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(x) MCO P1070.12K
(y) 38 U.S.C.
(z) Uniform Code of Military Justice
(aa) SECNAVINST 5510.30B
(ab) DOD 7000.14-R, "Department of Defense Financial Management Regulation," November 2008

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(ac) Department of Defense Travel Regulations, “Joint Federal Travel Regulations,” December 1, 2008
(ad) MCO P1400.31C
(ae) MCO P1400.32D
(af) MCO P1610.7F
(ag) DFAS-KC 7220.31-R of 5 Sep 96
(ah) MCO 1200.17
(ai) MCO P1300.8R
(aj) MCO 5000.12E
(ak) MCO 1001.64
(al) DODI 1205.19, “Procedures for Transfer of Members Between Reserve and Regular Components of the Military Services,” April 3, 1995
(am) MCO 1130.80A
(an) SECNAVINST 1000.7F
(ao) MCO 1001.45J
(ap) DODI 1300.04, “Inter-Service Transfer of Commissioned Officers,” December 27, 2006
(aq) DODI 1336.5, “Automated Extracts of Active Duty Military Personnel Records,” May 2, 2001
(ar) MCO 1740.13A
(as) MCO P1000.6G
(at) MCO 1150.1A
(au) DODI 1215.18, “Reserve Component Member Participation Requirements,” July 17, 2002
(av) MCO 1001R.54E
(aw) MCO P1100.72C
(ax) MCO 10110.47
(ay) MCO 7220.50B
(az) MCO P10120.28G
(ba) MCO P1020.34G
(bb) MCO P6100.13
(bc) DODI 1035.01, “Telework Policy,” April 3,2007
(bd) DODD 1200.7, “Screening the Ready Reserve,” November 18, 1995
(be) DODI 1215.06, “Uniform Reserve, Training and Retirement Categories,” February 7, 2007
(bf) MCO P1741.8D
(bg) DODD 1235.12, “Management of the Individual Ready Reserve (IRR) and the Inactive National Guard,” July 16, 2005
(bh) MCO 3000.19A
(bi) MCO 1306.16E
(bj) MCO 3060R.17B
(bk) MCO 5311.1C
(bl) 20 CFR Part 1002
(bm) MCO P1040R.35B (NOTAL)
(bn) MCO 1300R.65B
(bo) SECNAVINST 1920.6C
(bp) SECNAVINST 1920.7B

(bq) MCO 1550.26
(br) DODI 1215.07, “Service Credit for Reserve Retirement,” November 7, 2008
(bs) Manual for Courts-Martial United States (2008 Edition)
(bt) JAGINST 5800.7E
(bu) DoDI 1235.09, “Management of the Standby Reserve,” April 2, 2007
(bv) DODI 6400.06, “Domestic Abuse Involving DOD Military and Certain Affiliated Personnel,” August 21, 2007
(bw) MCO P5800.16A
(bx) MCO P1700.27B
(by) MCO 1741.11C
(bz) MCO 1553.1B
(ca) SECNAV M-5210.1
(cb) MARADMIN 283/06
(cc) MCO 1510.39A

Encl: (1) MCRAMM Policy and Procedural Guidance

1. Situation. The Reserve Component (RC) is an integral part of the Total Force Marine Corps and provides augmentation and reinforcement in times of war or national emergency. This Order establishes the policies and responsibilities for the administration and personnel management of the Marine Corps Reserve as outlined in references (a) though (cc).

2. Cancellation. MCO P1001R.lJ.

3. Mission. This Order promulgates policy and procedural guidance for the management and administration of the RC within a Total Force construct. The policy and procedures contained in enclosure guide how to administer and manage the RC in order to maxmimize training and mobilization readiness, while reducing of administrative burdens to the greatest extent possible.

4. Execution

a. Commander’s Intent and Concept of Operations

(1) Commander’s Intent

(a) Maintain a single, streamlined, uniform system for administratively managing the RC consistent with Total Force policies.

(b) Provide guidance that serves as a tool for administrators while maintaining commander’s flexibility to meet manpower requirements for mission accomplishment.

(2) Concept of Operations. Establish policies, procedures, and guidance to facilitate optimal access to the RC in support of Total Force manpower management. Comply with this Order when administering the RC.

b. Subordinate Element Missions. Commandant of the Marine Corps (CMC) designates the following relationships between Headquarters Marine Corps Staff agencies and subordinate elements.

(1) The Commandant of the Marine Corps (CMC)

(a) The RC of the Total Force is organized, administered, trained, and equipped under the direction of the CMC.

(b) The Deputy Commandant for Manpower and Reserve Affairs (DC M&RA) is the principal staff officer for Reserve manpower matters and is directly responsible for the formulation of plans, policies, budget, structure, and administration of the RC. This is accomplished through the development and promulgation of unique policies, procedures, and guidance to administer the RC within the Total Force construct.

1. The Director, Reserve Affairs Division (Dir RA) is the principal advisor to DC M&RA on all manpower matters pertaining to the RC. The Dir RA is responsible for the development, review, promulgation, coordination, monitoring, administration, and oversight of Reserve manpower plans, policies, and programs on readiness, training, operations, budget, and structure necessary to meet Total Force Marine Corps manpower requirements.

2. The Director, Manpower Plans and Policy Division (Dir MP) is responsible for promulgation and review of policies governing mobilization/activation and the planning of the involuntary activation of the Individual Ready Reserve(IRR).

3. The Director, Manpower Management (Dir MM) is responsible for the administration of Reserve general officer service records and the sourcing of Reserve general officer activation requirements. Dir MM is responsible for future manpower planning, active duty individual augmentation (IA) coordination, and sourcing of individual Reserve assets in support of Total Force manpower requirements during contingency operations. Additionally, Dir MM exercises operational control (OPCON) over the IRR population.

(2) Non-Headquarters Marine Corps (Non-HQMC)

(a) Commander, Marine Forces Reserve (COMMARFORRES). The 4th MarDiv, 4th MLG, 4th MAW, and Marine Corps Mobilization Command (MOBCOM) are considered Major Subordinate Commands (MSCs) of MARFORRES. In exercising OPCON, COMMARFORRES exercises OPCON over MSC's and is responsible for the common staff functions of the subordinate command Headquarters which have been integrated within his staff. COMMARFORRES exercises ADCON over members of the IRR and IMA/MTU program via CG MOBCOM. COMMARFORRES is responsible for effecting lateral coordination with the Commander, U.S. Marine Corps Forces Command (COMMARFORCOM) and the Commander, Marine Forces Pacific (COMMARFORPAC), or such other AC commanders as may be appropriate for the conduct of joint operations, exercises, and training.

1. Commanding Generals, 4th MarDiv, 4th MLG, 4th MAW. These commanders exercise OPCON over the Headquarters and units of their respective MSCs. They are responsible for the non-integrated Headquarters functions (as applicable to each individual MSC) which have not been assumed by COMMARFORRES and for such other tasks as may be delegated to them by the COMMARFORRES or higher authority.

2. Commanding General, MOBCOM. The CG MOBCOM's primary mission is to improve the mobilization readiness of the RC by providing CMC pretrained manpower resources upon activation. Under the technical direction of DC, M&RA, the CG MOBCOM maintains the service records of IMAs, Standby Reserves, and IRRs and administers the IMA/MTU programs. Administrative functions performed by MOBCOM include aspects of procurement, classification, assignment, reassignment, promotion, separation, personnel record keeping, career development, and personnel training. The Prior Service Recruiting mission has been transferred to the Commanding General, Marine Corps Recruiting Command (CG MCRC). Note: CMC (MMSR) maintains the records of members of the Fleet Marine Corps Reserve (FMCR) and retirees.

3. Inspector-Instructors (I-I)/Active Duty Support. I-I/Active duty support personnel are active duty Marines both Active Component (AC) and Active Reserve (AR) who instruct and assist SMCR units to maintain a continuous state of readiness for mobilization; inspect and render technical advice in command functions including administration, logistical support, and public affairs; and execute such collateral functions as may be directed by higher authority. The majority of AC, AR, and Selected Reserve (SelRes) personnel are integrated into a single chain of command which passes from individual units

(b) Commanding Generals, Marine Corps Installations (MCI). Reserve Support Units (RSUs) are under the command of their respective regional Marine Corps Installations Commanding General. RSUs are staffed by AR and AC personnel to support and coordinate the training of Reserve units and individuals. During mobilization they are augmented with RC personnel to support the integration of individuals into the AC by providing administrative, operational, and logistical support.

(c) Commanding Generals (CGs), Operational Forces. Responsibility lies with Operating Forces CGs to properly administer to all Reserve Marines under their purview. This can be facilitated by AR Marines fulfilling unique billets within the command.

1. Reserve Liaison Officers (RLOs). RLOs are ARs located at command elements within the operating forces. They provide the necessary coordination/liaison between HQMC, MARFORRES, the operating forces. RLO duties include: leadership of the Operational Sponsors of the local Individual Mobilization Augmentee(IMAs); planning for training and exercises involving members of the Ready Reserve; participation in the preparation and administration of policies and regulations affecting Reserves scheduled to train with the operating forces; and facilitate the integration of Reserve units and individuals into the operating forces.

2. Reserve Integration Officers (RIOs). RIOs are senior ARs located at command elements within the operating forces. They serve as the primary advisor to the commander on Reserve integration matters to include the activation of reservists and the mobilization of Reserve units.

5. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to CMC (RA) via the appropriate chain of command.

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.

BGEN J. M. LARIVIERE
By direction

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MCRAMM

CHAPTER 1

Marine Corps Reserve Organization

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Chapter 1

Marine Corps Reserve Organization

1100. MISSION

1. The mission of the RC of the Marine Corps Total Force is to augment and reinforce the active component (AC) with trained units and qualified individuals in a time of war or national emergency, and at such other times as national security may require.

2. The Marine Corps Reserve complements the Marine Corps operating force structure and capabilities. Charged with providing the means for rapid expansion of our Corps during national emergency, the Marine Corps Reserve provides the added capability, flexibility, and depth that is the foundation for our sustainment at any level of recall or mobilization. Total Force integration is the dominant theme for all Reserve planning, training, and administration.

1200. COMPOSITION. The Marine Corps Reserve is comprised of the Ready Reserve, the Standby Reserve, and the Retired Reserve. Reference (a) promulgates all legislation regarding the RC. See figure 1-1.

1300. READY RESERVE. The Ready Reserve consists of Reserve units and individual members who are liable for immediate active duty (AD) during war or national emergency. The Ready Reserve includes the Selected Reserve and the Individual Ready Reserve (IRR).

1. Selected Reserve (SelRes). The SelRes is that part of the Ready Reserve consisting of members of Selected Marine Corps Reserve (SMCR) units, Individual Mobilization Augmentees (IMAs), and members serving on the Active Reserve (AR) program.

a. SMCR Units. SMCR units include the 4th Marine Division (4th MarDiv), 4th Marine Logistics Group (4th MLG), 4th Marine Aircraft Wing (4th MAW), and Force level units of MARFORRES. All SMCR units are under the administrative and operational control (ADCON/OPCON) of the Commander, Marine Forces Reserve (COMMARFORRES). See figure 1-2.

b. Individual Mobilization Augmentees (IMAs). IMAs are individual Selected Reservists who receive training and are pre-assigned to an AC organization billet that must be filled to meet the requirements of the organization to support mobilization (including pre-and/or post-mobilization) requirements across the

spectrum of military operations and training. MOBCOM administers to all IMA Marines. Reference (b) provides additional information on the IMA program.

c. Active Reserve (AR). Reservists on active duty with the AR program serve in full-time active duty billets that support the organization, administration, recruiting, retention, instruction, and training of the Marine Corps Reserve. Reference (c) provides additional information on the AR program. NOTE: For the purpose of this Order, unless specifically stated otherwise, all policies regarding the SelRes apply to SMCR units and IMAs.

2. Individual Ready Reserve (IRR)

a. The IRR is a CMC manpower pool principally consisting of individuals who are available for mobilization; have had training; have previously served in the active forces or in the SelRes; and who are in one of the following categories:

(1) Have not completed their Military Service Obligation (MSO).

(2) Have completed their MSO and are in the Ready Reserve by voluntary agreement.

(3) Have not completed their MSO and are mandatory participants, but are authorized to transfer to the IRR.

b. Upon completion of their MSO, Reserve officers will continue to serve in the IRR contingent on minimum participation requirements and statutory limitations, unless transfer or resignation is sooner requested.

c. MOBCOM administers to all IRR Marines.

1400. STANDBY RESERVE. The Standby Reserve consists of Marines who are unable to meet participation requirements of the Ready Reserve and desire to maintain their affiliation, are bound by contractual obligation, or are officers who have failed to resign their commission. The Standby Reserve is comprised of two categories: Standby Reserve-Active Status List (ASL) and Standby Reserve-Inactive Status List (ISL). These individuals are not required to train and are not members of units; however, they may be mobilized as needed to fill manpower requirements for specific skills (see chapter 7).

1. Standby Reserve-Active Status List (ASL). Reserve Marines in this category are in an active status for purposes of promotion and are eligible to participate in reserve training programs for

retirement point credit only. They may not receive pay, allowances, or travel allowances. They may be ordered to active duty in time of war or national emergency if the Secretary of the Navy, with the approval of the Secretary of Defense, determines not enough qualified Ready Reserve are available in the categories required. The Standby Reserve-ASL includes the following:

a. Marines designated as key federal employees to prevent conflicts between emergency manpower needs of civilian activities and the military during mobilization.

b. Marines who have been temporarily assigned due to hardship and eventually intend to return to the Ready Reserve

c. Marines who, for reasons determined by the SecNav and CMC, are prevented from participating in training on a regular basis.

2. Standby Reserve-Inactive Status List (ISL). Reserve Marines in this category are not eligible to participate, receive pay or retirement credit, are not eligible for promotion consideration, and are not accountable for purposes of end strength or controlled grades. The ISL consists of Reserve officers transferred for the following reasons:

a. Officers beyond their MSO who did not earn at least 27 retirement points during their previous anniversary year, unless waived (see chapter 7).

b. Officers who are retirement eligible and failed to earn at least 50 retirement points during their anniversary year.

c. Members transferred to the ISL as a result of a Mobilization Potential Screening Board (MPSB).

d. Members who voluntarily requested and were transferred to the ISL.

1500. RETIRED RESERVE. The retired reserve consists of Marines who have requested and have been approved for retirement. Members of this category may be recalled to active duty under section 688 of reference (a).

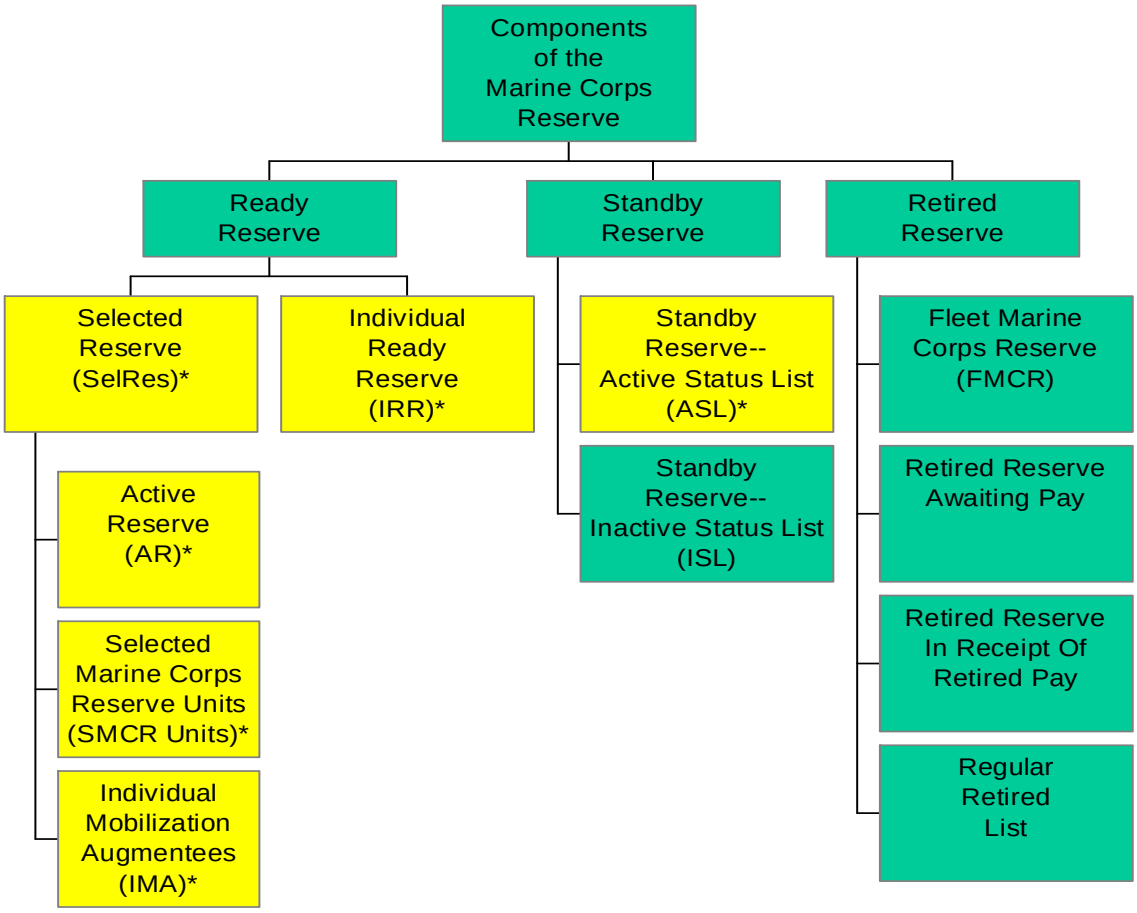
1. Fleet Marine Corps Reserve (FMCR). The FMCR is composed of enlisted personnel who have completed 20, but less than 30 years of active service and are receiving retainer pay. After 30 years of service and upon SecNav approval, members of the FMCR are transferred to the retired list.

2. Retired Reserve Awaiting Pay (Gray Area Retirees). This category consists of reservists who have completed at least 20 qualifying years of service, and who have requested transfer to the Retired Reserve. When the reservist reaches age 60 (or reduced retirement age eligibility as defined by chapter 9), retired pay commences upon application by the member.

3. Retired Reserve in Receipt of Retired Pay. This category consists of reservists who have completed at least 20 years of qualifying service and, at age 60 (or reduced retirement age eligibility as defined by chapter 9), have applied for and are receiving retired pay.

4. Regular Retired List. The Regular Retired List consists of officers who have completed at least 20 years of active duty for retirement pay, and enlisted members who have completed a total of 30 years of combined active and FMCR service.

COMPONENTS OF THE MARINE CORPS RESERVE



Note: Components highlighted in yellow (*) are elements of the RASL.

Figure 1-1.--Components of the Marine Corps Reserve

ORGANIZATION OF MARINE FORCES RESERVE

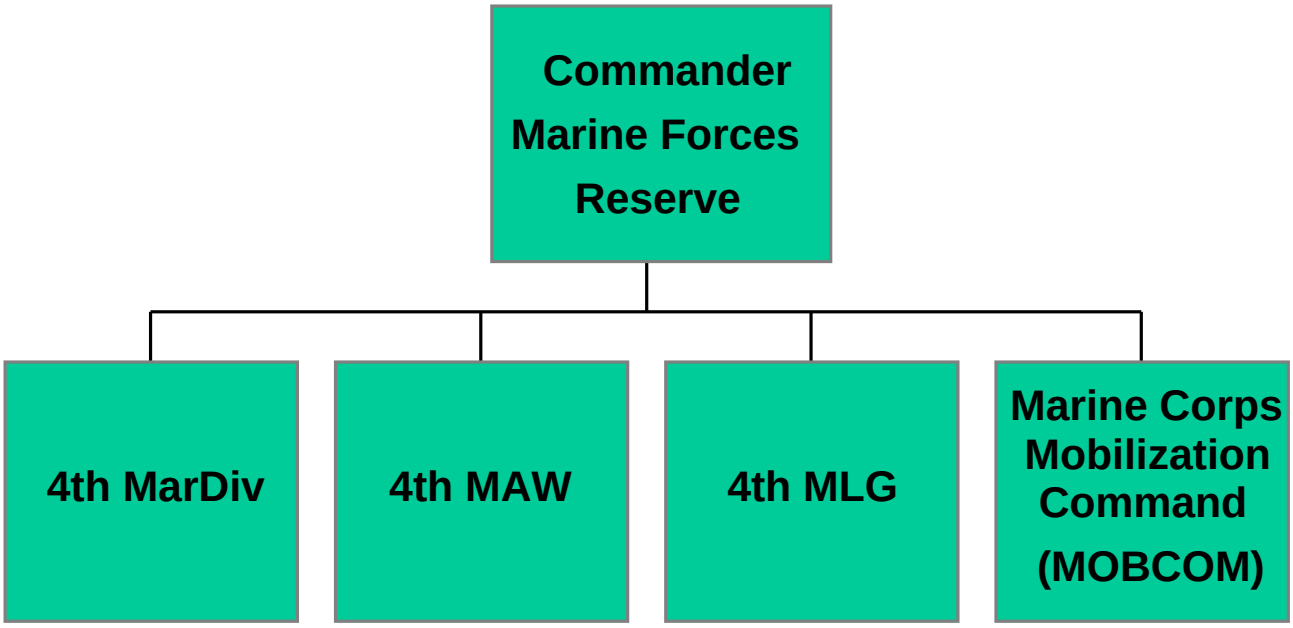


Figure 1-2.--Organization of Marine Forces Reserve

CHAPTER 2

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Chapter 2

Reserve Component Accession Programs

Section 1: General Information

2100. BACKGROUND AND PROGRAM GOALS. The majority of RC officer accessions is sourced from the AC once the AD portion of a Marine's contract has been fulfilled. If time remains on a Marine's contract, that remaining time can be served within the SelRes or in the IRR. The majority of RC enlisted accessions are non-prior service (NPS) Marines. Normally, sixty percent of all RC enlisted accessions are NPS.

2101. RESERVE OBLIGATION

1. Military Service Obligation (MSO)

a. Anyone inducted, enlisted, or appointed in the Armed Forces on or after 1 June 1984, incurs an 8-year period of obligated service. Any part of the service not served on AD or Active Duty for Training (ADT) will be performed in the Ready Reserve.

b. CG MOBCOM will notify members of their service obligation and minimum participation requirements for satisfactory service in the Ready Reserve within 2 years of the commencement of their MSO per figure 2-1.

c. Members of the SMCR who have not completed the contractual Inactive Duty Training (IDT) obligation serve with a SMCR unit by virtue of their initial enlistment agreement. All other participants affiliate by virtue of a Reserve reenlistment or other contractual agreement.

2. Mandatory Drill Participation Stop Date (MDPSD). The MDPSD is the date in which an NPS RC officer/enlisted Marine has met their mandatory drilling obligation with an SMCR unit. Contractually binding, this minimum period of obligation to affiliate is determined based upon the member's initial accession program agreement.

a. Once this initial period of obligated active participation within an SMCR unit has been fulfilled, the remaining MSO may be served in the IRR or as a drilling member in the SelRes.

b. If a reservist's unit has received an order of intent to mobilize before the reservist's MDPSD has been reached, the reservist will mobilize and deploy with their unit.

c. If a reservist's unit has received an order of intent to mobilize before the reservist's voluntary transfer to the IRR, the reservist will mobilize and deploy with their unit or must request Delay, Deferment or Exemption.

2102. SELECTED RESERVE INCENTIVE PROGRAM (SRIP). The SRIP offers an enlistment bonus, a reenlistment/extension bonus, and an affiliation bonus. These incentives serve as a measure to assist Reserve forces to meet and sustain manpower requirements and help stabilize the Reserve forces through longer service commitments. Reference (d) explains the provisions of the SRIP. Incentives, bonus payments, and eligibility requirements are addressed in reference (d) and applicable providing annual updates to this information.

1. Enlistment Incentive. Non-Prior Service Marines may be eligible to receive an enlistment bonus if they:

a. Agree to serve satisfactorily in a SMCR unit for a minimum of 6 years;

b. Have no prior service;

c. Are currently a category I, II, or III on the Armed Forces Qualification Test. (AFQT);

d. Are assigned to or designated to be trained in a qualified MOS, occupational field, or unit identified by a 7220 series MCBul;

e. Agree to serve the entire SMCR contracted period in the MOS, OccFld, and unit as designated by MCBuls in the 7220 series;

f. Are a secondary school graduate;

g. Do not select one of the following Reserve Optional Enlistment Programs (ROEP): 3x5, 4x4, or 5x3;

h. Do not enlist to qualify for a civilian position where membership in the Reserve is a condition of employment (persons on temporary assignment excluded).

2. Reenlistment or Voluntary Extension Incentive. Reserve Marines serving in an MOS, occupational field, or unit designated by a MCBul in the 7200 series, may be eligible to receive a bonus for either a 3-year or 6-year reenlistment/extension if they meet the following criteria:

a. Have not previously received a 6-year reenlistment or extension bonus for service in a SMCR unit.

b. Meet the years of service criteria.

c. Hold a grade commensurate with the billet.

d. Is not reenlisting or extending to qualify for a civilian position (excluding temporary assignments) where membership in the Reserve is a condition of employment.

3. Affiliation Incentive. Prior Service Marines who affiliate with a unit and/or hold a qualified MOS designated by MCBul published annually in the 7220 series and have obligated service remaining on a contract may be entitled to an affiliation bonus if they meet the following criteria:

a. Has the grade and MOS for which there is a vacancy in the unit in which the Marine is to become a member.

b. Is not affiliating to qualify for a civilian position where membership in the Guard/Reserve is a condition of employment (persons on temporary assignment excluded).

c. Enters into a written agreement with the Marine Corps to serve as an enlisted member of the SMCR for the entire Reserve service obligation such person has remaining at the time of affiliation.

2103. EDUCATION ASSISTANCE. The Montgomery GI Bill-Reserve (MGIB-R) provides educational assistance to reservists in the SMCR upon agreement to serve at least 6 years in the SMCR. This program provides money for courses approved by the Department of Veterans Affairs. See the current edition of reference (e) for details.

2104. FOREIGN LANGUAGE PROFICIENCY AND FOREIGN AREA EXPERTISE

1. In order to encourage language proficiency in the RC and track Marines with language skills, qualified Marines may be entitled to Foreign Language Proficiency Pay (FLPP).

2. Foreign language proficiency is awarded to qualified personnel in the MOSs O2XX (Intelligence), 26XX (SIGINT/EW), and 824X (Foreign Area Officer (FAO)).

3. The Foreign Area Officer additional MOS allows an officer of any primary MOS to receive FLPP. Policy concerning the FAO MOS is contained in reference (f).

4. Policy concerning entitlement to FLPP is contained in reference (g). Language testing arrangements can be made through the CMC (MPP).

Reserve Component Accession Programs

Section 2: Enlisted Accession Programs

2200. GENERAL INFORMATION. Enlisted Marines of the RC are sourced as either an NPS accession with no prior Marine Corps service or as an Prior Service (PS) accession after a period of Marine Corps active duty has been served.

2201. NON-PRIOR SERVICE ENLISTED ACCESSION

1. National Call to Service. Once the original period of active duty is fulfilled and if a Marine chooses not to continue on active duty beyond that date, a Marine is required to serve the remaining drilling portion of the enlistment contract in the SelRes.

2. Reserve Optional Enlistment Program (ROEP). A reservist enlisting under ROEP serves a portion of the statutory MSO, normally 3, 4, 5, or 6 years in the SMCR, per reference (h). The remainder of the MSO may be served in the IRR.

3. Orientation Briefings for NPS Enlistees

a. The interview/orientation briefing affords SMCR unit CO/OIC/I-I/Site Commanders the opportunity to fulfill the fundamental leadership responsibility of welcoming and getting acquainted with new unit members. The new member should be familiarized with their unit as well as post-IADT duties and training highlights. More than a mere exchange of information, the orientation brief should convey a sense of belonging and being part of a team. The enthusiasm and interest communicated by the CO/OIC/I-I/Site Commanders should motivate and strengthen the new member's commitment to the unit and to the Marine Corps. Questions by the new member should be encouraged and answered in a forthright, positive manner.

b. The interview/orientation brief is not a screening process to determine eligibility for enlistment, which is the responsibility of the recruiting station/Marine Corps Recruiting Command (MCRC)/the recruiter.

c. The interview/orientation brief should occur within 30 days of enlistment. When IADT will occur before a formal interview/orientation brief can be arranged, commanders are encouraged to make personal contact with the new member through command visitation or by telephone. In cases of immediate reserve accessions, or those contracted and shipped within 10 calendar days, the responsible Recruiting Station (RS) will attempt to arrange for an I-I interview/orientation. If it is

not feasible to conduct an interview/orientation in person, the RS will arrange a phone interview from the RS with the applicant and an official command representative of the I-I Staff.

d. The recruiting station will enter the briefer's name, billet, and date of the interview into the Remarks section of the Record of Military Processing - Armed Forces of the United States (DD Form 4/1).

e. At a minimum, the briefing should:

(1) Identify and resolve any geographic, occupational or other circumstances that might interfere with IDT attendance or scheduled active duty dates.

(2) Discuss post-IADT/IIADT duties and training highlights.

(3) Explain the sponsorship program.

(4) Reinforce the new Marine's understanding of reemployment rights discussed in reference (i), and in chapter 8, section 4 of this Order.

(5) Answer any questions the new member might have.

(6) Motivate the new member to want to complete recruit training and serve with the unit.

f. Recruiting station commanders and SMCR unit CO/OIC/I-I/Site Commanders must work together to establish mutually agreeable and efficient procedures for accomplishing the orientation briefs. Problems are best resolved at the lowest level. When they cannot be solved locally, they must be referred up the chain of command.

2202. PRIOR SERVICE ENLISTED ACCESSION

1. Platoon Leaders Class (PLC) Requirement. Members of the PLC Program are considered “officer candidates” but may participate as enlisted members of SMCR units as part of the Simultaneous Membership Program (SMP). PLC members must have been an enlisted member of an SMCR unit prior to acceptance to the PLC program in order to qualify for SMP participation. Refer to references (j) and (k) for more details.

2. TRAINING PRIOR SERVICE ENLISTED PERSONNEL AS SMCR NEW ACCESSIONS. CMC(RAP) is responsible for approving and managing MOS retraining assignments for newly accessed Prior Service (PS) personnel being joined to SMCR units. All new accessions are

required to obtain a valid Quota Serial Number (QSN) linked to a valid BIC as issued by CMC(RAP) prior to joining unit. PS Marines who are recruited to fill valid SMCR unit vacancies but who do not posses the requisite billet MOS qualify for assignment to the Prior Service MOS Retraining Program (PSMRP), unless the Marine is disqualified as a result of previously used PSTA/PSMRP. In this case MARFORRES G3-T is responsible for approving, acquiring, and funding this training. Requests for PSMRP must be approved by CMC(RAP) prior to accession. Personnel qualifying for this program will be assigned an appropriate school seat at an MOS producing school during the accession process. Marines will have until 18 months from date of join to begin attendance at assigned school. The CMC (RAP) Plans Section, in coordination with MCRC and MFR units will:

a. Provide liaison with Training & Education Command (TECOM) for requesting PSMRP school-seats as needed.

b. Determine validity of QSN modification and PSMRP requests based on SMCR unit table of organization requirements taking into consideration such factors as unit manning levels, billet MOS and grade requirements, demographic supportability, etc.. Approve valid PSMRP requests and provide additional billet-MOS accession options to facilitiate unit joins when feasible.

c. Ensure all PSMRP applicants meet the prerequisites of intended BMOS accession.

d. Provide school seat availability dates to PS Recruiters, unit representatives, and prospective PS new join to facilitiate school seat assignment dates.

e. Issue assignment actions that include course dates, Reserve Order Writing System (ROWS) order writing instructions, orders approval via ROWS, and appropriation data used when assigning school seats. The responsibility for issuing orders rests with SMCR unit/dets. Units will submit orders requests to CMC(RAP) via ROWS for funding approval.

f. Track all prior service accessions that are non-MOS matches for 18 months from the date joined to the SMCR to assist in providing the necessary training.

g. Manage the PSMRP Program budget.

3. MFR G3-T is repsonsible for coordinating, assigning school seats, and funding all other training not associated with the PSMRP Program.

Reserve Component Accession Programs

Section 3: Officer Accession Programs

2300. RESERVE JUNIOR OFFICER ACCESSION PROGRAM DESCRIPTIONS

1. Background and Program Goals. The majority of Reserve officers in SMCR units affiliate after completion of their AC service obligation while members of the Ready Reserve. The majority of these officers are senior in grade resulting in a shortfall of junior company grade officers. The three Reserve Junior Officer Accession Programs discussed within this chapter are designed to eliminate this shortfall. Most MOSs are available for assignment via these accession programs except for legal and aviation (75xx) career fields. The intent of these programs is to have a fully trained junior officer corps manning the lieutenant and captain billets in the SMCR units. Officers participating in these commissioning programs incur an 8-year MSO at the time of commissioning: a 4-year SMCR obligation followed by a 4-year obligation in the Indiviual Ready Reserve (IRR).

2. Meritorious Commissioning Program-Reserve (MCP-R). Similar in nature to the active component Meritorious Commissioning Program (MCP), the MCP-R program was implemented in October of 2007 and is available to enlisted personnel. The individual Marine applicant must have completed 75 credit hours of post-secondary education or have an associates degree prior to applying for the program. Accreditation definitions, contractual service obligations, specific eligibility, and application instructions are published quarterly via MCBUL. Upon selection for the MCP-R program, the individual applicant will be scheduled to attend Officer Candidate School (OCS). Upon successful completion of OCS, the new Reserve officer will be assigned to The Basic School (TBS), and subsequently a Primary Military Occupational Skill (PMOS) producing school, and then finally assigned to a SMCR unit. The individual is required to complete a bachelor’s degree program on their own time prior to being eligible for promotion to the rank of captain or being eligible for retention beyond their initial contract.

3. Reserve Enlisted Commissioning Program (RECP). MCRC will publish RECP and MCP-R selection board announcements and board results, and issue order for individuals attending OCS. Additionally, MCRC will attain the recruiting goals as set forth in the annual Mission Letter and MEMO01 as assigned by DC, M&RA.

4. Officer Candidate Course-Reserve (OCC-R). OCC-R applicants are civilians (or enlisted members of other services) who have a bachelors degree and are accessed into the Marine Corps via an Officer Selection Officer (OSO) from MCRC. After successful

screening by the OSO, the individual will be scheduled to attend OCS. Upon successful completion of OCS, the new Reserve officer will be assigned to TBS, and subsequently a PMOS producing school, and then finally assigned to an SMCR unit.

2301. PROGRAM APPLICATION PROCEDURES

1. Individual Applicant

a. RECP and MCR-R applicants are responsible for the complete and accurate submission of application packages to their chain of command for forwarding to MCRC. Application procedures and requirements are outlined in the announcement MCBUL and its references.

b. As part of the application process, the individual is required to indicate the city and state of their intended residence at the completion of training. This facilitates the MOS and unit assignment of the individual by HQMC.

2. Headquarters Marine Corps. Headquarters Marine Corps, Manpower & Reserve Affiars, Reserve Affairs Division (RA) is responsible for overall program coordination. Specific responsibilities include:

a. Provide monthly vacancy announcements to MCRC for solicitation of candidates in coordination with COMMARFORRES.

b. Provide TBS with recommended MOS and duty station assignments, based on the needs of the Marine Corps and billet availability in the area the individual will reside after training.

c. Coordinate PMOS school seat assignments with TECOM at the completion of TBS.

d. Reclassify MOS or unit assignment as required due to MOS school failure, injury/rehabilitation, or change in SMCR unit manning requirements.

e. Coordinate deviations from the standard training track and adjudicate on a case-by-case basis. Marines who experience gaps in training between TBS and MOS school will be assigned interim on-the-job training if feasible.

3. MCRC. Publish RECP and MCP-R selection board announcements and board results, screen and evaluate OCC-R candidates, and attain the recruiting goals as set forth in the annual Mission Letter and MEMO-01 as assigned by the DC, M&RA. Additionally, MCRC will issue orders for individuals attending OCS.

4. OCS. Identify to MCRC school seat availability for selected candidates. Upon the candidates successful commissioning as second lieutenants, OCS will provide orders directing the officer to TBS for further instruction.

5. TBS

a. Evaluate Reserve officers throughout the training period to ensure MOS assignment is based on individual performance, desire based on follow-on interviews, and potential to serve in a particular MOS, and Force manpower requirements identified by CMC (RA)/COMMARFORRES. MOS and SMCR unit assignments will be coordinated with CMC (RAP). Upon successful completion of the Basic Officer Course, TBS will provide orders directing the officer to MOS School for further instruction.

b. In the event that there is a significant break in training from the completion of TBS to the start of the MOS school, TBS will coordinate with CMC (RAP) to facilitate interim assignment.

6. PMOS Schools. Train Reserve Component officers in assigned MOS. Upon graduation, endorse orders directing the officer to their SMCR unit for duty.

7. SMCR Unit

a. For MCP-R and RECP, SMCR units will assist the individual in the preparation of their packages as appropriate and provide an appropriate unit commander endorsement. Additionally, the SMCR unit will ensure that the applicant has sufficient obligated service to meet the minimum requirements of the program to which applied.

b. After commissioning and completion of TBS and MOS school, the SMCR unit will join the officer for duty.

8. MCP-R Application Process. Regular announcements are published by MCRC via MCBUL to include program eligibility, application instructions, and vacancies. Additional information can be found in reference (l).

9. RECP Application Process. Regular announcements are published by MCRC to include specifics regarding program eligibility, application instructions, and vacancies. Additional information can be found in reference (m).

2302. INDIVIDUAL RECORD MANAGEMENT

1. Upon selection for the MCP-R or RECP, MCRC will publish the selection board results via MARADMIN. The individuals selected will contact their unit, and coordinate orders for them to report to the appropriate OCS class as indicated in the selection board results. Individuals selected for the OCC-R program will coordinate orders with MCRC to report to the appropriate OCS class. MCRC will establish a new accession record for OCC-R candidates in MCTFS.

2. OCS will report the individual as ‘joined for training’ via the UD/MIPS upon reporting to school.

3. Upon graduation, OCS will report commissions via the UD/MIPS. For individuals not graduating, OCS will report the reason for early termination of training via the UD/MIPS.

4. OCS will provide orders for commissioned officers to attend TBS and endorse the orders of those not receiving a commission with instructions for them to rejoin their unit of origin.

5. TBS will report the individual as ‘joined for training’ via the UD/MIPS.

6. Upon graduation, TBS will endorse the orders directing them to report to MOS school.

7. The MOS school will report the individual as ‘joined for training’ via the UD/MIPS.

8. Upon graduation, the MOS school will endorse the orders directing them to report to their SMCR unit for duty.

9. The SMCR unit will join the officer for duty via the UD/MIPS.

Letterhead

SSIC
Office Code
Date

From: Commanding General, Marine Corps Mobilization Command
To: RANK FNAME MI LNAME XXX XX 4SSN / MOS USMC
(ADDRESS)
(CITY, STATE ZIP)

Subj: NOTIFICATION OF SERVICE OBLIGATION IN THE UNITED STATES MARINE CORPS RESERVE

Ref: (a) Title 10, U.S. Code
(b) SECNAVINST 1920.6C
(c) MCO P1900.16F (MARCORSEPSMAN)

Encl: (1) Sample Resignation from the U.S. Marine Corps Reserve
(2) Reserve Facts

1. This letter is sent to ensure you understand the laws and policies governing your status in the United States Marine Corps Reserve.

2. Public Law (reference (a)) requires that commissioned officers remain in the Reserve until completion of the Military Service Obligation (MSO). Typically, that obligation is for a total of eight years; mixed between active and reserve service.

3. Our records show that you were commissioned a second lieutenant on DD MMMM YYYY and will complete 8 years of commissioned service on DD MMMM YYYY. At this time your MSO will be complete.

4. Upon completion of your MSO, you have several options. Think about the experience you have to offer and what your service could mean to your fellow Marines. I know that any decision to stay in the Corps is both very important and very personal - one that has far reaching effects on both you and your family. As the Commandant has previously stated, “Our Nation is at war - our Corps is at war - fighting a determined enemy bent on terror and domination.” Make no mistake, it is a war we must win! Success by the enemy will dramatically change the world as we know it, leaving a harsh environment for our children and grandchildren to endure. Keep this in mind as you consider these options:

a. Remain in the IRR. Note that Public Law requires officers to obtain 27 Reserve Retirement Points per year to be retained in the IRR beyond their MSO. Officers who earn less than 27 Reserve Retirement Points will be automatically transferred to the ISL, unless resignation is sooner requested.

b. Request resignation of your commission. The earliest you may request resignation is 14 months prior to the completion of your MSO. See enclosure (1) for format.

c. Join a Selected Marine Corps Reserve (SMCR) unit, the Individual Mobilization Augmentee (IMA) program, or volunteer for mobilization. Company grade officers may qualify for an SMCR affiliation bonus of $XX,XXX during FYXX. Billet vacancies for SMCR/IMA are listed in Marine Online (MOL), or contact the nearest Prior Service Recruiter: www.mcrc.usmc.mil/G3/PSR. Enclosure (2) contains additional information to help you in your decision.

