve Personnel, Marine Corps (RPMC) Program Objective Memorandum process. (RA)

(c) Per reference (b), publish and update applicable training/participation requirements for Marines transferred to the IRR. (RA)

(d) Per reference (c), establish the criteria and procedures necessary to ensure adequate funding is programmed and budgeted to support annual screening of the IRR. (RA)

(e) Per reference (e), and in concert with enclosure (2), monitor the makeup of the IRR and direct appropriate actions to ensure that sufficient numbers of Marines in the IRR are available for AD to promptly meet emergent service requirements. (MP)

(f) Per reference (e), ensure the Marine Corps Total Force System (MCTFS) retains the capability to maintain

information on the status of each member of the IRR's physical condition, dependency status, military qualifications, civilian occupational skills, availability for service, current residence address and other necessary information to facilitate a call-up to AD. (MI)

(g) Per reference (f), during Reserve Component utilization under Title 10 U.S.C. 12301(a), 12302, or 12304, publish guidance on continuation or cessation of personnel actions related to the screening program. The same publication or a closely aligned publication shall address delay, deferment and exemption procedures. (MP)

(h) In concert with Deputy Commandant, Combat Development & Integration, determine and promulgate appropriate refresher training requirements for Marines in the IRR. (MP)

(i) Per reference (f), coordinate with the Assistant Secretary of Defense for Reserve Affairs to resolve conflicts (identified by Commander, Marine Forces Reserve (COMMARFORRES), but not resolved through the screening process) between the civilian sector's emergency response manpower needs and the military's mobilization manpower needs. (RA)

(j) Serve as the service IRR program manager responsible for the update of this Order. Ensure coordination of DC M&RA actions emanating from this Order and advocacy of IRR issues throughout the total force. (RA)

(k) Publish annual IRR engagement guidance including screening criteria (e.g. medical, training and physical fitness standards) and establish goals/priorities and muster population targets. (MP)

(l) Provide educational materials (video/slides etc) on IRR participation requirements and options to train AC Marines transitioning to the IRR on their responsibilities. (RA)

(m) Provide training venue and time, to train AC Marines on their IRR participation requirements and options (typically during Transition Seminars). (MF)

(n) Provide system integration support to COMMARFORRES to enable IRR management activities (e.g. Readiness Level functionality). (MI)

(o) Provide access to the Marine Corps Mobilization Processing System to COMMARFORRES and support the integration of this system into IRR management as appropriate. (MM)

(2) Deputy Commandant Plans Policy & Operations (DC PP&O)

(a) Per references (d) and (e), prepare activation, mobilization and demobilization plans.

(b) Per reference (e), assess and identify individual personnel requirements to DC M&RA (these requirements inform DC M&RA's management actions relating to the IRR).

(3) Deputy Commandant Installations & Logistics (DC I&L). Per references (d), (e) and (h), support activation, mobilization and demobilization planning, exercising and execution in support of (ISO) service and contingency requirements.

(4) COMMARFORRES

(a) Per references (d) and (f), and IAW this Order and the annual IRR guidance, conduct continuous screening of Marines in the IRR to ensure mobilization readiness ISO service requirements. Maintain the capability to conduct in-person screening of targeted IRR populations.

(b) Per reference (e), notify all Marines in the IRR (by appropriate means) of possible repercussions for failure to report or respond when ordered to participate in IRR screening.

(c) Per reference (c), provide means and opportunities that encourage Marines in the IRR to conduct voluntary training to keep skills relevant and maintain their mobilization readiness within resource limitations.

(d) Per reference (f), during the conduct of annual screening, update records on the status of each Marine in the IRR's physical condition, dependency status, military qualifications, civilian occupational skills, availability for service, current primary residence address and other necessary information to facilitate activation.

(e) Per reference (e), in concert with DC M&RA, recommend the transfer of Marines preparing for ministry in an accredited theological or divinity school (other than those

participating in a military Chaplain Candidate or Theology Student Program) to the Standby Reserve (Active Status List) for the duration of their ministerial studies. Marines participating in a military Chaplain Candidate or Theology Student Program may continue their Ready Reserve affiliation and engage in AD and IDT.