5. While you serve in the Individual Ready Reserve (IRR) the following conditions apply:

a. Members of the IRR must provide the Commanding General, Marine Corps Mobilization Command (MOBCOM) with the following information:

(1) Current mailing address,

(2) Civilian employment information,

(3) Changes to physical condition, and

(4) Changes to dependency status.

b. Mobilization of the IRR is authorized in time of war or national emergency declared by Congress or when otherwise authorized by law.

6. If you have any questions regarding the information provided in this letter, please contact XXXX XXXXXX at 1-800-255-5082, extension XXXX. You are encouraged to submit all questions and documentation directly to MOBCOM using our on line Customer Service Center at: http://mobcom.mfr.usmc.mil/. (A link is located at the very bottom of the MOBCOM homepage.) You will receive a tracking number for your request, and periodic updates as it is processed.

7. For a more in-depth review of your individual circumstances, you may schedule career counseling with the Reserve Career Counselors at HQMC by calling 877-415-9275 (Option 5) or online at wwww.manpower.usmc.mil -> Reserve Marine -> RA -> CMT -> Career Counseling.

SIGNATURE

Figure 2-l.--Sample MSO Notification Letter

From: Rank FNAME MI LNAME XXX XX 4SSN / USMC
To: Commandant of the Marine Corps (MMSR-5)
Via: Commanding General, Marine Corps Mobilization Command
15303 Andrews Road, Kansas City, MO 64147-1207

Subj: RESIGNATION FROM THE U.S. MARINE CORPS RESERVE

Ref: (a) CMC ltr 1001 MOBCOM of DD MMM YY

1. Per the reference, I am within 14 months of my military service obligation and elect the following option:

( ) I REQUEST TO RESIGN MY COMMISSION IN THE UNITED STATES MARINE CORPS RESERVE EFFECTIVE _____.

I can be contacted at _____.
(PROVIDE TELEPHONE NUMBER)

_____
(Signature)

Note: THIS FORM MUST BE RECEIVED BY MMSR-5 NO LATER THAN FOUR MONTHS FROM THE EFFECTIVE DATE OF RESIGNATION.

CHAPTER 3

Reserve Duty and Training Programs

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Chapter 3

Reserve Duty and Training Programs

Section 1: Reserve Duty Categories and Requirements

3100. RESERVE UTILIZATION CATEGORIES

1. There are four ways in which reservists are utilized. RC duty is performed for the purpose of training, support, mobilization, or other.

2. Training. All reservists shall receive training pursuant to assignments and required readiness levels. Required training shall provide for the minimum training time or number of training periods required for attaining the prescribed unit readiness status and maintaining individual proficiency. The primary purpose of all training is the enhancement of individual skills and/or unit effectiveness. Mission support may be a key element in developing training programs, but training shall be the paramount consideration and documented for budgetary allocations. Mission and operational support may occur as a consequence of training.

3. Support. Voluntary AD, to include ADOS and AR, may be used to achieve desired readiness levels and meet mission requirements.

4. Mobilization. Involuntary AD is used in support of military operations when the President or the Congress determines that RC forces are required to augment the AC. Details of full mobilization, partial mobilization, and Presidential Reserve Call-Up (PRC) authority are provided in the following table.

Authority	Authorization	RC Category	Numbers	Duration
Full Mob 10 U.S.C.: 12301(a) RC 12306 Standby Res limitations 12307 Retired Res limitations	Service Sec or designee after Congress declares war or national emergency	-SelRes -IRR -Standby Reserve -Retired Reserve	N/A	Duration of war or national emergency plus 6 months
Partial Mob 10 U.S.C. 12302	President via an Executive Order (EO)	-SelRes -IRR	1,000,000	Not more than 24 consec mos
PRC 10 U.S.C.	President via EO	-SelRes -IRR	200,000	Not more than 365 days

12304				
Contingency 10 U.S.C. 101(a)(13)	President, Congress, SecDef	-SelRes -IRR -Retired Reserve	N/A	No specific time limit
Retired Members 10 U.S.C. 688	Service Sec pursuant to SecDef guidance	Retired Reserve	N/A	-Not more than 12 mos w/in first 24 mos following the order -No limit during time of war or national emergency declared by Congress or the President

5. Other. This category includes Funeral Honors Duty (FHD) (under ADOS); Muster Duty (IRR), voluntary AD for the purposes of medical evaluation and treatment; involuntary AD for unsatisfactory participation; involuntary AD for disciplinary purposes; captives; and involuntary AD as authorized by section 12301(b) of reference (a).

3101. RESERVE DUTY CATEGORIES

1. When performing training or support duty, all Reservists shall be in an Inactive Duty (ID) or an Active Duty (AD) status. The two types of duty that constitute an ID status are IDT and ID. The two types of duty that constitute an AD status are ADT and Active Duty Other than for Training (ADOT). The type and amount of duties performed may vary significantly dependent upon a reservist’s personal situation.

2. ID Status. Authorized duty performed by a reservist not in an AD status and consisting of regularly scheduled unit training, additional training periods, periods of appropriate duty or equivalent training, and associate duty.

a. IDT. Authorized duty performed by reservists not on AD to provide individual and/or unit readiness training by performing prescribed activities of the RC of which they are a member. IDT consists of regularly scheduled unit training periods, additional IDT periods, and equivalent training. Support to mission requirements, i.e., operational support, may occur as a consequence of performing IDT. IDT will not be

performed in designated Imminent Danger Areas/Hazardous Duty Locations.

b. ID. Authorized duty, other than training, performed by reservists not on AD. It consists of Muster Duty (MD) and Funeral Honors Duty (FHD). The Marine Corps utilizes ID to perform FHD. (Active Duty Operational Support (ADOS) is also used to support FHD and will fall under the ADOT type of duty.) Additionally, ID includes work or study associated with correspondence courses.

3. AD Status. Authorized duty performed on a full-time basis. It includes full-time training duty, annual training duty, and full-time attendance at a military school.

a. ADT. ADT consists of annual training (AT), Initial ADT (IADT), and Other Training Duty (OTD).

b. ADOT. ADOT consists of voluntary active duty to include Active Duty Operational Support (ADOS) and Active Reserve (AR) duty, as well as involuntary active duty to include mobilization and Retired recall. Mobilization and activation are addressed within chapter 8.

3102. RESERVE TRAINING CATEGORY PAY GROUP

1. Each member of the Ready Reserve and Standby Reserve shall be placed in a specific training category utilizing an appropriate code for training and pay purposes based on the amount of training each is required to perform.

2. The reserve training category pay groups that are utilized for members of the SelRes are as follows:

a. Pay group “A” identifies SMCR unit personnel who are required to attend 48 IDT periods and 14 days Annual Training (AT), exclusive of travel time each Anniversary year.

b. Pay group “B” identifies IMAs who are required to attend 48 IDT periods and a minimum of 12 days AT, exclusive of travel time each Anniversary year.

c. Pay group “F” identifies SelRes personnel attending initial active duty for training (IADT).

d. Pay group “Q” identifies AR personnel.

3103. RESERVE BASIC MILITARY TRAINING REQUIREMENTS AND DEPLOYABILITY. Reference (a), section 671, states: "No member of an Armed Force may be assigned to active duty on land outside the

United States and its territories and possessions, until 12 weeks of basic training or its equivalent are completed." SMCR Non-Prior Service (NPS) members currently undergoing Initial Active Duty Training (IADT) and members participating in the IIADT Program that have not yet completed their training will not be activated by a mobilized unit until the completion of their entire IADT requirement. This includes Basic Training, SOI/MCT, and an MOS School.

Chapter 3

Reserve Duty and Training Programs

Section 2: Types of Reserve Duty

3200. IDT. IDT is authorized training performed by members of the Ready Reserve not on AD and performed in connection with the prescribed activities of the units with which they are affiliated. IDT consists of regularly scheduled unit training periods, Additional Training Periods (ATPs), Additional Flight Training Periods (AFTPs), Readiness Management Periods (RMPs), and equivalent training (Associate and Appropriate Duty). The primary purpose of IDT is to provide individual and/or unit readiness training.

1. Regularly Scheduled Unit Training Periods. Individual and unit training requirements are identified annually in COMMARFORRES/ OpSponsor training plans. Further guidance is provided in paragraph 5100.

2. ATP. ATPs may be performed by members of the SelRes and are additional IDT periods intended to improve readiness by providing for individuals and units to receive required and necessary training for attaining and maintaining designated readiness levels. ATPs are performed to accomplish additional required training as defined by a unit's wartime mission or a member's CO/I-I/ OIC/OpSponsor. Further guidance is provided in paragraph 5200.1.

3. AFTP. AFTPs are authorized for SMCR and IMA aircrew members for conducting aircrew training and combat crew qualifications training. AFTPs will be used to attain and maintain aircrew flying proficiency and sustain mobilization readiness. Further guidance is provided in paragraph 5200.2.

4. RMP. RMPs may be performed by members of SelRes units and are performed to support the ongoing day-to-day operation of the unit. RMPs are intended to support the following functions in preparing for unit training: the ongoing day-to-day operations of the units; accomplishing unit administration; training preparation; support activities; and maintenance functions. These training periods shall be used only where sufficient active duty personnel are not available or specifically assigned to accomplish these duties. Further guidance is provided in paragraph 5200.3.

5. Associate Duty. The CG, MOBCOM may authorize members of the IRR, IMA and the Standby Reserve (ASL) to perform inactive duty

on an affiliated basis with a Reserve or AC unit. The intent of associate duty must be to enhance the reservist's readiness. Pay and allowances are not authorized while performing this duty, however, inactive duty Reserve retirement points are awarded.

6. Appropriate Duty. Unit commanders may authorize reservists under their cognizance to attend special functions, to perform certain tasks or to undergo IDT for Reserve retirement credit points, in a nonpay status. Appropriate duty orders, without pay, may be issued to members of the SelRes, IRR, and ASL.

3201. INACTIVE DUTY (ID)

1. Muster Duty

a. On-Site Muster. On-Site muster duty is conducted on a date and at a location determined by MOBCOM. The purpose is to provide information on Reserve duty opportunities, brief requirements of membership within the IRR, and conduct an administrative screen for required information. A stipend is paid as compensation for this muster.

b. Electronic Muster. Legislatively authorized per reference (a), an electronic muster provides a means for MOBCOM to conduct an web-based electronic administrative screening for required information. A stipend of $50.00 is paid as compensation for participating in this muster.

2. MILITARY FUNERAL HONORS (MFH)/FUNERAL HONORS DUTY (FHD). MFH/FHD encompasses the ceremony in which final honors and respects are paid to those fallen servicemen and servicewomen who have faithfully defended our Nation. FHD includes both the preparation for and the actual performance of funeral honors functions at the funeral of a veteran.

3202. ACTIVE DUTY TRAINING (ADT). ADT is a category of active duty used to provide structured individual and/or unit training, or educational courses to a Reservist. The primary purpose of ADT is to provide individual and/or unit readiness training. Furthermore, ADT may support AC missions and requirements i.e., operational support. Included in the ADT category are AT, IADT, and Other Training Duty (OTD).

1. AT. AT is the minimum period of training that Reserve members must perform each year to satisfy the training associated with their respective unit/individual assignments. The primary purpose of AT is to provide individual and/or unit readiness training. Furthermore, AT may support AC missions and requirements i.e., operational support.

2. IADT/Incremental IADT (IIADT). IADT is the basic military training and technical skill training required by all enlisted accessions. IIADT is a method of completing IADT over the course of two periods vice one period of time. IIADT is sometimes referred to as “Split-I Training”.

3. OTD. OTD is authorized ADT, other than IADT or AT, and shall be used to provide all other structured training to include on-the-job training for individuals or units to enhance proficiency. It will be used to support RC members in obtaining the necessary skills and disciplines to achieve required readiness standards and may support AC missions and requirements:

a. Institutional Training. Institutional training is either collective or individual training and education, conducted in the formal school environment using programs of instruction (POIs). Formal schools may be conducted by any of the military services. For a list of current courses of instruction see the current Training Input Plan (TIP) or view the Marine Corps Training Information Management System (MCTIMS).

b. Specialized Skill Training. Specialized Skill Training provides personnel with skills and knowledge needed to perform in an occupational field (OccFld) or specific MOS, and includes:

(1) Initial Skill Training (IST). A subcategory of specialized skill training, subsequent to recruit or officer acquisition training, to initially qualify reservists in an MOS beyond the basic MOS. This category may include training received by those reservists making a lateral move from one MOS to another and is conducted in formal schools.

(2) Skill Progression Training. A subcategory of specialized skill training received subsequent to IST which provides a reservist with additional skills and knowledge required to perform in the same occupational field at a more skilled level or supervisory position.

c. Professional Military Education (PME). Military education that provides individuals with the skills, knowledge, and understanding which enable them to make sound decisions in progressively more demanding command and staff positions within the national security environment.

d. Reserve Counterpart Training (RCT). The objective of the RCT program is to increase the mobilization potential of the IRR member, thereby increasing the readiness of the Marine Corps as a whole. This program is specifically designed to provide IRR personnel in the grades of private through gunnery sergeant, warrant officer through chief warrant officer-3 and second

lieutenant through major including personnel filling Provisional IMA Program (PIP) billets, an opportunity to volunteer annually for assignments to ADT at designated AC commands or for AT. The program is designed to upgrade and maintain MOS and technical skills considered essential upon mobilization. In addition to the RCT program, the ADOS program can be used to facilitate peacetime training of these Marines. Refer to the current edition of reference (b) for additional information regarding PIP opportunities.

e. Exercise Participation. This program provides officers and enlisted members of the Ready Reserve (IRR/SMCR) with the opportunity to volunteer annually for assignments to ADOS in conjunction with FMF exercises. The program is designed to increase the readiness of the Total Force. Procedures and instructions to be utilized by supported commands will be issued by the CMC (RA).

3203. ACTIVE DUTY OTHER THAN TRAINING (ADOT). This duty type consists of all AD performed by a reservist excluding explicit training duty. This category of AD provides RC support to either AC or RC missions. It includes the categories of ADOS, AR duty, and involuntary AD pursuant to sections 12301, 12302, and 12304 of reference (a). Training may occur as a consequence of performing ADOT.

1. ADOS. Authorized voluntary AD for RC personnel funded through applicable military or Reserve personnel appropriations (ADOS-AC funded or ADOS-RC funded) to support AC or RC programs, respectively. The purpose of ADOS is to provide the necessary skilled manpower assets to support existing or emerging requirements. See reference (n) for further information and guidance.

2. AR Duty. AD performed by a reservist to provide Full-Time Support (FTS) to the RC. The purpose of this duty is for organizing, administering, recruiting, instructing, or training the RC and to facilitate Total Force integration of the RC into AC operations during times of war or national emergency. Refer to reference (c) for further information and guidance.

3. Involuntary Active Duty. AD used in support of military operations when it is determined by the President or the Congress that RC forces are required to augment the AC. It is provided for within the provisions of sections 12301 and 12302 of reference (a) for full and partial mobilization, respectively, and section 12304 of reference (a) for Presidential Reserve Call-Up authority. Additional information and guidance is provided in chapter 8 of this Order.

CHAPTER 4

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Chapter 4

Reserve General Information and Administration

Section 1: Administration and Information Outline

4100. CHAPTER STRUCTURE. Within this chapter and the following three chapters, general and specific reserve administration and information is presented. The general manner in which it is presented is depicted in the following table. Common functions that pertain to two or more sub-components (SelRes, IRR, and Standby Reserve) will be found within this chapter. Functions that only pertain to the SelRes will be found in chapter 5, the IRR in chapter 6, and the Standby Reserve in chapter 7.

4101. FUNCTIONAL OUTLINE

Administrative Function	SelRes		IRR	Standby Reserve	
	Unit	IMA		ASL	ISL
Medical Screening					
- IDT	X	X	X		
- AD	X	X	X	X	X
Administrative Screening	X	X	X	X	X
- Auditing	X	X			
- Muster Screening			X		
IDT					
- Funded					
- Regularly Scheduled	X	X			
- ATP	X	X			
- AFTP	X	X			
- RMP	X				
- Unfunded					
- Regularly Scheduled & Additional	X	X			
- Associate Duty	X	X	X	X	
- Appropriate Duty	X	X	X	X	
Muster Duty			X		
MFH/FHD	X	X			
AT	X	X			
RCT			X		
ADOS					
- Funded	X	X	X		
- Unfunded	X	X	X	X	
Involuntary AD	X	X	X	X	X

Chapter 4

Reserve General Information and Administration

Section 2: Medical and Dental

4200. GENERAL MEDICAL REQUIREMENTS

1. Ready Reserve. Section 10206 of reference (a), requires each member of the Ready Reserve who is not on active duty have a comprehensive medical readiness health and dental assessment on an annual basis, including routine annual preventive health care screening and periodic comprehensive physical examinations. Reference (o) specifies the validity period for physical examinations to be 2 years. Additionally, references (p) and (q) require an annual Periodic Health Assessment (PHA) to be completed.

a. For members of the Selected Reserve, physical examinations and/or annual PHA's will be conducted as required in chapter 15 of reference (o) and in references (p) and (q). Physical examinations will be conducted as follows:

(1) Upon entry to enlisted or commissioned active duty.

(2) At intervals of 5 years through age 50.

(3) At intervals of 2 years from age 50 through age 60.

(4) Annually after age 60.

(5) As required.

b. For members of SMCR units, COMMARFORRES will establish procedures to fulfill the requirement for physical examinations and submission of annual PHA.

c. Reservists with no further MSO who fail to comply with a request to complete a physical examination will be transferred to the Standby Reserve involuntarily for further assignment to the ISL upon the approval of COMMARFORRES.

d. For IRR and IMA personnel, the CG MOBCOM will establish procedures to fulfill physical examination requirements.

e. For members of the IRR to include MTUs, a completed DD 2807-1 (Report of Medical History) is required every 2 years to determine the member's physical fitness for:

(1) Military duty or promotion.

(2) Attendance at a school of the Armed Forces, or

(3) Other action related to career progression.

2. Standby Reserve. For members in the Standby Reserves in an active status or on an inactive status list, who are not on active duty shall execute and submit annually to the CG MOBCOM an Annual Certificate of Physical Condition. The kind of duty to which a Reserve Marine ordered to active duty may be assigned shall be considered in determining physical qualifications for active duty.

3. Reserve personnel in a flight status will receive complete Aeromedical Examination at ages 20, 25, 30, 35, 40, 45. 50 and annually thereafter, or more often as deemed necessary by higher authority. During the years that a complete Aeromedical Examination is not required, an Abreviated Aeromedical Examination will be performed. Frequency of physical examinations for other special duty personnel such as weapons handlers will comply with reference (o).

4. During the years that a complete medical examination is not required, an annual PHA will be conducted and documented in an approved electronic system and in the member’s health treatment record (HTR). In any case where the member indicates a change in physical condition or is considered medically unfit, article 15-28 of chapter 15 and chapter 18 of reference (o) will be adhered to. If the screening form indicates the possibility that a member may be unfit, the CG, MOBCOM will take necessary action to determine the member's physical fitness for retention.

5. For members of the IRR, completion of the DD 2807-1 (Report of Medical History) with supporting medical documentation will be forwarded to MOBCOM. If the form indicates the possibility that a member may be unfit, the CG MOBCOM will take necessary action to determine the member's physical fitness for retention, per paragraph 4200.6, below.

6. Ready Reserve personnel with abnormal results of any aspect of the physical examination will be referred to their civilian health care provider (at the Marine's expense) for further evaluation. Physician examination and follow-up documentation of those personnel with disqualifying findings will be sent to Director, Physical Qualifications and Review (MED-32), Bureau of Medicine and Surgery via COMMARFORRES (HSS) per reference (o).

7. Marine reservists are medically classified as either Fit For Full Duty, Temporarily Not Physically Qualified, or Not Fit For

Full Duty. Reservists will not be joined to the IRR, an SMCR unit, or IMA detachment nor perform any category of AD or IDT when found Not Fit For Full Duty per current regulations with the exception of interunit transfers approved by the gaining unit commander as stipulated in paragraph 4400.4 of this Order. This paragraph does not apply to AR personnel.

a. Temporarily Not Physically Qualified (TNPQ) Determination. A reservist may be classified as TNPQ when the member has a medical/dental condition of a minor or temporary nature (i.e., bone fracture, minor surgery, dental class III condition, etc.) that is expected to be resolved within 6 months and would not normally preclude the member from attending drill. The Medical Department Representative (MDR) will verify that the prognosis for recovery should be less than 6 months. The following guidelines apply to members who are TNPQ:

(1) The reservist is responsible for notifying the CO/OIC/I-I/OpSponsor within 5 days after an injury/illness has occurred. Documentation from the Marine's attending physician must be provided to the unit not later than the next scheduled drill following the diagnosis of the injury/illness/condition. If documentation is mailed to the reserve center, use of certified mail is strongly recommended. All medical expenses incurred will be borne by the Marine. Medical documentation must include the nature of the illness and recommend what physical limitations are placed on the individual while performing drills.

(2) Upon receipt of the documentation and authorization by the member’s CO/OIC/I-I/OpSponsor, the MDR shall prepare a letter of instruction notifying the member that they are TNPQ and outline the conditions of participation to be followed during the period of TNPQ.

(3) Members may not perform any type of ADOS or ADT greater than 30 days as defined in this Order, or perform any duties from which the Marine has been restricted by the MDR. Off-site ADOS or ADT is not authorized while in a TNPQ Status. If the member’s unit performs an off-site drill, the member may accompany the unit if in the opinion of the MDR such participation will not aggravate the member’s injury. Off-site drills can also be rescheduled or performed at the HTC.

(4) Members may be classified as TNPQ for a period not to exceed 6 months. An extension for TNPQ status must be requested through and approved by COMMARFORRES (HSS) after consultation with the Director, Physical Qualifications and Review (MED-32), Bureau of Medicine and Surgery, if based on medical/dental documentation, the disqualifying factor is expected to be resolved within an additional 6 months. If it

appears that the disqualifying factor is of a more permanent nature, then the medical/dental officer and reserve activity shall initiate fitness evaluation proceedings by forwarding the appropriate medical documentation to Director, Physical Qualifications and Review (MED-32), Bureau of Medicine and Surgery, for consultation and determination, via COMMARFORRES (HSS). Due to the time sensitivity of the medical documentation to be reviewed, no other via addressees are required. Information copies forwarded throughout the chain of command are encouraged.

(5) To ensure the commander and MDR are kept informed of the Marine’s status, the member is required to provide medical documentation every 30 days from the member’s attending physician. Reservists who fail to comply with this requirement may be terminated from the TNPQ status after appropriate notification. Failure to provide required documentation could result in administrative actions including, but not restricted to, administrative separation and/or (for enlisted personnel) reduction in grade.

(6) Upon completion of treatment, a release from the attending physician providing medical care certifying the member’s ability to perform all duties without restrictions will be submitted to the CO/OIC/I-I/OpSponsor for review by the MDR. This will also be documented in the member’s health treatment record.

b. Not Physically Qualified (NPQ) Determination. A reservist who is classified as TNPQ for 6 months must have an NPQ determination submitted to the Special Assistant for Physical Qualifications and Review, Department of the Navy, Bureau of Medicine and Surgery (MED-32), 2300 E Street NW, Washington, DC 20372-5300, via the chain of command and COMMARFORRES (HSS). Each request should contain a recent Report of Medical Examination (DD Form 2808) which indicates the member is NPQ for retention. In the absence of a military medical officer's findings, documentation from a civilian physician will suffice. Include all supporting documents associated with the disqualifying factor.

(1) Article 18-23 of reference (o) and references (r) and (s) provide additional guidance.

(2) Marines are not permitted to perform AD or IDT while in an NPQ status.

8. Reservists who are on active duty for 31 days or more will not be released from active duty until found physically qualified by the Medical Treatment Facility (MTF) or other proper

authority. Coordination with CMC, M&RA, Reserve Affairs Coordination (RAC) is required before MEDHOLD orders are issued. Upon recommendation of an appropriate health care provider and approval of the unit commander, a reservist deemed not physically qualified to be released from active duty, will have their current orders terminated on the date deemed not physically qualified. MEDHOLD orders will be issued “back to back” beginning the following day the current orders were terminated citing MEDHOLD funding using PID “MED”. An EAS of "COFGM" will be promptly reported via MCTFS by the reporting unit.

9. Reservist who are activated will not be released from active duty until found physically qualified by the MTF, or other proper authority. Coordination with CMC, Manpower Management Force Augmentation (MMFA) and Wounded Warrior Regiment, Medical Review Team (WWR/MRT), is required before a reservist is put into a MEDHOLD Requirement Tracking Number (RTN) and orders modified. Upon recommendation from the appropriate health care provider and approval of the unit commander, a reservist deemed not physically qualified to be released from active duty, will have their activation orders extended utilizing the same line of appropriations cited on their activation orders. The unit commander will be required to submit required documentation to BUMED via CMC WWR/MRT for guidance and approval. Once a determination is made, the unit commander must build a new RTN, and source the reservist into the newly built RTN for further monitoring. Activation orders will be modified to include the new RTN with an effective date the reservist went into a medical status. A new EAS determined by BUMED and approved by CMC MMFA will be promptly reported via MCTFS by the reporting unit.

10. Reservists who choose not to remain on active duty may be released from active duty and will be required to sign the following page 11 entry:

“I understand that I have been recommended for retention on active duty beyond my EAS for the purpose of receiving medical treatment. I choose to be released from active duty in lieu of medical hold. I may request Line of Duty (LOD) benefits for continued treatment and if necessary, I may be processed through the Disability Evaluation Board.” /S/Marine’s signature/date.

11. Coordination must be made with the unit medical and administrative personnel to ensure that the appropriate unit diary transactions are made in a timely manner. Strength category, duty limitation and physical risk codes must be reported in MCTFS on all Reserve Marines in a TNPQ/NPQ status.

4201. <u>LINE OF DUTY (LOD) BENEFITS</u>. LOD benfits is a documented authorization to qualifying Marine reservists for an injury,

illness, or disease which occurred in the line of duty, during a period of IDT or active duty (for 30 days or less) and requires continued medical care beyond the period of the IDT or active duty orders during which the incident occurred. Medical or dental care may be provided at a military, veterans, or civilian medical or dental facility. Reference (t) provides detailed guidance on the applicability and eligibility for benefits to members.

1. Reservists injured while on IDT or active duty orders 30 days or less (AT, ADT, ADOS) will not have their orders terminated due to incapacitation but shall become entitled to LOD benefits at the end of their orders. Active duty orders of 30 days or less (to include AT orders) will only be extended when a member is hospitalized at the time the orders are due to expire. The orders will be modified through the date of discharge from the medical facility. Orders will not be modified to extend the injured reservist beyond 30 days active duty to circumvent LOD processing. LOD requests will be submitted to CMC (WWR/RMED) per the guidance provided in reference (t).

2. A LOD will address an injury, illness, or disease incurred or aggravated between the time the Marine reservist leaves his primary residence, with the intent to travel directly to the designated IDT location and until the Marine returns to the primary residence along the most direct route.

3. The Marine Corps Medical Entitlements Data System (MCMEDS) is an automated process for all Marine Corps Reserve reporting units to submit, update, and track LOD requests on-line. LOD requests are to be submitted to CMC (WWR/RMED) via MCMEDS. Detailed instruction on the use of MCMEDS can be found within the MCMEDS application upon receipt of user access from CMC(WWR/RMED).

4. Dependents of reservists ordered to or retained on active duty for 31 days or more are entitled to medical treatment in a military hospital or by TRICARE coverage. To preclude denial of medical treatment or nonpayment of a TRICARE claim, the unit commander will ensure an application for a Uniformed Service Identification and Privilege card (DD Form 1172) is completed for enrollment of dependents in the Defense Enrollment Eligibility Reporting System (DEERS). Failure to properly enroll a reservist’s dependents in DEERS may result in the denial of dependent care in a military hospital and delayed payment of a legitimate TRICARE claim.

4202. HUMAN IMMUNODEFICIENCY VIRUS (HIV)

1. In accordance with reference (u), Reserve personnel in the following categories shall be screened every 2 years, unless

clinically indicated, for serlogic evidence of HIV infection. Reserve health care providers may be screened more often when prescribed by the Surgeon General.

a. Reserve personnel receiving orders to active duty for 30 days or more.

b. SelRes personnel subject to deployment on short notice to areas of the world with a high risk of endemic disease or with minimal existing medical capability.

c. SelRes personnel serving in units subject to deployment overseas.

2. Testing will occur during routine physical health assessment or medical examination for affiliation with or rentention in the Marine Corps Reserve.

3. Reserve units are not authorized to utilize HIV results obtained from civilian blood collection agencies e.g., American Red Cross.

4. Members of the RC (reservists not on extended active duty of more than 30 days) who are HIV antibody positive and who can be assigned to mobilization billets in the United States which do not require immediate deployment and do not require availability for reassignment overseas or to a deployable billet shall be retained in the Ready Reserve. All HIV antibody positive reservists for whom such mobilization billet assignments cannot be made shall be transferred involuntarily to the Standby Reserve (ISL).

5. Retention and Separation. HIV antibody positive reservists who desire to continue affiliation with the Ready Reserve and for whom a billet is available for duty in the United States as described above must obtain from his/her civilian physician an evaluation conforming to the protocol prescribed by the DoD for HIV evaluation. Reserve personnel presenting documented evidence from their civilian physician showing no evidence unfitting conditions of immunologic deficiency, neurologic involvement, progressive clinical or laboratory abnormalities associated with HIV, or AIDS-defining condition as determined by military health care providers may be retained in the Ready Reserve. If evaluation results are not provided within two months of notification of being HIV antibody positive, the HIV antibody positive reservist shall be transferred to the ISL or processed for separation depending on the needs of the Marine Corps.

6. HIV antibody positivity shall not be used to deny continuous reenlistment of reservists in an active status. Continuous reenlistment will not be denied or delayed awaiting test results.
7. RC members may apply for separation by reason of HIV antibody positivity within 90 days of their initial counseling by representatives of the naval service. The 90 day period begins the day the reservist is formally counseled. RC members requesting separation after the 90-day period has expired will be considered on a case-by-case basis. Members who elect separation will not be allowed to reenter into the service at any future date. The CMC may approve such requests based on the manpower requirements and needs of the service.

a. CMC will not approve any request if the RC member has any remaining statutory service obligation.

b. Any request for separation must document the lack of pressure or coercion, implied or otherwise, leading to such request by the command involved.

8. Reserve Spouse Notification. Reference (u) requires that the spouses of reservists who are found to be HIV antibody positive be provided notification, counseling and testing. Spouses of reserve members are not normally DoD health care beneficiaries. When a reservist is found to be HIV antibody positive, the spouse will be offered HIV testing and counseling within the Navy health care system. Testing and counseling outside of the military health care setting will not be funded by the Marine Corps. Coordinate with closest Naval Military Treatment Facility (MTF) for additional information and guidance.

4203. DEOXYRIBONUCLEIC ACID (DNA) SAMPLING. All reservists are required to have DNA screening in accordance with reference (v).

4204. POST DEPLOYMENT HEALTH REASSESSMENT (PDHRA)

1. The PDHRA Program is designed to screen active and reserve service members between 90 and 180 days after returning from certain qualifying deployments. The intent of the program is to ensure early identification and treatment of emerging deployment-related health concerns.

2. The PDHRA expands current deployment health-related screenings to include a requirement for a 3- to 6- month post-deployment health reassessment using DD Form 2900 with specific emphasis on the members' mental health. The member is to complete the DD Form 2900 3- to 6- months after deployment, which is to be followed up with at health care provider. The provider will determine if additional care is necessary. For additional

information , see reference (cb), and http://www-nehc.med.navy.mil.

4205. DENTAL

1. Reservists performing IDT are not entitled to routine dental care.

2. A reservist performing IDT will have a type 2, oral examination completed annually to ensure the reservist maintains proper dental hygiene and remains a mobilization asset. An appropriate treatment plan will be recorded and prescribed to reservists found with disqualifying conditions.

3. Reservists on active duty in excess of 30 days are entitled to full dental coverage. For dependents of reservists to be eligible for the TRICARE-Dental Program (TDP), the reservist must be on a tour of duty greater than 30 days to receive the same entitlements as an active duty member. Additional information on the FMDP can be found on the Internet at www.ucci.com.

4. See chapter 11 for information on the Tricare Selected Reserve Dental Program.

Chapter 4

Reserve General Information and Administration

Section 3: General Information

4300. FOREIGN PERSONAL TRAVEL

1. Notification of Intent to Leave the United States for 60 days or Less. Reservists intending to travel outside the continental United States must submit a letter of notification directly to COMMARFORRES or his designated representative using figure 4-1. This notification must be submitted at a minimum of 30 days prior to the member departing. Marines in the IRR or the IMA program must notify the CG MOBCOM.

2. Reservists employed on United States merchant vessels under friendly foreign registry (Maritime Preposition Shipping (MPS)) will notify CG MOBCOM to be categorized as a Key Employee (refer to chapter 7).

3. Reservists who fly aircraft of commercial airlines of the United States are not required to notify their military command if their travel is for less than 21 days at a time. If the travel exceeds 21 days, the Reservist should notify COMMARFORRES or his designated representative in writing. IRR and IMA personnel will notify the CG MOBCOM.

4. Foreign Travel/Residency in Excess of 60 Days

a. SMCR personnel requiring overseas travel or residency for a period in excess of 60 days and who are unable to satisfactorily participate in the Selected Reserve, must request permission to transfer to the IRR using figure 4-2. IRR and IMA Marines must notify the CG MOBCOM. Under no circumstances will a mandatory participant be transferred to the IRR prior to COMMARFORRES approval.

b. Reservists incurring a long term civilian job relocation to a foreign country i.e., more than one year, with no anticipated date of return, will submit a request for discharge to CMC (MMSR) via the appropriate chain of command. This policy may be waived by CG MOBCOM provided the Marine furnishes sufficient justification and demonstrates an ability to achieve the minimum participation requirements as set forth in paragraph 4500.7. This includes but is not limited to participation in an OCONUS IMA detachment and completion of requisite level PME/correspondence courses.

c. Mandatory participants transferred to the IRR are subject to involuntary administrative separation, as authorized by law, for failure to resume SMCR participation within 60 days of the date of return to CONUS. CG MOBCOM is directed to monitor mandatory participants as outlined in chapter 6 of this Order.

5. Travel Advisory. Due to terrorist activities, reservists visiting foreign countries are encouraged to wear civilian clothes; use a tourist passport; use baggage which does not indicate grade, insignia, or affiliation; and place all service club and business cards, checkbooks with grade, military ID card, and other documents identifying association with the U.S. Government in checked baggage. Also, check all photos in wallets identifying military affiliation, and consider political, social, and religious taboos when purchasing reading material.

6. AR Marines desiring to take annual leave in a foreign country will be processed in the same manner as active duty members per reference (w).

4301. ADMINISTRATIVE REVIEWS

1. Triennial Records Audit. A formal review of a member's administrative records will be conducted at least triennially (every three years) or as applicable, pre-deployment and post-deployment. Auditing the SelRes will be accomplished by unit commanders during the reservist's anniversary month or whenever circumstances dictate an audit. During an audit, the Basic Individual Record/Basic Training Record (BIR/BTR), Career Retirement Credit Report (CRCR), Record of Emergency Data (RED), Servicemember's Group Life Insurance (SGLI), Family SGLI, Traumatic SGLI, DEERS information, and Medical and Dental information will be audited, inspected, and certified. Audits, other than annual screening, may be conducted at any time as may be directed by the commander. See reference (x), chapter 5 for further guidance on audits.

2. Annual Administrative Screening. An administrative screening is a less formal review and usually not as comprehensive as an audit. Screening the SelRes will be accomplished annually by unit commanders during the reservist's anniversary month. IRR and Standby Reserve members will be screened by MOBCOM normally during an annual muster. See paragraph 5203 for further guidance on musters.

a. At a minimum, the following records will be reviewed and certified during an administrative screen: CRCR, RED, SGLI, and Family SGLI.

b. Officer Screening. During this review, an officer's CRCR will be reviewed to ensure minimum reserve retirement credits have been earned to remain in an active status. See paragraph 4500.7 for further guidance.

4302. ONGOING SCREENING

1. All reservists are required to update the following data whenever changes occur. IMAs (to include Provisional IMA Program (PIP) members) and IRRs are required to notify the CG MOBCOM of any change of the following information. These changes may be requested via Marine OnLine (MOL).

a. Address.

b. Telephone number.

c. Marital status.

d. Number of dependents.

e. Civilian Employment Information (CEI).

f. Physical condition which would prevent the member from attaining the physical or mental standards prescribed by the Marine Corps.

2. Civilian Employment Information (CEI). DOD requires all Ready Reserve members to update their respective service on their civilian employment information. The CEI Program is designed to capture and maintain an accurate civilian employment-related information database. Its purpose is to:

a. Effectively give consideration to civilian employment necessary to maintain national health, safety, and interest when considering members for recall (section 12302 of reference (a)).

b. Ensure reservists who have critical civilian skills are not retained in the Ready Reserve in numbers beyond what the Department needs for those skills (section 10149 of reference (a)).

c. Inform the employers of Reservists of their rights and responsibilities under the Uniformed Services Employment and Reemployment Rights Act (USERRA), codified as chapter 43 of reference (y), as well as provide the Department of Defense with information necessary to promulgate policies that enhance employer support to the Guard and Reserve (section 4333 of reference (y)).

3. Members of the Marine Corps Reserve are required to provide employment-related information upon assignment to the Ready Reserve. The CEI data collection goal is 95% completion for SelRes members and 75% for IRR members, per the Office of the Secretary of Defense (OSD).

4. The following Ready Reserve categories are exempt from submission of CEI data:

a. Marines in the AR Program.

b. Personnel undergoing IADT.

c. Ready Reserve members, not in the SelRes, participating in officer training programs (i.e., PLC).

5. Marines are to update individual CEI data annually, or when their employment information changes, whichever comes first. Failure or refusal to provide employment-related information, or providing false employment-related information may result in administrative action or punishment under article 92 (Dereliction of Duty) and/or article 107 (False Official Statement), reference (z).

6. The CEI data collection point is the DoD Guard and Reserve Web Portal (https://www.dmdc.osd.mil/appj/esgr/privacyAction.do). Links to this site are also provided via HQMC(RA) – CMT web page (www.manpower.usmc.mil), My Pay website (www.dfas.mil), and MOL via Reserve Duty Online (RDOL).

7. MARFORRES is tasked with maintaining CEI program compliance goals established by Office of the Assistant Secretary of Defense - Reserve Affairs (OASD-RA) for the SMCR.

8. MOBCOM is tasked with maintaining CEI program compliance goals for the Individual Mobilization Augmentee (IMA) program and the IRR, incorporate CEI data collection into administrative join and audit procedures, include CEI data collection in procedures for Marines transitioning from the active component to the IRR, and include CEI data collection as part of the IRR screening process.

9. Commands tasked with the administration of mobilization processing centers and mobilization processing stations at Reserve Training Centers shall incorporate CEI data collection into mobilization and demobilization policies and procedures.

10. RA Division serves as the CEI program functional liaison with the OASD-RA.

11. DC, M&RA (MI)serves as the CEI program systems liaison with OASD-RA in concert with the Defense Manpower Data Center (DMDC).

12. CEI collected data may be used for long term strategic planning or policy development and decision making at the highest levels of the Military Services and DOD. However, it may not be used to order a member to serve involuntarily in a military duty status in their civilian skill, unless it's synonymous with his or her primary or secondary MOS.

13. CEI data requests internal to the Marine Corps Reserve are submitted to DC, M&RA(MI) via chain of command, unless the request involves service-level visibility, in which case it should be submitted to the Director, Marine Corps Staff (DMCS) for proper routing at HQMC.

14. CEI data requests external to the Marine Corps Reserve (e.g., MARFOR's, other service support, federal agencies, et al) will be routed via formal tasker through DMCS, Plans, Policies and Operations (PP&O), Manpower and Reserve Affairs (M&RA), Manpower Plans and Policy (MPP), Manpower Operations (MPP-60) branch, RA Division, and the Career Management Team (CMT) branch. The list of applicants will be provided by DC, M&RA to MPP-60 for sourcing by MOBCOM. CEI data request must include:

a. Full justification (e.g., mission-essential for mobilization planning; in connection with Employer Support of the Guard and Reserve (ESGR) initiative; CMC-directed initiative).

b. Level of visibility (e.g., DoD, CMC, COMMARFORRES, et al.)

c. Applicable parameters (e.g., Rank(s), MOS(s), and Standard Occupation Classification (SOC) codes). SOC codes can be accessed from the U. S. Department of Labor, Bureau of Statistics website at: http://www.bls.gov/soc/soc_majo.htm.

15. Civilian employers of Reserve component members shall not be contacted in any manner using any information that would identify service members employed by that employer without the prior consent of the service members.

16. CEI data is protected under the Privacy Act of 1974 and should be handled accordingly.

4303. ADMINISTRATIVE INSTRUCTIONS. In order for a reservist to perform ADT, the following administrative instructions are provided. For reservists performing ADOS, refer to reference (n) which contains detailed administrative guidance. Many of the

administrative provisions are the same, but there are some differences, so it is imperative that for ADOS orders, the guidance in this Order be adhered to.

1. Screening. Marines intending to perform any type of duty must be screened to ensure they meet the qualifications listed below. The unit commander must ensure that those Marines meet the requirements and qualifications as outlined below, prior to the initiation of the orders request in ROWS.

a. Physical qualifications. To be physically qualified for ADT the Marine must:

(1) Have a current physical and preventive health assessment (PHA) on file. A Reserve Marine under the age of 50 must have a completed medical examination within the previous 5 years. Marines over the age of 50, must have a completed physical every 2 years and Marines over the ago of 60, must have one every year;

(2) Be physically qualified as determined by a competent medical representative on the day the active duty commences or the individual certification to verify current physical qualification. If a member is in TNPQ status, refer to paragraph 4200.7A3.

(3) Reserve members applying for extended active duty for a period 30 days or more or active duty for training for over 30 days in any capacity, must have a current negative HIV-1 test within 12 months of execution of orders documented in their health records and the MCTFS;

(a) In circumstances where a current HIV-1 test is not available and cannot be obtained prior to the required active duty, the Reserve member may be ordered to active duty and the HIV-1 test performed on blood drawn within the first 10 days. If that test is positive, the active duty will be terminated and the member will revert to inactive status.

(b) Reserve personnel performing official duty outside of the United States for any period must have a negative HIV-1 test documented in their health treatment records within 12 months prior to departure.

(c) Reserve component members testing positive for the HIV-1 antibody are ineligible for active duty for over 30 days or more.

(d) See paragraph 4202 for additional HIV guidance.

b. Security Clearances. Clearances will be issued per reference (aa). All personnel with the MOS 02XX, 26XX, and 994X should have a current Single Scope Background Investigation (SSBI). This is required to obtain a Top Secret clearance and SSBIs should be coordinated through the command security manager. If any level of security clearance and access is required, coordinate the clearance and access requests through the local/command security manager.

c. Equipment, Supplies, and Clothing. Reservists assigned to active duty will bring all uniform items as specified by the order issuing authority.

2. Orders

a. All ADT Orders will be prepared in ROWS. Questions pertaining to ROWS can be found in the ROWS application help menu or from CMC (RAC).

b. Orders will indicate details of entitlement to pay and allowances, including authorized travel time to and from the duty site, as prescribed by references (ab) and (ac).

c. Orders for Aeronautically Designated Personnel will indicate either "Duty Involving Flying - Operational (DIFOP)" or "Duty Involving Flying - Denied (DIFDEN)."

d. Reservists will remain on active duty for the period specified in the orders unless sooner released by proper authority. Activities will notify the parent command when a reservist is released early.

3. Travel. Reservists assigned to active duty with or without pay will be advised that orders are valid, and that orders indicate a duty status only during periods of actual travel time, not exceeding commercial air constructive travel time. This is paramount in determining benefits in case of injury or death while traveling to or from the training site. If these conditions are unacceptable, the reservist must return the orders to the issuing activity. The reservist will be instructed regarding this stipulation prior to issuance of orders. In NO INSTANCE will a reservist execute orders or commence travel without being in receipt of signed/approved copy of original orders authorizing duty/travel.

4. Administrative/Personnel Processing. The unit with which the Marine is performing duty will assume administrative responsibility for the Marine from the first day of duty. If the period of duty is in excess of 30 days, the gaining command will report the initial join to generate pay and allowances to which

the Marine is entitled during that period per reference (k) unless administrative support is not available. In those instances, the I-I/Site support/CG MOBCOM, as applicable, will report the initial join.

5. Host Activity Facilities

a. Reservists on active duty may use host facilities on the same basis as members of the AC.

b. Exchange and commissary privileges are discussed in chapter 11 of this Order.

6. Leave and Liberty

a. Liberty will be granted at the discretion of the CO/OIC/I-I/OpSponsor.

b. When a reservist participates in a tour of active duty for 30 consecutive days or more, leave is accrued at the rate of 2.5 days per month (See reference (w) for additional guidance). When requesting orders for a reservist for a period of 30 consecutive days or more, it is the responsibility of the respective CO/OIC/I-I/OpSponsor and the individual to plan and coordinate whether the Marine will sell back or elect to take leave accrued during the period of duty. For example, if a CO/OIC/I-I/OpSponsor requires a Reservist for 60 days, they must factor into their planning that the Marine will be entitled to 5 days of leave and subsequently must provide the Marine with an opportunity to take the leave unless, of course, the Marine has declared an intent to sell back the accrued leave. Orders will not be extended to accommodate leave accrued as the reservist is not limited to the Lump Sum Leave (LSL) cap of 60 days when serving on active duty for less than 365 days as detailed in reference (ab).

7. Promotion. Eligible reservists will be promoted based on component at the time that eligible populations are compiled in preparation for the promotion board. See references (ad) and (ae) for officer and enlisted promotions, respectively, for further information.

8. Identification Cards/DEERS Enrollment. At most commands, the new Common Access Cards (CAC) are being issued to all DOD personnel. Action must be initiated to ensure all eligible dependents are enrolled in DEERS. These actions can only be accomplished at a DOD RAPIDS facility. Failure to do so may result in denial of medical treatment/benefits for the Marine and his/her dependents.

9. Career Retirement Credit Report (CRCR). It is essential that a Marine's CRCR accurately reflects all inactive duty and active duty training performed. For Marines ordered to active duty in excess of 30 days, the CRCR must be screened and corrected prior to assigning the reservist to active duty. It is critical that this screening be accomplished so that the member's Armed Forces Active Duty Base Date (AFADBD) is calculated by MCTFS based on the information contained in the Marine's CRCR. See chapter 6 of this Order for further details.

10. Performance Evaluations. Fitness reports will be prepared for all sergeants and above per the instructions contained in reference (af). Fitness reports are submitted per the due dates indicated in reference (af) based upon the reservists reserve component code and not based upon the period of active duty being served.

11. Proficiency and Conduct Marks. Proficiency and Conduct marks will be assigned for all corporals and below per the instructions contained in reference (x).

12. In Progress Payment (IPP). An IPP is an incremental payment issued to a Reserve Marine for active duty performed prior to the completion of the entire period of active duty. An IPP will be initiated by a unit diary entry in the MCTFS for any active duty period of 30 days or less in duration to include periods of AT duty. The scheduling of an IPP must be coordinated with the parent reserve unit of the drilling reserve. For members of the IRR and IMA, the scheduling of an IPP must be coordinated with CG, MOBCOM.

4304. MANDATORY DIRECT DEPOSIT. On 22 April 1992, the Department of Defense Comptroller approved Direct Deposit/Electronic Funds Transfer (DD/EFT) as the standard method of payment within DOD for pay of personnel. DOD considers the requirement to participate in DD/EFT as a reasonable condition of employment. As a result, enrollment in the DD/EFT program is mandatory for all Marine reservists unless waived by the unit commanders or CG MOBCOM (for all IMA, MTU members), as applicable. Marines in the IRR are required to enroll in DD/EFT upon reenlistment or assignment to active duty (paid/nonpaid).

1. Waivers. Per reference (ag), waivers of up to one year may be granted to any Reserve Marine when it is determined that it would be in the best interest of both the individual and the DOD for the Marine not to enroll or to terminate their enrollment in DD/EFT.

a. Waivers may be granted because of financial difficulty, financial irresponsibility, or other extenuating circumstances.

b. Waivers will be temporary and allow the Marine sufficient time to resolve the short term problems prior to reenrollment in the DD/EFT.

c. Waivers are requested by the member through the unit commander and must be submitted in writing.

d. Members must provide adequate documentation or rationale to substantiate waiver requests.

e. Waivers may be renewed if the condition for issuing the waiver still exists after completion of the initial waiver period.

f. Counseling or participation in a financial management course offered through the local command is required when waivers are approved due to financial problems.

2. Unit Commanders Action. Upon waiver approval notify the Marine in writing of the date granted and the expiration date. File a copy of the approval letter on the document side of the Marine's service record book and send a copy to COMMARFORRES (G-1). Also notify COMMARFORRES (G-1) in writing when a waiver is terminated or an extension is granted with a new expiration date. Unit commanders shall retain these records in accordance with reference (ca) SSIC 1700.1.

4305. MOS ASSIGNING/CHANGING/VOIDING. The MOS is used to identify skill-knowledge requirements of billets on T/Os, to assign Marines with capabilities appropriate to required billets, and to manage the force. Officers/Enlisted Marines will be aligned with their PMOS in the same occupational field as their respective billet MOS (BMOS). The assigning of a PMOS will be in accordance with reference (ah).

1. If a member does not have a PMOS commensurate with the billet assigned, the CO will assign the basic MOS required for that billet. The newly awarded basic MOS will become that Marine's PMOS. If the member has a PMOS other than that of the billet assigned, that PMOS becomes the first additional MOS. In the event the Marine transfers to the IRR prior to becoming MOS qualified (and being awarded the actual MOS for the billet assigned), commanders will ensure that the Marine's first additional MOS is voided and the original PMOS reinstated.

a. When a member meets the requirements for the PMOS, action will be initiated to change the PMOS per the instructions contained in reference (ah). Primary LOS changes require HQMC approval and will be forwarded to CMC (RA) via the chain of command.

b. COs/OICs/I-Is/OpSponsors must be aware that Marines who are assigned a new basic MOS will be considered for promotion in the new MOS category when the Marine becomes eligible for promotion. The MOS is based on the Billet Identification Number (BIC). It is in the best interest of the Marine and the command to ensure the Marine becomes PMOS qualified to remain competitive for promotion progression.

2. If a member meets the MOS prerequisites for the billet assigned, the CO will assign it as the PMOS.

3. Upon promotion of a lieutenant colonel to colonel, the PMOS will revert to the first AMOS and the new PMOS will be the appropriate 80XX MOS.4. Unit/Commanding Officer Action

a. Requests for assigning, changing, or voiding an MOS that requires formal school training, as indicated in reference (ah), will be submitted through the appropriate chain of command. Requests must fully document the training, skills, and knowledge the individual possesses for qualification in the requested PMOS. The CO's endorsement shall verify the qualifications to perform the duties of the grade in the PMOS requested and assignment to a billet requiring that PMOS.

b. Requests should be submitted with the following enclosures:

(1) Copy of page 3 from the OQR/SRB.

(2) Copies of course completion certificates.

(3) Copies of any other appropriate documents.

(4) Justification for the request.

4306. ASSIGNMENT POLICY FOR FEMALE MARINES

1. Information. Classification and assignment of female Marines will be per reference (ai). Based upon SecDef policy, Female Marines will not be recruited to or assigned to “Combat Restricted” units. By definition a “Combat Restricted” unit are units whose primary mission is to engage in direct ground combat or units that would normally colocate with units that engage in direct ground combat.

2. Pregnancy. Pregnant female Marines will be administered per reference (aj) and the current policies during times of partial or full mobilization.

Chapter 4

Reserve General Information and Administration

Section 4: Transitioning Into, Within, and Outside the RC

4400. ENLISTED

1. Transfer to the SelRes

a. Enlisted members of the IRR are eligible for transfer to the SMCR provided they are physically qualified and do not possess a disqualifying Reenlistment Eligibility (RE) Code.

b. Applications will be processed as follows:

(1) All prior service applicants will be processed by a Prior Service Recruiter.

(2) I-I/Site Commanders/COs/OICs and their designated representatives will ensure Prior Service joins meet unit personnel requirements as outlined on the appropriate T/O.

(3) The applicant will be interviewed by a unit representative prior to being joined. The interview may be conducted by the I-I, Site Commander, the SMCR unit CO/OIC, their designated representatives, or the IMA OpSponsor.

(4) COMMARFORRES/CG MOBCOM will not exceed prescribed enlisted end strengths without prior approval of CMC (RA).

2. Transfer to the IRR

a. Mandatory Participants

(1) Normally, mandatory participants will be retained in an SMCR unit for the duration of the participation requirements contained in their contracts. However, reservists with a remaining IDT obligation may be transferred to the IRR upon written request from the member via the chain of command to COMMARFORRES using the format in figure 4-3. Some of the more common reasons are:

(a) Excessive commuting distance (paragraph 5102).

(b) Foreign travel/residency in excess of 60 days (paragraph 4300.4).

(c) Civilian employment training.

(d) Education conflict.

(2) Orders for mandatory participants transferred to the IRR prior to the expiration of their MDPSD will include the following statement:

> "As a mandatory participant you must reenlist/extend in the Marine Corps Reserve for a total period of (years/months). This period is inclusive of the time you are assigned to the IRR and the remaining unserved portion of your statutory mandatory drilling obligation you incurred on your initial entry into the Marine Corps Reserve. You are further informed that you must reaffiliate by (date) to resume your mandatory drilling obligation as required by Title 10, U.S.C. and MCO P1001R.1. If unable to reaffiliate by the specified date, you must notify the CG MOBCOM or former parent command. Failure to reaffiliate by the specified date could result in administrative separation. If allowed to transfer to the IRR for the duration of your contract you will immediately notify the CG, MOBCOM of any changes in your status which will allow you to resume your drilling obligation."

(3) If the reservist does not have enough time on contract to fulfill his obligation, a request will be submitted to CMC (RA) via the Total Force Retention System (TFRS) to extend or reenlist the Marine, as required. The extension or reenlistment will take into consideration remaining contractual drilling obligation and must be executed by the Marine prior to transferring to the IRR. Upon approval of the extension or reenlistment, MFR/MOBCOM will be responsible to adjust the MDPSD within MCTFS. The Reserve Component Code (RCC) will continue to reflect what the Marine originally contracted for upon their initial enlistment into the SMCR.

(4) The CG MOBCOM will establish procedures to monitor mandatory participants assigned to the IRR to ensure they resume their MSO in the SelRes once the period in the IRR has expired. See paragraph 3303.5 for additional guidance. Upon reaffiliation with an SMCR unit and prior to transfer from the IRR, the reservist's MDPSD will be adjusted by CG, MOBCOM to reflect the entire period spent in the IRR.

(5) Requests for discharge may be approved by CMC (MMSR) or the General Courts-Martial convening authority (GCMCA) as directed by reference (s).

b. Participants without an IDT Obligation

(1) Voluntary Transfer. COs/OICs/OpSponsors may transfer SMCR participants not having an IDT obligation from the SMCR to the IRR upon request of the individual.

(2) Involuntary Transfer

(a) SMCR Unit Members. In no case will an SMCR Marine be involuntarily transferred to the IRR without COMMARFORRES approval. COMMARFORRES may involuntarily transfer an enlisted Marine from the SMCR to the IRR upon:

1. Completing prescribed tour length or any authorized extensions or part thereof, as applicable, e.g., sergeants major/first sergeants.

2. Failing to become MOS qualified within 180 days of joining the unit, unless waived by COMMARFORRES in accordance with paragraph 4502.

3. Exceeding billet grade as the result of promotion except as provided in paragraph 9109.

4. Performing in an unacceptable manner. Refer to paragraph 4401.2b(4) for additional guidance. In cases where the Marine shows no potential for mobilization, the commander should consider processing the Marine for administrative separation vice involuntarily transferring to the IRR.

5. Unit deactivation, relocation, or loss of billet as a result of reorganization if no other vacancies exist.

(b) IMA Members. For IMA Marines, see reference (b).

c. Religious Missionary Obligation

(1) A mandatory participant who incurs a religious missionary obligation which conflicts with Reserve training will request authorization from COMMARFORRES to transfer to the Standby Reserve (see figure 4-4). If the missionary obligation involves foreign travel/residency, the notification will be submitted per the examples in figures 4-1 or 4-2.

(2) A mandatory participant must agree to transfer to the Standby Reserve for the period of the religious obligation, and to resume SMCR participation upon completion of that obligation. If the reservist fails to reaffiliate with the SMCR upon completion of their religious obligation, they will be subject to involuntary administrative separation for

unsatisfactory participation for failure to resume participation, as authorized by law.

(3) If the reservist does not have enough time on contract to fulfill his obligation, a request will be submitted to CMC (RA) via the TFRS to extend or reenlist the Marine, as required. The extension or reenlistment must be executed by the Marine prior to transfer. Upon reaffiliation with an SMCR unit and prior to transfer from the IRR, CG MOBCOM will adjust the reservist's Mandatory Drill participation Stop Date (MDSD) to reflect the entire period spent in the IRR. The RCC will continue to reflect what the Marine originally contracted for upon his initial enlistment in the SMCR.

(4) Reservists joined from a religious missionary obligation who did not previously have their mandatory drilling obligation date extended by CG MOBCOM, will contact COMMARFORRES (G-1) to have the MDSD adjusted for the period that they were not a member of the SMCR. For example, if the member was transferred to the IRR for two years and his original mandatory stop drill date was 1 August 1999, that date would be extended to 1 August 2001.

d. SMCR Marines (mandatory and non-mandatory participants) transferred to the IRR will be issued orders per figure 2-1. Only mandatory participants transferred from the SMCR to the IRR will be required to sign a receiving endorsement.

e. Units transferring Marines to the IRR will ensure that a certified true copy of the most recent Report of Medical Examination (DD Form 2808) is placed on the document side of the service record along with the transfer orders prior to forwarding the record book to MCRSC.

3. Transfer To AR. AR qualifications and administrative requirements are contained in reference (c).

4. Enlisted Interunit Transfer

a. Mandatory Participants

(1) Upon changing permanent residence outside of reasonable commuting distance from their present SMCR unit, reservists with an IDT/AT obligation will be transferred to another SMCR unit within a reasonable commuting distance of their new residence. Unit commanders will join mandatory participants regardless of grade/MOS or existing T/O vacancies provided:

(a) A reservist who desires to relocate but is in an unsatisfactory participation status must first schedule an

Equivalent Duty Period (EDP) for all unexcused absences. A Marine may schedule the EDP with either the gaining unit (subject to approval of the gaining unit commander) or their current unit. Even if the Marine is authorized to drill at the prospective new unit, the Marine's current command will continue to report the required unit diary entries. Only upon full resolution of all missed IDTs will the Marine be authorized to transfer. Reservists who do not schedule EDPs will be retained by the original unit and processed as an unsatisfactory participant.

(b) A reservist whose transfer precludes attendance at the regularly scheduled AT period of either the transferring or gaining unit will schedule an alternate period of AT upon joining the new unit.

(c) If a mandatory participant is not MOS qualified for a T/O billet of the gaining unit, the unit CO/OIC will submit a request to COMMARFORRES (G-3T) or appropriate MSC to have the reservist trained in an MOS on the unit T/O.

(d) When there is more than one SMCR unit within reasonable commuting distance, the mandatory participant will be joined to the unit for which the reservist is most closely MOS qualified.

(2) Under no circumstances will a mandatory participant be allowed to transfer to the IRR prior to the Mandatory Drill Participation Stop Date without COMMARFORRES approval. Mandatory participants still have an obligation under their MSO and are subject to involuntary separation per reference (s). Should a mandatory participant's new residence be determined to be outside of a reasonable commuting distance to an SMCR unit as defined in paragraph 5102 of this Order, then the reservist may elect to submit a request for transfer to the IRR to COMMARFORRES via the appropriate chain of command (see figure 4-3).

(3) The CG MOBCOM will closely monitor the home address of mandatory participants transferred to the IRR based on excessive commuting distance. Should the Marine relocate to a new address that is within a reasonable commuting distance of an SMCR unit, then the CG MOBCOM will notify COMMARFORRES (G1). MARFORRES will then issue orders to the Marine, with a copy to the gaining unit, directing the individual to report to the nearest SMCR unit. Should the Marine fail to report as directed, then the CG MOBCOM will process the individual for involuntary administrative separation per reference (s).

b. Non-mandatory Participants. Non-mandatory participants may transfer to another SMCR unit provided they meet basic prerequisites for reenlistment and unit MOS needs and the gaining

unit commander approves the transfer. Refer to paragraph 4502 for additional guidance for failure to qualify for a new MOS.

c. Reservists who are in a Temporary Not Physically Qualified (TNPQ)/Not Physically Qualified (NPQ) status or in receipt of Notice of Eligibility (NOE) benefits (see reference (t)) who relocate to accept civilian employment or for educational reasons may execute an inter-unit transfer provided the gaining unit commander agrees to such a transfer.

d. The transferring unit will mail a copy of interunit transfer orders (figure 4-5), the service record, and service treatment records (which includes both medical and dental records) of the reservist to the gaining unit per reference (x). Report the appropriate transfer unit diary entry per reference (k). For those Marines affiliating with the IMA program, the records indicated above along with a copy of the transfer orders will be forwarded to CG MOBCOM, 15303 Andrews Road, Kansas City, MO 64147-1207.

e. Failure to Report. See paragraph 4303.

5. Enlisted Interservice Transfer

a. Per reference (al), the requesting Service is not authorized to enlist or appoint a member into their service without the approval of the Marine Corps. Interservice transfer requests will contain the gaining Service’s statement indicating a word description of the occupational field into which the member will be enlisted. If the member desires to become a commissioned officer of the gaining RC, then a statement must be provided from the Officer Selection Section or the Reserve Officer Training Corps (ROTC) unit (if enrolled in an ROTC program). The DD Form 368 (Request for Conditional Release) does not fulfill this requirement and will be maintained at the unit until final disposition is received.

b. Requests for interservice transfers for mandatory participants will be submitted, per figure 4-6 to COMMARFORRES for determination regardless of the component or branch of the Armed Forces to which the Marine is requesting entry. Under no circumstances will an official document authorizing transfer, such as the Request for Conditional Release Form (DD Form 368), be signed below the level of the COMMARFORRES.

c. Requests for interservice transfers for non-mandatory participants will be submitted, per figure 4-6 to the Commanding General of their respective Major Subordinate Command (MSC) for determination, regardless of the component or branch of the Armed Forces to which the Marine is requesting entry. Marines

belonging to Force level assets are required to submit requests directly to COMMARFORRES. Under no circumstances will an official document authorizing transfer, such as the Request for Conditional Release Form (DD Form 368), be signed below the level of MSC Headquarters or, in the case of Marines belonging to the Force Level assets, the COMMARFORRES Headquarters.

d. Requests for interservice transfers of mandatory participants of the IRR or IMA Program will be submitted, per figure 4-6 to COMMARFORRES for determination. Under no circumstances will an official document authorizing transfer, such as the Request for Conditional Release Form (DD Form 368), be signed below the level of the COMMARFORRES Headquarters. All requests for interservice transfer or augmentation for non-mandatory participants of the IRR or IMA will be submitted per figure 4-6 to the MOBCOM for determination. Under no circumstances will an official document authorizing transfer, such as the Request for Conditional Release Form (DD Form 368), be signed by other than CG MOBCOM.

e. The gaining Service will be notified of the final disposition within 30 days from the date of the member's request. Mandatory participants who are members of the IRR for whatever reason e.g., commuting distance, religious missionary obligations, will submit their request to COMMARFORRES via CG MOBCOM.

f. Mandatory participants will execute a new enlistment contract for that portion of the current military service obligation not yet served with the Marine Corps Reserve. The gaining Service will provide to the losing command a copy of the new DD Form 4 to effect proper discharge authority.

g. An enlisted Marine must be a satisfactory participant at the time the request is initiated and must remain a satisfactory participant throughout the application process. Reservists pending an interservice transfer are still required to attend all scheduled IDTs and periods of active duty with their parent SMCR unit until final disposition of their request is made. Reservists in a TNPQ/NPQ status are not eligible for an interservice transfer until they are found fit for duty.

h. Marines who have received the Selected Reserve Incentive Program (SRIP) Bonus during his/her current enlistment must honor the conditions of the incentive or financial obligation in full or refund the unearned portion of the incentive or financial obligation.

6. Return to Active Duty. Enlisted Reserve Marines may request enlistment/reenlistment in the AC per reference (am).

4401. OFFICER

1. Transfer to the SMCR

a. Eligibility to Transfer

(1) An IRR officer is eligible for transfer to the SMCR provided:

(a) The officer is physically qualified.

(b) The officer is junior to the CO/OIC of the unit to which applying, except when applying for the CO/OIC billet or when applying to join an IMA detachment.

(2) Newly commissioned officers awaiting assignment to initial active duty, who were previously enrolled in the SMP, may be joined to SMCR units regardless of T/O strength or non-availability of billet vacancies while awaiting assignment to The Basic School (TBS). SMP Marines are not required to submit an officer join application.

(3) Regular officers or AR officers who have had one or more failures of selection to the next higher grade who have been transferred to the Unrestricted Reserve are eligible for SMCR membership. Failure of selection to the next higher grade should not proclude an officer from joining an SMCR unit.

b. SMCR Application Procedures

(1) Officers desiring transfer to an SMCR billet must submit a request to the appropriate CO/OIC/OpSponsor (except those officers defined in paragraph 4401.1a).

(2) If an officer is transferring from the IRR, the unit commander/detachment OIC must process the application through the Prior Service Recruiter to verify the status of the applicant. Officers requesting an interunit transfer from another SMCR billet may correspond directly with the unit commander.

(3) In cases where new joins do not have the MOS/background qualifications, COs/OICs/OpSponsors shall schedule immediate training as follows:

(a) Request formal school seat to obtain appropriate specialized skill training.

(b) Request military and civilian correspondence courses.

(c) Request annual training in an assignment compatible with duties to be performed in the unit.

(4) The guidance contained in paragraph 3103 of this Order also pertains to officers who fail to become MOS qualified.

2. Transfer To The IRR

a. Voluntary Transfer. COs/OICs/OpSponsors may transfer Reserve officers from the SMCR to the IRR at the officer's request, as long as that officer does not have an IDT obligation.

b. Involuntary Transfer. COMMARFORRES may involuntarily transfer Reserve officers from the SMCR to the IRR. Unless otherwise directed by the CMC (RA), COMMARFORRES will involuntarily transfer Reserve officers to the IRR upon:

(1) Completing prescribed tour length or any authorized extensions or part thereof.

(2) Failing to become MOS qualified within 180 days of joining the unit, unless waived by COMMARFORRES in accordance with paragraph 4502.

(3) Exceeding billet grade as the result of promotion except as provided in paragraph 9104.

(4) Performing in an unacceptable manner, to include, but not limited to; failure to meet prescribed flight-hour minimums, failure to pass flight qualification checks, and failure to complete a required physical examination. The following actions will be accomplished:

(a) Appropriate comments will be annotated in the Marines fitness report per reference (af).

(b) Since the transfer is adverse in nature, the Marine being transferred shall be afforded the opportunity to rebut/comment on the page 11 entry and the fitness report, as applicable, per references (x) and (af), respectively.

(c) In such adverse cases, the Commander should consider processing the Marine for Administrative Separation if there is no mobilization potential.

(5) Unit deactivation, relocation, or loss of billet as a result of reorganization if no other vacancies exist.

(6) Reserve officers will not be involuntarily transferred to the IRR due to being passed twice for promotion.

c. Prior to tranferring a Marine to the IRR, CO will counsel Marines regarding reference (e) pertaining to the Montgomery GI Bill-Reserve (MGIB-R). Officers eligible for the MGIB-R may request a one-year period of non-availability from CMC (RA) in order to locate and fill a SelRes. If the officer does not return to the SelRes within one year, MGIB-R entitlement will be terminated.

d. Officers transferred to the IRR will be issued orders per figure 4-3. Officers transferred from the SelRes to the IRR will not be required to sign a receiving endorsement since there is no report by-date on the orders.

e. Units transferring officers to the IRR will ensure that a certified true copy of the most recent Report of Medical Examination (DD Form 2808) are placed on the document side of the service record along with the transfer orders prior to forwarding the record book to the MOBCOM.

3. Transfer To The AR. Qualifications and procedures to apply to the Active Reserve program are per reference (c).

4. Officer Interunit Transfer

a. Subject to the approval of the CO/OIC/OpSponsor of the units concerned, officers may request transfer between SMCR units.
Transfers between IMA detachments are subject to the approval of CG MCRSC and the OpSponsors concerned.

b. Upon approval (see figure 4-5), interunit transfer orders will be issued by the parent command. The orders will direct a report by date and stipulate that the officer will provide the gaining command with a current address, inform them if he/she is unable to report by the date directed, or if circumstances preclude them from joining the unit.

c. The transferring unit will mail a copy of interunit transfer orders (figure 4-5) , the service record, and service treatment record (which includes both medical and dental records) of the reservist to the gaining unit per reference (x). Report transfer unit diary entry per reference (k). For those Marines affiliating with the IMA program, the records indicated above along with a copy of the transfer orders will be forwarded to CG MOBCOM, 15303 Andrews Road, Kansas City, MO 64147-1207.

d. A new 3-year officer tour is initiated upon change of SMCR unit or IMA platoon code.

5. Officer Interservice Transfer

a. Transferring officers to another Service component will be effected per references (al), (s), (an), (ao), and (ap). The following supplemental administrative guidance is provided:

(1) A DD Form 368, "REQUEST FOR CONDITIONAL RELEASE," shall be used in all cases involving interservice transfers.

(2) Section I of DD Form 368 shall be completed by an appropriate authority of the requesting Service and forwarded to the officer's current unit for submission through the chain of command to CMC (MMSR-5).

(3) CMC (MMSR-5) shall respond to the requesting Service within 30 days of receipt of the DD Form 368. The requesting Service is not authorized to enlist or appoint the member without the approval of the Marine Corps.

(4) CMC (MMSR-5) will complete Section II of DD Form 368. All transition benefits that result in an additional service obligation that cannot be waived shall be documented in Section IV. Justification of disapproval shall be documented in Section IV of DD Form 368.

(5) Upon receipt of an approved Section II, the gaining Service may process the member for enlistment or appointment. The gaining Service shall certify by completing Section III that the member has been enlisted or appointed, and the appropriate change in strength.

(6) If the requesting Service does not enlist or appoint the member, Section IV shall be completed with an explanation and returned to the CMC (MMSR-5) not later than the expiration date of approval indicated in Section II.

(7) The Marine Corps shall process the member for separation and report the appropriate change in strength upon receipt of the completed DD Form 368 and documentation of the Oath of Office.

(8) Strength Accounting Requirements. The DMDC shall produce an automated match report from the Reserve Components Common Personnel Data System (RCCPDS) and the Automated Extracts of Active Duty Military Personnel Records under reference (aq) and provide such report to each component of the Military Services on a monthly basis. Upon receipt of this report indicating the dual affiliation of a member, a copy will be provided to COMMARFORRES so that the duplication can be resolved. The Marine Corps may use the match report as verification that

the member has been enlisted or appointed in another Service. Both Services shall ensure proper strength accounting changes are entered into their respective automated personnel system within two reporting periods.

b. Interservice Transfer Into the Marine Corps Reserve. Joining other RC officers to the Marine Corps Reserve will be effected per reference (j).

6. Return To The Regular Marine Corps

a. Reservists in the grades of major and below may request to Return to Active Duty (RAD) in the AC per reference (ao).

b. Opportunities vary based upon the manpower needs of the AC.

Chapter 4

Reserve General Information and Administration

Section 5: Satisfactory Participation

4500. PARTICIPATION REQUIREMENTS OF THE RESERVE

1. Satisfactory participation requirements for each Training Pay Category (TPC) defined in section 3102 of this Order are:

TPC	Comprised of	# of periods of IDT Req Ann With Pay	Maximum # of AT Days (Including Travel)
A	SMCR unit	48	15
B	SMCR (IMA)	48*	13

*IMA billets are either paid or unpaid; unpaid are referred to as PIP billets.

2. Attendance at required training alone does not constitute satisfactory participation. Such participation requires compliance with all applicable Marine Corps regulations to include meeting standards of attendance, weight control and military appearance, fitness, decorum, attitude, and effort expended during training periods.

3. Commanders may grant exceptions for individuals who are subject to the annual participation requirements listed in paragraph 4500.1, above, provided that:

a. The number of unexcused absences does not exceed nine scheduled IDT periods in the preceeding 12 months; or

b. The member has performed an equivalent or greater amount of ADT/ADOS to the annual AT requirement.

4. SMCR Unit Participation Requirement. Reserve Marines with an MDPSD will honor their contractual obligation. Transfer to the IRR will be effected only when the enlistment/officer accession contract is fulfilled or when authorized by COMMARFORRES. Further details on Reserve enlistment programs are identified in reference (h).

5. Deferment Due to Child Birth or Adoption. See reference (aj). Dual-service parents and single parents must comply with the provisions of reference (ar).

6. Unit Policy Letter for Mandatory Participation. The unit CO will publish a policy letter outlining SMCR participation requirements and the criteria established for granting rescheduled IDTs (RIDTs) and excused absences from IDT and AT periods. See figure 4-7.

7. Minimum Officer Participation Requirements

a. Reserve officers who have completed their MSO are required to earn a minimum of 27 retirement credit points per anniversary year to be retained in an active status. CG MOBCOM will notify in writing and transfer individuals who fail to meet this requirement to the ISL per figure 4-8. A request for a waiver of this requirement may be submitted via the appropriate chain of command to CMC (MMSR-5) for approval/disapproval in coordination with CMC (RAP). Justification should include unique or unusual circumstances why the minimum participation requirements were not met and a statement of intent to meet minimum participation requirements during the following year, if approved to remain in the Ready Reserve. Individuals who affiliate with the Sel Res, are in receipt of active duty orders for a minimum of 12 days, or obtain 12 retirement credit points for the current anniversary year prior to the date determined for transfer to the ISL will be automatically retained in the Ready Reserve and are not required to submit a 27-point waiver request. MMSR-5 shall retain the waiver request records in accordance with reference (ca) SSIC 1570.3

b. Reservists who have been notified that they are qualified for transfer to the Retired Reserve Awaiting Pay (20 or more years of qualifying service) are required to earn a minimum of 50 retirement points per anniversary year to be retained in the Ready Reserve or on the ASL of the Standby Reserve. Those non-obligor Reserve officer’s who have not met the prescribed Reserve participation requirements, may submit a request for a one-time waiver. This waiver will be submitted via the appropriate chain of command to the SecNav via the CMC (MMSR-5). MMSR-5 shall retain these waiver request records in accordance with reference (ca) SSIC 1700.1. Upon the completion of the second unsatisfactory anniversary year, the Reserve officer will be involuntarily retired or transferred to the ISL.

c. Failure to attain these minimum participation requirements will result in transfer to the ISL, or other action as specified in reference (s).

d. Officers within two years of obtaining Reserve retirement eligibility are protected under section 12646 of reference (a) and will not be involuntarily transferred to the ISL for failure to meet minimum participation requirements while that protection remains in place. Any officer having obtained 18 satisfactory

years towards retirement however failing to earn 27 Reserve retirement points during their last anniversary year will be granted a three-year suspension from being involuntarily transferred to the ISL (see figure 4-9). This status of “Reserve Sanctuary” provides an opportunity to obtain the remaining two satisfactory years to be eligible for a Reserve retirement. Officers having obtained 19 satisfactory years towards a Reserve retirement will be granted a two-year suspension (see figure 4-10).

4501. SEPARATE WRITTEN AGREEMENT TO TRAIN (SWAT)

1. A SWAT is a contractual agreement between the Marine Corps and a non-mandatory participant (enlisted reservist) which obligates the reservist to participate in Reserve training in the SMCR. The obligation is incurred upon reporting to active duty for attendance at a formal school in excess of 5 weeks.

2. The length of the SWAT will be:

a. Two years, upon reporting to active duty for attendance at a formal school of more than 5 weeks to 12 weeks in length; or

b. Three years, upon reporting to active duty for attendance at a formal school in excess of 12 weeks.

3. Reservists undergoing MOJT/OJT do not require a SWAT. Reservists assigned to formal schools of 5 weeks or less do not require a SWAT.

4. A sample SWAT is provided at figure 4-11. In no case will the separation date of the agreement extend beyond the expiration date of the reservist's enlistment contract. Coordinate with CMC (CMT) to effect an extension/reenlistment to correspond with the contract length of the SWAT, as appropriate.

5. The SWAT must be witnessed by an officer. The original SWAT will be forwarded to the CMC (MMSB-20), a copy will be retained on the document side of the SRB, and a copy given to the reservist.

6. Upon termination of a SWAT, a reservist may be retained in the unit, transferred to another unit, or transferred to the IRR.

7. A reservist may request release from the SWAT, via the chain of command, to COMMARFORRES or his designated representative. The reservist must continue to participate until disposition of the request is made. Marines in receipt of a reenlistment bonus serving under a SWAT will submit their request to CMC (RA) via the appropriate chain of command.

8. Reservists who fail to comply with the provisions of the agreement will be processed for unsatisfactory participation, as stated in the SWAT.

9. When a SWAT is signed, Units/MFR/MOBCOM will change MDPSD to coincide with end of SWAT.

4502. PRIOR SERVICE MARINES TRANSFERRED TO THE IRR FOR MOS INCOMPATIBILITY

1. Prior service Marines (officer and enlisted) assigned to the SMCR, who are not qualified by MOS for the billet to which assigned, are required to become MOS qualified within 18 months from the date of join. A reservist who has not begun a formal school or MOJT program within 18 months is subject to involuntary transfer to the IRR.

2. If the formal school or training was not available due to no fault of the Marine concerned or the unit, the CO/OIC/I-I/OpSponsor will be given a reasonable amount of time to place the Marine into another school seat or reassign the Marine to a different training track. It is the responsibility of the unit, not the individual Marine, to request formal school quotas. The CO/OIC/I-I/OpSponsor will document all actions taken and will submit a waiver request to COMMARFORRES or his designated representative to retain the Marine. The request will include the reason for the waiver to the 18 month rule, intended MOS, and the anticipated training completion date. COMMARFORRES shall retain these waiver request records in accordance with reference (ca) SSIC 1570.3.

3. Recommendations for transfer to the IRR for failure to obtain an MOS will be initiated by the CO/OIC/I-I/OpSponsor, and will be forwarded to COMMARFORRES/CG MOBCOM, as appropriate, for approval. It is emphasized that it is the CO/OIC/I-I/OpSponsor's responsibility to provide every opportunity for the reservist to attend a primary MOS school.

4. Reservists who fail to comply with the MOS retraining requirement will be counseled 6 months prior to the expiration of the 18 month period and warned of possible transfer to the IRR. A page 11 counseling entry will be entered in the Marine's service record in accordance with reference (s), paragraph 6105, to document this counseling. Ensure a copy of adverse page 11 entries are forwarded to MMSB-20, HQMC for filing in the Official

Military Personnel File (OMPF) within 30 days of counseling, per reference (x).

Chapter 4

Reserve General Information and Administration

Section 6: Unsatisfactory Participation

4600. DEFINITION. A reservist may be termed an unsatisfactory participant when one or more of the following occurs:

a. Unsatisfactory IDT attendance or participation to include:

(1) Tardiness at IDT periods not excused by the CO/OIC/OpSponsor;

(2) Absence from an IDT period after muster without proper authority;

(3) Failure to meet minimum standards of performance as determined by the CO/OIC/OpSponsor and applicable Marine Corps regulations;

(4) Unsatisfactory personal or military appearance as determined by the CO/OIC/OpSponsor;

(5) Any unexcused absence from an IDT period; or

(6) Failure to resume drilling obligation when terminated from a TNPQ/NPQ status for noncompliance.

b. Failure to attend scheduled AT or any other ADT requirement.

c. Failure to complete the required administrative action in conjunction with absences from the United States (CONUS) and visits to foreign countries under the provisions of this chapter.

d. Failure of the mandatory participant to join an SMCR unit from the IRR on return to CONUS.

e. Failure to report to the SMCR unit to which transferred within the time specified on transfer orders.

f. Failure to keep the CO/OIC/CG MOBCOM informed of current mailing address and telephone number.

g. Commission of an offense under the UCMJ during an IDT period. Only the IDT at which the offense occurred may be declared unsatisfactory regardless of any subsequent NJP or trial

by courts-martial. The fact an IDT period was declared unsatisfactory does not in itself affect the individual's pay status for the IDT period in question.

h. Failure to comply with the participation requirements of a SWAT.

i. Failure to comply with the provisions of reference (t).