(f) Per reference (f), in concert with DC M&RA, recommend the transfer of Marines in the IRR identified as a key employee, or occupying a key position, to the Standby Reserve, the Retired Reserve, or discharge, as applicable.

(g) Per reference (f), identify to DC M&RA any cases of Extreme Community Hardship (ECH). An ECH is a situation in which a Reserve Marine's mobilization may have a substantially adverse effect on the health, safety or welfare of the community. Any request for a determination of such hardship shall be made by the Reserve Marine and must be supported by documentation (See reference (f) for example).

(h) Per reference (b) and enclosure (2), make recommendations to DC M&RA regarding the discharge of Marines in the IRR identified as having no potential for service as prescribed in section 12301 of reference (a). DC M&RA will make a determination on a case-by-case basis and may discharge a Marine in the IRR prior to fulfilling their MSO.

(i) Per reference (g), ensure funding for RCT is considered and submitted, as appropriate, in the RPMC annual budget.

(j) Per reference (e), ensure proper administration of Marines in receipt of Voluntary Separation Pay, Separation Pay under Involuntary Conditions, the Special Separation Benefit, or the Voluntary Separation Incentive.

(k) Per reference (c), ensure funding for MD is considered and submitted, as appropriate, in the RPMC annual budget.

(l) Per reference (h), maintain the capability at major Continental United States (CONUS) Marine Corps installations to mobilize Marines from the IRR ISO service requirements.

(m) Per reference (g), maintain the capability to conduct IRR personnel management including logistics, individual

training, medical readiness, mobilization, demobilization, discipline and other personnel matters not inherently covered by the Gaining Force Commander.

(n) In concert with DC M&RA, be prepared to rapidly expand the capability to mobilize IRR Marines in the event of a large scale national mobilization.

(o) Implement and manage an RCT program targeting Marines in the IRR as informed by DC M&RA's Annual IRR Engagement Guidance.

(p) Per reference (f), screen Marines in the IRR for the presence of a current background investigation.

(q) Make a recommendation to DC M&RA regarding discharge of Marines with existing unfavorable eligibility determinations based on lack of mobilization potential.

(r) Maintain accountability and management of Marines placed in the IRR while participating in Career Intermission Programs, tours with industry or other similar programs.

(s) Per reference (i), maintain and track Marines assigned to the Inactive Status List (ISL) and the Active Status List (ASL).

(t) Per reference (e) and (g), identify and track any changes to Marines' physical condition. Verify, review, and maintain DD Form 2807-1, Report of Medical History, every two years to determine fitness for military duty or promotion, attendance at a school of the armed forces, reenlistment/extension or other action related to career progression.

(u) Per reference (j), submit a medical retention package for retention determination to Bureau of Medicine and Surgery on all Marines in the IRR who are medically non-deployable and/or identified as disqualified for affiliation. Ensure Medical Readiness Reporting System and MCTFS are updated as appropriate.

(v) Provide education on IRR requirements and participation options to Marines in the SMCR transitioning to the IRR.

(w) Provide biannual reporting to DC M&RA on the percentage of Marines in the IRR in each readiness category.

(x) Per reference (g), establish, maintain, and publish Mobilization Training Unit (MTU) Standard Operating Procedures.

(5) Marine Corps Service Component Commanders. Per references (d) and (k) and in concert with your respective Combatant Commander, during planning and execution, identify individual Marine requirements as early as operationally feasible (these requirements inform DC PP&O and DC M&RA on management actions relating to the IRR).

(6) Commanding General, Marine Corps Recruiting Command.

(a) IAW reference (h), solicit volunteers from the IRR to fulfill Individual Augment/Service Augment requirements ISO the pre-activation phase (MAID-P Phase 1) of contingency operations.

(b) Identify to COMMARFORRES (MCIRSA) any IRR Marine who is determined to be medically disqualified for affiliation with the SELRES.