4601. UNSATISFACTORY PARTICIPATION

1. Members Serving Pursuant to the Initial Enlistment Agreement. When a Reservist with a mandatory participation requirement acquires at least nine unexcused absences from scheduled training within the preceeding 12-month period, or is categorized as an unsatisfactory participant for reasons other than excessive absences, the unit commander must pursue one of the following actions:

a. Retain the Reservist and authorize EDPs to regain satisfactory participation status.

b. Extend the SMCR Marine’s Mandatory Drill Participation Stop Date (MDPSD) by a period of time commensurate to the accumulated unsatisfactory participation time.

(1) The number of months that the (MDPSD) will be extended is determined by calcualting the number of missed drills during the period of unsatisfactory participation and dividing by four. For example, sixteen missed drills divided by four equals a four month extension (16/4 = 4). Fractions equal to or greater than ½ of a month are rounded up. Lesser fractions are disregarded.

(2) Extensions will not be granted for periods of less than one month.

(3) This opportunity will only be afforded once in a Marine’s career.

(4) At no time will an extension exceed a Marine’s ECC.

(5) COMMARFORRES or its MSCs are the approval authority for all requests. Units not under the command of one of the MSCs will forward requests directly to COMMARFORRES (G-1) for approval.

(6) Requests will contain the following information on the Marine for which the extension is requested: Name, Grade,

last-4 SSN, MDP Start Date, Current MDP Stop Date, Requested MDP Stop Date, Justification, and date of ECC.

c. Initiate separation proceedings, per reference (s). Note: The nine unexcused absences do not have to be missed consecutively.

2. Non-Mandatory Members and Members Serving Pursuant to a SWAT. When a nonmandatory participant or member serving pursuant to a SWAT is categorized as an unsatisfactory participant, the unit commander must pursue one of the following actions:

a. Retain the reservist and authorize EDPs to regain satisfactory participation status.

b. Initiate separation proceedings, per reference (s). A nonmandatory participant (not serving pursuant to a SWAT) cannot be retained in a SMCR status involuntarily solely for the purpose of administrative discharge processing should the member request a transfer to the IRR.

3. A reservist determined to be an unsatisfactory participant will be sent a notification letter per figure 4-12.

4. The Marine Corps Enlisted Administrative System (MCEAS) is the system used to process the administrative separation of unsatisfactory participants.

4602. IDT PERIODS DECLARED UNSATISFACTORY BASED ON PERFORMANCE

1. Only the CO/OIC/I-I/OpSponsor may declare an IDT period unsatisfactory for failure to meet standards of performance. Notification by the CO/OIC/I-I/OpSponsor is a prerequisite for declaring an IDT period unsatisfactory.

2. Whether a reservist's performance is satisfactory or unsatisfactory, the individual will be paid for each IDT period when engaged in training for at least 4 hours.

3. If an IDT period is declared unsatisfactory for failure to meet standards of performance, Reserve retirement credit points will not be awarded and an EDP may be authorized. If the member performs at least 4 hours of training, the UMS will be marked as present ("X") and a comment made in the remarks sections indicating the reason the drill is declared unsatisfactory, i.e., “drill declared unsat, failed uniform inspection.” The CO/OIC/I-I/OpSponsor will then initial the remarks section. If the command recognizes at the outset that a reservist will not be able to perform satisfactorily, or observes after the IDT period has commenced but before 4 hours have passed, that the reservist

is not performing in a satisfactory manner, the command will not allow the Reservist to proceed with the IDT. If the reservist was paid for a drill declared unsatisfactory (performed at least 4 hours of training), then the EDP can only be authorized without pay.

4603. FAILURE TO REPORT

1. Interunit Transfer. An enlisted reservist failing to report to the new Reserve unit by the date designated in the orders may be classified as unsatisfactory participant.

a. Upon interunit transfer, if the individual does not physically report as directed, the CO/OIC/I-I of the gaining unit will contact the transferring unit and attempt to locate the reservist (IMA OpSponsors will coordinate with CG MOBCOM). If the reservist cannot be located within 15 days of the transfer date and the orders are not modified or canceled by the issuing authority, the unit to which the reservist was ordered will report a join if they have not already done so and subsequently transfer the reservist back to the former unit at least one day after the join entry. The former unit will take appropriate administrative action.

b. Should the reservist report to a new unit in person without appropriate orders, the reservist will not be joined until the CO/OIC of the transferring unit is contacted to determine the member's status and aquire the appropriate orders. The CO/OIC of the gaining unit can then join the reservist. The date of join will not be retroactive. IMA OpSponsors will coordinate with CG MOBCOM.

2. Transfer to the SMCR Upon Release from Active Duty. If the reservist fails to report from AD as directed, the I-I/site commander will attempt to locate the reservist and ensure the active duty orders were not modified or canceled. When it is determined that the reservist was released from active duty but failed to report as directed, the gaining unit will join the Marine on the unit diary the day after the date the Marine was released from active duty as stipulated on the DD Form 214 and take appropriate administrative action. Unauthorized absences will be reported on the unit diary for all IDT periods scheduled but not performed by the Marine the day after the Reservist's last day of active duty. For example, if on 15 December 2007, a unit commander identifies a reservist who was released from active duty on 31 October 2007 but failed to report, the individual will be joined on the unit rolls on 1 November 2007 and all IDT periods scheduled by the unit from 1 November 2007 through 15 December 2007 will be reported as unauthorized

absences on the unit diary. The muster sheets will be corrected accordingly.

3. Transfers from the IRR to SMCR

a. Mandatory participants directed to return to an SMCR status by COMMARFORRES will be determined to be unsatisfactory participants if they fail to report by the date designated in their orders.

b. COMMARFORRES will direct CG MOBCOM to rejoin the Marine and process the Reservist for separation in accordance with reference (s).

Chapter 4

Reserve General Information and Administration

Section 7: General Reserve Duty

4700. TRAINING IN FOREIGN NATIONS

1. Policy

a. Reservists residing in the United States will not be ordered to training activities in any foreign country without prior approval of the CMC (RA).

b. Reservists temporarily residing in foreign nations where the United States is permitted to maintain troops of active military forces (other than military assistance advisory groups or Attaché personnel) may apply for ADT (without pay), ADOS (without pay), appropriate duty, or correspondence courses.

c. Prior to conducting training, appropriate overseas commanders will request the Naval Attaché or the Attaché of the United States Armed Forces located in the country where training is desired, to inform the United States Ambassador and officials of the foreign government concerned of the intent to conduct such training. If the foreign government objects to the training, orders will be canceled and the appropriate commander will furnish the CMC (RA) with all relevant facts, and any recommendations.

d. Participation in correspondence courses is authorized in foreign countries in which the United States does not maintain active military forces, but where a Status of Forces Agreement exists between the United States and the foreign nation concerning the conduct of such training.

e. Conduct of any training in foreign countries in which the United States does not maintain active military forces or where a Status of Forces Agreement (SOFA) does not exist is not authorized.

2. Procedure for Requesting Training

a. Marine reservists residing overseas desiring to participate in Reserve training must submit requests to their appropriate command via appropriate channels, e.g.:

(1) The cognizant Naval Attaché; and

(2) The military activity with which training is desired.

b. The military activity commander must endorse the request to verify that training commensurate with the grade and MOS of the applicant can be provided, and furnish training dates and reporting instructions.

c. Requests must be submitted in sufficient time to permit processing by each via addressee, and to ensure receipt by their command at least 30 days prior to commencement of the period of availability. IDT (with or without pay) may not be performed in any area deemed a hostile fire/hazardous duty area.

d. Requests not forwarded per these procedures or not containing the required information will be returned to the applicant disapproved.

e. It is emphasized that in an overseas area, it is the applicant's responsibility to determine the availability of an appropriate billet before applying for training.

f. Reservists desiring training in the United States will submit requests to their appropriate command.

3. Transportation

a. In the United States (to include Alaska, Hawaii, and U.S. territories). Travel in connection with Reserve training in the United States will be paid from the point of entry into the United States to the duty site, and return from the duty site to the point of exit from the United States.

b. In a Foreign Nation. As only IMA billets are located in foreign nations, unless otherwise authorized by the CG MOBCOM, travel in connection with ADT in a foreign nation must be performed on Government-procured transportation aboard United States carriers or Air Mobility Command (AMC) flights, where available, per reference (ac). Travel may be performed at personal expense on a non-reimbursable basis.

c. In NATO Countries. Reservists traveling in NATO countries under individual orders must possess NATO travel orders per reference (as), in addition to official travel orders.

4701. INACTIVE DUTY TRAINING

1. An IDT is authorized training performed by members of the Ready Reserve not on AD, AT, or ADT, and performed in connection with the prescribed activities of the units of which they are members.

2. IDT shall not be performed in designated Imminent Danger Areas or Hazardous Duty Locations.

3. A reservist shall be considered in an IDT status beginning at the time of arrival at the designated IDT location or while at government furnished quarters when remaining overnight for the purpose of commencing one or more consecutive IDT periods. Such status shall continue until the member completes the final IDT period on the last day of such periods. Portal-to-portal coverage will continue to be governed by existing statutes and does not include work or study in connection with a military correspondence course or attendance in an inactive status at an educational institution under the sponsorship of the Armed Forces.

4. The primary purpose of IDT is to provide individual skill and/or unit readiness training. As such, IDT may support operational missions and requirements as a consequence of this training.

5. IDT consists of regularly scheduled unit training periods, Additional Training Periods (ATPs), Additional Flight Training Periods (AFTPs), Readiness Management Periods (RMPs), and equivalent training (associate and appropriate duty).

6. Paid IDT periods shall not be less than 4 hours in duration.

7. No more than two IDT periods may be performed in any calendar day.

8. Where practical, multiple IDT periods over consecutive days shall be used to maximize training effectiveness.

9. Regularly scheduled unit training periods shall not be used for the primary purpose of augmenting missions or functions, and must provide bona fide training opportunities required to meet readiness levels.

10. For muster duty (an IDT), an allowance is paid in lieu of a point creditable for retirement purposes for the minimum 2 hour duty.

11. IDT periods for retirement points only (without pay) shall not be less than 2 hours, with a maximum of two points authorized in any one calendar day.

12. Nonpaid IDT opportunities, exclusive of SelRes training, include Associate Duty, Appropriate Duty, and Mobilization Training Units.

13. CG MOBCOM will approve Associate Duty orders prior to commencement of that duty, and unit commanders will approve Appropriate Duty orders for personnel under their cognizance.

14. Associate Duty

a. SMCR unit Marines, to include mandatory participants, are not eligible to perform associate duty

b. An eligible reservist may serve in an associate duty status in an approved billet with an SMCR, MTU or AC unit provided the Reservist has a current SGLI in effect and is junior to the CO/OIC of the unit to which assignment is requested.

c. Associate Duty with Reserve Units of Other Services. In localities where there is no Marine Corps unit within 100 miles, or when the local Marine Corps Reserve unit validates in writing that it cannot provide appropriate MOS training, associate duty with other Armed Forces RC units may be permitted. The following criteria apply:

(1) The CO of the other Service unit must concur with the request.

(2) Assignment must provide training commensurate with the reservist's grade and MOS.

(3) The CG MOBCOM concurs and approves the request.

d. Awarding of IDT Points. Each Marine will be required to complete and forward a NAVMC 799 to the CG MOBCOM for the awarding of up to 2 IDT points.

e. AT. Reservists performing associate duty may be authorized to attend AT with that unit upon approval of the CG MOBCOM/OpSponsor, as appropriate. Reservists on associate duty may be issued active duty orders without pay and allowances for the AT period. Reservists ordered to AT without pay and allowances may be authorized travel on a space available basis with the unit and may be billeted at the training site. If billeting or travel space is unavailable the Reservist will incur all associated costs. Per diem is not authorized. Requests for orders will be submitted to the CG MOBCOM via the chain of command and will include:

(1) AT date and location.

(2) Description of training involved.

(3) Availability of transportation and billeting.

f. Application for Orders to Associate Duty. Reservists seeking assignment to associate duty should submit an application to the CG MOBCOM. The application must arrive no later than 30 days prior to the desired effective date of the orders and contain the following information: name, rank, SSN, unit to be associated with, current address, and home/work telephone number. The application will include as an enclosure a statement from the CO/I-I/OIC of the unit to which associate duty is requested. This statement should indicate concurrence with the request and the duties the reservist will perform.

g. Orders. Upon approval, the CG MOBCOM will issue orders authorizing the individual to perform associate duty. These orders will include:

(1) The assignment date and an automatic termination date. These orders are issued for a period of no more than one year, e.g, 1 Jun 03 to 31 May 04.

(2) The T/O billet for the reservist affiliating with an SMCR or AC unit, if applicable.

(3) A statement indicating the Marine understands pay, allowances, travel, subsistence, uniforms, and monetary compensation for any other expenses incurred while performing associate duty are not authorized.

(4) A statement indicating the Marine understands that during the performance of associate duty that reservists are subject to the UCMJ.

(5) Instructions for submission of fitness reports or Pro/Con marks and awarding of Reserve retirement credit points.

(6) A statement indicating the Marine will forward a certified copy of the orders with the acceptance endorsement to the CG MOBCOM.

15. Appropriate Duty

a. Unit commanders may authorize reservists under their cognizance to attend special functions, to perform certain tasks or to undergo IDT for Reserve retirement credit points, in a nonpay status. Appropriate duty orders, without pay, may be issued to members of the SelRes, IRR, and ASL.

b. These orders are for the following activities and functions:

(1) The MCRC for activities performed in conjunction with recruiting. See reference (at) for additional guidance.

(2) Performance of public affairs duties and activities not in conjunction with civilian job duties that benefit the Marine Corps.

(3) Performance as an instructor for SMCR units and MTUs by non-unit personnel.

(4) Participation as observers in exercises conducted by SMCR units in conjunction with unit IDT.

(5) Attendance at officer and NCO periods of instruction conducted by SMCR units in addition to scheduled IDT periods.

(6) Participation in parades and ceremonies, outside scheduled IDTs, as permitted by current regulation.

(7) Participation as a competitor in a rifle or pistol match.

(8) Performance of duty for required annual administrative functions, including physical examinations.

(9) Performance of duty during IDT or provision of advice and assistance by nonunit personnel to MTU commanders in conjunction with special projects, as requested by the commander.

(10) Participation in pre-drill meetings by key SMCR personnel in preparation for drill weekend.

(11) Participation in other approved activities to include professional or trade conventions, Armed Forces seminars, professional meetings, or training conferences may earn the member one point per day with a minimum of four hours of participation. The following requirements apply:

(a) The meeting is sponsored, supervised, and conducted by one or more military departments; or

(b) The meeting is designated as being of such military value the instruction received would enhance the Reservist's professional qualifications for mobilization duties, or the qualifications of individuals the reservist may supervise; and

(c) The reservist provides the order writing authority with evidence of attendance; and

(d) The reservist's participation is without pay.

c. Submission of Points Earned. Retirement credit points earned under appropriate duty orders should be submitted upon completion of each period of duty to the unit maintaining the reservist's service record, using the NAVMC 799. Points should be reported indicating dates duty was performed, and in 4 hour increments.

d. Orders

(1) Unit commanders may issue appropriate duty orders without pay to reservists under their cognizance. Orders shall state the reservist is not authorized pay, allowances, subsistence, per diem, or compensation for expenses incurred in conjunction with appropriate duty. Travel on a space available basis at no expense to the government may be authorized. If billeting or travel space is unavailable the reservist will incur all associated costs.

(2) Reservists should submit a request for appropriate duty orders no later than 30 days in advance of the proposed activity to allow necessary administrative processing. In unusual cases where time limitation prohibits processing of written orders, order writing authorities may grant verbal orders to be followed by written orders.

(3) These orders are issued for a period of no more than one year, e.g, 1 Jun 03 to 31 May 04.

Letterhead

SSIC
Office Code
Date

From: Sergeant Joe S. Smith XXX XX 6789/MOS USMC
To: Approval Authority
Via: (1) Appropriate Chain of Command

Subj: NOTIFICATION OF FOREIGN TRAVEL FOR LESS THAN 60 DAYS

Ref: (a) MCO 1001R.1K

Encl: (1) Certification of Employer or Sponsor

1. I intend to visit abroad. Enclosure (1) contains certification from my sponsor (or employer).

2. The purpose of my trip is:

3. My address while abroad will be:

4. The anticipated dates of my absence are: From _____ to _____

5. I understand that:

a. While residing in a foreign country, I must report my address to the nearest United States Naval Attaché and keep that office informed of any change of address.

b. The uniform of the United States Marine Corps will not be worn outside the United States and its territorial possessions.

c. By law, as a member of the Marine Corps Reserve, I am not permitted to accept employment in a capacity which is directly or indirectly under control of any foreign government without prior approval from the DC, M&RA (RA).

d. I must participate satisfactorily in all scheduled Inactive Duty Training periods and, if applicable, Annual Training with my unit prior to my departure.

e. I will be retained on the rolls of the unit to which I am presently assigned.

f. I will inform my commanding officer immediately upon my return and resume my participation in the Marine Corps Reserve program.

g. I have read, understand, and will comply with the instructions per MCO P1050.3, Regulations for Leave, Liberty and Administrative Absence, regarding the laws of countries I will visit and their specific immunization requirements.

6. I understand that due to terrorist activities, Reservists visiting foreign countries are encouraged to wear civilian clothes; use a tourist passport; use baggage which does not indicate grade, insignia, or affiliation; and place all service club and business cards, checkbooks with grade, military identification card, and other documents identifying association with the

U. S. Government in checked baggage. Additionally, I understand I should check all photos in my wallet for indications of military affiliation, and consider political, social, and religious taboos when purchasing reading material.

SIGNATURE

Copy to:
Unit S-1

Figure 4-1.--Sample Request for Foreign Travel Less than 60 Days

Letterhead

SSIC
Office Code
Date

From: Sergeant Joe S. Smith XXX XX 6789/MOS USMC
To: Commander, Marine Forces Reserve, 4400 Dauphine Street, New Orleans, LA 70146-5400
Via: (1) Appropriate Chain of Command

Subj: REQUEST FOR TRANSFER TO THE IRR DUE TO FOREIGN TRAVEL/RESIDENCY IN EXCESS OF 60 DAYS

Ref: (a) MCO 1001R.1K

Encl: (1) Certification of Employer or Sponsor

1. Per the reference, I request to be transferred to the Individual Ready Reserve due to foreign travel/residency in excess of 60 days. Enclosure (1) provides verification of the foreign travel and the dates.

2. The purpose of my trip is:

3. My address while abroad will be:

4. The anticipated dates of my absence are: From ____ to ____ (Include orientation training dates for requests involving LDS missionary travel at the Church of Latter Day Saints in Provo, UT.)

*5. Should this request be approved, I voluntarily agree to reenlist/extend in the Marine Corps Reserve for a total period of ____ year(s), ___ month(s). The indicated period of ___ year(s), ___ month(s) is inclusive of the time I am assigned to the IRR and the remaining unserved portion of my statutory obligation I incurred upon my initial entry into the United States Marine Corps.

6. I understand this agreement to reenlist/extend in the Marine Corps Reserve requires me to meet Marine Corps regulations concerning participation requirements. I must attend all drill periods and periods of annual training during my total enlistment. I understand that my drilling obligation will be extended to _____ should this request is approved.

7. I must notify the CG, MOBCOM by the date specified in the approval authority letter to resume my participation requirements.

8. I understand while residing in a foreign country for an indefinite period, I must report my address to the nearest United States Naval Attaché and keep that office informed of any change of address.

*9. I understand the uniform of the United States Marine Corps will not be worn while outside the United States and its territorial possessions.

*10. I understand that by law I am not permitted to accept employment in a capacity which is directly or indirectly under the control of any foreign

government, without prior approval from the Commandant of the Marine Corps (RA).

*11. I further understand should I fail to resume participation with a unit of the Marine Corps Reserve, I will become liable for immediate processing for administrative separation for unsatisfactory participation.

12. I understand I am to reaffiliate by the specified date stated in the approval letter from COMMARFORRES to resume my SMCR participation in the unit from which I was detached; secure a transfer to another Selected Marine Corps Reserve unit; secure an interservice transfer to another Reserve component; or secure a discharge by reason of hardship, dependency, or employment necessary to maintain the national health, safety, or interest. If eligible for the Montgomery GI-Bill Selected Reserve, I am aware that my eligibility will be suspended while a member of the IRR. I understand that I must reaffiliate with an SMCR unit by my specified date in order for my eligibility to be reinstated.

13. I understand that due to terrorist activities, Reservists visiting foreign countries are encouraged to wear civilian clothes; use a tourist passport; use baggage which does not indicate grade, insignia, or affiliation; and place all service club and business cards, checkbooks with grade, military identification card, and other documents identifying association with the U.S. Government in checked baggage. Additionally, I understand I should check all photos in my wallet for indications of military affiliation, and consider political, social, and religious taboos when purchasing reading material.

SIGNATURE

Note: Paragraphs 5, 9, 10, 11, are applicable to mandatory participants.

Figure 4-2.--Sample Request for Transfer to the IRR due to Foreign Travel/Residency in Excess of 60 Days

Letterhead

SSIC
Office Code
Date

From: Sergeant Joe S. Smith XXX XX 6789/MOS USMC
To: Commander, Marine Forces Reserve, 4400 Dauphine St, New Orleans, LA 70146-5400
Via: (1) Appropriate Chain of Command

Subj: REQUEST FOR TRANSFER TO THE INDIVIDUAL READY RESERVE (IRR) FOR *(EXCESSIVE COMMUTING DISTANCE, CIVILIAN EMPLOYMENT TRAINING, EDUCATIONAL CONFLICT, ETC.)*

Ref: (a) MCO 1001R.1K

Encl: (1) Appropriate documentation

1. Per the reference, I request to be transferred to the IRR for the period of _____ to _____ *(use this paragraph for requests for specific periods of time such as; to attend police academy, fire fighter school, undercover police work, etc.)*. Enclosure (1) contains the documentation to support my request.

or

1. Per the reference, I request to be transferred to the IRR for the duration of my enlistment contract due to *(excessive commuting distance, civilian employment conflict, educational conflict, etc.)*. (**Note: Member must have relocated to an area where no other SMCR unit is within a reasonable commuting distance**.) Enclosure (1) contains the documentation to support my request.

2. My home address is_____ , telephone number _____
(**Note: If the member has not relocated at the time the request is made, indicate an alternate next of kin's address and phone number, other than member's spouse, if married**.)

3. The anticipated dates of my absence are: From _____ to _____ (**Note: For attendance at civilian employment training which will exceed 3 months or more**.)

4. I understand that I must rejoin my parent SMCR unit by the date specified in the approval authority letter to resume my participation requirements.

Or

4. I understand that should I have a change in status such as relocating within a reasonable commuting distance of an SMCR unit while a member of the IRR, I will notify the CG, MOBCOM immediately either in writing (CG, MOBCOM, 15303 Andrews Road, Kansas City, MO 64147-1207) or by calling (1-800-255-5082)(Applicable to Marines originally transferred to the IRR for the duration of their contract).

Note: Paragraphs 5 and 6 apply *to* mandatory participants with a mandatory drilling obligation remaining on their initial enlistment contract who will be absent from their parent command for 4 months or longer.

5. Should this request be approved, I voluntarily agree to reenlist/extend in the Marine Corps Reserve for a total period of _____ year(s), _____ month(s). The indicated period of _____year(s), _____ month(s) is inclusive of the time I am assigned to the IRR and the remaining unserved portion of my statutory obligation I incurred upon my initial entry into the United States Marine Corps Reserve.

6. I understand this agreement to reenlist/extend in the Marine Corps Reserve requires me to meet Marine Corps Reserve regulations concerning participation requirements. I must attend all drill periods and periods of annual training duty during my total enlistment.

SIGNATURE

Figure 4-3.--Sample Request for Transfer to the IRR for Reasons Other Than Religious Missionary Obligation

Letterhead

SSIC
Office Code
Date

From: Sergeant Joe S. Smith XXX XX 6789/MOS USMC
To: Commander, Marine Forces Reserve, 4400 Dauphine Street, New Orleans, LA 70146-5400
Via: (1) Appropriate chain of command

Subj: REQUEST FOR TRANSFER TO THE STANDBY RESERVE TO FULFILL A RELIGIOUS MISSIONARY OBLIGATION

Ref: (a) MCO 1001R.1K

End: (1) Certification of Sponsor

1. Per the reference, I request to be transferred to the Standby Reserve for the period of my missionary obligation. The enclosure contains certification of my missionary obligation and/or commitment from the organization I will be working for.

2. My address while performing my missionary duties will be:

3. The anticipated dates of my absence are: From ____ to _____ (*e.g., include orientation training dates for Latter Day Saints' conducted at the Church of Latter Day Saints in Provo, UT*.)

4. I will notify my former Selected Marine Corps Reserve (SMCR) unit by the date specified in the approval authority letter to resume my participation requirements. Should I relocate outside the reasonable commuting distance of my former SMCR unit I will contact the CG, MOBCOM by calling 1-800-255-5082 for further guidance.

5. Should this request be approved, I voluntarily agree to reenlist/extend in the Marine Corps Reserve for a total period of ____ year(s) _____ month(s). The indicated period of _____ year(s) _____ month(s) is inclusive of the time I am assigned to the Standby Reserve and the remaining unserved portion of my statutory obligation I incurred on my initial entry into the United States Marine Corps Reserve.

6. I understand this agreement to reenlist/extend in the Marine Corps Reserve requires me to meet Marine Corps regulations concerning participation requirements. I must attend all drill periods and periods of annual training duty during my total enlistment. I understand that my drilling obligation will be extended to _____ should this request be approved. I also understand that, if eligible for the Montgomery GI Bill-Reserve, my eligibility will be suspended while I am assigned to the Standby Reserve. Eligibility may only be reinstated when I reaffiliate with an SMCR unit on or before my specified date.

7. I understand I am to reaffiliate by the specified date stated in the approval letter by COMMARFORRES to resume my SMCR participation in the unit from which I was detached, secure a transfer to another SMCR unit, secure an

interservice transfer to another Reserve Component, or secure a discharge by reason of hardship, dependency, employment necessary to maintain the national health, safety, or interest.

8. I further understand that if I fail to resume participation with a unit of the SMCR, I will be processed for involuntary administrative separation for unsatisfactory participation.

SIGNATURE

Figure 4-4.--Sample Request for Transfer to the Standby Reserve to Fulfill a Religious Missionary Obligation

Letterhead

SSIC
Office Code
Date

From: Commanding Officer, Company L, 3d Battalion, 23d Marines
To: Sergeant Joe S. Smith XXX XX 6789/MOS USMC

Subj: INTERUNIT TRANSFER ORDERS

Ref: (a)MCO 1001R.1K
(b)Phonecon btwn GySgt Smith (Co L, 3/23) and SSgt Smith (Co B, 4th Recon Bn) of (Date)

1. Per the authority contained in reference (a) and as discussed in reference (b), effective (time), (date), you are hereby transferred to the Commanding Officer, Company B, 4th Reconnaissance Battalion, 4th Marine Division, 2120 8th Avenue North, Billings, Montana, 59101-0398; RUC 14703; phone (406) 249-1100. You are directed to report to the commanding officer of your new unit by 0730 on (Date). (Note: The report date will normally be the next regularly scheduled drill date.)

2. Your attention is directed to the fact that you are required to participate in 100 percent of your scheduled drills. You performed your last satisfactory drill on (dates) with this command. Your next drill with your new command is (give dates).

3. If, as a result of this transfer, you have not attended regularly scheduled annual training, you are directed to schedule an alternate annual training with your new command.

4. If your MOS is not compatible with a T/O billet of your new command, you will be required to retrain in an MOS rated by the gaining command.

5. You have given your new address as (address), phone (123) 456-7890. Should you have a change in address or are unable to comply with the provisions contained in paragraph 1 above, you are directed to immediately notify the commanding officer of the gaining command. Failure to report on the date designated without proper authority will classify you as an unsatisfactory participant and appropriate administrative action will be initiated against you.

6. Your service record, and service treatment records will be mailed to your new command.

7. Any travel involved in the execution of these orders will be at no expense to the government.

I. B. MARINE
By direction

Copy to:
Gaining Command
SRB

RECEIVING ENDORSEMENT Date _____

1. I received these orders at (place of receipt) at (time) on (date). I understand that I am to report no later than (time) on (date) to the Commanding Officer, Company B, 4th Reconnaissance Battalion, Billings, Montana. I further understand that failure to report on the date designated without proper authority will classify me as an unsatisfactory participant and as such will result in appropriate administrative action being taken against me.

SIGNATURE

Figure 4-5.--Sample Letter-Type SMCR Interunit Transfer Orders

Letterhead

SSIC
Office Code
Date

From: Sergeant Joe S. Smith XXX XX 6789/MOS USMC
To: Commander, Marine Forces Reserve, 4400 Dauphine Street, New Orleans, LA 70146-5400
Via: (1) Immediate Chain of Command

Subj: REQUEST FOR INTERSERVICE TRANSFER

Ref: (a) MCO.1001R.1K
(b) MCO P1900.16

Encl: (1) Gaining Component Statement
(2) Statement from college or university if applicable (see paragraph 2m below)

1. Per the references, I request an interservice transfer to (name of military branch). Enclosure (1) contains confirmation of my request.

2. The following information is provided:

a. Applicant's last, first, and middle name.

b. Social security number.

c. Rank, date of rank, and military occupational specialty (MOS).

d. Component code, e.g., USMCR (K4)).

e. Organization to which assigned.

f. Home address/home and work phone numbers.

g. Years, months, and days of total service at the time the application is made.

h. Summary of other interservice transfers, if any.

i. Date and place of birth.

j. Citizenship and how acquired.

k. Summary of military duties performed.

l. Brief description of educational credentials and military and civilian professional qualifications.

m. Reason for requesting transfer.

(Note: Complete justification must be approved. If the request is being made for educational benefits, accept a Reserve commission in another branch of the Service, or enroll in an ROTC program, a statement from the college must be

provided attesting to the fact that the member is currently enrolled in an accredited training program, etc. This would be enclosure (2)).

3. I affirm that I am a satisfactory participant at the time this request is being made. I further affirm that I am fully qualified physically to enlist into another branch of the Armed Forces.

4. I understand that I am still required to attend all periods of scheduled drills and periods of Annual Training while disposition of my request is being made. Failure to do so will result in this application being withdrawn by my unit commander.

5. I further understand that I am not authorized to sign any Enlistment/Reenlistment contract of the Armed Forces (DD Form 4) for the gaining component that I am requesting an interservice transfer to, until final disposition of my request is received.

6. In the event of approval, I will accept assignment to, and participate in, the accredited training program of the component to which I am requesting the interservice transfer. I further understand that in the event of approval of this request, I must
enlist/reenlist for the portion of my unserved 8 year obligation that remains on my initial Marine Corps Reserve enlistment contract.

SIGNATURE

Copy to:
CG, 4th MarDiv, 4th MLG, 4th MAW (as applicable)
Intermediate chain of command e.g., CO/OIC, 3/24, etc.
CO of RS requesting interservice of Marine concerned.

Figure 4-6.--Sample Request for Interservice Transfer for an Enlisted Marine

Letterhead

SSIC
Office Code
Date

From: Commanding Officer, Unit Title, City, State
To: Distribution List

Subj: MANDATORY PARTICIPATION REQUIREMENTS IN THE SELECTED MARINE CORPS RESERVE (SMCR)

Ref: (a) MCO 1001R.1K
(b)MCO Pl900.l6

1. The following information promulgates unit policy regarding mandatory participation requirements and criteria used in granting excused absences from scheduled inactive duty training (IDT) and annual training (AT).

2. Reference (a) prescribes participation requirements in the SMCR. Members of the SMCR are required to attend, and participate satisfactorily in, at least 48 scheduled IDT periods during each year and serve on annual training for not less than 14 days, exclusive of travel, during each year. Reference (a) further provides criteria by which excused absences may be granted and procedures which will be followed when a Marine fails to participate satisfactorily.

3. Only the commanding officer, or the commanding officer's designated representative, is authorized to grant an excused absence. The names and telephone numbers of the commanding officer and designated representatives are listed below:

(Name and Grade) (Phone)
(Name and Grade) (Phone)
(May include as many as are designated)

4. The commanding officer or the commanding officer's designated representative may grant an excused absence for IDT or AT missed for reasons which are beyond the control of the Marine and essential to the health and welfare of the Marine or the immediate family.

5. Approval of an excused absence must be obtained prior to the IDT or AT date, except in emergency circumstances.

6. Rescheduled IDT (RIDT) periods may be authorized by the commanding officer or designated representative, under the criteria in reference (a), when a Marine knows in advance of an absence from IDT.
7. At the commanding officer's discretion, based on the Marine's prior good record and evidence of continuing good faith in fulfilling that obligation, the commanding officer may permit a Marine to perform an Equivalent Duty Period (EDP) for an IDT period missed for which the Marine did not receive an excused absence or perform a RIDT. The commanding officer may extend the Marine’s Mandatory Drill Participation (MDP) Stop Date by a period of time commensurate to the accumulated unsatisfactory participation. Alternate AT may be authorized for failure to attend regularly scheduled AT. However, if a Marine does not maintain a satisfactory participation status, the commanding

officer may, from an examination of the facts in the case, recommend the Marine for discharge under reference (b), as appropriate.

8. It is imperative each member of this command fully understand the necessity of maintaining satisfactory participation.

9. Criteria for granting excused absence from IDT. (See paragraph 3202.3 of this Order for clarification.)

10. Criteria for RIDT periods. (See paragraph 3202.4 of this Order for clarification.)

SIGNATURE

DISTRIBUTION:____ plus each SMCR member

Figure 4-7.--Sample Mandatory Participation Requirements Policy Letter in the SMCR

Letterhead

SSIC
Office Code
Date

From: Commanding General, Marine Corps Mobilization Command
To: RANK FNAME MI LNAME XXX XX 4SSN / MOS USMC
(ADDRESS)
(CITY, STATE ZIP)

Subj: NOTIFICATION OF CHANGE IN RESERVE STATUS; TRANSFER TO THE STANDBY RESERVE – INACTIVE STATUS LIST (ISL) FOR FAILURE TO MEET MINIMUM READY RESERVE PARTICIPATION REQUIREMENTS

Ref: (a) Title 10, U.S. Code
(b) SECNAVINST 1920.6C
(c) MCO P1900.16F (MARCORSEPSMAN)
(d) MCO 1001R.1K (MCRAMM)

Encl: (1) Resignation from the U.S. Marine Corps Reserve
(2) Request for waiver of participation requirements
(3) Reserve Facts

1. Public Law (reference (a)) requires officers to obtain 27 Reserve Retirement Points to be retained in the Individual Ready Reserve (IRR) beyond their MSO.

2. Based on results of a recent audit of your record, you will be transferred to the ISL, by reason of failing to earn 27 Reserve Retirement Points during your last anniversary year on DD MMM YY. Please review your Career Retirement Credit Record (CRCR), located on your Marine OnLine (MOL) account. If you believe your CRCR is incorrect, please submit documentation to this command to correct your CRCR.

3. Certain conditions below, mandated by the Department of Defense, apply to membership in the ISL:

a. A reservist is not eligible for pay or promotion while on the ISL, or eligible for promotion for 1 year after transferring from an inactive to active status.

b. Marines must provide the Commanding General, Marine Corps Mobilization Command (MOBCOM), with a current mailing address.

c. Mobilization of the ISL is authorized in time of war or national emergency declared by Congress. An ISL member may not be involuntarily ordered to active duty unless the Secretary of the Navy, with Secretary of Defense approval, determines that there are not enough qualified reservists available in the Ready Reserve.

d. Members on the ISL are not permitted to participate in Reserve training or earn Reserve Retirement Points.

e. All members on the ISL will be processed for discharge after one year on the ISL.

f. You are encouraged to request a return to an active status at any time, if physically and otherwise qualified. Requests of this nature should be sent to the Commanding General, MOBCOM (G-1/IRR).

4. Rather than be transferred to the ISL, you may:

a. Request resignation from the Marine Corps Reserve, per enclosure (1).

b. Join a Selected Marine Corps Reserve (SMCR) Unit or Individual Mobilization Augmentee (IMA) billet. If you choose this option, all required join actions must be completed within 60 days of receipt of this letter. Billet vacancies for SMCR/IMA are listed in RDOL, or contact the nearest Prior Service Recruiter at www.mcrc.usmc.mil/G3/PSR.

c. Volunteer for active duty orders. Individuals approved for active duty orders will remain in the Ready Reserve.

d. Obtain 12 Reserve retirement credits within 30 days of receipt of this letter.

5. A request for a waiver of the minimum participation requirements may be submitted via MOBCOM to CMC (MMSR-5), per enclosure (2).

6. If you do not reply to this letter in writing, you will be transferred involuntarily to the ISL on DD MONTH YYYY.

7. If you have any questions about your change in status, please contact XXXX XXXXX at 1-800-255-5082, extension XXXX. You are encouraged to submit all questions and documentation directly to MOBCOM using our on line Customer Service Center at: http://mobcom.mfr.usmc.mil/. (A link is located at the very bottom of the MOBCOM homepage.) You will receive a tracking number for your request, and periodic updates as it is processed.

SIGNATURE

Copy to:
MMSB-20

Figure 4-8.--Sample Notification of Change in Reserve Status; Transfer to the

ISL

From: Rank FNAME MI LNAME XXX XX 4SSN / USMC
To: Commandant of the Marine Corps (MMSR-5)
Via: Commanding General, Marine Corps Mobilization Command
15303 Andrews Road, Kansas City, MO 64147-1207

Subj: RESIGNATION FROM THE U.S. MARINE CORPS RESERVE

Ref: (a) CMC ltr 1001 MOBCOM of DD MMM YY

1. Per the reference, I am within 14 months of my military service obligation and elect the following option:

( ) I REQUEST TO RESIGN MY COMMISSION IN THE UNITED STATES MARINE CORPS RESERVE EFFECTIVE _____.

I can be contacted at _____.
(PROVIDE TELEPHONE NUMBER)

_____
(Signature)

Note: THIS FORM MUST BE RECEIVED BY MMSR-5 NO LATER THAN FOUR MONTHS FROM THE EFFECTIVE DATE OF RESIGNATION.

Enclosure (1)

From: Rank FNAME MI LNAME XXX XX 4SSN / USMC
To: Commandant of the Marine Corps (MMSR-5)
Via: Commanding General, Marine Corps Mobilization Command
15303 Andrews Road, Kansas City, MO 64147-1207

Subj: REQUEST FOR WAIVER OF MINIMUM PARTICIPATION REQUIREMENTS

Ref: (a) CMC ltr 1001 MOBCOM of DD MMM YY

1. Per the reference, I request a waiver of my previous anniversary year minimum participation requirements.

2. I failed to meet participation requirements due to the following:

_____(ENTER JUSTIFICATION HERE)_____

3. I intend to meet the minimum participation requirement of (27 or 50—situationally dependent) retirement credit points during the current anniversary year through the following actions:_____

4. I can be contacted at (PROVIDE TELEPHONE NUMBER AND E-MAIL ADDRESS).

_____
(Signature)

Note: THIS FORM MUST BE RECEIVED BY CG, MOBCOM NO LATER THAN 60 DAYS FROM RECEIPT OF reference (a).

Enclosure (2)

SSIC
Office Code
Date

From: Commanding General, Marine Corps Mobilization Command
To: RANK FNAME MI LNAME XXX XX 4SSN / MOS USMC
(ADDRESS)
(CITY, STATE ZIP)

Subj: TEMPORARY SUSPENSION OF TRANSFER TO THE STANDBY RESERVE INACTIVE STATUS LIST (ISL) DUE TO RESERVE SANCTUARY STATUS

Ref: (a) Title 10, U.S. Code
(b) SECNAVINST 1920.6C
(c) MCO P1900.16F (MARCORSEPSMAN)
(d) MCO 1001R.1K (MCRAMM)

Encl: (1) Reserve Facts

1. Public Law (reference (a)) requires officers not yet eligible for retirment to obtain 27 Reserve Retirement Points to be retained in the Individual Ready Reserve (IRR) beyond their Military Service Obiligation.

2. Based on results of a recent audit of your record, you will be transferred to the ISL, by reason of failing to earn 27 Reserve Retirement Points during your last anniversary year on DD MMM YY.

3. Due to your current status of having obtained 18 satisfactory years towards retirement, this beforementioned transfer has been suspended for 3 years until DD MMM YY to provide you the opportunity to remain in the Ready Reserve to obtain retirement eligibility. This status is also known as “Reserve Sanctuary”. It is important to note that two complete additional anniversary years, each with a minimum of 50 points, is required to obtain 20 satisfictory years towards retirement eligibility.