(7) Commanding General, Marine Corps Installations Command. Per reference (h), maintain the capability at major CONUS Marine Corps installations to support the mobilization of Marines from the IRR ISO service requirements.

(8) Individual Ready Reserve Marine

(a) Per reference (c), BPT serve one (1) day of MD each year to accomplish continuous screening requirements to ensure readiness ISO mobilization. (Note the following exceptions: Marines who have served on AD during the FY; who reside outside geographical limitations for the muster; who are pay grades E-8, E-9 and O-4 or above and have no remaining MSO; who were successfully screened in the preceding FY; or who are in a program such as the Provisional IMA Program (PIP) or MTU requiring participation in the program are exempted from MD.)

(b) Submit reenlistment/extension requests (to COMMARFORRES (MCIRSA)).

(c) Officers who received a Reserve commission during their initial period of AD shall,

1. Notify COMMARFORRES (MCIRSA) of your desire to remain in the IRR, within two years of completion of your MSO (failure to do so will result in discharge) or,

2. Notify COMMARFORRES (MCIRSA) of your desire to resign your commission upon completion of your MSO.

(d) Per reference (f), notify COMMARFORRES (MCIRSA), via Marine On-Line Personal Information Tab, of any changes in employment information, personal contact information, family readiness or emergency data. Notify COMMARFORRES (MCIRSA) via an ePAR in Marine on-Line or via the COMMARFORRES Customer Service Center at (800)-255-5082 of any change of primary residence, mailing address, marital status, number of dependents, a case of ECH or any other change that would prevent you from meeting mobilization requirements.

(e) Per reference (f), inform your employer of your reserve military obligation.

(f) Per reference (f), inform COMMARFORRES (MCIRSA) if your employment is considered a key position or key employee. (Note that you may be transferred to the Standby Reserve, the Retired Reserve or discharged as appropriate).

(g) Per reference (g), maintain standards of conduct expected of a United States Marine.

(h) Per reference (g), maintain the basic physical fitness and uniform standards.

(i) Submit complete DD Form 2807-1, Report of Medical History, every two years to COMMARFORRES (MCIRSA) to determine fitness for duty.

c. Coordinating Instructions

(1) All commanders will BPT conduct Reception, Staging, Onward Movement and Integration for Marines from the IRR conducting approved and coordinated RCT training.

(2) Commanders tasked to host Marines from the IRR conducting RCT will BPT provide those Marines with necessary support/equipment to facilitate their training.

(3) Minimum participation requirements are as follows:

(a) IAW reference (m), officers with reserve commissions who have attained eligibility to receive non-regular retired pay at age 60 per section 12731 of reference (a), must earn 50 points (including membership points) during each anniversary year or they may be removed from the Reserve Active Status List (RASL).

(b) IAW reference (m), officers with reserve commissions who have reached their MSO and have fewer than 20 years of qualifying service computed as of the date of the screening, must earn at least 27 points (including membership points) each anniversary year to remain in an active status. Officers who fail to earn the required 27 points may be removed from the RASL, and failure to earn 50 points in an anniversary year will result in a non-qualifying year for retirement.

(c) There are no minimum participation requirements for enlisted Marines with fewer than 20 years of qualifying service to remain in an active status. Failure to earn 50 points in an anniversary year will result in a non-qualifying year for retirement.

(4) Unsatisfactory Participation in the IRR. Except as codified in reference (b) and IAW reference (m), officers with a reserve commissions who have not reached their MSOs and fail to participate satisfactorily in any required reserve training may be discharged; however, that officer may not be removed from the RASL for failure to meet this standard if training during the anniversary year is denied due to lack of funds or facilities or if extenuating circumstances (as determined by COMMARFORRES (MCIRSA)) preclude the officer from attaining at least 27 retirement points.

(5) Participation options for Marines in the IRR

(a) IAW reference (g), commanders seeking to utilize Marines from the IRR under voluntary, non-paid service may establish a MTU. Activities, functions and training of MTU Marines will be directly related to the sponsoring command's mission and conducted under the oversight of the commander.