4. Obtaining 27 points during any anniversary year will also remove the beforementioned discharge date and release you from being transferred to the ISL. However, you may still be subject to other career and service limitations not mentioned in this letter.

5. Please review your Career Retirement Credit Record (CRCR), located on your Marine OnLine (MOL) account. If you believe your CRCR is incorrect, please submit documentation to this command to correct your CRCR.

6. As a reminder, the following additional conditions apply to service in the IRR:

a. Members of the IRR must provide the Commanding General, Marine Corps Mobilization Command (MOBCOM) with the following information:

(1) Current mailing address,

(2) Civilian employment information,

(3) Changes to physical condition, and

(4) Changes to dependency status.

b. Mobilization of the IRR is authorized in time of war or national emergency declared by Congress or when otherwise authorized by law.

7. Participation options that may facilitate obtaining retirement eligibility include the following:

b. Join a Selected Marine Corps Reserve (SMCR) Unit or Individual Mobilization Augmentee (IMA) billet. If you choose this option, all required join actions must be completed within 60 days of receipt of this letter. Billet vacancies for SMCR/IMA are listed in Reseve Duty OnLine (RDOL), or contact the nearest Prior Service Recruiter at www.mcrc.usmc.mil/G3/PSR.

c. Volunteer for active duty orders. Individuals approved for active duty orders will remain in the Ready Reserve.

d. Obtain inactive duty points by other means to include participation in professional military education, funeral honor duty, and associate/appropriate duty orders.

8. If you have any questions about your current status, please contact XXXX XXXXX at 1-800-255-5082, extension XXXX. You are encouraged to submit all questions and documentation directly to MOBCOM using our on line Customer Service Center at: http://mobcom.mfr.usmc.mil/. (A link is located at the very bottom of the MOBCOM homepage.) You will receive a tracking number for your request, and periodic updates as it is processed.

SIGNATURE

Copy to:
MMSR-5
MMSB-20

Figure 4-9.--Sample Temporary Suspension of Transfer to the ISL Due to Reserve Sanctuary Status (18 Year)

SSIC
Office Code
Date

From: Commanding General, Marine Corps Mobilization Command
To: RANK FNAME MI LNAME XXX XX 4SSN / MOS USMC
(ADDRESS)
(CITY, STATE ZIP)

Subj: TEMPORARY SUSPENSION OF TRANSFER TO THE STANDBY RESERVE INACTIVE STATUS LIST (ISL) DUE TO RESERVE SANCTUARY STATUS

Ref: (a) Title 10, U.S. Code
(b) SECNAVINST 1920.6C
(c) MCO P1900.16F (MARCORSEPSMAN)
(d) MCO 1001R.1K (MCRAMM)

Encl: (1) Reserve Facts

1. Public Law (reference (a)) requires officers not yet eligible for retirement to obtain 27 Reserve Retirement Points to be retained in the Individual Ready Reserve (IRR) beyond their Military Service Obligation.

2. Based on results of a recent audit of your record, you will be transferred to the ISL, by reason of failing to earn 27 Reserve Retirement Points during your last anniversary year on DD MMM YY.

3. Due to your current status of having obtained 19 satisfactory years towards retirement, this beforementioned transfer has been suspended for 2 years until DD MMM YY to provide you the opportunity to remain in an active status to obtain retirement eligibility. This status is also known as “Reserve Sanctuary”. It is important to note that one complete additional anniversary year, with a minimum of 50 points, is required to obtain 20 satisfictory years towards retirement eligibility.

4. Obtaining 27 points during any anniversary year will also remove the beforementioned discharge date and release you from being transfered to the ISL. However, you may still be subject to other career and service limitations not stated in this letter.

5. Please review your Career Retirement Credit Record (CRCR), located on your Marine OnLine (MOL) account. If you believe your CRCR is incorrect, please submit documentation to this command to correct your CRCR.

6. As a reminder, the following additional conditions apply to service in the IRR:

a. Members of the IRR must provide the Commanding General, Marine Corps Mobilization Command (MOBCOM) with the following information:

(1) Current mailing address,

(2) Civilian employment information,

(3) Changes to physical condition, and

(4) Changes to dependency status.

b. Mobilization of the IRR is authorized in time of war or national emergency declared by Congress or when otherwise authorized by law.

7. Participation options that may facilitate obtaining retirement eligibility include the following:

b. Join a Selected Marine Corps Reserve (SMCR) Unit or Individual Mobilization Augmentee (IMA) billet. If you choose this option, all required join actions must be completed within 60 days of receipt of this letter. Billet vacancies for SMCR/IMA are listed in Reserve Duty OnLine (RDOL), or contact the nearest Prior Service Recruiter at www.mcrc.usmc.mil/G3/PSR.

c. Volunteer for active duty orders. Individuals approved for active duty orders will remain in the Ready Reserve.

d. Obtain inactive duty points by other means to include participation in professional military education, funeral honor duty, and associate/appropriate duty orders.

8. If you have any questions about your current status, please contact XXXX XXXXX at 1-800-255-5082, extension XXXX. You are encouraged to submit all questions and documentation directly to MOBCOM using our on line Customer Service Center at: http://mobcom.mfr.usmc.mil/. (A link is located at the very bottom of the MOBCOM homepage.) You will receive a tracking number for your request, and periodic updates as it is processed.

SIGNATURE

Copy to:
MMSR-5
MMSB-20

Figure 4-10.--Sample Temporary Suspension of Transfer to the ISL Due to Reserve Sanctuary Status (19 Year)

SEPARATE WRITTEN AGREEMENT TO TRAIN (SWAT)

Name/Grade/SSN

Unit/Address

1. By virtue of having accepted formal school training in the United States Marine Corps Reserve on __(Date)__, I understand I must participate in the training prescribed for the Selected Marine Corps Reserve for a period of _____ year(s), effective _(Date)_ and ending on _(Date)_.

2. I understand such training consists of satisfactory participation in at least 48 scheduled training periods and serving on active duty for training for not less than 15 days (including travel) each year.

3. I understand this obligation is incurred as a result of assignment to a formal school in excess of 5 weeks.

4. I understand my failure to comply with the terms of this agreement could result in my being declared an unsatisfactory participant, and as such I could be processed for involuntary transfer to the Individual Ready Reserve or for discharge under current Marine Corps regulations governing separations.

5. I further understand I may be released from this agreement only by competent authority as outlined in current Marine Corps regulations governing separations. I also understand I may request transfer. If approved, I must honor the obligation stipulated herein, and if I do not, I may be processed for involuntary separation as described in paragraph 4 above.

(Signature of unit commander) (Signature of Marine) (Date)

Figure 4-11.--Sample Separate Written Agreement To Train

Letterhead

SSIC
Office Code
Date

From: Commanding Officer, Unit Short Title
To: Marine Concerned

Subj: UNSATISFACTORY PARTICIPATION IN THE SELECTED MARINE CORPS RESERVE

1. You have been declared an unsatisfactory participant in the Selected Marine Corps Reserve for the following reasons: (list deficiencies).

2. You are advised that, should your unsatisfactory participation continue, you may be subject to the following:

a. Discharge from the Marine Corps Reserve with a possible characterization of service of under conditions other than honorable.

b. Administrative reduction to the next lower grade.

c. Termination of Reserve Montgomery GI Bill and Selected Marine Corps Reserve Incentive Program benefits.

d. Adverse fitness report (sergeants and above) or adverse conduct marks (corporals and below).

e. Derogatory comments entered into your official military personnel file.

3. To regain a satisfactory status, you must correct your deficiencies. You may do this through the performance of equivalent duty periods. You may make arrangements for such by reporting to _____ in person, calling by phone, or writing a letter to me. This action must be taken within 20 days from the date of this letter.

4. You have the right and are encouraged to submit a statement in your behalf. Your statement should include any hardship or medical problems that may have precluded your attendance at scheduled IDTs. Any statement that you make will be considered in determining the proper course of action.

5. If you have any questions concerning my contemplated action or if you desire clarification or further information concerning any aspect of this matter, you may contact _____.

SIGNATURE

Figure 4-12.--Sample Unsatisfactory Participation in the SMCR

CHAPTER 5

Selected Reserve Information and Administration

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Chapter 5

Selected Reserve Information and Administration

Section 1: Training Requirements

5100. INACTIVE DUTY TRAINING PERIOD LIMITATIONS

1. SMCR units and IMAs are authorized to conduct 48 paid regularly scheduled IDT periods each fiscal year. Individuals may not exceed this number, with the exception of reserve general officers. Due to the unique requirements of their billets, reserve general officers are authorized up to 60 IDT periods per fiscal year. CMC (RA) will ensure that the appropriate unit diary entries are made. Any paid Equivalent Duty Period (EDP) performed in lieu of regularly scheduled IDT periods counts against the total of 48 paid IDT periods. Per reference (b), IMAs filling unfunded IMA billet structure (PIP) will not receive any paid IDTs.

2. The following forms of additional IDT periods are not counted against the 48 regularly scheduled IDT fiscal year authorization: ATP, AFTP, and RMP. These periods are separately budgeted and distributed to MARFORRES and the IMA program annually.

3. SMCR units participating in a Force Readiness Assistance and Assessment Program (FRAAP) will utilize regularly scheduled IDT periods as a means of payment for participating reservists. These periods will count toward unit/individual fiscal year IDT restrictions. Training schedules must be adjusted accordingly.

4. COs/I-Is/OICs/OpSponsors have a dual responsibility to ensure unit training schedules are modified and IDT attendance records are monitored to preclude individuals from exceeding fiscal year paid IDT restrictions. Once a Marine has reached the limit of IDTs and the cumulative maximum allowable ATPs (or AFTPs for aeronautically designated personnel), and RMPs, further duty can only be pursued through an AT or ADOS. Fiscal year limits for ATPs(or ATFPs for aeronautically designated personnel), and RMPs are defined in paragraph 5200 of this Order.

5101. DURATION OF ANNUAL TRAINING

1. SMCR Unit Members

a. SMCR unit members must perform a minimum of 14 days AT (15 days, including travel) per fiscal year.

b. The AT requirement is fulfilled by any period of at least 14 days active duty for training, to include ADT, IADT, IIADT,

attendance at a PME or formal school; or full-time active duty (AD), to include AD performed with the AC or RC in the same fiscal year as the scheduled AT.

2. IMAs. IMAs will perform a minimum of 12 days of AT (13 days, including travel) per fiscal year.

3. Requests for extended or additional AT requests will be made on an individual basis and initiated in ROWS. Requests for additional or a second AT are by exception only, and are not normally approved. ATs will not exceed 29 days inclusive fo travel, in a fiscal year. Orders which exceed the authorized number of days or involve a second AT, will automatically be routed to DC, M&RA (RAC) for approval. Complete justification, to include the reason for the additional days, must be included in the ROWS orders request. Requests with inadequate justification will be disapproved. Extensions requiring additional travel or per diem involve MARFORRES funding, and so must be approved by the MARFORRES (G-3).

4. AT normally is performed in a single period. Split AT periods may be authorized if required to meet training missions; however, AT can only be split once. All costs beyond pay and allowances associated with the second interval of split AT will be the responsibility of the respective CO/I-I /OIC/OpSponsor. Split AT periods for SMCR unit members must be approved by COMMARFORRES or his designated representative. Split AT periods for IMAs must be approved by the CG MOBCOM.

5102. REASONABLE COMMUTING DISTANCE

1. As set forth in reference (au), the maximum distance a mandatory participant may be required to travel involuntarily between a residence and the Reserve Training Center (RTC) falls under the scenarios below and a distance within:

a. A 100-mile radius of the RTC or a distance that may be traveled by automobile under average conditions of traffic, weather, and roads in 3 hours, whichever is less. This applies only to those units that normally do four IDT sessions on two consecutive days and where Government meals and quarters are provided at the unit IDT site;

b. Waivers beyond the 100-mile radius of the HTC may be granted on a case-by-case basis. Requests for distance waivers for both NPS and Prior Serivce (PS) Marines will be approved by the unit commanding officer. Commanders will ensure that Operational Risk Management (ORM) practices are followed prior to a waiver being granted. Copies of completed waiver requests will be sent to COMMARFORRES (G-1) and CG, MCRC (PSR).

c. In accordance with para U3500 of reference (ac), Commanders will publish a reasonable commuting distance policy so as to properly determine the entitlement to travel and transportation allowances during periods of AD or ADT. Reasonable commute is defined as a local commuting area that consists of approximately 50-mile radius of the HTC or a distance that may be traveled by an automobile under average conditions of traffic, weather, and roads in approximately 1 1/2 hour period. As required by 59 Comp. Gen. 397 (9810), an arbitrary distance radius shall not be used to define this local commuting area. NOTE: If a mandatory participant travels over 50 miles, meals and quarters will be provided during periods of IDT.

2. A mandatory participant may request transfer to the IRR when the member relocates beyond the limits as set forth in paragraphs 5102.1a and 5102.1b. Transfers must be approved by COMMARFORRES (see paragraph 6101 and 6103 for additional guidance), and will remain in effect until:

a. Member joins or is assigned to another SMCR unit. When a mandatory participant relocates within a reasonable commuting distance of an SMCR unit, the CG MOBCOM will issue orders to the individual instructing the Marine to report to the identified SMCR unit to resume participation and in turn notify the SMCR unit. A copy of the orders will be mailed to the gaining SMCR unit.

b. Member transfers to another Service Component; or

c. Member completes his/her MSO and fails to reenlist.

Chapter 5

Selected Reserve Information and Administration

Section 2: General Reserve Duty Information

5200. ADDITIONAL IDT PERIODS

1. ATP

a. An ATP may be performed by commanders, key training, administrative, or support officers, and enlisted Marines. The ATP may be used only for the preparation of training programs, lesson plans, training aids, training rehearsals, unit training, administration, and support functions.

b. ATPs are not authorized to perform general administrative functions, to prepare for inspections, to prepare for AT, or to perform vehicle maintenance and other duties which are not directly related to training programs.

c. Only reservists in a satisfactory IDT status may perform ATPs. Each ATP will consist of a minimum of 4 hours. Not more than two ATPs may be authorized per individual per day. The maximum number of ATPs that may be performed by an individual is 36 per fiscal year.

d. ATPs may not be used in addition to or as a substitute for AFTPs.

e. COMMARFORRES and OpSponsors may authorize the use of ATPs consistent with allocations provided by CMC (RA). COMMARFORRES will establish control procedures to ensure that ATPs are used solely as outlined above for SMCR units. MOBCOM will establish control procedures to manage ATPs provided to support IMAs.

2. AFTP

a. Annually. The maximum number of AFTPs may not exceed 72 each fiscal year for each aircrew member. The combination of ATPs, AFTPs, and RMPs for each aircrew member shall not exceed 84. Requests to exceed 84 additional IDT periods should be requested via the chain of command to the SecNav for up to a maximum of 96 for each aircrew member.

b. Daily. Not more than 2 AFTPs may be authorized during any one calendar day. If the period extends past midnight local time then the AFTP will be granted for the date the period began. AFTPs may be combined with unit IDTs or EDPs as long as the

maximum number of inactive duty periods does not exceed 2 per calendar day and provided the total of the periods is of at least 8 hours duration. AFTPs are not authorized when the Reservist is in an active duty status.

c. Requirements. In order for a Reserve aircrew member to receive credit for an AFTP, the following conditions must be met:

(1) The AFTP period must be a minimum of 4 hours.

(2) The general intent is to perform a scheduled flight training activity during the minimum 4-hour period. CG 4th Marine Aircraft Wing (MAW) will provide guidance pertaining to AFTPs.

3. RMP

a. Only reservists in a satisfactory IDT status may perform RMPs. Each RMP will consist of a minimum of 4 hours and not more than one RMP may be authorized per individual per day.

b. An RMP may be performed the same day another IDT period is performed.

c. The maximum number of RMPs that may be performed by an individual is 36 per fiscal year.

5201. IDT SCHEDULING

1. Unit IDT schedules shall be prepared and published by the CO/OIC/I-I as far in advance as possible for the upcoming fiscal year. The advanced schedule should provide adequate notice to their reservists, who may then plan their activities to minimize disruptions to their families and employers. In preparing IDT schedules, the CO/OIC/I-I must ensure that the minimum 4-hour requirement is met for crediting the IDT with pay.

2. OpSponsors for IMAs/MTUs shall schedule IDT periods by mutual agreement with their individual Marines.

3. IDT periods may be scheduled or rescheduled for an individual, unit or portions of a unit where necessary, to meet training requirements and performance of missions. Rescheduled IDT periods should be announced 30 days in advance to allow sufficient time for the reservist to be advised of the change. Primary consideration in reaching a decision on rescheduling an IDT period shall be the availability of the training for the member or unit, and/or the benefit and convenience of the Government. IDT periods may be scheduled throughout the month,

including weekdays, as necessary for training and performance of the unit mission.

5202. IDT ATTENDANCE

1. Tardiness at Muster. Reservists in SMCR units who report late for muster during an IDT period are considered absent from their IDT.

a. Excused Tardiness. At the discretion of the CO/OIC/I-I/OpSponsor, a Reservist reporting for IDT tardy may be excused. If the tardiness is excused and the reservist is engaged in training for at least 2 hours of the scheduled 4 hour IDT period, the individual concerned may be given Reserve retirement credit points; however, in accordance with reference (be) pay is not authorized for IDT periods less than four hours.

b. Unexcused Tardiness

(1) When tardiness is not excused by the CO/OIC/I-I/OpSponsor, the IDT period will be designated as an unexcused absence, and the reservist will not be authorized to participate in the remainder of that IDT period. When multiple IDT periods are scheduled in conjunction with the IDT in question, the reservist will be required to participate in all subsequent IDT periods.

(2) When an IDT period is designated as an unexcused absence because of tardiness, the CO must determine whether the individual should be given an opportunity to perform an Equivalent Duty Period (EDP), either with (EIO) or without (EIN) pay, to satisfy participation requirements.

2. Absence After Muster

a. Unsatisfactory Period. An IDT period will be declared unsatisfactory if a reservist having reported for muster, is subsequently absent, without authority, from the assigned place of duty.

b. Follow-up Action. Regardless of whether or not disciplinary action is taken, reservists absent without authority from IDT may either be granted an opportunity to perform an EDP to regain a satisfactory status or have that period remain as unsatisfactory.

c. Pay. Reservists will be paid for IDT actually attended prior to the time and date of absence, even if the IDT is subsequently declared unsatisfactory, as long as the reservist was engaged in training for at least 4 hours of the scheduled IDT

period. Under no circumstances will IDT pay be authorized for an IDT attended during which the reservist was not engaged in training for at least 4 hours because the reservist left IDT without authority.

3. Absence From IDT

a. Authority for Granting Excused Absences. The following individuals may excuse absences from IDT for reservists in an SMCR unit:

(1) Reserve unit CO/OIC or designated representative;

(2) I-Is/site commanders in the absence of the officers listed above;

(3) IMA OpSponsors or their designated representative; or

(4) CGs of MSCs or their designated representative.

b. Criteria for Granting Excused Absences. Excused absences may be granted for a missed IDT when the absence is essential to the health or welfare of the reservist or the reservist's immediate family. The term immediate family means the immediate family of either the member or spouse, including parents, brothers, sisters, children, persons standing in loco parentis, or only remaining next of kin. Excused absences may be granted for the following reasons:

(1) Illness or injury of the reservist prior to IDT when the attending physician certifies that attendance at IDT would be detrimental to the health or welfare of the reservist.

(2) Military medical determination of not fit for full duty to include TNPQ, NPQ, and LOD cases.

(3) A death or life-threatening illness in the reservist's immediate family.

(4) An emergency or circumstance whereby attendance at IDT would create a serious and unusual hardship on either the reservist or the reservist's immediate family.

(5) Serious automobile accidents or incidents enroute to the RTC.

(6) Severe inclement weather conditions or natural disasters which prevent the reservist from either undertaking or completing the journey to the RTC.

(7) Other reasons as determined by the unit commander.

c. Considerations in Granting Excused Absences. Reservists are not required to make up excused absences. The determination will be based on the circumstances involved. A reservist should be excused only from the IDT periods directly affected. However, in order to maintain their mobilization potential, all Marines should be encouraged to perform rescheduled IDTs in lieu of excused absences whenever feasibly possible and when the rescheduling of the respective IDT is accomplished in advance of the muster for the IDT.

d. Procedures for Requesting Excused Absences

(1) Reservists must request to be excused from anticipated absences prior to the IDT period in question. Failure to do so may result in awarding of an unexcused absence.

(2) Commanders may authorize an EDP for excused absences.

4. Rescheduled Inactive Duty Training (RIDT)

a. An RIDT period is a period of training performed on dates other than those scheduled for IDT. An RIDT must be requested by the reservist and approved by the CO/OIC/I-I/OpSponsor or their designee in advance of the scheduled IDT for which it is requested. Both the RIDT and the IDT it replaces must be performed in the same fiscal year. Marines who do not perform the RIDT on the date scheduled will be reported as absent (excused or unexcused).

b. The CO/OIC/I-I/OpSponsor will establish a 30/31 day tickler file to track all RIDT periods. The IDT Request Form (figure 5-1) will be placed in the tickler file on the day the Marine is scheduled to perform the RIDT, e.g., an RIDT period scheduled for 25 June will be placed in the slot numbered as 25. When mustering an individual for an RIDT period the bottom portion of the IDT Request Form will be completed by authorized personnel.

c. Completed IDT Request Forms must be turned in with the unit’s regularly scheduled muster sheet upon conclusion of the drill. The reservist will be provided with the original IDT Request Form once the unit commander has approved the drill. The unit commander must reconcile the authorized IDT Request Forms with the completed muster sheet to ensure all approved RIDTs are accounted for. Under no circumstances will an IDT Request Form be submitted without RIDT dates assigned.

d. Reservists failing to report for IDT on the approved rescheduled date will be considered absent (either excused or unexcused).

5. EDP

a. An EDP is a period of instruction or duty, not less than 4 hours in duration, performed in connection with duties pertaining to the Marine Corps. Such duty may be paid, designated an EIO, or unpaid, designated an EIN. EDPs (both EIOs and EINs) may be performed by either an officer or enlisted reservists.

b. An EDP may be performed to resolve an IDT for which the Reservist received an excused or unexcused absence. An EDP without pay may be performed to resolve IDT periods which have been declared unsatisfactory.

c. Paid EDPs must be performed within 60 calendar days after the missed IDT, and within the same fiscal year as the missed IDT. EDPs performed in a fiscal year other than that in which the IDT was scheduled will be performed without pay.

d. There is no limit to the number of EDPs that may be authorized; however, payment for such periods will be limited to two per day and a total of four per fiscal year. Nonpaid EDPs may be performed only for absences within the previous 12 months.

e. The combination of regular IDT and EDPs with pay will not exceed a total of 48 in any fiscal year, with the exception of reserve general officers who may perform up to 60 IDT periods per fiscal year.

f. An EDP may not be performed on a day on which 2 other IDT periods are performed, but may be performed when only 1 IDT period, is performed.

g. For IMA Marines, OpSponsors or their designated representative may authorize payment for performance of EDPs. Members of the Reserve augment staffs will be authorized by the respective CG or designated representative.

h. Payment may not be made for EDPs performed to make up for paid IDTs that were declared unsatisfactory.

i. Reservists should be given the opportunity to perform EDPs in lieu of being processed as unsatisfactory participants. EDPs performed will be credited to the oldest IDT requiring resolution within the previous 12 months.

j. The IDT Request Form contained in figure 5-1 will be utilized to document an EDP.

6. Multiple Periods of IDT. At the unit commander's discretion and as manpower funding supports, Reservists who join a drilling reserve unit after the commencement of the fiscal year, will be allowed to complete up to 48 IDT periods within the remaining fiscal year. For example: A Marine joins from IADT or the AC on 1 August. The Marine would be authorized to perform 40 IDT periods in addition to the 8 regularly scheduled IDT periods prior to 1 October. IDT periods are not to be confused with RIDT periods. Additional paid IDT periods are also authorized in conjunction with the 48 authorized IDT periods. This scenario may also apply to IMAs.

7. IDT while in a Travel Status

a. IDT credit while in a travel status may only be granted when a unit/individual first musters at the RTC, receives instructions and then travels to the offsite IDT location (if the unit/individual is in receipt of IDT travel orders see paragraph 5202.7b below). The most typical example of the aforementioned policy is when a unit conducts a multiple IDT period of five or more IDTs in order to participate in a field exercise or rifle range training at a site other than the RTC. For example Unit RTC, San Diego, CA:

1800 Friday	Muster at RTC (5 IDT weekend)
2000 Friday	Depart for Field FIREX at 29 Palms (IDT credit authorized during travel)
2300 Friday	Arrive 29 Palms
Sat/Sun	Field FIREX
1200 Sunday	Depart 29 Palms for RTC (IDT credit authorized during travel)
1500 Sunday	Arrive RTC
1800 Sunday	Secure from IDT

b. Off-site IDT Periods. Marines directed to perform IDT periods away from the RTC will be entitled to TDY/TAD allowances (Per Diem and Travel) as prescribed in reference (ac). IDT credit will not be authorized while in a travel status under TDY/TAD orders unless travel under TDY/TAD orders commences from the RTC. ROWS Orders will be issued to those Marines in the performance of the off-site drill. In addition to orders, a unit muster sheet (UMS) must also be completed on those Marines to account for the individual's muster periods. Additionally, a travel itinerary to include times of departure and arrival must be submitted and attached to the UMS, IDT Travel Orders and DD Form 1351-2 Travel Claim for the accurate reporting of PERSTEMPO

and determination of pay and allowances. This should be an offical travel itinerary provided by a Commercial Travel Office (CTO) (Ravenel Travel, SATO, etc.) For example Unit RTC, San Diego, CA:

1200 Friday	Marine departs from home to local airport to attend 5 IDT off-site in Boise, ID
1600 Friday	Arrive Boise, ID (IDT credit not authorized during travel. Travel and per diem authorized)
1800 Friday	Muster, Boise, ID (Commence IDT)
Sat/Sun	IDT Boise, ID
1600 Sunday	Secure from IDT. Depart Boise, ID (IDT credit not authorized during travel. Travel and per diem authorized)
2000 Sunday	Arrive home

Note: Prior to ordering a Marine to an off-site IDT, commanding officers and OICs must take into consideration the time and distance required to complete the travel. Due to the geographic dispersion of COMMARFORRES, in some instances, off-site IDT may not provide a Marine with appropriate compensation for time lost from civilian employment, school, etc. Accordingly, commanders/OICs should consider utilization of ADOS and plan accordingly.

8. IDT in Conjunction with AT/ADOS

a. The utilization of IDT in conjunction with AT/ADOS is authorized. In order to ensure that appropriate travel and transportation requirements can be accommodated during periods of duty that combine AT/ADOS with IDT, member must be on either AT or ADOS orders at the beginning and end of the duty period. If ADOS is used to accommodate travel time, funding for the ADOS is the responsibility of the Operational Sponsor or gaining force commander.

b. The order writing authority must carefully consider the circumstances and travel requirements of each Marine when issuing these type of orders in order to not preclude a Marine from receiving an authorized entitlement.

c. When authorizing these type of orders, the order writing authority must ensure that the orders accurately reflect the type and period of each segment of duty. For example, the period of AT is from 7-21 April, the period of IDT is from 22-26 April. Refer to the ROWS help menu for specific guidance on the preparation of these type orders.

5203. IDT ACCOUNTING

1. Commanders are responsible for IDT accounting. When feasible, all unit personnel will assemble for muster as a single group in one location. The basic documents for IDT attendance accounting are the unit muster sheet (UMS), the unit diary (UD) and in the case of a telecommute; the telecommute request and telecommute log. Refer to section 4 of this chapter for more guidance concerning telecommute documentation and authorization.

2. Unit Muster Sheet. The UMS is the source document substantiating IDT attendance for all paid and nonpaid IDTs. Only one type of IDT will be reflected on any one UMS. If members are performing a combination of IDT types, a sepearate UMS will be completed for each type of IDT period.

a. Preparation. Figure 5-2 contains a sample UMS that can be used for mustering. It is recommended that the pre-formatted UMS contained in UD-MIPS be utilized for this purpose. Under no circumstances will a single muster sheet be used for more than one type IDT. The following guidelines must be adhered to:

(1) Prior to IDT, the UMS should be prepared with unit name, RUC, type and date of IDT; and the name, grade, and SSN of all reservists;

(2) Reservists will be listed alphabetically. All SMCR unit personnel will be listed for unit IDT periods. Officers may be listed separately from enlisted personnel;

(3) Blocks will be filled in with black ink;

(4) A reservist's presence will be recorded by an "X" in the block next to the individual's name. All other personnel, including late arrivals, with names appearing on the UMS will be recorded as absent with an "A" in the appropriate block, unless they are not scheduled (NS) to attend IDT;

(5) Personnel not scheduled for IDT will be marked "NS" (not scheduled). Reservists who are on AD (ADOS, AT, IIADT, School, etc.), or who have made arrangements for an RIDT prior to the scheduled IDT will be annotated as NS. Additionally, reservists who are not required to attend IDT following release from AD from a period of involuntary activation will also be annotated as NS. Following the NS, annotate in the comments column of the muster sheet the reason, e.g., “RIDT: (date),” "AT/ADOS (date) to (date)/(location)," or “Not required to perform IDT following release from Involuntary Activation.” A reservist who arranges to miss a unit IDT and does not schedule

the RIDT prior to the IDT is considered absent from the scheduled IDT;

(6) Reserve Marines participating in the Toys For Tots program should be given wide latitude in the scheduling of IDTs in support of Toys for Tots events. The CO/OIC/I-I/ OpSponsor should be very flexible in allowing these Marines to RIDT (if necessary) from regularly scheduled drills to support these events on non-drill weekends;

(7) Names of personnel no longer in the unit, as substantiated by the MCTFS record status code, will be lined out (single line) with a reason, to include UD number and date of transfer or drop entry, recorded in the COMMENTS column;

(8) Absences, excused or unexcused, will be explained in the COMMENTS column. The UMS will be used as the authority for reporting on the UD. The CO/OIC/I-I/OpSponsor must make an immediate attempt to contact the Reservist absent without an excuse and determine the reason for such absence. The CO/OIC/I-I/ OpSponsor will indicate in the COMMENTS column if the reservist will be allowed to make-up the absences as paid or nonpaid. A reservist who is not required to perform an IDT due to a LOD will be marked as absent, “A” with the appropriate COs comments;

(9) In cases of tardiness, refer to paragraph 5202 for detailed guidance. Make an annotation in COMMENTS column, and the CO/OIC/ I-I/OpSponsor will indicate if the reservist will be allowed to make-up the IDT period missed as paid or nonpaid;

(10) If during a scheduled drill weekend, selected members of the unit are scheduled to perform drills which overlap or are performed away from the HTC, those members will be reflected on a separate muster sheet and annotated as such on the main unit muster sheet. For example, if 10 members of a 100 member unit are scheduled for a 5 drill weekend so they can go to the rifle range while the rest of the unit is scheduled to perform only 4 drills that same weekend, the 10 members will be reflected on a separate muster sheet; and

(11) To minimize the impact on unit training and readiness, only one muster per IDT period is required. This muster will be at the discretion of the CO/OIC/I-I. Units and sections will be accountable for the whereabouts of their personnel at all times during the IDT period.

b. Reserve General Officers

(1) The CMC (MMSL) is responsible for Reserve general officer IDT accounting and personnel administration.

(2) The general officer performing the IDT period will ensure the muster sheet's administrative correctness and sign it to certify completion of IDTs. Reserve general officers are not required to muster and each Reserve general officer will be listed on a separate muster sheet. Refer to figure 5-3 for a sample.

(3) A facsimile copy of the muster sheet may be sent to CMC (MMSL) for timely reporting on the unit diary. The original should be maintained by the general officer for personal record keeping.

c. IMA Members

(1) Further details on the management and administration of IMAs is provided in reference (b).

(2) The OpSponsor is responsible for the timely and accurate reporting of their IMA's IDTs.

(3) The OpSponsor will designate in writing the individual(s) authorized to sign, approve, and verify the muster sheet. The authorization letter must be forwarded to MOBCOM where it will be maintained on file.

(4) A facsimile copy of the muster sheet may be sent to MOBCOM for timely reporting on the unit diary. The original will be maintained by the OpSponsor for a period of two years.

(5) Multiple IDT periods may require multiple UMSs to account for all periods of mustering.

(6) Since IMA members work individually with OpSponsors, it is no longer required that IMA Marines formally muster during an IDT. The OpSponsor will complete the UMS and sign as certification of completion of the IDT(s). Figure 5-4 has been modified to accommodate all IMA Marines.

3. Certification of UMS

a. The Reserve CO/OIC/I-I/OpSponsor will certify each page of the UMS to verify attendance/absence of reservists, after the final muster has been taken. Prior certification of the UMS by the Reserve commander is not authorized. In the absence of the

CO/OIC/I-I/OpSponsor, an officer designated in writing by the CO/OIC/I-I/OpSponsor will certify the UMS.

b. For Reserve augment staffs, the CG of the respective MSCs may designate in writing no more than three Reserve officers of the staff to certify attendance/absence of reservists. In the absence of the Reserve staff members, the Chief of Staff of the MSC or senior active duty G-l officer will certify the UMS.

4. Corrections or changes to the UMS will be made by drawing a thin-inked line (using black ink) through the character(s)/numeral(s)/word(s) to be changed or corrected and entering the correct information directly above or beside the original information. Erasures, strikeovers, correction tape and/or any type of correction fluids or ink eradicators are prohibited. All changes and corrections will be initialed by the certifying official.

5. After all personnel are accounted for, and prior to securing the unit at the end of the IDT periods, the UMS along with all completed IDT Request Forms (figure 5-1) will be submitted to the active duty site commander/I-I staff, CG MOBCOM/OpSponsor (IMAs) or CMC (MMSL) (Reserve GOs).

6. An initiative by CMC is underway to automate the UMS for drill accounting and pay purposes. Upon implementation of the program, a MARADMIN will be published by CMC (RA) and CMC (MI) to provide detailed system and policy guidance on the use of the automated UMS.

5204. MILITARY FUNERAL HONORS (MFH)/FUNERAL HONOR DETAIL (FHD)

1. MFH/FHD is treated as an IDT, defined as a minimum two hour period for the preparation, training or performance of the MFH. Reservists performing this duty are compensated with, a single inactive duty service credit point, with one funeral honors duty allowance (FHDA) of either the minimum stipend allowance or one basic drill pay (whichever is greater).

2. MFH/FHD is limited to one per member per calander day and may be performed in conjunction with any other IDT period (ATP, RMP, AFTP) or a regularly scheduled unit drill as long as no more than two retirement points are credited for inactive duty per day. MFH/FHD service credits are not limited by any existing inactive duty point caps.

3. RC personnel may prepare for or perform MFH in a voluntary capacity while on active duty special work or FHD.

4. RC personnel are not authorized to perform MFH while on IDT, AT, or ADT. In no case may the preparation for or performance of the MFH be considered a period of drill or training.

5. Travel expenses, incured in the performance of FHD, may be reimbursed if the duty is performed at a location to which the member has been directed to report (i.e. funeral site, reserve activity, or location where government transportation is provided) and is 50 miles or more from the RC member’s domicile or outside the corporate city limits of the training center and no government transportation is provided.

6. Reserve Marines preparing for or performing MFH/FHD will be subject to the UCMJ and are entitled to service credit, medical benefits, and pay and allowances authorized for the duty status in which the honors are conducted.

7. A toll-free number has been established in the casualty section at CMC (MRC) for funeral directors, families and Marine Corps units to request military funeral honors. This section can be reached during normal business hours, Monday-Friday at (866) 826-3628. Calls to the number after-hours or on weekends are routed to voicemail. Messages are checked at 1200 and 1500 on non-work days and calls will be returned the next day.

5205. ADT FOR RESERVE PERSONNEL

1. Eligibility. SMCR personnel may apply for all Reserve categories of training except RCT. Formal school training must:

a. Prepare the reservist to fill a specific billet vacancy in the SMCR;

b. Provide refresher/proficiency training in an occupational field or MOS in which the individual is already qualified; or

c. Contribute to the reservist's career development.

2. Training Status

a. Alternate Annual Training (Alt AT). SMCR personnel may attend a 2-week formal course of instruction as Alt AT. Requests to substitute such training for the unit AT must be approved by the appropriate unit CO/OIC/OpSponsor.

b. Additional Active Duty Training. SMCR personnel may attend any training, except RCT, as additional ADT. CMC (RAC) is authorized to approve additional ATs. If per diem is involved, the MARFORRES (G-3) must approve the expense, prior to the additional AT request submission to CMC (RAC).

3. Application Procedures. ADT will be requested using the appropriate application format as directed by COMMARFORRES/CG MOBCOM.

5206. IADT/IIADT

1. NPS personnel will have a school seat for MOS proficiency assigned by the Entry Level Training Assignment (ELTA) section, CMC (RA).

2. Formal School Training for NPS Enlisted Personnel Coordinated by ELTA. Annually, the SMCR is allocated entry-level formal school quotas based on the requirements of COMMARFORRES. These quotas are distributed by the SMCR Manpower Plan to the Recruiting Service to support enlistment requirements. The SMCR Manpower Plan provides the Recruiting Districts with a quota serial number, class number, recruit ship date, class convening, and class completion dates. This formal school training is referred to as IADT. See references (av) and (aw) for further guidance.

3. NPS Assignment to IADT/IIADT. All field activities assigned daily contact/responsibilities for SMCR NPS personnel in the entry level training pipeline (to include Marine Corps Recruit Depots (MCRD), Schools of Infantry (SOI), Formal School Training locations, and I-I staffs/site commanders) will take the following actions:

a. Notify reservists if additional training is required beyond that completed for basic MOS qualification. Endorse orders directing compliance with the remainder of the scheduled training; and

b. Notify reservists not fully qualified for assignment in their primary MOS. CMC (RAP) has final disposition authority for all SMCR NPS personnel under orders for IADT or IIADT. Disposition instructions should be addressed to CMC (RAP) as soon as they become known to the field activities. Requests for disposition instructions should include the individual’s name, grade, ssn, component code, intended MOS, gender, citizenship, aptitude test scores, QSN, height, vision (uncorr/corr), and normal color perception, along with a brief outline of the circumstances surrounding the request. Coordinate with CMC (RAP) for MOS reclassification and CMC (RAP) will coordinate with COMMARFORRES. Issue orders directing compliance with the remainder of IADT as directed by CMC (RAP), specifying the reason the Reservist was not qualified for training in the original primary MOS. A copy of the orders will be sent to the parent SMCR unit.

4. CMC (RA) and CG MCRC will make every effort to ensure the reservist spends a minimum amount of time between recruit training and IADT to eliminate personal/financial hardships.

5. Change in Status of IADT

a. Reservists on IADT receive the training prescribed in their orders to active duty and are usually released from active duty on the Projected Training Completion Date (PTCD), or released if training is completed prior to PTCD. Extensions of PTCD are authorized by CMC (RAP). When unavoidable situations occur causing delay, early release, or MOS change in a reservist's training track, the training activity will notify the parent SMCR unit, COMMARFORRES, and CMC (RAP).

b. If a situation occurs whereas a Marine must be released from active duty prior to attending formal school training it will be the responsibility of the training authority to obtain the next available school seat from CMC (RAP) prior to the Marines release. The training activity will provide the course dates, MOS, school location, class number and QSN on the Marine’s termination endorsement when the Marine is released from active duty.

c. If a reservist's administrative status changes, the training activity will notify CMC (RAP).

d. The releasing endorsement from IADT will include the specific date the reservist will report to the parent SMCR unit. The reporting date will be within 5 days following the constructive date of release. The endorsement will state:

> "Should you fail to report to the CO/I-I (unit) on the date indicated above, you may be designated an unsatisfactory participant and become subject to administrative or disciplinary action."

e. The training activity will ensure appropriate disposition of the SRB and service treatment records per reference (x). They will forward a copy of the releasing endorsement to the parent SMCR unit.

6. Change in Residence Prior to Release from IADT

a. Reservists ordered to IADT from one SMCR unit, but who change residence prior to release from IADT (which precludes assignment to that unit), will be released from active duty and transferred to the SMCR unit nearest the new residence. A copy of orders with endorsements will be forwarded to the SMCR unit

from which the reservist was ordered to active duty and the SMCR unit to which the reservist is transferred.

b. If the reservist's new residence is not within reasonable commuting distance of an SMCR unit and desires to be transferred to the IRR, the training activity will submit a request to COMMARFORRES per the guidance contained in paragraph 5102 of this Order. Refer to figure 4-3 for a sample request. The reservist will be retained on active duty pending final approval of the request by MARFORRES. As a result, it is imperative that the request be submitted by the training activity at least 30 days prior to the projected training completion date. It is strongly encouraged that MARFORRES be contacted telephonically to expedite the process. If approved, the training activity will release the Marine from IADT. A copy of orders along with the MARFORRES approval authority will be forwarded to the SMCR unit for which the Marine was originally recruited for.

5207. OTHER TRAINING DUTY (OTD)

1. Reserve Officer Professional Military Education (PME)

a. The CMC (RA) convenes an annual school selection board to select officers to attend Top Level, Full Length, Intermediate Level and Career Level PME. The submission deadlines are established through separate correspondence via a MARADMIN announcement. Officers must submit applications through the appropriate chain of command for endorsement per instructions in the solicitation message.

b. A second category of PME is Staff Training and MOS enhancing Courses (STC). STCs involve the preparation of officers to perform specific functions, tasks or missions. These courses are more narrowly focused and geared towards specific billet and MOS requirements. They are not considered crucial for selection to the next higher grade. STCs should normally be requested through COMMARFORRES, with the exception of those courses CMC (RA) determines require board selection. STCs that require board selection will be announced separately via MARADMIN.

c. Reserve officers within 3 years of statutory retirement per reference (a) are not eligible for PME.

d. Majors are encouraged to complete the Command and Staff Nonresident Program before entering the zone for lieutenant colonel. Captains are encouraged to complete Expeditionary Warfare School by attending the Reserve Courses or by correspondence before entering the zone for major.

2. Enlisted PME

a. Per reference (ae), participation in and completion of PME appropriate for their grade enhances Marines' qualifications and competitiveness for promotion. Selection boards will consider Marines who have not completed the appropriate level PME for their grade prior to the convening date of the selection board to be less than fully qualified for selection for promotion. Successful completion of an appropriate level non-resident PME course is required to be considered fully qualified for promotion. Attendance at the appropriate level resident course will not fulfill the PME requirement for promotion.

b. Marines may obtain information or enroll in non-resident PME courses by calling the Marine Corps Institute (MCI) Student Operations Department at 1 (800) MCI-USMC (800-624-8762) or via the web at www.mci.usmc.mil.

c. Resident Reserve PME course information is available from the MARFORRES G-3 Training.

3. Application for Formal School Training of SMCR Unit Marines

a. Applicants must meet all prerequisites set forth in the Training Quota Memorandum in MCTIMS, and reference (ah). Waiver requests will be submitted to the CMC (RA) via the appropriate chain of command.

b. Requests for formal school training must be submitted per instructions promulgated by COMMARFORRES/G3-T.

Chapter 5

Selected Reserve Information and Administration

Section 3: Training Administration

5300. TRAVEL TO ANNUAL TRAINING. Do not confuse group travel with group travel orders. Group travel is arranged by contacting the TMO, who will obligate the funds via miscellaneous line item entries. Mass orders can be used, which produce individual orders for each Marine. Refer to the ROWS help function for instructions on entering the correct mode of travel on the orders.

1. Orders to Travel

a. COMMARFORRES will direct COs/OICs and/or CG MOBCOM (in the case of IMAs) to issue orders to reservists not on active duty via ROWS. Templates can be created in ROWS, by higher authority, for use by the units preparing mass orders for their unit.

b. A separate sheet (manifest) can be prepared listing all individuals who are traveling as a group. This is not part of the orders themselves.

c. All SMCR Marines performing AT will be ordered from their home address to and from the RTC. Group travel will commence upon departure from and return to the RTC. Group travel is defined as 21 or more individuals traveling to the same location.

d. Each unit should prepare the orders for their Marines.

e. Per reference (as), when preparing a manifest for group travel, only the last four digits of the SSN preceded by zeros in lieu of the other digit will be listed. All copies of the receiving endorsement will be annotated with the individual’s rank, name, full SSN and component. This procedure concerning privacy of the individual’s SSN is in accordance with DoD regulations. This procedure applies to all types of orders regardless of the type of format used.

f. If an individual is relieved from or retained on duty and is unable to travel with the unit, transportation at government expense is authorized.

2. Travel at Personal Expense. COs may permit Marines to travel to and from AT at personal expense without reimbursement.

a. Personnel so authorized will be on AT only during the same period of AT specified in the unit's group travel orders, regardless of the amount of actual travel performed independently.

b. A unit member may be entitled to naval service disability, death, and survivor benefits only if disabling or fatal injury occurs while performing AT. Under this authority, if a unit member is traveling to or from AT independently of the unit, that individual may be entitled to benefits only if the injury or death occurs during the unit's AT period (including the time the unit performs group travel).

c. Disability or death benefits may also be granted by the Department of Veterans Affairs if injury or death occurs during the period of time necessary to travel to or from AT by a direct route without recreational or other stopovers, except necessary stops, such as for food and overnight lodging.

d. The Marine Corps does not impose any limitation on the number of personnel authorized to travel independently under this authority; however, personnel traveling by their own vehicle, must comply with the host base or training activity's regulations regarding operation of private vehicles aboard the facility.

e. If a reservist performs travel to AT for personal convenience, return travel at Government expense is not authorized.

3. Individual Travel. COMMARFORRES or his designated representative may authorize individuals reimbursable travel to and from AT. Specific authorization must be stated in the AT orders.

5301. TRAVEL IN CONJUNCTION WITH ACTIVE DUTY PERIODS

1. CO/I-I/OIC/OpSponsors may use IDT, AT, and ADOS accounting in conjunction with each other in order to cover the complete period of an exercise that exceeds a normal AT period. Orders must identify each specific type of duty and its required line of accounting. When IDT, AT and ADOS duty periods are performed one after the other, back-to-back orders should be used which will automatically refer to the other duty periods for liquidation purposes. Note - Contract billeting cannot be provided for IDT periods in conjunction with ADOS/AT unless the IDT is performed at the end of the ADOS/AT period and the Marine performs at least two IDTs on that date.

2. COs/OICs/I-Is/OpSponsors must carefully consider the associated travel and per diem implications associated with conducting AT in conjunction with IDT/ADOS and plan accordingly

in the best interest of the Marine. In such cases as this, the IDT should be scheduled following the completion of the AT.

5302. BILLETING, PER DIEM, AND RENTAL CARS

1. Reservists ordered to AT will be billeted and subsist on the station to which assigned for training. Government quarters will not be provided for dependents.

2. Per diem or actual expense allowances are not payable to members performing unit AT when both Government quarters (other than temporary lodging facilities) and a Government mess are available, as prescribed in the JFTR.

3. Rental cars are not authorized as a reimbursable expense for AT.

5303. BAH AND BAS. Regulations governing the payment of BAH are found in chapter 10 of reference (ac). References (ax) and (ab) contain the regulations for BAS.

5304. PAY. Procedures for payment of Marine Corps Reserve personnel, including SMCR units at AT, are per references (k), (ag), and (ay). These orders delineate the unit CO/OIC's administrative responsibilities. Familiarity with these directives will ensure timely and proper payment of reservists.

5305. MESS DUTY

1. Enlisted reservists below the grade of corporal may be assigned to mess duty provided that such duty does not preclude attendance at all periods of formal school training. Such assignment will not exceed 2 days of mess duty during any period of AT.

2. Unit commanders may request authority to use augmentee support from COMMARFORRES or his designated representative. If approved, ADOS orders will be issued. When SMCR augmentees are not available, COMMARFORRES may request IRR augmentees. The CG MOBCOM will solicit augmentees and issue ADOS orders which will be funded by MARFORRES.

3. Augmentee support may be used for mess duty for the entire unit AT period to help fulfill the supported unit's mess hall requirements.

5306. CLOTHING AND UNIFORMS

1. COs will ensure units conform to reference (az) and MCBuls in the 10120 series pertaining to uniforms required by Reserve members.

2. The CG MOBCOM will ensure members of the IRR are advised of uniform retention requirements and will provide information regarding the acquisition of uniforms in conjunction with orders for duty with specific uniform requirements.

3. Uniform

a. Marines traveling in uniform will wear the service uniform appropriate for the season in accordance with reference (ba) or the utility uniform as conditions dictate. When traveling aboard a carrier which utilizes a commercial terminal, the Service “C” uniform will be the prescribed uniform of the day. However, if charter service is provided and the carrier is positioned away from the terminal building in such a manner that ground transportation is available to directly approach the aircraft, the utility uniform may be worn at the discretion of the CO.

b. Under no circumstances are utilities authorized inside a commercial terminal. Civilian clothing may be worn if authorized by the CO.

5307. TERMINATION OF ORDERS

1. The CO/OIC/I-I/OpSponsor may terminate a reservist's AT on request, when circumstances arise that would qualify as emergency leave per reference (w).

2. AT may be terminated by relief for cause. A full account of circumstances including disciplinary action, if any, will be furnished to COMMARFORRES or CG MOBCOM via the appropriate chain of command.

3. Disciplinary matters requiring retention of any Marine at the training activity subsequent to the departure of the unit will be the subject of separate correspondence to the CMC (RA) via the appropriate chain of command. See chapter 10 for further guidance.

5308. INJURY/ILLNESS. AT terminates automatically on the date specified in the orders. Orders will not be modified or extended despite an injury/illness extending beyond the scheduled termination of AT unless the member is admitted as an “in-patient” in a hospital as a result of injury/illness incurred

while on such orders. In these cases, the orders will be modified to terminate the date the member is discharged from the hospital. Supplemental orders may not be issued for the extent of injury/illness. If entitled to LOD benefits, the reservist's medical/dental care will be authorized, to include incapacitation pay. Issuance of IDT travel orders for the purpose of attending medical/dental appointments is authorized. An LOD request will be submitted to CMC (WWR/RMED) via MCMEDS.

5309. ABSENCE FROM ANNUAL TRAINING

1. Unit commanders and OpSponsors may excuse Marines from a scheduled AT. Reservists excused from AT by proper authority will be required to schedule an appropriate alternate AT as soon as practicable. If excused, the reservist will be notified as such in writing by the CO/OIC/OpSponsor.

2. Full-time students in high school, college, or vocational/ technical institutions and full-time teachers are not required to attend off-season AT during regular school terms.

5310. ATTENDANCE AT ANNUAL TRAINING FOR IIADT PERSONNEL. Upon approval of COMMARFORRES or his designated representative, reservists from the IIADT Program may attend AT after completion of the first increment, vice attending the second increment, if MOS training is completed at AT. Units must advise CMC (RAP), via the chain of command, if a Marine is no longer required to attend the second increment of IIADT.

5311. WEIGHT STANDARDS. Reservists must comply with weight and personal appearance standards per reference (bb).

1. SMCR Marines

a. All provisions pertaining to assigning Marines to the Body Composition Program (BCP) will be applied to the SMCR.

b. Marines who do not meet the weight standards will not be ordered to active duty unless they are properly assigned to a BCP per reference (bb) and/or they are performing a required AT.

c. IMA OpSponsors must coordinate with the CG MOBCOM to document the assignment of IMA Marines to BCP.

5312. DEACTIVATION/REDESIGNATION/RELOCATION OF SMCR UNITS

1. Upon deactivation, redesignation or relocation of a SMCR unit, Marine Corps Combat Development Command (MCCDC) (CD) will publish correspondence to COMMARFORRES concerning the affected

unit. After notification, the commands and personnel listed below will take the following actions:

a. COMMARFORRES. Coordinate the interunit transfers of mandatory and nonmandatory participants joined to SMCR units (including category P individuals). Within 15 days of notification of the unit being deactivated, redesignated or relocated, COMMARFORRES will identify the target MOS for each interunit transfer to CMC (RAP) for all MOS mismatches and request school seats from CMC (RAP) for IIADTs requiring different MOS training than originally planned.

b. MCRC. Present the options as outlined in paragraph 5312.2 to affected SMCRs awaiting IADT (excluding poolees who drill with affected units).

c. Commanding Officers of Affected SMCR Units

(1) Present the options in paragraph 5312.2 to poolees who drill with their unit, in close coordination with the local recruiting station.

(2) Present the options in paragraph 5312.2 to IIADTs attached to their units.

(3) Take the actions described in paragraph 5312.3 for mandatory participants in their unit.

(4) Present the options in paragraph 5312.4 to nonmandatory participants.

(5) Enter the appropriate Reserve Program Enlisted For (PEF) code for any enlistment incentive recipients attached to their units who transfer to the IRR. PEF codes are as follows:

"ZV":	reenlisted for a 3-yr bonus
"ZW":	reenlisted for a 6-yr bonus
"ZX":	affiliated with SMCR unit
"ZU":	enlistment incentive recipients.

d. Entry Level Training Assignment (ELTA) Liaison Personnel at MCRDs and Training Sites.

(1) Present the options in paragraph 5312.2 to the affected Marines at IADT.

(2) Request a Notice of Basic Eligibility (NOBE) from CMC (RAM) for those reservists eligible for Montgomery GI Bill (MGIB-R) benefits. Also, request that CMC report the Selected Reserve transition code of “X” and the MGIB eligibility code of

“T” per reference (k). Reservists eligible for MGIB-R are those who complete MOS training and have 12 months of SMCR participation (including IADT).

2. The following options are available to affected SMCRs awaiting IADT or at IADT:

a. Transfer to the AC per reference (am);

b. Train for another MOS, contingent upon school seat availability, and compatibility with another SMCR unit within reasonable commuting distance. Make the following page 11 entry in the SRB and have it signed by the reservist:

"Due to my SMCR unit being deactivated, redesignated or relocated, I agree to retrain in MOS XXXX which is compatible with (unit, title, location). I understand that by transferring to this unit upon completion of my IADT, I am still required to fulfill my mandatory Reserve participation requirements as set forth in the current DoD and Marine Corps regulations. I understand I retain entitlement to any enlistment incentive I was guaranteed in my original contract providing I meet SMCR participation requirements.” Signature of Marine

c. Transfer to the IRR after retraining in a less technical MOS, contingent upon school seat availability. Counsel these Marines on Reserve obligations prior to transfer to the IRR. These individuals retain their entitlement of enlistment incentive payments;

d. Transfer to the IRR after completion of training as originally directed. Counsel these Marines on Reserve obligations prior to transfer to the IRR. These individuals retain their entitlement to enlistment incentive payments;

e. Inter-service transfer to another AC or RC per reference (s); or

f. Discharge. The separation will be an uncharacterized entry level separation.

(1) For Marines at IADT the following instructions apply:

(a) In item 24 of the DD Form 214 (characterization of service) enter "entry level separation." In item 28 of the DD Form 214 (narrative reason) enter "service inability to honor contract;"

(b) A Separation Program Designator (SPD) of KDS2 will be reported in MCTFS in item 26 of the DD Form 214. Cite this Order as authority for this action. No reenlistment eligibility code is to be utilized. Item 27 of the DD 214 will be marked "NA". An entry level reservist who is discharged must repeat uncompleted portions of entry level training (i.e., recruit training, MCT, MOS-training) in the event of subsequent enlistment. Subsequent enlistment is not considered a reenlistment for an entry level reservist who is discharged;

(c) If the Marine is discharged at the convenience of the government due to unit deactivation, relocation or redesignation, type the following paragraph in the remarks block of the DD 214 and on page 11 of the SRB (both to be signed by the individual):

"I understand by accepting this discharge from the U.S. Marine Corps Reserve, that I voluntarily give up my entitlement to Transition Assistance Benefits, Reserve Montgomery G.I. Bill and any enlistment incentives that were offered to me upon my initial enlistment as reflected in my Reserve Optional Enlistment Program Statement of Understanding. I also understand that if, at a later date, I choose to reenter the Marine Corps, I will fully repeat any uncompleted portions of the three stages of entry-level training (i.e., recruit training, MCT, or MOS training). However, any prior active duty service is creditable for pay and allowances only." Signature of Marine; and

(d) Ensure a copy of the reservist's discharge paperwork is mailed to the Marine's unit and COMMARFORRES (G-l).

(2) For a reservist awaiting IADT, discharge will be effected by a letter of release as shown in figure 4-3 of reference (aw).

3. The following actions will be taken for affected SMCR mandatory participants who are at the units:

a. If there are any other SMCR units within a reasonable commuting distance, the SMCR CO will transfer these Marines to that unit. When there is more than one SMCR unit within reasonable commuting distance, the mandatory participants will be joined to the unit with the closest MOS match;

b. If another SMCR unit does not exist within a reasonable commuting distance, transfer these Marines to the IRR upon approval of COMMARFORRES. These Marines retain their entitlement

to enlistment incentive payments. Any of these Marines who complete 12 months of SMCR participation (including IADT) rate MGIB-R benefits. An MGIB-R eligibility code of “T" will be entered into MCTFS by the unit per reference (k). The reservist must obtain a NOBE from the SMCR unit. COMMARFORRES will enter a Selected Reserve transition type code of “X” for Marines with 1 or more but less than 6 qualifying years;

c. In some instances a mandatory participant may be authorized to transfer to an IMA status provided that the Marine meets the grade and operational requirements of the IMA OpSponsor and is an MOS match. Approval for transfer of a mandatory participant to an IMA status shall be coordinated between COMMARFORRES, CG MOBCOM, the OpSponsor, and the Marine’s current unit; and

d. In lieu of transfer to the IRR, a reservist may submit a request for:

(1) Inter-service transfer to a Reserve or active component command; or

(2) Augmentation to active duty per reference (am).

4. The following actions will be taken for affected SMCR non-mandatory participants who are at the units:

a. Coordinate with COs of SMCR units within reasonable commuting distance to find and offer an SMCR billet of the same grade;

b. Transfer to the IRR if an offer of an SMCR billet of the same grade within a reasonable commuting distance can not be made. These individuals retain their entitlement to reenlistment incentive payments. Any of these SMCRs who complete 12 months of SMCR participation (including IADT) rate MGIB-R benefits and a MGIB-R eligibility code of “T” will be entered into MCTFS. Marines must obtain a NOBE from their SMCR unit. COMMARFORRES will enter a Selected Reserve transition type code of “X” for the Marines with 1 or more but less than 6 qualifying years. COMMARFORRES will enter a SelRes transition type code of “K” for the Marines with more than 6 but less than 15 qualifying years who rate Reserve involuntary separation pay;

c. Elect a transfer to the IRR in lieu of an assignment to another SMCR unit within commuting distance;

d. Request inter-service transfer to an AC or RC per reference (s); and

e. Request augmentation to active duty per reference (am).

5. MGIB-R eligible Marines transferred to the IRR because they have less than 12 months of SMCR participation should have the following page 11 entry made in their SRBs:

> “I understand that my Reserve Montgomery GI Bill-Reserve (MGIB-R) entitlement will be suspended the day I transfer to the Individual Ready Reserve. I am also aware that I have only one year to reaffiliate with an SMCR unit or another Reserve component unit in order to reestablish MGIB-R eligibility.” Signature of Marine.

Reporting units with Marines in this category will submit a request to COMMARFORRES that MGIB-R eligibility be suspended and that the MGIB-R eligibility code of "P" be reported in MCTFS prior to effecting transfer to the IRR.

Chapter 5

Selected Reserve Information and Administration

Section 4: Telecommuting

5400. GENERAL. To provide instructions and policy guidelines for the use of telecommuting in performing ATPs/RMPs. Telecommuting allows unit commanders the flexibility to assign IDTs to members of their command to accomplish assigned tasks away from the HTC and at times other than scheduled drill periods. It is simply another tool designed to facilitate mission accomplishment. Telecommuting, when prudently administered, will allow work products to be more conveniently and expeditiously completed without the necessity of orders or expending travel funds.

5401. DEFINITION. Reference (bc) establishes telecommuting policy for DOD.

1. Telecommuting is a formal, written, PRE-AUTHORIZED, arrangement between a reservist and his/her parent command to perform assigned official duties in the form of an ATP/RMP at an alternate worksite on an occasional or one-time basis.

2. The alternate worksite is a place away from the traditional HTC that has been approved and has the necessary tools and environment to enable the reservist to perform his/her assigned official duties. It may be the Marine’s home, a telecenter, or other location.

5402. POLICY

1. Telecommuting is limited to officially assigned duties normally associated with an ATP/RMP. It is a tool for the commander to use in allowing assignments to be completed away from the HTC in a setting agreed upon with the Marine.

2. Telecommuting is a privilege, not a right, and may be terminated, or disapproved by the commander/OpSponsor at his/her discretion, or in response to a Marine’s request.

3. Completion of the task, assignment, or project task does not require the reservist’s presence at the HTC. It takes advantage of the Reserve Marine’s availability while negating the impact of physically commuting to the HTC. The concept of telecommuting relies on an understanding between the commander and the Marine, regarding an agreed upon timeframe for completion of the task and the final product.

4. Only ATPs or RMPs will be used for telecommuting. Reservist are required to perform all scheduled IDT with their command.

a. No more than a combination of 36 ATPs and RMPs may be performed via telecommute in a fiscal year by any single member. Members continue to fall under the restriction identified in section 5200. The commander must also ensure that telecommuting does not adversely affect the Marine's annual training requirements, unit readiness, and mission accomplishment.

b. A minimum of four hours of work on the assigned project must be performed to receive credit for the telecommuting ATP/RMP period. The work does not have to be performed in a consecutive four-hour period, but the total number of hours reflected on the unit muster sheet must be at least four cumulative hours per ATP/RMP before the unit muster sheet can be submitted.

c. Telecommuting may not be used as an RIDT or EDP. Figure 5-5 is the work agreement that must be signed prior to any work being performed. Figure 5-6 is the log in which to account for the time. Both documents will accompany the unit muster sheet when submitted to the command for processing.

5. Reservists telecommuting are subject to the UCMJ.

6. The government assumes no financial responsibility, nor is it liable for damages, to the telecommute Marine's personal equipment while performing a telecommuting ATP/RMP. The government also assumes no financial responsibility for operational costs associated with the operation and maintenance of the personal equipment, i.e., home maintenance, insurance, utilities, Internet service provider, etc.

7. After civilian duty hours, telecommuting as a Reservist to perform ATP/RMP should ordinarily be compatable with such employment. However, telecommuting is not authorized for Marines whose contractor or federal employment responsibilities mirror those responsiblities as a Reserve Marine.

8. Reserve Marines must be in a satisfactory drill status and be fully qualified in the billet MOS assignment before they may perform telecommute ATPs/RMPs.

9. ATPs/RMPs performed at military installations and/or commands that are other than the Marine's HTC are considered off-site drills and do not fall under the telecommute policy.

10. Travel and per diem will not be authorized for telecommuting ATPs/RMPs.

11. Accumulated time from one assignment, project, or task cannot be carried over to another. Each assignment, project, or task should be a minimum four hours in duration, and incrementally assigned in four-hour blocks. Multiple tasks may be assigned to a four-hour block.

12. Telecommuting ATPs/RMPs will not be used for completing normal administrative requirements (fitness reports, awards, etc.)

5403. SECURITY

1. Under no circumstances will classified information be passed, transmitted, handled, or disseminated during a telecommute.

2. Reservist may use privately owned equipment for telecommuting purposes but must comply with all DoD, DON, and USMC directives and instructions. If the telework product contains Personally Identifiable Information (PII), PII may not be disclosed to anyone except those authorized access as a requirement of their official responsibilities. Marines shall ensure that appropriate physical, administrative, and technical safeguards are used to protect the security and confidentiality of such records.

a. Marines authorized to perform duties under this policy where PII may be involved must have completed PII training and certification of the training must be on file with the unit/command who authorize the telecommute.

b. Responsibility for ensuring compliance with PII rest with the unit/command who authorize the Marine to telecommute

3. Government equipment is FOR OFFICIAL USE ONLY.

5404. RESPONSIBILITIES

1. Only a CO/OIC/OpSponsor may approve a telecommuting ATP/RMP request. Individuals authorized “By direction”, may not approve telecommunting request. This authorization shall not be delegated.

a. Pre-approve or deny the telecommuting request while ensuring that the approval of such request will not exceed the unit’s ATP/RMP allocation.

b. Identify the assignment, project, or task.

c. Establish the time required to complete the assignment, project, or task. Ensure it is in four-hour increments.

d. Identify the end state work product (deliverable).

e. Ensure the assignment, project, or task details and work expectations are mutually agreed upon prior to the telecommuting ATP/RMP.

f. Maintain close coordination with the reservist to monitor progress.

g. Amend the telecommuting work agreement as required.

h. Submit ATP/RMP muster sheets in accordance with the provisions of this Order when the reservist completes the IDT equivalent periods of telework. The drill muster sheet will be constructively prepared. The dates and time of the submitted ATPs/RMP/RMP s do not need to (and often will not) reflect the actual time periods on the telecommuting log sheet. The date that the ATP/RMP is completed will be the date annotated on the muster sheet. The CO/OIC/I-I/OpSponsor will sign the constructive unit muster sheet and annotate that the ATP/RMP is a telecommute ATP/RMP in the comments section of the unit muster sheet. For members of an MTU, the NAVMC 799 accompanied with the telecommute request and telecommute log will suffice as required documentation for entry into the unit diary.

2. The reservist will:

a. Obtain the CO/OIC/I-I/OpSponsor’s approval PRIOR to any telecommuting ATP/RMP.

b. Ensure the time spent on telecommuting work is properly documented.

c. Ensure the assignment, project or task details and work expectations are understood prior to the telecommute ATP/RMP.

d. Understand the end state of the work product.

e. Submit the telecommuting agreement, telecommuting log, and unit muster sheet to the unit administration office for processing. Telecommuting muster sheets may be faxed to the administration office by the individual or CO/OIC/I-I/OpSponsor after being signed by the certifying and mustering official(s).

f. Coordinate written approval in advance should more time be required to complete a project

g. Understand that he/she is subject to the UCMJ while telecommuting.

h. Understand that during a telecommute, eligibility for any request of medical benefits require a JAGMAN investigation.

3. Reservists will not be authorized more than two ATPs for work conducted in a single day and not more than one RMP for a single day.

4. The ATP/RMP will be submitted to the CO/OIC/I-I/OpSponsor on the day a four-hour block is completed so as to ensure timely unit diary processing.

Letterhead

SSIC
Office Code
Date

From: Sergeant Joe S. Smith XXX XX 6789/MOS USMC
To: Reserve Unit Commander/Commanding Officer, Unit Title, City, State

Subj: REQUEST FOR RIDT/EDP/ATP/RMP (circle one)

Ref: (a) MCO 1001R.1K

Encl: (1) Supporting Documentation

1. Per the reference, it is requested that I be authorized to perform an RIDT/EDP/ATP/RMP (circle one) on (insert date) DD(or DD, DD) MMM YYYY (date(s)) for my absence from regularly scheduled IDT period(s) or to perform an addititonal IDT (insert date) DD(or DD, DD) MMM YYYY (date(s)).

2. Reason for request: Work conflict. The enclosure is provided to substantiate this action.

SIGNATURE OF MARINE

MEMORANDUM ENDORSEMENT Date

From: Reserve Unit Commander/Commanding Officer, Unit Title, City, State
To: Sergeant Joe S. Smith XXX XX 6789/MOS USMC

1. Returned approved / disapproved (circle one). To be performed with / without pay (circle one) (applicable to EDPs only).

2. You are directed to report to the Reserve Training Center by 0730 on 20 Sept 03. Once the drill is completed, the bottom portion of this form must be filled out in its entirety by a mustering official and turned into the administrative office in order for you to receive all appropriate pay (if authorized) and retirement points for the drill performed.

RESERVE UNIT COMMANDER

UNIT MUSTER SHEET

Unit Wpns Co, 3/23 RUC 14137 Type of IDT RIDT

Date/Month/Year of Drill __(insert date) DD(or DD, DD) MMM YYYY

PM( )	AM(20)	PM(20)	AM(21)	PM(21)	TOTAL	COMMENTS
NS	X	X	X	X	4	

X - PRESENT DATE ( ) AM NA PM NA

A - ABSENT DATE (20) AM 0730 PM 1700

NS - Not Scheduled DATE (21) AM 0730 PM 1700
(Report as "Present" only
personnel actually at muster)

Certified Correct: _____
Mustering Official Signature

_____
Unit Commander or designated
representative

Note 1: If a telecommute IDT, the telecommute request and telecommute log must accompany the muster sheet.
Note 2: Only one muster per IDT is required.

ADMIN USE ONLY

Date Received _____

Unit Diary Number_____ Date_____

Copy to:
Unit's 30 Day Tickler File

Figure 5-1.--Sample IDT Request Form
UNIT MUSTER SHEET

UNIT: RUC:

TYPE OF IDT:	CERTIFIED CORRECT	IDT DATES	NO. IDT
REG	_____	030905	1
	RESERVE UNIT	030906	2
	COMMANDER	030907	2

NAME	GRADE	SSN	PM (05)	AM (06)	PM (06)	AM (07)	PM (07)	TOTAL IDT	COMMENTS
DOE, J.	CAPT		X	X	X	X	X	5	
CAP, W.	GYSGT		NS	X	X	A	X	4	Note 1
LEAF, T.	SSGT		NS	NS	NS	NS	NS	0	Note 2
KING, L.	SGT		NS	NS	NS	NS	NS	0	Note 3
STAR, D.	LCPL		A	A	A	A	A	0	Note 4
CANE, H.	LCPL		A	X	X	X	X	4	Note 5

X - PRESENT

A - ABSENT

NS - Not Scheduled
(Report as "Present"
only personnel
actually at muster)

DATE (05) AM NA PM 1800

DATE (06) AM 0730 PM 1700

DATE (07) AM 0730 PM 1700

_____
SIGNATURE OF MUSTERING OFFICIAL

Comments should normally be written in the COMMENTS section; however, due to space constraints, the example COMMENTS are noted below:

Note 1 - 990205 RIDT SCHOOL CONFLICT
- 990206 LATE EA 0810 CAR PROB
Note 2 - 990205-990207 ADOS
Note 3 - 990205-990207 MEMBER HAS EXCEEDED MAX FY DRILLS
Note 4 - UA EIN NO CONTACT WITH MEMBER
Note 5 - 990205 EA EIO FAMILY WEDDING

Note 1: Only one muster is required during the IDT.
Note 2: If a telecommute IDT, the telecommute request and telecommute log must accompany the muster sheet.

Page __ of __

Figure 5-2.--Sample SMCR UMS

GENERAL OFFICER MUSTER SHEET

UNIT: MMSL, M&RA, HQMC, QUANTICO, VA RUC: _____

TYPE OF IDT: _____ LOCATION OF IDT _____

IDT DATES	NO. IDT(S)
030905	1
030906	2
030907	2

NAME	GRADE	SSN	PM (05)	AM (06)	PM (06)	AM (07)	PM (07)	TOTAL IDT	COMMENTS

_____
SIGNATURE OF GENERAL OFFICER

NOTE: UPON COMPLETION OF LAST IDT, FAX COMPLETED MUSTER SHEET TO M&RA (MMSL). ORIGINAL MUSTER SHEET WILL BE RETAINED BY THE GENERAL OFFICER FOR RECORD KEEPING PURPOSES

UNIT DIARY NUMBER:

_____

Page _____ of _____

Figure 5-3.--Sample General Officer UMS

IMA MUSTER SHEET

UNIT:___ RUC:_____

TYPE OF IDT:	LOCATION OF IDT	IDT DATES	NO IDT(S)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NAME	GRADE	SSN	PM ( )	AM ( )	PM ( )	AM ( )	PM ( )	TOTAL	COMMENTS

_____
Signature of General Officer
Or
IMA Operational Sponsor

Note 1: If a telecommute IDT, the telecommute request and telecommute log must accompany the muster sheet.

Note 2: All IMA Marines are no longer required to muster. Reserve General Officer's will continue to sign their own UMSs, and OpSponsor's will sign for all other IMAs.

ADMIN USE ONLY

Date Received _____

Unit Diary Number_____ Date_____

PAGE _____ of _____

Figure 5-4.--Sample IMA UMS

MCRAMM

1001
(Date)

From: <Grade> <First Name, Last Name> <SSN/MOS> USMC
To: CO/OIC/I-I/OpSponsor

Subj: REQUEST FOR TELECOMMUTING

Ref: (a) MCO l001R.1K

Encl: (1) Telecommuting Log

1. I have read and understand the telecommute policy and the requirements and I request authorization to telecommute.

2. I understand that I am subject to the UCMJ during a telecommute and any request for medical benefits during this time require a line JAGMAN investigation.

3. I understand that I am responsible for safe guarding any and all Personally Identifiable Information (PII) per current directives. I have completed PII training and certification of that training is on file with _____ (unit/command)

4. I voluntarily accept telecommuting and understand that it is a privilege and not a right and it can be terminated at any time.

5. I will ensure that the time spent on telecommuting is documented on the enclosed telecommute log.

6. The assignment should take _____ hours to produce _____. I understand that if the assignment takes longer than what is shown above, I must first receive written approval.

7. I will be telecommuting from _____, City, State and the site is a safe and productive work environment.

SIGNATURE OF MARINE

_ _ _ _

MCRAMM

TELECOMMUTING LOG

DATE	ACTION/LOCATION	TIME

Note: Record hours in one hour increments.

Signature of Marine

Date

Figure 5-6.--Sample Telecommuting Log

CHAPTER 6

Individual Ready Reserve Information and Administration

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Chapter 6

Individual Ready Reserve Information and Administration

Section 1: Policies for the IRR

6100. ASSIGNMENT TO THE IRR

1. The IRR consists of reservists with or without a remaining MSO who have previously served in the AC or SMCR.

2. Reservists will be transferred to the IRR as detailed elsewhere in this order and per reference (s).

3. All trained (primary MOS assigned) IRRs are subject to immediate active duty when mobilization is implemented.

6101. CG MOBCOM RESPONSIBILITIES. Under the direction of the CMC (M&RA) and COMMARFORRES, the CG MOBCOM will:

1. Establish plans and procedures to manage, train, administer and facilitate the mobilization of the IRR.

2. Ensure IRR personnel are aware of military service obligations and Reserve opportunities.

3. Ensure the IRR remains a mobilization asset by:

a. Screening/updating service records and MCTFS.

b. Conducting annual screening per reference (bd).

c. Conduct annual mobilization potential screening board per paragraph 8102 of this Order.

4. Maintain mandatory participants in a separate Reporting Unit Code (RUC) and manage accordingly to facilitate tracking and accountability. Prior to a reservist's reaffiliation with a SMCR unit, CG MOBCOM will make the necessary adjustment to their Mandatory Drill Participation Stop Date (MDPSD) to reflect entire period spent in the IRR. At no time will the MDSD be extended beyond the reservist's Reserve End of Current Contract (RECC) date.

6102. IRR MEMBER RESPONSIBILITIES

1. Members of the IRR are required to notify the CG MOBCOM of any change of address, telephone, marital status, number of dependents, civilian employment, change in medical condition, or

any other change affecting potential mobilization. These changes may be requested via MOL. Source documentation in the form of a lease, mortgage, etc should be provided to CG MOBCOM as address verification.

2. Members of the IRR who fail to notify the CG MOBCOM of current personal data may be ordered to active duty AD or ADT to obtain the necessary information. Members beyond their MSO may be discharged.

3. Members of the IRR, not scheduled for mandatory or voluntary training, may be required to serve one day of Muster Duty each year in order to accomplish continuous screening requirements as set forth in law and DoD regulation.

6103. RETENTION IN IRR. Reservists in the IRR will be considered to be unsatisfactory participants and may be recommended for administrative separation, as appropriate, for any of the following reasons:

1. Failure to comply with orders issued by competent authority. This includes mandatory participants who fail to reaffiliate with an SMCR unit upon completion of their authorized time in the IRR.

2. Failure to inform the CG MOBCOM of current DoD required data.

3. Failure to satisfactorily participate in required training.

6104. WEIGHT STANDARDS. Reservists must comply with weight and personal appearance standards per reference (bb).

1. IRR Marines

a. The CG MOBCOM will identify, by the review of periodic physical examinations, IRR Marines not meeting the Marine Corps standards for height and weight and take appropriate action as set forth in reference (bb).

b. IRR Marines reporting for involuntary activation will be evaluated in accordance with thos procedures in paragraph 3010 of reference (bb). Marines who are not within the standards will undergo a Body Composition Medical Evaluation by a Medical Office (MO). IRR Marines categorized categorized as obese, per Article 15-62 of reference (bb) or “out of standards with an underlying cause”, will be deactivated due to their status as medically unqualified for activation. IRR Marines categorized as “out of standrds without an underlying cause” and certified medically fit for active duty will complet their in-processing an be assigned to a Gaining Command. Gaining commands will monitor the marine’s progress towards meeting the MO established weight and body fat reduction goals. As long as these goals are met, the marine will not be placed on BCP. Should the marine fail to meet the MO’s established goals, the Gaining Command may place the Marine on the BCP.

2. In addition to the Report of Medical Examination (DD Form 2808), the CG MOBCOM will determine what other documentation is acceptable proof of adherence to the standard for IMA and IRR Marines.

Chapter 6

Individual Ready Reserve Information and Administration

Section 2: MTU Mission and Operation

6200. MISSION. To provide a structure and means of increasing the mobilization readiness of IRR members by using their special skills and extensive experience to support and enhance the combat readiness of the Marine Corps.

6201. DEFINITION. Authorized by reference (be), an MTU is a unit established to provide RC training in a non-pay status for volunteers of the IRR and the Standby Reserve (ASL) (to include key employees) attached under competent orders and participating in such units for retirement points.

6202. OPERATION

1. The CG MOBCOM manages and administers the MTU program. OpSponsors are encouraged to assist MTUs to the greatest extent possible in the accomplishment of essential administrative requirements. For additional information relative to management and personnel administration of the MTU refer to the MOBCOM MTU SOP published under separate cover. The CG MOBCOM will issue a Standard Operating Procedure (SOP) to outline the responsibilities of the CG MOBCOM, OpSponsors, and MTU members not covered in this Order.

2. OPCON of MTUs is assigned by the CG MOBCOM in coordination with the OpSponsor. Per the CG MOBCOM MTU SOP, membership in an MTU is limited to 5 consecutive and 10 cumulative years affiliation. Extensions may be requested by the OpSponsor to the CG MOBCOM.

3. The OpSponsor provides tasking in the form of MTU projects. Accomplishment of MTU projects must benefit the mission of the OpSponsor as well as the mobilization readiness of the individual MTU member(s). Mobilization readiness includes, but is not limited to, maintaining fitness by passing annual PFT and Combat Fitness Test (CFT) and adhering to current MCMAP requirements.

6203. UNIT ACTIVATION. In the event a request for MTU activation is required to support the mission of the OpSponsor, it will be submitted to the CG MOBCOM using the format prescribed in the MOBCOM MTU SOP.

6204. CREATION/DISSOLUTION. Requests to create or dissolve an MTU will be submitted in writing and forwarded to the CG MOBCOM (G3).

6205. CG, MOBCOM RESPONSIBILITIES

1. Manage the MTU program.

2. Provide administrative control of all MTUs, to include:

a. Creation/Dissolution.

b. Activation/Deactivations.

c. Designations of MTU billet titles.

d. Assignment of MTU OICs.

e. Approval and execution of joins and drops. Figures 6-1 through 6-3 apply.

f. Management of the MTU budget.

3. Approve OpSponsors.

4. Validate MTU missions in coordination with OpSponsors.

6206. OPERATIONAL SPONSORS

1. In coordination with the CG MOBCOM (G3), validate and evaluate projects. Projects should contribute directly to the operational readiness of a Reserve or Active Component command. Project requirements should be in the form of a Plan of Action and Milestones (POA&M).

2. Submit orders requests and proposed requirements to support projects to the CG MOBCOM. Request funding as appropriate for ADOS through OpSponsors chain of command.

6207. OFFICER IN CHARGE OF MTU

1. MTU OICs will conduct a minimum of 40 IDTs (non-paid) annually per the guidance provided by the CG MOBCOM.

2. MTU OpSponsors will ensure each IDT (non-paid) period and associated duties are equivalent to a minimum of 4 hours per IDT. No more than two IDT (non-paid) periods may be credited per day.

3. MTU OICs will ensure all members submit bi-annual certificates of physical condition to the CG MOBCOM utilizing form DD 2807-1.

4. MTU OICs will be assigned with the concurrence of the OpSponsor and CG MOBCOM.

6208. MEMBER RESPONSIBILITIES

1. MTU members will attend at least 90 percent of all scheduled IDT (non-paid) periods.

2. MTU members will submit a bi-annual certificate of physical condition to the CG MOBCOM and maintain weight and military appearance standards per reference (bb).

3. Members of MTUs are automatically eligible to be insured under SGLI for up to the maximum authorized which requires a monthly premium payment. In addition to the SGLI, eligible dependents are also automatically eligible to be insured under FSGLI if the member is participating in SGLI. FSGLI premiums are based upon the number of dependents and the amount insured. MTU members are required to pay their SGLI/FSGLI premium payments in advance, quarterly, on a calendar year basis. A check or money order made payable to the U.S. Marine Corps indicating "SGLI/FSGLI payment only" with the Marine's Social Security Number should be forwarded directly to the CG MOBCOM or payments may be made online with credit/debit card utilizing Pay.Gov where available.