(b) IAW reference (n), commanders seeking to establish a PIP may do so by request to DC M&RA (RAM). PIP Marines will serve to provide commanders with pre-assigned, trained and qualified personnel to meet projected wartime

manpower requirements. PIP personnel will utilize non-paid IDT for retirement point credit under Associate Duty Orders.

(c) IAW reference (o), Active Duty for Training (ADT) under the RCT Program is authorized for Marines in the IRR to allow participation at organized and planned specialized skill, professional development, refresher and proficiency training. RCT training funds are limited and will only be used to enhance or refresh existing skills that will be required in support of military operations or mobilization.

(d) IAW reference (p), Active Duty for Operational Support is authorized for Marines from the IRR for projects or operations supporting AC or RC programs when such duties are essential to the military services.

(e) Further details of the duties above are codified in enclosure (1) and opportunities for AD are often posted by COMMARFORRES G-1 at <http://www.marforres.marines.mil/GeneralSpecialStaff/G1/GlobalBillets.aspx>.

(f) IAW reference (g), officers and enlisted Marines serving in the IRR are eligible for promotion, retention and Professional Military Education opportunities.

(g) Marines in the IRR also remain eligible to join SMCR units, apply to the Active Reserve (AR) program or to return to AD in the AC.

4. Administration and Logistics

a. Administration

(1) COMMARFORRES retains administrative control of all Marines in the IRR until they are transferred to gaining commands.

(2) Reference (g) provides overall guidance for the administrative support of members of the Marine Corps Reserve. Administration of the IRR not specifically addressed within this Order will be conducted IAW reference (g).

(3) Marines in the IRR and Operational Sponsors (OpSponsors), in the case of MTUs, will submit all requests for administration support (i.e. muster sheets, orders requests,

travel claims, etc.) to COMMARFORRES (MCIRSA) via Marine On-Line, ePAR or MARFORRES Customer Service Center.

b. Logistics. Omitted.

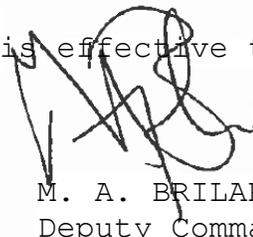
c. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per references (q) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

d. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The 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 will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be IAW the Privacy Act of 1974, as amended (reference (r)) and implemented per reference (s).

5. Command and Signal

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

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



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Enclosure 1

Categories and Service While in the Individual Ready Reserve
(IRR)

1. Background

a. The IRR consists of Reserve Marines with or without a remaining MSO who have previously served in the AC or the SELRES.

b. This enclosure will cover the various ways in which IRR Marines may continue to serve.

2. Provisional Individual Mobilization Augmentee (IMA) Program
(PIP)

a. IAW reference (n), the PIP program allows IRR Marines who have been identified as possessing a skill or skills critical to mobilization billets to drill using non-paid IDT for retirement point credit in an unfunded IMA AC unit Billet Identification Code (BIC).

b. PIP Marines drill under the authority of associate duty orders, written to cover a period of one (1) year and issued by the OpSponsor. PIP Marines must perform a minimum of twenty-four (24) non-paid IDT periods per year.

c. Additionally, PIP Marines may request up to twenty-eight (28) days of RCT per Fiscal Year (FY) via their OpSponsor to COMMARFORRES.

3. Mobilization Training Unit (MTU)

a. IAW reference (g), MTUs provide IRR Marines with RC training opportunities with either AC or RC units using non-paid IDT for retirement point credit in an unfunded IMA AC/RC BIC.

b. MTU personnel drill under associate duty orders issued by MCIRSA for a period of one (1) year or less.

c. MTU Marines may perform forty (40) non-paid IDT periods per year. However, MTU Marines must attend at least ninety (90) percent of all scheduled non-paid IDT periods.