4. Per reference (au), MTU members whose SGLI premium payments are in arrears and who have not declined SGLI coverage, shall not be permitted to voluntarily drill or serve on AD while their SGLI premiums remain in arrears. Reference (bf) provides additional information and procedures for failure of a member to remit Reserve SGLI payments.

5. Members of the MTU are required to comply with section 10205(a) of reference (a) and reference (bg) screening requirements by notifying CG MOBCOM of any change in their mailing address, marital status, number of dependents, or civilian employment (annual requirement), and of any change in the member's physical condition.

6209. FITNESS REPORTS. Fitness reports will be submitted per reference (af).

Chapter 6

Individual Ready Reserve Information and Administration

Section 3: MTU Training

6300. ORDERS. Members of MTUs do not perform AT. However, OICs of MTUs may request designated members of the unit be assigned ADOS or RCT as applicable in support of a MTU project. The request must be submitted via the OpSponsor to the CG MOBCOM. Only OpSponsors are authorized to submit requests for orders directly to MOBCOM. Requests for duty must be received by MOBCOM at least 30 days prior to the requested date of commencement of the ADOS/RCT.

6301. PHYSICAL TRAINING. Members of an MTU are required to annually complete and pass the PFT and CFT as well as maintain MCMAP certification in accordance with current orders and directives.

6301. FACILITIES AND SUPPLIES. Supplies required by the MTU to support necessary training or projects are provided by the OpSponsor or project sponsor.

Date: _____

From: _____
(Grade) (Full Name) (SSN/MOS) (DOR)

_____
(Full Mailing Address)

_____
(Home Phone) (Work Phone) (Cell Phone)

_____
(E-mail Address)

To: Commanding General, Marine Corps Mobilization Command (G3)
15303 Andrews Road, Kansas City, MO 64147-1207
Via: Officer in Charge, Mobilization Training Unit _____

Subj: REQUEST FOR MEMBERSHIP IN MOBILIZATION TRAINING UNIT ____

Ref: (a) MCO 1001R.1K MCRAMM
(b) U.S.C. Title 10

Encls: (1) Current Photo (Service “C” w/ribbons)
(2) Current Physical/HIV

1. Per reference (a), I request authorization to become a member of the subject unit. The enclosures are forwarded as part of my application.

2. I voluntarily accept orders subjecting me to the Uniform Code of Military Justice while in a drilling status.

3. Per reference (b), as a member of the IRR, I acknowledge that I am subject to involuntary recall and mobilization/deployment.

4. By accepting orders to an MTU, I am committing my time and expertise for a minimum period of two years except when interrupted by mobilization orders or transfer to SMCR.

5. I understand that I may not participate in the MTU program until the Commanding General, AC/S G3 MOBCOM has approved my application and I have received assignment orders.

_____
(Signature)

(Date)

FIRST ENDORSEMENT

From: Officer in Charge, Mobilization Training Unit _____
To: Commanding General, Marine Corps Mobilization Command, AC/S G3

1. Forwarded, recommending approval.

2. I certify that this Marine meets the height and weight requirements of MCO 6100.12.

_____
(Signature)

Figure 6-1.--Sample Request for Membership in the MTU

LETTERHEAD

1326
(Date)

From: Commanding General, Marine Corps Mobilization Command
To: <Grade> <First Name, Last Name> <SSN/MOS> USMC <Full Address>

Subj: MOBILIZATION TRAINING UNIT (MTU) MEMBERSHIP ORDERS

Ref: (a) Membership Application of (date)
(b) MCO 1001R.1K
(c) MCO P1020.34
(d) OPNAVINST 5510.1H

Encl: (l) Endorsements of MTU Membership Orders

1. Per your request in reference (a), and the authority contained in reference (b), you are authorized membership in MTU _____ effective this date. By your voluntary acceptance of these orders, you are authorized to perform inactive duty for training (non-paid) as a member of the MTU program.

2. Please endorse the enclosure and return it to the CG MOBCOM, via your Officer-in-Charge. Failure to do so within 30 days will require MOBCOM to transfer you from the MTU program to the Individual Ready Reserve (IRR). Do not return the original orders to MOBCOM as they are to be retained by you for your records.

3. You will be subject to the provisions of reference (b) and the Uniform Code of Military Justice while in an inactive duty training or active duty status.

4. Per reference (c), you are required to wear the appropriate uniform when attending unit meetings and when performing authorized duty.

5. According to the records at this command, your latest security clearance investigation on file is a (security clearance investigation) completed on (date). If required for a period of active duty, an interim clearance will be granted by MOBCOM. This clearance will only cover the period required by the orders.

6. You are directed to notify the CG MOBCOM immediately and in writing if you have a change of address, home or work telephone numbers, or if you wish to terminate your participation in the MTU program.

7. Your Reserve Reporting Unit Code is (RUC) _____. Your anniversary date is _____.

8. Upon joining the MTU, you are automatically insured under Servicemen's Group life Insurance (SGLI) for $400,000, which requires a monthly premium payment of $29.00. If you elect either reduced coverage (less than $250,000) or no coverage, an election must be made in writing by indicating on SGLI Form 8296 your desire for reduced or no coverage. If electing coverage under SGLI, your eligible dependents are automatically insured under Family Servicemen’s

Group Life Insurance (FSGLI). Amount of coverage and premiums are determined by your election and the amounts of dependents being covered. MTU members are required to pay their SGLI/FSGLI premium payments in advance, quarterly, on a calendar year basis. Make your check or money order payable to “U. S. Marine Corps" and indicate "SGLI/FSGLI payment only" with your Social Security number on the front of your check or money order. Forward all payments directly to MOBCOM. YOU WILL NOT BE PERMITTED TO VOLUNTARILY DRILL OR SERVE ON ACTIVE DUTY AT ANY TIME YOUR SGLI PREMIUM PAYMENTS BECOME IN ARREARS.

9. These orders remain in effect for a period of five years from the date issued, unless terminated by the CG MOBCOM.

10. If you have any questions, please call _____ at 1-800-255-5082.

SIGNATURE

1326
(Date)

FIRST ENDORSEMENT on CG, MOBCOM ltr 1326 of (Date)

From: <Grade> <First Name, Last Name> <SSN/MOS> USMC
To: Commanding General, Mobilization Command,
15303 Andrews Road, Kansas City, MO 64147-1207

Subj: MOBILIZATION TRAINING UNIT ORDERS

1. I received these orders at (Place) at (Time) on (Date).

SIGNATURE

Figure 6-2.--Sample MTU Membership Orders (Individual Assignment Orders)

1326
(Date)

From: Commanding General, Mobilization Command
To: Marine Concerned SSN/MOS USMC

Subj: TRANSFER FROM MOBILIZATION TRAINING UNIT (MTU)

Ref: (a) MCO 1001R.1K

Encl: (1) SGLI Forms

1. Per the reference, your membership in the MTU has been terminated, effective (date) and you have been transferred to the Individual Ready Reserve based on the following reason(s):

( ) Member’s own request

( ) OpSponsor request

( ) Non-participation

( ) Other:

2. Unless you join another Reserve unit, your Servicemember's Group Life Insurance (SGLI) will be terminated upon your transfer.

3. Your service in the MTU Program is appreciated. NOTE: If qualifying service is more than 20 years, add paragraph below:

4. Reservists having completed at least 20 years qualifying service for retirement purposes may continue SGLI. The enclosure is furnished should you desire to apply.

SIGNATURE

Copy to:
OIC, MTU

Figure 6-3.--Sample MTU Transfer Letter

CHAPTER 7

Standby Reserve Information and Administration

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FIGURE

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FIGURE 7-2	SAMPLE NOTIFICATION OF PROCEEDINGS; DISCHARGE FROM THE UNITED STATES MARINE CORPS RESERVE	7-9

Chapter 7

Standby Reserve Information and Administration

7100. ASSIGNMENT TO THE STANDBY RESERVE. Reservists who have not completed their MSO and are transferred to the Standby Reserve for any reason will be placed on the ASL. The CG MOBCOM will ensure Marines in this status are assigned accordingly. Individuals unable to participate in the Ready Reserve may be retained in the Standby Reserve.

1. Critical Military Skills. Individuals in the Ready Reserve who possess a critical military skill may be retained in the Standby Reserve. The list of critical military skills may be obtained from CMC (RAP).

2. Physical Evaluation

a. Members of the Ready Reserve who fail to complete a required physical examination or to submit an annual Certificate of Physical Condition will be subject to transfer to the ASL. The CG MOBCOM will make such notification by certified mail and will advise the individual to submit the requested information within six months of the date the notice was mailed.

b. Personnel failing to submit the requested information within six months will be transferred to the ASL and may be screened by board action for involuntary separation.

3. Hardship. Ready reservists whose immediate recall to active duty during an emergency would create an extreme personal or community hardship will be transferred to the Standby Reserve, the Retired Reserve, or will be discharged, as appropriate per reference (s).

4. Key Employees. Employers of Ready Reservists, particularly in the fields of public health, safety, and defense support industries are encouraged to use the Federal key position guidelines contained in reference (bd) for making key position designations and, when applicable, for recommending key employees for removal from the Ready Reserve. Requests for key employee status should be submitted to CG, MOBCOM. If approved, reservists may be offered assignment to either the ASL, the ISL, or discharged. CG, MOBCOM will account for reservists identified as a key employee.

7101. ASSIGNMENT TO THE ACTIVE STATUS LIST (ASL) OR INACTIVE STATUS LIST (ISL). Assignment to the ASL will be accomplished by the CG, MOBCOM in writing, using the format in figure 7-1. Assignment to the ISL will be accomplished by the CG, MOBCOM in

writing, using the format found in Chapter 4 (see section 4500.7 and figure 4-8)

7102. COMPOSITION OF THE ASL. The ASL is composed of reservists who meet one or a combination of the following criteria:

1. Are designated as key employees.

2. Have not fulfilled their statutory MSO.

3. Are temporarily assigned for a hardship reason and eventually intend to return to the Ready Reserve.

4. Are for other reasons determined by the SecNav and CMC prevented from participating in training on a regular basis.

5. Have failed to provide the required report of physical examination.

7103. SERVICE WHILE ON THE ASL

1. While assigned to the ASL, reservists:

a. Will not be assigned to a mobilization position.

b. May participate in Reserve training activities without pay, and may earn retirement credit points.

c. May be eligible for associate and appropriate duty orders (without pay).

d. Cannot be a member of a MTU.

e. Are required to provide the CG, MOBCOM with a current mailing address.

f. Are not required to attend IDT or ADT.

g. Will be considered for promotion.

h. Cannot attend annual IRR muster.

2. Reservists voluntarily assigned to the ASL who desire to transfer to either the ISL or the Ready Reserve will submit a written request to the CG, MOBCOM.

3. Any member of the ASL may, on request, be considered for transfer to the Ready Reserve when the reasons for their transfer to the Standby Reserve no longer exist.

4. Reservists on the ASL, who have completed at least 20 years of qualifying service, may request transfer to the Retired Reserve provided they meet the criteria for a Reserve retirement as set forth in reference (s).

7104. SCREENING THE ASL. The CG, MOBCOM will screen the ASL on a continual basis. The purpose of this screening is to make a determination on the mobilization potential of Marines assigned to the ASL. As a result of this screening, personnel may be subject to the following actions:

1. Transfer to the Ready Reserve if physically qualified and active participation is requested by the member.

2. Transfer to the ISL.

3. Transfer to the Retired Reserve if qualified and requested by the member. This may include solicited requests.

4. Discharge per reference (s).

7105. COMPOSITION OF THE ISL

1. The ISL of the Standby Reserve is composed primarily of members not required by law or regulation to remain as members of an active status program and who meet one or a combination of the following criteria:

a. Desire to retain Reserve affiliation in a nonparticipating status.

b. Have mobilization potential in skills which may be of future use to the Marine Corps.

c. Have at least 20 years qualifying Federal service and a disability rated at less than 30 percent, and choose ISL vice separation for that disability.

d. Are transferred to such a status as a result of a Board action.

2. Requests for assignment to the ISL will be forwarded to the CG, MOBCOM for approval.

7106. SERVICE WHILE ON THE ISL

1. While assigned to the ISL, reservists:

a. Will not be assigned to a mobilization position.

b. Will not be permitted to participate in Reserve training or earn Reserve retirement points.

c. Are required to provide the CG, MOBCOM with a current mailing address.

d. Are not eligible for pay or promotion.

2. Any member on the ISL may be considered for return to an active status on the ASL or to the Ready Reserve if a requirement exists, and the reservist is physically and otherwise qualified.

3. A reservist assigned to the ISL desiring transfer to an active status should submit a written request to the DC (M&RA).

4. A member of the ISL ordered to active duty will be considered to have been restored to active Reserve status for the period of time actually served on active duty under such orders. Members restored to active Reserve status are eligible for promotion once the member serves on the RASL for one year.

5. Service on the ISL may not be counted in any computation of years of service for retirement purposes. Assignment to the ISL terminates a reservist's anniversary year for Reserve retirement purposes. A new anniversary date for Reserve retirement purposes begins on the date of restoration to an active status. The reservist does not lose any rights which accrued prior to such assignment.

6. Service in the ISL is counted in years of commissioned service when determining service limits by grade and creditable service for pay.

7107. SCREENING THE ISL

1. The CG, MOBCOM will screen the ISL on a continual basis per reference (bd). The purpose of this screening is to make a determination on the mobilization potential of reservists assigned to the ISL.

2. As a result of this screening, reservists may be subject to the following actions:

a. Transfer to the Ready Reserve.
b. Transfer to the ASL.

c. Transfer to the Retired Reserve if qualified and requested by the member. This may include solicited requests.

d. Retention on the ISL.

e. Discharge (see figure 7-2).

3. CMC (MMSR) will forward results of the screening to the Secretary of the Navy, and issue appropriate instructions to the CG, MOBCOM.

Letterhead

SSIC
Office Code
Date

From: Commanding General, Mobilization Command
To: Sergeant Joe S. Smith XXX XX 6789/MOS USMC

Subj: NOTIFICATION OF CHANGE IN RESERVE STATUS; TRANSFER TO THE ASL

Ref: (a) MCO 1001R.1K
(b) MCO P1900.16

*NOTE: Paragraphs 1, 2, 3a, 3b, 4, and 5 apply to both ASL and ISL members.

Paragraphs *3c through *3g apply to ASL only.
Paragraphs **3c through **3f apply to ISL only.

1. Reference (a) requires all members of the Ready Reserve, except reservists on active duty, be screened annually to ensure a Ready Reserve force composed of qualified individuals who will be immediately available during any national emergency.

2. Based on results of a recent screening, you will be transferred to the Standby Reserve Active Status List (ASL) by reason of _____ effective (date).

3. Certain conditions below, mandated by the Department of Defense, apply to membership in the ASL, Standby Reserve:

a. Members are required to provide this Command with a current mailing address.

b. Mobilization of the Standby Reserve is authorized in time of war or national emergency declared by Congress or when otherwise authorized by law.

c. Attendance at inactive duty training or annual training is not required. Members will not usually be permitted to participate in Reserve training or be assigned to a Reserve unit, but may make application to participate voluntarily in Reserve training and earn retirement credit points in a non-pay status, and may affiliate for this purpose with units of the Selected Reserve.

d. Membership in an MTU *is* not permitted. However, reservists may affiliate with an MTU under associate duty orders (non-pay status) for the purpose of earning retirement credit points.

e. Assignment to a mobilization position is not authorized.

f. As a member of the ASL, reservists remain eligible and are considered for promotion up to the grade of colonel. Members are not eligible for promotion to general officer grades.

g. Individual reservists, qualified for retirement except for having reached 60 years of age, are required to attain 50 retirement credit points

annually to be retained in the Ready Reserve or the Active Status List, Standby Reserve. Waivers of this requirement on a one-time basis may be made under exceptional circumstances by the Secretary of the Navy. Per reference (b), requests of this nature will be forwarded to the DC (M&RA) via the CMC (MMSR) and the CG, MOBCOM.

4. Rather than transfer to the ASL, you may apply for transfer to the Retired Reserve if eligible per reference (b). You may also request resignation per current directives if you have completed a period of obligated service under law or contractual agreement. You may, upon request, also be considered for return to an active status in the Ready Reserve at any time, if a requirement exists and you are physically and otherwise qualified. Requests of this nature should be forwarded to the CMC (RA) via the CG, MOBCOM.

5. If you have are any questions about your change in status, please contact _____ at this Command at toll-free (800) 255-5082.

SIGNATURE

Copy to:

Figure 7-1.--Sample Notification of Change in Status; Transfer to the ASL

LETTERHEAD

1001
MOBCOM
(Date)

From: Commanding General, Marine Corps Mobilization Command
To: RANK FNAME MI LNAME XXX XX 4SSN / MOS USMC
(ADDRESS)
(CITY, STATE ZIP)

Subj: NOTIFICATION OF PROCEEDINGS; DISCHARGE FROM THE UNITED STATES MARINE CORPS RESERVE

Ref: (a) Title 10, U.S. Code
(b) SECNAVINST 1920.6C

Encl: (1) Resignation from the U.S. Marine Corps Reserve
(2) Reserve Facts

1. This letter is sent to you as notification that you are being processed for discharge from the United States Marine Corps Reserve for reason of inactivity. Specifically, you have not requested a return to an active status for a period greater than 1 year following your transfer to the Standby Reserve – Inactive Status List (ISL). In accordance with the references, you are advised of the following:

a. The recommended characterization of service is Honorable.

b. You have the right to submit a rebuttal or decline to make a statement.

c. You have the right to confer with appointed counsel.

d. You may tender a resignation in lieu of separation processing per enclosure (1).

e. Upon request, copies of your official military personnel files will be provided.

2. Rather than be involuntarily discharged, you may:

a. Request resignation from the Marine Corps Reserve, per Enclosure (1).

b. Join a Selected Marine Corps Reserve (SMCR) Unit or be assigned to a Individual Mobilization Augmentee (IMA) billet. If you choose this option, all required join actions must be completed within 30 days of receipt of this letter. Billet vacancies for SMCR/IMA are listed in RDOL, or contact the nearest Prior Service Recruiter at www.mcrc.usmc.mil/G3/PSR.

c. Request to be transferred to an active status. While in an active status, you will be required to earn 27 Career Retirement Credits per anniversary year.

d. Request to remain on the ISL.

3. Unless your resignation is sooner tendered, failure to respond in writing within 90 days of this notification will be considered as consent and will result in your involuntary discharge.

4. Furthermore, you are advised that involuntary discharge will limit your potential for future military service. As such, we encourage you to undertake one of the alternate courses of action offered above.

5. If you have any questions regarding the information provided in this letter, please contact XXXX XXXXXX at 1-800-255-5082, extension XXXX. You are encouraged to submit all questions and documentation directly to MOBCOM using our on line Customer Service Center at: http://mobcom.mfr.usmc.mil/. (A link is located at the very bottom of the MOBCOM homepage.) You will receive a tracking number for your request, and periodic updates as it is processed.

6. For a more in-depth review of your individual circumstances, you may schedule career counseling with the Reserve Career Counselors at HQMC by calling 877-415-9275 (Option 5) or online at wwww.manpower.usmc.mil -> Reserve Marine -> RA -> CMT -> Career Counseling.

M. FERDINAND
By direction

Copy to
MMSR-1
MMSB-20

Figure 7-2.--Sample Notification of Proceedings; Discharge from the United States Marine Corps

_____
(DATE)

From: Rank FNAME MI LNAME XXX XX 4SSN / USMC
To: Commandant of the Marine Corps (MMSR-1)
Via: Commanding General, Marine Corps Mobilization Command
15303 Andrews Road, Kansas City, MO 64147-1207

Subj: Resignation from the U.S. Marine Corps Reserve

Ref: (a) CMC ltr 1001 MOBCOM of DD MMM YY

1. Per the reference, I am within 14 months of my military service obligation and elect the following option:

( ) I REQUEST TO RESIGN MY COMMISSION IN THE UNITED STATES MARINE CORPS RESERVE EFFECTIVE _____.

I can be contacted at _____.
(PROVIDE TELEPHONE NUMBER)

_____
(Signature)

Note: THIS FORM MUST BE RECEIVED BY MMSR-1 NO LATER THAN FOUR MONTHS FROM THE EFFECTIVE DATE OF RESIGNATION.

Enclosure (1)

CHAPTER 8

Mobilization

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Chapter 8

Mobilization

Section 1: Mobilization Management/Readiness Screening

8100. TOTAL FORCE POLICY. The Marine Corps Total Force consists of the AC, RC, and retired personnel. The RC provides trained unit/detachments and qualified individuals required to augment and reinforce the AC during wartime or national emergency. See reference (bh) for detailed guidance and procedures for mobilizing/recalling members of the Reserve.

8101. CONTINUOUS SCREENING OF READY RESERVE. Per Section 10149 of reference (a), the Ready Reserve will be continuously screened to ensure Reserve manpower is properly shaped to provide optimum augmentation and reinforcement of the Total Force. CMC (M&RA) is responsible to continuously screen the Ready Reserve and manage existing manpower controls. These controls are in the form of processes and mechanisms developed to ensure SMCR units are manned with available and trained Reserve Marines having the proper balance of military skills to fill a variety of operational requirements. Additionally, the processes and mechanisms ensure individual reservists are trained and available with requisite military skills.

8102. DEPLOYMENT/READINESS SCREENING. All reservists with the exception of ARs will be screened tri-annually to ensure individuals are ready to mobilize in support of the Total Force. Units will conduct deployment/readiness audits prior to a unit/detachment or individual deployment. This audit can suffice as the triennial administrative audit provided that all other triennial administrative audit requirements are met. Paragraph 4301 details requirements of these audits.

1. Members of the IRR will be required to perform muster duty or be screened by mail or electronically to confirm their physical condition, dependency status, military qualifications, civilian occupation skills, availability for service, current address, telephone number, and other information required for mobilization readiness. The CG MOBCOM has responsibility to screen the IRR population.

2. Officer Mobilization Potential Screening Board. The CG MOBCOM will conduct an Officer Mobilization Potential Screening Board every 5 years or earlier as directed by CMC (RA), to determine the potential and availability for mobilization of portions of the IRR and Standby Reserve (ASL and ISL). CG MOBCOM will notify Reserve Marines to be screened per reference (s). The board will be conducted as prescribed in a precept signed by

the Secretary of the Navy and will recommend one of the following:

a. Transfer to the Retired Reserve, if qualified.

b. Transfer to or retention in the Standby Reserve.

c. Discharge.

d. Other action as authorized in the board precept.

8103. MISCELLANEOUS SCREENING. In the event of mobilization Ready Reservists identified for mobilization may submit a request for Delay, Deferment, and Exemption (DD&E) as prescribed by DoD In accordance with reference (bd). Ready Reservists identified in the following categories will be screened as specified:

1. Conscientious Objectors. The processing of conscientious objectors is outlined in reference (bi). Conscientious objectors are not addressed under deferment or separation criteria, but should be screened prior to mobilization. Reserve Marines who declare themselves conscientious objectors upon notification of mobilization will still be ordered to active duty and must report as directed in their orders. The request for conscientious objector status will be processed while the individual is on active duty.

2. Health Care Professional Graduate Study. Per reference (bd), Ready Reservists may not be transferred from the Ready Reserve solely because they are students, interns, residents, or fellows in the health care professions. Upon mobilization, they shall either be deferred or shall be mobilized in a student, intern, resident, or fellow status until qualified in the appropriate military specialty.

3. Theological Students. Members of the RC preparing for the ministry in an accredited theological or divinity school cannot be involuntarily ordered to active duty or required to participate in IDT. These students must be transferred to the Standby Reserve (ASL) for the duration of ministerial studies at accredited theological or divinity schools upon approval by COMMARFORRES (SMCR members) or CG MOBCOM (IRR/IMA members). Upon graduation or ordination, the Reserve Marine will be transferred, upon request, to a military service sponsoring a military chaplain program.

4. Key Employees. Employers/Federal agencies must submit a Reserve Status Request (figure 8-1) to CG MOBCOM for approval/

disapproval on any current employee or a Reserve Marine who is applying for a Key Federal position. Upon mobilization, requests will be forwarded to OSD-RA via CMC (RA) for approval/disapproval. A Reserve Marine who is designated a Key Employee by CG MOBCOM will be processed per paragraph 7100.4 of this Order. CMC (MMSR) is the approval authority for retirees. CG MOBCOM will maintain a Key Employee database and update CMC (M&RA) quarterly, with the name, rank, SSN, and number of Key Employees. This information will be collected in MOL and it will be the responsibility of the Marine to log onto MOL, go to Tools, then go to RDOL and fill out the User Profile. This revision to the current process will not affect how the mobilization exemption requests are processed at OSD-RA. In the event an Employer wishes to submit a request for a RC to be designated a Key Employee, a request will be submitted to the SecDef for adjudication.

5. Federal Government Officials. Federal Government officials will be screened as follows:

a. The Vice President of the United States or anyone specified in the order of Presidential succession, who is a member of the Ready Reserve, will be transferred to the Standby Reserve, the Retired Reserve, or discharged, as appropriate.

b. Members of Congress, heads of federal agencies appointed by the President with the consent of the Senate, and the Federal judiciary (District, Circuit and Supreme Court judges and justices only) and other federal positions, determined by federal agency heads to be key positions, who are members of the Ready Reserve will be transferred to the Standby Reserve, the Retired Reserve, or discharged as appropriate. (The Superior Courts of the District of Columbia and the District of Columbia Court of Appeals are considered to be State Courts.)

6. Hardship. Personal or community hardships peculiar to the RC are addressed in this section to provide guidance to commanders. Reference (s) provides detailed guidance on the subject. Personal hardship cases shall be screened as follows:

a. When the immediate recall to active duty of a Reserve Marine will create a hardship, as determined and approved by the CMC (RA), the Reserve Marine will be transferred to the Standby Reserve, the Retired Reserve, or discharged, as appropriate. Mandatory participants may be transferred to the Standby Reserve because of temporary hardship, temporary disability, or other cogent reasons, and will be transferred back to the Ready Reserve when the reason for the original transfer no longer exists.

b. When the mobilization of an SMCR unit depletes the surrounding community of a significant number of individuals involved in public safety or public health professions, CMC (RA) will determine if such a situation will cause a potential community hardship.

7. Potential Humanitarian Assignments. Personal and family problems that can reasonably be expected to continue, are considered long term in nature, and limit the Reserve Marines's potential for worldwide assignment, may be the basis for a special duty station assignment during mobilization. The problem must involve the Reserve Marine's immediate family and the individual's presence must be required to alleviate or eliminate the hardship. Requests, per reference (as), will be forwarded to the CMC (RA) via the chain of command.

8. Critical Skills. The CMC (RA) will identify and publish a list of critical short skills in the Selected Reserve. CMC (MM) will maintain a list of critical short skills for the AC as reflected by the Grade Adjusted Recapitulation (GAR). These critical short skills may be filled by available Reserve Marines via the Manpower Mobilization Assignment System (MMAS) process once Partial Mobilization has been declared.

9. Legal Matters. Reserve commanders are responsible for premobilization legal counseling. Topics that must be discussed are:

a. Power of Attorney.

b. Preparation of wills.

c. In the case of single parents or dual service couples, the requirement to have a family care plan in place for the care of of dependent children. See reference (ar).

d. Applicable portions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Section 4301 of reference (y) chapter contains more information.

8104. DEMOBILIZATION AND TRANSITION ASSISTANCE. ReserveMarines who demobilize will be eligible to receive Marine for Life (M4L) transition assistance, if desired. The M4L program offers active duty Marines who are preparing to leave active service with transition assistance and opportunities, via a network of strategically located Hometown Links (HTLs), for a period of 90 days after the end-active-service (EAS) date. Local HTLs assist transitiong Marines with employment, education, relocation, and related community service opportunites as they adjust from the military to the civilian lifestyle. Although Reserve Marines

have already experienced this separation process, extended mobilization may reintroduce transition burdens. Marines who are interested in utilizing this valuable resource may access the M4L web site at http://www.marineforlife.com.

Chapter 8

Mobilization

Section 2: Force Readiness Assessment and Assistance Program (FRAAP)

8200. PURPOSE

1. Units of the SMCR must be at a high state of readiness for mobilization and deployment to combat. The FRAAP is a no notice IDT designed to test mobilization/deployment readiness.

2. SMCR units, individually, or as a group, are required to demonstrate satisfactory performance in the mobilization process with evaluation concentrated in administration, logistics, supply, embarkation, transportation, and recall procedures.

3. The FRAAP may be conducted during scheduled weekend IDT periods or preceding an AT, and may include deployment to a training site or preselected location. Further details are contained in reference (bj).

Chapter 8

Mobilization

Section 3: Contingency Affiliated Billet (CAB) Assignments

8300. GENERAL. In concert with references (bh) and (bk), all non SMCR Reserve billets on the Total Force T/Os have been validated as necessary structure requirements to accomplish the Marine Corps wartime mission during contingency operations. If required, these Contingency Affiliated Billets (CABs) will be filled by available manpower once activation authority has been granted. Manpower budgetary reality prohibits the staffing of CABs during periods of non-contingency. However, CABs can be filled by members of the IRR or ASL willing to train in a wartime billet to maintain military skills and gain familiarity with local procedures. These members are authorized to conduct non-paid drills for Reserve retirement credits, RCT, and OpSponsor funded ADOS as funding permits.

8301. RESPONSIBILITIES

1. The CG MOBCOM will:

a. Issue RCT and/or ADOS-AC orders to provide CAB Marines training.

b. Maintain the capability to issue mobilization orders, if directed by the CMC (MP).

2. OpSponsors will:

a. Notify the CG MOBCOM in writing of the name of a Reserve Marine assigned to a CAB.

b. Submit to the CG MOBCOM funding requirements for training of CAB Marines.

c. Solicit Marines to train in available CABs.

d. Request RCT orders for CAB Marines from CG MOBCOM.

Chapter 8

Section 4: Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)

8400. UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT OF 1994 (USERRA)

1. Purpose. The USERRA was first enacted as part of the Selective Training and Service Act of 1940 and was called the Veterans' Reemployment Rights (VRR) law. USERRA provides that a person who leaves a civilian job for voluntary or involuntary military service, in peacetime or wartime, is entitled to reemployment in the civilian job upon release from active duty under honorable conditions. The purpose of the law is to minimize employment problems that can result from military service, minimize disruption to the lives of service members, their employers, fellow employees, and communities, and to prohibit discrimination against persons who perform military service. On 16 January 2006, new regulations implementing the 1994 law became effective. The regulations can be found at reference (bl) part 1002. The regulations are presented in a reader-friendly question and answer format. Under the 1994 law, several significant changes have occurred:

a. An employee no longer requests permission to be absent for military leave but rather provides notification of pending military service.

b. There is no longer any differentiation between voluntary and involuntary service.

c. An employee cannot be required to use earned vacation or similar leave days for military leave of absence.

d. Time away from the employer for military service counts toward vesting and retirement purposes.

2. Coverage. The law covers persons who perform duty in the uniformed services, except those serving in civilian jobs where there is no reasonable expectation that employment will continue indefinitely or for a significant period.

3. Application to Employers. The law applies to all employers in this country (federal, state, and all private employers, regardless of size).

4. Eligibility Criteria. A Reserve Marine must meet six criteria to have the right of reemployment after a period of active duty.

a. They must have held an "other than temporary" civilian job. (A temporary job is defined as one with a definite end date in the near future).

b. They must have left the job for the purpose of entering active duty.

c. The period of active duty must not have exceeded five years. (Exceptions to the eligibility criteria are: emergency recalls, Reserve IDT, and annually scheduled ADT (These periods DO NOT count toward the five year cumulative total).

d. They must have given prior notice to their civilian employer.

e. They must have been discharged or released from active duty under honorable conditions.

f. They must have applied for reemployment in a timely manner outlined in the following paragraph.

5. Responsibilities of the Reserve Marine. Marines have two major responsibilities in order to retain their rights under USERRA.

a. They must give prior notice to their employer of an impending absence due to military service (including IDT). This advance notification can be either verbal or written. Notification is not required if it is precluded by military necessity, or under all relevant circumstances, it is impossible or unreasonable to give.

b. They must report back to work or apply for reemployment in a timely manner.

(1) For Reserve Marines serving up to 30 days, the deadline to report back to work is the first full regularly scheduled work period, on the first calendar day following the completion of the period of service. This must include the expiration of eight hours time, required for safe transportation from the place of service to the person's residence.

(2) Reserve Marines serving 31-180 days must apply for reemployment within 14 days following release from active service.

(3) Reserve Marines serving 181 days or more must apply within 90 days from their release from active service.

(4) An exception to the reporting timelines exists for Reserve Marines who are disabled or impaired because of military service.

6. Entitlements. If a returning veteran meets USERRA's eligibility criteria, the veteran is entitled to the following:

a. Prompt reinstatement and status.

b. Seniority. The returning Reserve Marine is entitled to be treated as if he or she had been continuously employed for all seniority purposes, including civilian pension.

c. Special protection against discharge without cause

(1) If the period of training or service was 181 days or more, the returning reservist can only be discharged for cause within one year following proper reinstatement.

(2) The period of special protection is 180 days if the training or service lasted 31-180 days.

(3) There is no period of special protection following tours of 30 days or less; however, under section 4311 of USERRA, it would be unlawful to discharge a Reserve Marine because of such a tour.

d. Training or Retraining. The returning Reserve Marine must be qualified in order to have the right to reemployment, but the employer is required to make reasonable efforts to qualify the member. This would include training or retraining to help the Reserve Marine learn new equipment and methods.

e. Reinstatement of Health Insurance Coverage. The returning Reserve Marine is entitled to immediate reinstatement of personal and family health insurance coverage. There must be no waiting period and no exclusion of pre-existing conditions other than those which the Department of Veterans Affairs has determined to be service-connected and for which the federal government will provide care.

7. Discrimination Prohibited. A person who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform service in a uniformed service shall not be denied initial employment, reemployment, retention in employment, promotion or any benefit of employment

by an employer on the basis of that membership, application for service, or obligation in the uniformed services.

8. Assistance and Enforcement. Assistance and enforcement of USERRA may be sought through:

a. Non-Federal Jobs

(1) The Secretary of Labor, through the Veteran's Employment and Training Service.

(2) The Attorney General.

(3) Private counsel.

b. Federal Jobs

(1) The Secretary of Labor, through the Veteran's Employment and Training Service.

(2) Office of Special Counsel/Merit System Protection Board.

(3) Self-representation or private counsel before the Merit System Protection Board

c. The National Committee for Employer Support of the Guard and Reserve (ESGR) can provide further advice and information on USERRA at 1 (800) 336-4590 or via the Internet at www.esgr.org.

d. The Marine Forces Reserve Staff Judge Advocate’s Office for information and initial assistance.

SSIC
Date

From: Agency, Name, Address, Zip Code
To: Commanding General, Marine Corps Mobilization Command,
15303 Andrews Road, Kansas City, Missouri 64147-1407

Subj: REQUEST FOR RESERVE MARINES TO BE REMOVED FROM THE READY RESERVE DUE TO CURRENT ASSIGNMENT OR APPLICATION TO A KEY EMPLOYEE POSITION

Ref: (a) DOD Directive 1200.7
(b) MCO 1001R.1K

1. Per the references this is to certify that the Reserve Marine identified below is vital to the nation's defense efforts. This Reserve Marine is currently employed in a civilian job, or has applied for a position that will preclude mobilization with the Military Services in an emergency for the following reason(s):

(State Reasons)

2. Therefore, I request that (he/she) be removed from the Ready Reserve and that you advise me accordingly when this action has been completed.

3. The employee is:
Name of employee: (Last, First, Middle)
Military grade and component:
Last 4 of Social security number:
Current full home address:
Current full military unit address to which assigned:
Title of employee's current civilian position or position the reservist has applied for:
Date hired or assigned to position or anticipated hire date:

Signature
Typed name
Title or position

Note: In the case of retirees, use Headquarters, U.S. Marine Corps, Manpower and Reserve Affairs (MMSR), 3280 Russell Road, Quantico, VA 22134-5103 as the address.

Figure 8-1.--Sample Reserve Status Request (Key Position)

CHAPTER 9

Career Progression, Promotion and Retirement

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Chapter 9

Career Progression, Promotion and Retirement

Section 1: Reserve Career Progression

9100. OPPORTUNITIES FOR RESERVE DUTY

1. RESERVE OFFICER OPPORTUNITIES

a. The Reserve programs discussed in this Order offer a Reserve officer the potential for a varied Reserve career until resignation, discharge, or retirement. It is the responsibility of all officers to monitor and plan their careers. The Reserve officer should maintain a career balanced with varying billets and duty assignments, and undertake both resident and non-resident Reserve PME courses.

b. The Career Management Team (CMT), as a branch of CMC (RA), provides career counseling, official record reviews, and fitness report evaluation for Reserve officers. A counselor can be contacted by telephone, toll free, at 877-415-9275 or by visiting the website, www.marines.mil > Career > Manpower & Reserve Affairs > Reserve Marines > Reserve Affairs (RA) > CMT. Additionally, the general shared e-mail address is cmt@usmc.mil.

2. RESERVE ENLISTED OPPORTUNITIES

a. A variety of options exist for enlisted personnel within the RC to include technical training programs and educational funding assistance programs. Reference (bm) details the many options available to the enlisted reservist.

b. CMT provides the same career counseling, record reviews, and fitness report evaluation for enlisted Marines as they do for Reserve officers.

3. RESERVE DUTY ON LINE (RDOL). Marines can search for SMCR/IMA billets, ADOS, and Reserve Counterpart Training (RCT) opportunities as well as register for availablity for ADOS and RCT. Go to Marine on Line at: https://www.mol.usmc.mil/ >Resources >RDOL

9101. OFFICER ASSIGNMENT

1. Priorities for the assignment of officers to SMCR units are:

a. To ensure each unit has sufficient MOS qualified officers to further the unit’s mission accomplishment and readiness.

b. To afford equal opportunities for assignment to such billets.

c. To facilitate and encourage maximum participation by company grade officers.

d. To assign officers of correct billet grade to the greatest extent possible.

2. In the event of mobilization and dependent on activation/mobilization levels, the requirement for officers will be reflected in the Wartime Authorized Strength Report (WASR) and filled by CMC (M&RA) from the available mobilization manpower pool.

9102. OFFICER STRENGTH LIMITATIONS. The number of officers in an SMCR unit/ is governed by the applicable T/O. SMCR unit commanders will not exceed the number of officers authorized by the command’s table of organization (T/O) without the approval of COMMARFORRES or his designated representative. In no case may the total T/O officer strength authorized for MARFORRES be exceeded unless approved by the CMC (RA). Officer stengths for the IMA program are governed by reference (b) and CMC (RAP).

9103. OFFICER TOUR

1. The normal tour for SMCR unit officers shall be 3 years. Multiple 1-year extensions may be authorized by COMMARFORRES (or his designated representative) when a suitable replacement is not available.

2. It is the officer's responsibility to initiate a request for an extension, if so desired. Extensions will terminate on the predetermined end date of the extension, upon the join of a qualified replacement, or at the direction of COMMARFORRES.

3. The following rules will govern the join of a qualified replacement when a unit's officer authorization has been met:

a. If an officer is serving on an extension and a qualified replacement is identified, the replacement will be joined and the officer serving the extended tour will be transferred from the unit no later than three months after the new officer's join date.

b. If more than one officer in the unit is serving on an extension, the commander shall transfer the officer with the

longest continuous SMCR service no later than three months after the new officer's join date.

c. If an officer exceeds the billet grade specified for the T/O billet line number, the replacement will be joined. The officer exceeding the billet grade will be transferred from the unit no later than three months after the new officer's join date.

4. If an officer does not meet the requirements for a specific billet, a vacancy does not exist, or a vacancy cannot be created by the preceding actions, the officer should be encouraged to participate in the Marine Corps Reserve via other means. Section 9100 and table 9-1 provide a quick reference for other forms of Reserve participation in addition to the SMCR.

5. A change of billet within a unit at the same geographic location does not start a new tour. A new 3-year officer tour is initiated upon transfer from one unit to another or upon transfer to a unit at a separate geographic location.

6. Tours for officers assigned to IMA billets are governed by reference (b).

9104. OFFICER BILLET GRADE/MOS LIMITATIONS

1. Grade. Officers must hold the grade prescribed for their billet by T/O, except as follows:

a. Lieutenant colonels may fill a colonel's billet if no colonel is available. On a case-by-case basis, a lieutenant colonel may fill a major's billet for a maximum of two years if a major is unavailable and the CG of the respective MSC approves the assignment.

b. Majors may fill captain billets when officers of the appropriate grade are not available. Naval Aviators in the grade of major may be retained in 4th MAW units when sufficient company grade naval aviators are not available to fill T/O requirements.

c. Captains may fill lieutenant, chief warrant officer, and warrant officer billets, if officers of the appropriate grade are not available.

d. Lieutenants may fill captain, chief warrant officer, and warrant officer, if officers of the appropriate grade are not available.

e. Warrant officers and chief warrant officers may fill billets above or below their grade provided an officer of the appropriate grade is not available.