4. Reserve Counterpart Training (RCT)

a. IAW reference (o), the RCT program provides IRR Marines the opportunity to maintain or improve upon their military skills and/or conduct other required Marine Corps training (e.g. rifle/pistol range, physical fitness test (PFT)) through paid Active Duty for Training (ADT) periods at designated AC commands or AT with SMCR units. Additionally, IRR Marines assigned on RCT orders may also serve as augmentees to various exercises when participation improves the Marine's readiness.

b. Qualified IRR Marines are limited to executing one (1) period of RCT per FY. IRR Marines are limited to a maximum of twenty-eight (28) days of ADT on RCT appropriate duty orders issued by MCIRSA per FY.

5. Mobilization/Activation Authorities. Depending upon the needs of the Marine Corps, IRR Marines have the opportunity to serve in a voluntary/involuntary capacity. These authorities and corresponding Title 10 United States Code (USC) statutes are shown in Figure 1.

Statute	Requirement & Executing Agent	Affected Reserve Population	Personnel Limitations	Duration Limitations
Full Mobilization 10 USC § 12301	Declaration of war or national emergency by Congress	Ready Res (SelRes and IRR)	No limit	Duration of war + 6 months
10 USC §12306	Declaration of war or national emergency by Congress	Standby Res	No limit	Duration of war + 6 months
10 USC §12307	Declaration of war or national emergency by Congress	Retired Res	No limit	Duration of war + 6 months
Partial Mobilization 10 USC § 12302	Declaration of national emergency by the President (Not requiring Congressional notification or approval)	Ready Res (SelRes and IRR)	Not more than 1M	No longer than 24 months
Presidential Reserve Call-Up (PRC) 10 USC §12304	Executive order of the President (Not requiring Congressional approval)	Ready Res (SelRes and IRR)	Not more than 200K (not more than 30K from the IRR)	No longer than 365 Days
10 USC §12304a	SecDef authority, requires request for Federal disaster/emergency assistance from the Governor affected	Ready Res (SelRes and IRR)	No limit	No longer than 120 Days
10 USC §12304b	Service Secretary decision ISO preplanned CCOM requirements	Ready Res (SelRes and IRR)	60K	No longer than 365 Days
Retiree Call-Up 10 USC §688	Service Sec with SecDef approval	Retired Res	No limit	Not more than 12 months
Voluntary Active Duty 10 USC §12301(d)	Voluntary Service - authority designated by the Secretary	Ready Res (SelRes and IRR)	3000	Varies

Figure 1. - Title 10 USC Mobilization/Activation Authorities

Enclosure 2

IRR Readiness Levels for Mobilization Potential

1. The following Readiness Levels include criteria that will be identified during screening and once documented facilitate identification of the relative readiness of IRR Marines. Parameters may be modified as necessary with approval of DC M&RA.

a. Readiness Level 1. Marine has 24 months or more on contract and no caveats except as may be introduced in (1) and (2) below.

(1) Reserved for Future Use

(2) Reserved for Future Use

b. Readiness Level 2. Marine has one or more of the below caveats.

(1) 12 to 24 months on contract (MSO/RECC)

(2) Conscientious objector

(3) Sole survivor

(4) Dual military spouse w/dependants

(5) Reserved for Future Use

(6) Reserved for Future Use

c. Readiness Level 3. Marine has any of the below caveats.

(1) Less than 12 months remaining on MSO/RECC

(2) Within 24 months of sanctuary

(3) Extreme hardship

(4) Currently on the Active Status List (ASL)

(5) Attending Theology/Divinity school

(6) Sole Parent

(7) Reserved for Future Use

(8) Reserved for Future Use

d. Readiness Level 4. Marine has any of the below caveats.

(1) 90 days or less remaining on MSO/RECC

(2) RE Code of 3B, 3C, 3F, 3H, 3P, 4 or 4B

(3) Pending conditional release to join another branch

(4) Pending Legal/Administrative Separation

(5) Facing civilian charges/under arrest/IHCA

(6) ISL

(7) Marine has not completed initial training

(8) In high school (Delayed Entry Program)

(9) Member of a career intermission program

(10) Reserved for Future Use

(11) Reserved for Future Use

2. In instances where the Marine has several caveats, they will typically be assigned to the lower Readiness Level.