2. Overgrade. When billet grade is exceeded as a result of promotion, the following applies:

a. Commanding officers and OICs may remain in their billet until completion of their command tour, except in the case of officers promoted to colonel. Refer to reference (bn).

b. The officer will be reassigned to a billet for which the grade is authorized or transferred from the unit within 90 days of the promoion to the next higher grade.

3. MOS Limitations. Officers should possess the requisite MOS associated with the specific T/O and line number. If an officer does not possess the appropriate MOS, the commander will take appropriate action to qualify the officer in the new MOS persuant to paragraph 4502.

9105. DUTY AS COMMANDING OFFICER/OFFICER IN CHARGE

1. Command Screening. Per reference (bn), the Marine Corps has established a centralized process by which Reserve officers are evaluated and screened for senior command billets (lieutenant colonel/colonel). The screening process closely parallels the AC command screening process with appropriate modification for Reserve unique circumstances. Billet availability is determined by COMMARFORRES in conjunction with CMC (RA). Screening will be held on an annual basis with notification announced via MARADMIN, personal correspondence, and other media. See reference (bn) for additional guidance.

2. Command Billets not Subject to CMC Command Screening Process

a. Eligible officers should be informed and afforded an opportunity to compete for command billets. Availability of command billets should be advertised 6 months prior to the billet vacancy. Notification of pending billet vacancies should be input by the individual unit commander within RDOL to receive the widest possible distribution to include:

(1) Officers in local SMCR units and IMA Detachments.

(2) Officers in the local Mobilization Training Unit (MTU).

(3) Officers in the IRR (contact the local Prior Service Recruiter or CG MCRC).

b. Applications will be submitted via the chain of command to COMMARFORRES for approval. COMMARFORRES or his designated representative will assign:

(1) Deputy District Commanders (PWST).

(2) MTU OICs.

c. COMMARFORRES and CG MOBCOM (in coordination with IMA/MTU OpSponsors) will promulgate billet position descriptions concerning billet objectives and assignments.

d. The normal tour of duty as a CO/OIC of an SMCR unit is 2 years. The COMMARFORRES/CG MOBCOM may designate certain command billets for tours of duty longer than 2 years. The command assignment authority may authorize one extension of up to one year.

e. Any IMA extensions must be approved by CMC (RA) per reference (b). Requests must be received at least 90 days prior to the expiration of the extension and will include complete justification and/or action taken to recruit a replacement.

9106. RESERVE WARRANT OFFICER/CHIEF WARRANT OFFICER POLICY

1. Per reference (bo) , a permanent Reserve warrant officer/chief warrant officer who has at least 30 qualifying years of active service will be transferred to the Retired Reserve or the Marine Corps Reserve Retired List, as appropriate, no later than 6 months after the individual completes that service.

2. Selective retention beyond 30 years will be granted to Reserve warrant officers/chief warrant officers who are on active duty (other than for training) and who are within 2 years of becoming eligible for retired pay under a purely military retirement system. Reserve warrant officers/chief warrant officers who fall within this category may not be involuntarily released from active duty before they become eligible for retired pay, unless approved by the SecNav.

3. CMC (M&RA), acting for the SecNav, may authorize the continuation of a reserve warrant officer/chief warrant officer beyond 30 years of active duty under the following circumstances: volunteered in an active status in the Ready Reserve and is medically qualified for active service or retention in an active status; possesses some special qualification or skill for which a military requirement exists which cannot be met by a regular warrant officer on active duty; is a reserve warrant officer in the Ready Reserve with less than 30 years of qualifying service.

a. Reserve warrant officers will not be retained on active duty or in an active status in the Ready Reserve beyond 60 years of age, regardless if any of the criteria above are met.

b. The criteria listed in paragraph 9106.3 are guidelines used by CMC to evaluate requests for exceptions to policy. Each request is considered on a case-by-case basis and is closely scrutinized for validity. Requests to waive the general policy will not be automatically approved based solely on the criteria contained in paragraph 9106.3.

4. Reserve chief warrant officers who desire an extension beyond 30 years and require an exception to policy will submit their requests via their chain of command to CMC (MMSR-5), citing this Order as a reference. Factors that should be addressed in the request are cited below:

a. State the special skill or qualification that requires retention and for which a military requirement exists that cannot be fulfilled by a Regular warrant officer/chief warrant officer or another Reserve warrant officer/chief warrant officer on active duty with under 30 years of qualifying service.

b. State the status of the warrant officer/chief warrant officer (i.e., IRR, SMCR, AR).

c. Provide date current tour began and efforts of the command to find and train a suitable replacement.

d. If the chief warrant officer is a CWO5, state whether the individual desires to complete three years in grade.

9107. AVIATION OFFICER POLICY

1. Duty Assignment. All RC Aeronautically Designated Personnel (ADP) must be assigned in either a Duty Involving Flight Operations (DIFOP) or Duty Involving Flight Denied (DIFDEN) status. COMMARFORRES or his designated representative will make the assignment to DIFOP/DIFDEN within 4th MAW commands. CMC (RA) will designate IMA and AR aviation officer billets as DIFOP or DIFDEN status.

2. Aviation Career Incentive Pay (ACIP). ACIP will be managed in accordance with references (ab) and (as). Requests or verification or correction of ACIP data will be submitted to CMC (RA).

9108. ENLISTED NONPRIOR SERVICE (NPS) TOURS

1. Enlisted NPS Marines are recruited to a specific unit and PMOS. If the reservist does not meet the requirements for the PMOS for which the reservist was recruited, the reservist will be reclassified to a different PMOS and may be reassigned to another unit within the geographic area.

2. All NPS Marines have a period of mandatory drilling obligation associated with their enlistment contract. Once this period has been fulfilled, the Marine may transfer to the IRR for the remainder of their enlistment contract.

9109. STAFF NONCOMMISSIONED OFFICER TOURS

1. The normal SMCR tour for sergeants major/first sergeants assigned to a 8999 billet is 3 years; 1-year extensions may be granted by CMC (RA).

2. All sergeant major/first sergeant assignments will be made by the CMC (RA) SgtMaj. The priority of assignments will be:

a. Marines selected on the most recent SNCO promotion board.

b. Sergeants major/first sergeants who have not had the opportunity to serve in an SMCR 8999 billet.

c. Assignment for second and subsequent tours will be made according to the needs of the Marine Corps and the most qualified Marine.

3. COMMARFORRES is responsible for monitoring the on-hand strength of all master gunnery sergeants/master sergeants assigned to Force level assets. The CGs of 4th MAW, 4th MarDiv, and 4th MLG, are responsible for monitoring the on-hand strength of all master gunnery sergeants/master sergeants assigned to their commands. Members may remain in the SMCR unit provided a billet matching their grade and MOS exists.

4. No tour length limitations exist for gunnery sergeants and below. Once a reservist is senior to the billet grade, the incumbent may be retained in the billet until a qualified replacement is joined to the unit or the incumbent is promoted to the grade of master sergeant/first sergeant. As a general rule, enlisted billets may be assigned to personnel one grade higher or one grade lower than the billet grade.

5. Marines Twice Failed for Selection

a. Twice passed SelRes Marines: No later than 1 November following the release of the SNCO selection board results, Marines who, in their current grade, have twice failed selection for promotion in the SelRes will be transferred to and will remain in the IRR unless promoted to the next higher grade while in the IRR.

b. This transfer is a non-punitive administrative action requiring a page 11 entry in the Marine’s service record book. A sample page 11 entry follows: "I understand that I am being transferred to the Individual Ready Reserve (IRR) due to having been twice passed for selection to the next higher grade in the SelRes. I understand that this transfer is non-punitive and I can re-affiliate with the SMCR as a drilling reservist if I am selected to the next higher grade within the IRR."

c. Twice passed IRR Marines: Marines who, in their current grade, have twice failed selection for promotion in the IRR will remain in the IRR unless promoted to the next higher grade while in the IRR.

d. A commander (company level or higher), who has a Marine affected by this policy and whose unit will be activated prior to 1 May, may request no later than 1 May to delay their Marine’s transfer to the IRR is the Marine will be activated with the unit.

e. The date of the Marine’s transfer to the IRR will be the date of the unit’s deactivation. There will be no delays beyond that date.

6. Reserve SNCOs on the AR Program, who are twice passed for promotion to the next higher grade, will be guided by reference (c).

Chapter 9

Career Progression, Promotion and Retirement

Section 2: Reserve Promotions

9200. OFFICER PROMOTION POLICY

1. Promotion of Marine Corps Reserve officers is governed by references (a) and (ad). Selection boards are convened annually by the SecNav.

a. Reserve officer promotions are governed in accordance with Reference (ad). The SecNav may approve periodic departure from the running mate system. In order to accurately plan the size of grade shape of the Reserve officer force, Reserve Affairs Policy (CMC RAP) coordinates with Manpower Plans and Policy (CMC MPP) to prepare a five-year Officer Promotion Plan (updated annually) for each competitive category by grade.

b. One year Rule. To be eligible for consideration for promotion to the next higher grade, an officer must have served continuously on the Reserve Active Status List (RASL) or the Active Duty List (ADL) (or a combination of both lists) for a one year period ending on the convening date of the promotion board. This allows officers recently placed in an active status from the Standby Reserve (ISL) to establish a record of performance before being considered by a promotion board.

c. Reserve officers on the ISL of the Standby Reserve are not eligible for consideration for promotion to the next higher grade.

d. 90-Day Rule. Pursuant to section 14301 of reference (a), the Secretary of the Navy may exclude from consideration for promotion by a promotion board any officer who has an established date for removal from the RASL that is not more than 90 days after the board convenes. This 90-day rule is applicable to all Reserve promotion selection boards, with the exception of the Reserve major general selection board.

2. Reserve officers on a promotion list are eligible for promotion, if physically qualified and in an active status, when their active duty running mate is promoted. It is the responsibility of the individual and unit commander to ensure the Marine has a current physical on file and is resident in MCTFS prior to appointment/promotion.

3. On the day an officer is due to be promoted, the CMC (MM) shall enter the appropriate unit diary entry into MCTFS effecting the promotion for that officer.

9201. ENLISTED PROMOTION POLICY. Promotion of all enlisted members of the Marine Corps Reserve is governed by the guidance established in reference (ae).

1. CMC (RAP) is responsible for setting the cutting scores for promotion to sergeant and corporal and for determining the zones for the Reserve SNCO selection boards.

2. Detailed information for the Reserve SNCO selection boards will be published in annual MARADMINs. Reserve Marines eligible for promotion should refer to these MARADMINs for assistance in preparing for these boards.

3. Cutting scores for promotion to sergeant and corporal will be published quarterly per reference (ae).

4. Promotions to lance corporal and private first class will be conducted per reference (ae).

9202. UPDATE MATERIAL

1. Each eligible Marine may communicate with the President of the respective selection board. However, such communication must be received no later than 2359 (Eastern Standard Time) the day prior to the convening date of the board. Reserve members eligible for consideration for promotion are required to submit the following to the CMC (MMPR-l) for officers and CMC (MMPR-2) for enlisted Marines:

a. A completed Reserve Qualification Summary (RQS) (NAVMC 10476) to provide the board information not included in other official records or fitness reports (personnel on the AR Program are not required to submit an RQS).

b. An official photograph (refer to the appropriate selection board MARADMIN for further instructions).

c. A cover letter signed by the Marine eligible for selection that includes any update material for the board to consider.

2. All Marines are personally responsible for the accuracy and completeness of their Official Military Personnel File (OMPF) and Master Brief Sheet (MBS). The OMPF and MBS are the primary records used by selection boards. Marines should request a copy of their OMPF and MBS at least 12 months prior to anticipated

entry into a promotion eligibility zone or at least once every three years and review it for accuracy and completeness. Refer to reference (af) for additional guidance as well as information located on the MMPR website mentioned below in paragraph 5.

3. Career Retirement Credit Reports (CRCRs). CRCRs are reviewed by Reserve selection boards. The Promotion Branch will obtain the reports via MCTFS. It is each Reserve Marine's responsibility to ensure that their CRCR is accurate and up-to-date. See section 4 of this chapter for more detailed information concerning the CRCR.

4. PME. Reserve officers and enlisted Marines who are eligible for consideration by a selection board should have their PME requirements completed. Enlisted Marines who have not completed the appropriate non-resident PME required for their present grade prior to the convening date of the selection board will be considered less than fully qualified for promotion.

5. All Marines can verify their eligibility and obtain selection board information from the MMPR website. It can be accessed through the Internet by following these links: www.usmc.mil -> Career -> Promotions, then Officer or Enlisted to arrive at either the Officer or Enlisted Promotion homepage.

9203. CONTINUATION

1. Continuation is the deferment of involuntary retirement or discharge for years of service or failure of selection for promotion of eligible regular and Reserve officers. Officers requiring continuation will be automatically considered for continuation. In no case will an officer be continued beyond retirement eligibility.

2. CMC(RA) will hold non-statutory continuation boards to consider eligible officers for continuation as needed.

3. Reserve officers may not require continuation upon the occasion of a second failure of selection for promotion. Reserve officers will be automatically considered for continuation just prior to reaching service limits for their current grade.

4. Eligibility for Continuation. The following ranks by competitive category are eligible for continuation.

a. Majors

(1) AR majors who have twice failed for selection by an AR promotion board may be continued until twice failed for selection by an Unrestricted Reserve (UR) promotion board.

(2) AR majors who have twice failed for selection by an AR promotion board and will qualify for retirement until section 6323 of reference (a) within six years of the date of such continuation may be continued.

(3) UR majors who have twice failed for selection by an UR promotion board and will qualify for retirement under section 12731 of reference (a) within six years of the date of such continuation may be continued.

b. Captains

(1) AR captains who have twice failed for selection by an AR promotion board may be continued until twice failed for selection by an UR promotion board.

(2) UR captains who have twice failed for selection by an UR promotion board and will qualify for retirement under section 12731 of reference (a) within six years of the date of such continuation may be continued.

c. Chief warrant officers

(1) AR CWO2, CWO3, and CWO4 who have twice failed for selection by an AR promotion board may be continued until twice failed for selection by an other than active reserve (OTAR) board.

(2) AR CWO2, CWO3, and CWO4 who have twice failed for selection by an AR promotion board and will qualify for retirement under section 6323 of reference (a) within six years of the date of such continuation may be continued.

(3) OTAR CWO2 and CWO3 who have twice failed for selection by an otar promotion board and will qualify for retirement under section 12731 of reference (a) within six years of the date of such continuation may be continued.

5. Voluntary Decline of Continuation. A Reserve officer continued may decline continuation on the RASL. In such a case, the officer shall be removed from the RASL as provided for in section 14513 or 14514 of reference (a) or reference (bp), as applicable.

6. Effect of Non-Selection for Continuation. An officer who is not approved for continuation will be removed from the RASL as provided for in section 14513 or 14514 of reference (a) or reference (bp), as applicable.

Chapter 9

Career Progression, Promotion and Retirement

Section 3: Reserve Retirement

9300. INTRODUCTION

1. A reservist must perform at least 20 satisfactory years of qualifying service to be eligible for retirement with pay at age 60. Reference (s) provides detailed guidance for determining eligibility and computation of Reserve retirement. The unit commander is responsible for ensuring that Reserve retirement credit points are properly reported per the reference (k).

2. Members of the RC who have completed at least 20 qualifying years of service should submit their request for transfer to the Retired Reserve Awaiting Pay group at age 60 in writing to their reporting unit commander where this request is entered into MCTFS. This request must be submitted and certified between 4 and 14 months prior to the requested date of transfer to the Retired Reserve Awaiting Pay at age 60 list.

a. Enlisted Marines are required to be on a valid contract or extension agreement at the time of transfer to the Retired Reserve Awaiting Pay group at age 60 list.

b. Officers who have twice failed of selection and did not request retirement as directed, are subsequently discharged under the provisions of section 14513 of reference (a).

c. All members of the Marine Corps Reserve eligible for retirement or transfer to the Retired Reserve Awaiting Pay group at age 60 must submit a retirement request.

3. To be credited with a year of qualifying service, the reservist must earn at least 50 Reserve retirement credit points during the anniversary year.

4. IMA and MTU Reserve retirement credit points will be reported by CG MOBCOM.

9301. REDUCTION IN RETIREMENT AGE FOR ACTIVE DUTY SERVED

1. Enacted 28 Jan 2008, section 12731 of reference (a) was amended to authorize a reduction of retirement age of a member of the Ready Reserve (excluding ARs) who serves on active duty for 90 days or more after 28 Jan 2008. This amendment is not retroactive.

2. For each aggregate period of 90 days in any fiscal year, the eligibility age for reserve retirement will be reduced below 60 years of age by three months. A day of duty may be included in only one aggregate of 90 days.

3. The eligibility age may not be reduced below 50 years of age for a member entitled to retired pay for non-regular service.

9302. CRITERIA FOR ESTABLISHING A SATISFACTORY YEAR FOR RESERVE RETIREMENT

1. Qualifying Years of Satisfactory Service. A qualifying year of service for Reserve retirement is a full year, as described in paragraphs 2 and 3 below, during which an AC or RC member is credited with a minimum of 50 retirement points. Except as otherwise provided by law, an accumulation of 20 such years is one requirement necessary to qualify for Reserve retirement pay.

2. Establishment of an Anniversary Year

a. The full-year periods used for the crediting of qualifying years for Reserve retirement shall be based on "anniversary" years as set forth below.

b. Except as noted in paragraph 9302.4, each reservist will have a unique anniversary date and the anniversary year periods are calculated from this anniversary date. This date is established by the date the member entered into active service or into an active status in the RC. (This includes service in a Delayed Entry Program as set forth in reference (a).

c. A reservist may earn the minimum 50 total points to achieve a qualifying anniversary year through any combination of annual training, mandatory drill requirements, membership points, ATPs/RMPs, and active duty points (to include ADOS).

d. Reservists, particularly IMAs, who do not drill regularly on a monthly basis, must schedule and manage their drills carefully to ensure consecutive drills are reported to also accommodate the anniversary year requirement.

3. Adjustment to Anniversary Years

a. The start date (month and day) for each successive anniversary year will not be adjusted unless the member has a break-in-service. A break-in-service occurs only when a member transfers to the ISL of the Standby Reserve, the Retired Reserve, or is discharged for a period greater than 24 hours (with no Reserve affiliation). There will be no break in service if the member transfers directly from the AC to the RC.

b. When a member with a break-in-service returns to an active Reserve status or to active service the revised anniversary year start date shall be the date of reentry.

4. Exceptions to Calculating Anniversary Years

a. In the case of officers with Reserve service as a cadet or midshipman at a Service Academy or in a ROTC program, the date for the start of a member's initial anniversary year will be established as the date the member entered into active service or active status minus any service as a cadet or midshipman.

b. In the case of enlisted members of the Marine Corps, (members who have service as a cadet or midshipman but who did not later receive or who do not hold a commission as an officer) service as a cadet or midshipman at a service academy shall be included and counted as active duty.

5. Credit for Partial Years of Service

a. A member who has a break-in-service that occurs during an anniversary year shall be credited with a partial year of qualifying service for Reserve retirement.

b. When a partial year occurs, the service member must meet the minimum retirement point requirements for the member's service to qualify as a partial year. A partial qualifying year is any period less than 12 full months in which the retirement points credited to a member, when computed proportionally to 12 months, are equal to or greater than 50 points. Calculation of required retirement credit for a partial year shall be made according to figure 9-2.

c. Partial years of qualifying service may be combined and credited towards total qualifying service.

d. Membership points for any partial year shall be credited based upon figure 9-3. On completion of a partial year, inactive duty points, which include prorated membership points, creditable for reserve retirement pay purposes shall be credited.

6. Saving and Transition Procedures. On 15 October 1993, all present members of the Marine Corps Reserve shall retain their current anniversary date. Except as indicated elsewhere in this section, anniversary dates established or revised after 15 October 1993 (including anniversary dates for members of an AC) shall be based on procedures established in this section.

9303. ELIGIBILITY FOR RETIREMENT POINT CREDIT. Members in the following categories are eligible for retirement point credit:

1. Members of an AC or RC in active service.

2. Members of the RC in an active status as defined in section 10141 of reference (a). (This includes service in a Delayed Entry Program). This service is credited toward Reserve retirement since it is service in an active status as a member of the Ready Reserve.

3. Members of the RC in a retired status (other than members who have retired from active service, or members transferred to the Retired Reserve under section 1001 of reference (a), who are ordered to perform active duty or other appropriate duty in a retired status may be credited with active or inactive duty service pursuant to such order.

4. Members of the Marine Corps Reserve in an inactive status who are carried on the ISL of the Standby Reserve under section 10151 of reference (a) may not be credited with service for retirement per section 1334 of reference (a). (Individuals who have completed the service requirement for retired pay but are not yet age 60 may be transferred to an inactive status, but may not receive a retirement point credit in that status.)

9304. ACTIVE DUTY POINTS. A reservist is awarded one point for each day of active Federal Service, paid or unpaid, performed under valid orders, including days of authorized travel. Marines credited with time lost during periods of active duty will not be credited for days declared as time lost.

9305. INACTIVE DUTY POINTS

1. Awarding Inactive Duty Points

a. Inactive duty points will be awarded for membership, attendance at IDT, or periods of equivalent instruction. See figure 9-1.

b. For anniversary years closing on or after 30 Oct 2007, a maximum of 130 inactive duty points may be credited for retirement purposes. Points earned in one anniversary year may not be credited against any other anniversary year. A maximum of two retirement points may be awarded in one calendar day for any activity or combination of activities and no more than one point for any day in which the member performs active service. For anniversary years closing before 30 Oct 2007, see reference (br).

c. A person performing active service may not receive retirement points for other activities concurrently. A maximum of 365 points (366 points in a leap year) may be awarded in any anniversary year.

2. Membership in the Marine Corps Reserve. Each member of the Marine Corps Reserve is awarded 15 membership points for each anniversary year completed, see figure 9-3. Membership points are awarded for time spent in the Delayed Entry Program; however, they are not awarded to a reservist carried on any retired list or the ISL of the Standby Reserve.

3. Other Inactive Duty Points

a. Correspondence and Non-Resident Courses. Correspondence and non-resident courses are available to reservists per reference (bq). Other military service courses of instruction are available for reservists to further enhance educational opportunities. No retirement points may be earned for individual or group enrollment courses when lessons, study units, etc., are conducted during IDT or other periods for which retirement points are awarded. Since officers participating in the "Weekend Command & Staff" seminars are performing active service or additional IDTs on the weekends that the course is being conducted, correspondence points will be prorated for preparation studies completed outside these scheduled times of duty.

b. Associate Duty. For each 4 hours of associate duty with an SMCR unit, the reservist may be awarded 1 point, with a maximum of 2 points per day (8 minimum hours).

c. Appropriate Duty. For each 4 hours of appropriate duty, 1 point may be awarded with a maximum of 2 points per day. Attendance at seminars may earn a maximum of 1 point per day with a minimum of 4 hours participation.

d. Assistance to Marine Corps Junior Reserve Officer Training Corps (MCJROTC). Reservists providing assistance to an MCJROTC unit may earn 1 inactive duty point for each 4 hours of participation, not to exceed 2 points per day.

e. Referral Retirement Points. Reserve Marines in an active status are eligible to receive referral retirement points ISO recruiting and affiliation efforts benefiting the Marine Corps—-both AC and 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. It is the responsibility of the individual Marine to ensure referral retirement points are credited to their Career Retirement Credit Report (CRCR). The primary means to document rererral retirement credits is the NAVMC 799. The NAVMC 799 will be processed by either the member's unit for SMCR unit Marines or by MOBCOM for IMAs or IRR Marines.

(1) Recruiting. Reserve Marines eligible to receive IDT points are eligible to receive 10 Reserve retirement points for any referral resulting in the recruitment of an enlisted Marine or a newly accessed officer in either the AC or SelRes. Referrals will be verified, authorized, and documented on the NAVMC 799 by the recruiting station that processed the newly accessed Marine. The maximum number of points earned in this manner is 40 Reserve retirement points per anniversary year.

(2) Affiliation. Reserve Marines eligible to receive IDT points are eligible to receive 6 Reserve retirement points for any referral resulting in a Prior Service (PS) IRR Marine affiliating with a SMCR unit or serving in an IMA billet for a period of no less than 90 days. To be considered for this affiliation credit, the referred Marine could not have served in a SelRes billet during the previous 180 days. Referals will be verified, authorized, and documented on the NAVMC 799 by the gaining unit. Retirement points will be processed no earlier than 91 days after the referral joined the unit. The maximum number of points earned in this manner is 36 Reserve retirement points per anniversary year.

4. Limitations

a. Except for membership, inactive duty points shall not be awarded on days of active duty service. However, points for correspondence courses completed prior to assignment to active duty may be awarded.

b. A maximum of 130 inactive duty points may be credited for retirement purposes for the anniversary year. Active and inactive duty points combined shall not exceed 365/366 for the anniversary year (Refer to paragraph 9305.1b).

c. For retirement point accounting purposes, total retirement points credited for inactive duty participation credited for a partial year may not exceed 60 points for any one anniversary year that closed before 23 Sep 96, 75 points for anniversary years that closed on or after 23 Sep 96, but before 30 Oct 00, 90 points for anniversary years that close on or after 30 Oct 00, but before 30 Oct 07; and 130 points for anniversary years that close on or after 30 Oct 07.

d. A maximum of 365/366 total active duty points may be awarded in an anniversary year.

CHAPTER 9

Career Progression, Promotion and Retirement

Section 4: Career Retirement Credit Report

9400. DEFINITIONS

1. Retirement Credit Points. Retirement credit points are earned by a reservist completing active duty while serving with the AC, ADOS, ADT, AT, EAD, and on the AR program. Reservists are awarded one active duty point for each day performed with or without pay of ADOS, ADT, AT, or AR, including days of authorized travel. One inactive duty point is awarded for each 4 hours of inactive duty training performed with or without pay. A minimum of 4 hours of IDT is required to receive retirement credit. Table 9-1 further defines the type of inactive duty that can be performed for retirement credit.

2. Qualifying Year (Satisfactory Year). A reservist must earn a minimum of 50 points per anniversary year and serve a full 365/366 day period to complete a qualifying year for retirement purposes. For members of the IRR, that are not retirement eligible, a minimum of 27 points are required for a qualifying year.

3. Career Retirement Credit Report (CRCR). The CRCR is the document that records the retirement credit points in MCTFS by anniversary year. It reflects a reservist's entire career and is derived from the Annual Retirement Credit Report (ARCR).

9401. CRCR FUNCTIONS

1. Chronological Participation. The CRCR summarizes retirement credit points earned towards retirement eligibility and retired pay for the reservist's entire career. However, retirement and retired pay are not the only functions of the CRCR. The CRCR measures a reservist's chronological participation.

2. The CRCR is an important tool utilized by selection boards to measure a reservist's activity in the Marine Corps Reserve. The CRCR is considered by:

a. Statutory selection boards.

b. Non-Statutory selection boards (i.e. PME, Reserve Command, AR).

c. Reenlistment evaluators.

d. Sections responsible for screening and evaluating requests for assignment to active duty.

9402. ARCR AND CRCR CERTIFICATION PROCESS. Annual certification of a reserve members CRCR may be accomplished via the member's reporting unit or through self-certification using MOL. If certification is completed by the reporting unit, the reporting of the member's CRCR certification must be completed within 120 days of the audit. If certification has been completed via self-certification using MOL, the reporting unit will print the CRCR, make annotations in accordance with reference (k) and file in the member's service record per reference (x). The ARCR and CRCR certification process for the various categories are outlined below. Note: Notification to the member via MOL will persist until certification by the reporting unit or member is successfully completed.

1. IRR and IMA Marines. Marines will be notified of annual CRCR certification requirements in MOL. If corrections are warranted, after reviewing the CRCR, the Marine will print out a copy of the CRCR and draw a thin-inked line (using black ink) through each item of information, hand write the correct information, and then initial each correction. Submissions for correction of the CRCR can be submitted via MOBCOM Customer Service Center (CSC), faxed or mailed. The annotated CRCR must be accompanied by supporting documentation (i.e., muster sheets, orders, or historical NAVMC 798) to substantiate each correction. CG MOBCOM is no longer required to mail out CRCRs to IRR members for certification. Upon release from active duty, all Marines are required to be given a period of instruction on MOL and the requirements to update and certify the CRCR annually. It is imperative that each IRR and IMA Marine certify the CRCR via MOL The CG MOBCOM has the capability to update current, previous, and historical retirement data contained in the MCTFS master record.

2. SMCR Unit Process. Marines will be notified of annual CRCR certification requirements in MOL. In addition to the MOL notifications to the individual member, reporting units are to provide the reservist with an ARCR and CRCR for review and certification within 30 days of their anniversary date. MOL will continue to notifiy the member of their requirement to certify until such time the CRCR date is updated either via MOL by the member completing the certification or via MCTFS entry if the certification is completed by the reporting unit. Reporting units receive unit diary advisories identifying Marines who have not certified their ARCRs and CRCRs within 120 days of the anniversary date. If corrections are warranted, the Marine will draw a thin-inked line (using black ink) through each item of information, hand write the correct information, and then initial each correction. The annotated CRCR must be accompanied by

supporting documentation (i.e., muster sheets, orders, or historical NAVMC 798) to substantiate each correction. SMCR reporting units have the capability to update current and previous year's data. Historical data corrections must be submitted to COMMARFORRES (G1) for appropriate actions.

3. AR Process. Marines will be notified of annual CRCR certification requirements in MOL. In addition to the MOL notifications to the individual member, reporting units are to provide the AR with the ARCR and CRCR for review, certification, and signature within 30 days of receipt by the command (after the reservist's anniversary date). Copies of ARCR and CRCR are available on-line through MCTFS. If corrections are warranted, the Marine will draw a thin-inked line (using black ink) through each item of information, hand write the correct information, and initial each correction. The unit commander will forward the audited CRCR to MISSO-17 for input with a cover letter certifying the information is correct. The annotated CRCR must be accompanied by supporting documentation (i.e., muster sheets, orders, or historical NAVMC 798) to substantiate each correction. Once corrective action is taken by MISSO-17, a new CRCR will be generated for the Marine's signature and distributed.

9403. DISTRIBUTION. The original signed CRCR will be retained in the OQR/SRB, and one copy goes to the Marine for their personal records. The ARCR will be returned to the Marine.

TYPE DUTY	MINIMUM TIME REQUIRED	AUTHORITY REQUIRED	IDT POINTS	AD POINTS	MAX # PTS
ADOS, EAD, or ADT	1 day	Orders		1	365,366 /year
Associate	4 hrs	Orders	1		2/day
Appropriate	4 hrs	Orders	1		2/day
Seminars/ Conferences	4 hrs	Orders	1		1/day
Physical Exam	4 hrs	As Directed	1		2/year
Acquire 1 enlistment or 1 officer accession in USMC/USMCR	20 hrs equivalent	CO RS	10		40/yr
MCJROTC Unit Assistance	4 hrs	CO MCD	1		2/day
Acquire 1 PS IRR who fills SELRES billet	12 hrs equivalent	CG MOBCOM	6		36/year
Correspondence Studies	3 hrs	Dir MCI/Other Service	1		N/A
Membership	1 year	MCR Membership	15		15/year
IDT periods	4 hrs	UMS	1		2/day
AFTP/ATP	4 hrs	UMS	1		2/day
RPM	4 hrs	UMS	1		1/day
EIO/EIN	4 hrs	UMS	1		2/day
FHD	2 hrs	UMS	1		1/day
MTU meetings	4 hrs	UMS Membership	1		2/day
MTU Command Duty	4 hrs	OIC, MTU	1		2/day
MTU Instruction Preparation	4 hrs	OIC, MTU	1		2/day

Table 9-1.--Reference Table for Inactive/Active Duty Points

Number of Days in an Active Status FROM	THRU	Minimum Points Required	Number of Days in an Active Status FROM	THRU	Minimum Points Required
0	8	1	183	189	26
9	14	2	190	197	27
15	21	3	198	204	28
22	29	4	205	211	29
30	36	5	212	219	30
37	43	6	220	226	31
44	51	7	227	233	32
52	58	8	234	240	33
59	65	9	241	248	34
66	73	10	249	255	35
74	80	11	256	262	36
81	87	12	263	270	37
88	94	13	271	277	38
95	102	14	278	284	39
103	109	15	285	292	40
110	116	16	293	299	41
117	124	17	300	306	42
125	131	18	307	313	43
132	138	19	314	321	44
139	146	20	322	328	45
147	153	21	329	335	46
154	160	22	336	343	47
161	168	23	344	350	48
169	175	24	351	357	49
176	182	25	358	365/366	50

Table 9-2.--Minimum Points Required to Establish A Partial Anniversary Year as Qualifying Service

Number of Days in an Active Status FROM	THRU	Membership Points to be Credited	Number of Days in an Active Status FROM	THRU	Membership Points to be Credited
1	12	0	183	206	8
13	36	1	207	231	9
37	60	2	232	255	10
61	85	3	256	279	11
86	109	4	280	304	12
110	133	5	305	328	13
134	158	6	329	352	14
159	182	7	353	365/366	15

Table 9-3.--Membership Points for Partial Year

CHAPTER 10

Uniform Code of Military Justice

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CHAPTER 10

Uniform Code of Military Justice

10100. GENERAL REQUIREMENTS FOR NONJUDICIAL PUNISHMENT (NJP) AND COURTS-MARTIAL

1. The guidelines in this Chapter assist the CO/OIC in properly exercising disciplinary action over members of the RC.

2. At the time NJP is imposed, the CO must be subject to the UCMJ.

3. Before imposing NJP or convening a courts-martial, the CO must ensure the following requirements are met.

a. The accused must have been subject to the UCMJ at the time of the commission of the offense.

b. The accused must be subject to the UCMJ at the time of the NJP or trial by courts-martial.

4. To be "subject to the UCMJ", the reservist must be either:

a. On active duty or ADT, as defined in paragraph 10300, or

b. On IDT, as defined in paragraph 10400.

5. In addition, to be subject to the UCMJ, the reservist must not have been discharged from all military service obligations before committing the offense or before the imposition of NJP or commencement of courts-martial proceedings.

10200. AUTHORITY TO IMPOSE NJP AND CONVENE COURTS-MARTIAL

1. Nonjudicial Punishment. COs, OICs, and I-Is, are authorized to administer NJP subject to the limitations contained in article 15 of reference (z), part V of reference (bs), and chapter 1 of reference (bt). If the CO/OIC determines that NJP will be imposed on an accused not embarked on a vessel, then the accused should be provided the opportunity to consult with a military or civilian lawyer before deciding whether to accept or refuse NJP. See section 0109 of reference (bt). Guidance in this area should be obtained from the MARFORRES Office of the Staff Judge Advocate.

2. General Courts-Martial (GCM). General Courts-Martial convening authority (GCMCA) is designated by article 22 of reference (z) and section 0120 of reference (bt). Within

MARFORRES the COMMARFORRES and the CGs of the 4th MARDIV, 4th MAW, 4th MLG, and MOBCOM are authorized by references (z) and (bt) to convene GCMs. No officer may convene a GCM unless in a duty status (i.e., subject to the UCMJ).

3. Special Courts-Martial (SPCM). Special Court-Martial convening authority (SPCMCA) is designated by article 23 of reference (z) and section 0120 of reference (bt). Persuant to these references, COs of regiments, aircraft groups, battalions, squadrons, active duty site commanders, and I-Is have SPCMCA. However, in chapter (1) of FORO 5800.6(series), COMMARFORRES witholds SPCMCA from I-I's below the battalion level, and from Site Commanders below the grade of 0-4 (Major). Other COs and OICs have SPCMCA only when specifically authorized in writing by the SecNav. No officer may convene a SPCM unless in a duty status (i.e., subject to reference (z)).

4. Summary Courts-Martial (SCM). Officers empowered to convene SPCM have SCMCA . Other COs and OICs have SCMCA only when specifically authorized in writing by the SecNav. No officer may convene a SCM unless in a duty status (i.e., subject to reference (z)).

5. The convening of courts-martial, conduct of trial, and appellate review in cases concerning members of the Marine Corps Reserve will be per references (z), (bs), (bt), and other regulations applicable to the Marine Corps Reserve.

10300. JURISDICTION OVER RESERVISTS ON ACTIVE DUTY OR ACTIVE DUTY TRAINING

1. Members of the Marine Corps Reserve lawfully called or ordered to AD or ADT are subject to reference (z) beginning with the effective date of such orders.

2. Reservists on AD or ADT may be extended on active duty involuntarily if action with a view to prosecution is taken before the expiration of active duty. See section 202(c) of reference (bs) and section 0123(d) of reference (bt). Assistance should be obtained from Marine Forces Reserve, Office of the Staff Judge Advocate.

10400. JURISDICTION OVER RESERVISTS ON INACTIVE DUTY TRAINING

1. Article 2A(3) of reference (z) extends court-martial jurisdiction over reservists while on IDT (including telecommuting per chapter 5). As defined in paragraph 4701.3 of this Order, a reservist shall be considered in an IDT status beginning at the time of arrival at the designated IDT location or while at government furnished quarters when remaining

overnight for the purpose of commencing one or more consecutive IDT periods. Such status shall continue until the member completes the final IDT period on the last day of such periods. Portal-to-portal coverage will continue to be governed by existing statutes and does not include work or study in connection with a military correspondence course or attendance in an inactive status at an educational institution under the sponsorship of the Armed Forces.

2. A reservist is subject to reference (z) regardless of whether absent with or without authority from the training center or site after committing an offense under reference (z) while on IDT. A reservist is subject to reference (z) even if the offense is not discovered until after the reservist departed the training center or site at the end of the IDT period.

3. A reservist must be on active duty prior to arraignment at a GCM or SPCM per section 204(b)(1) of reference (bs) and reference (bs). NJP may be imposed on a reservist during IDT, and a reservist may be tried by SCM during IDT per section 204(b)(2) of reference (bs).

4. Unless ordered to active duty involuntarily under paragraph 5500, a reservist on IDT cannot be held beyond the end of a normal period of IDT for trial or to serve any punishment. IDT cannot be scheduled solely for the purpose of conducting a SCM. See "Discussion" following section 204(b)(2) of reference (bs). As a matter of policy, IDT should not be scheduled solely for the purpose of conducting an article 15 of reference (z) proceeding.

10500. ORDERS TO INVOLUNTARY ACTIVE DUTY

1. In instances in which an offense under reference (z) is committed by a reservist during active duty, ADT, or IDT but the offense is not discovered until the period of active duty, ADT, or IDT has ended, or the period of active duty, ADT, or IDT, including all authorized retention/extension periods, has ended, the reservist may be ordered to involuntary active duty for:

a. Imposition of NJP.

b. Investigation under article 32 of reference (z).

c. Trial by courts-martial.

2. Article 2(d)(1) of reference (z) and section 0123(e) of reference (bt) contain procedures for requesting such orders. Assistance should be obtained from Marine Forces Reserve, Office of the Staff Judge Advocate.

3. Unless the order to involuntary active duty was approved by the SecNav or his designee, a reservist cannot be required to serve a punishment or any restraint on liberty during a period other than a period of IDT or active duty. See section 0123(e) of reference (bt) and paragraph 10700.

4. A reservist ordered to involuntary active duty for the purpose of disciplinary proceedings must be released from active duty:

a. No later than the close of business 1-full working day after completion of disciplinary proceedings (i.e., announcement of the sentence by a courts-martial or imposition of punishment pursuant to NJP, as the case may be, if ordered to active duty without Secretarial approval).

b. No later than the close of business one full working day after completion of disciplinary proceedings or service of the sentence to confinement or other restraint on liberty, if ordered to active duty with Secretarial approval (unless retention on active duty is authorized by other authority).

10600. JURISDICTION. Reservists on AD or IDT committing offenses under the UCMJ may be subject to trial by courts-martial regardless of the location of the offenses.

10700. PUNISHMENT

1. All lawful punishments remaining unserved at the time a reservist is released from AD, ADT, or IADT, including any uncollected forfeiture of pay, are carried over to subsequent periods of AD, ADT, or IDT. See section 204(b) of reference (bs).

2. Paragraphs 5(e) and (f) of part V of reference (bs) and sections 0111, 0112 and 0123 of reference (bt) contain guidance concerning imposition of punishments in the case of reservists.

10800. CIVILIAN OFFENSES. When addressing civilian offenses committed when a reservist is not participating on AD or IDT, commander’s will be guided by references (bv), (s), and (bw).

CHAPTER 11

Privileges, Benefits and Entitlements

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Section 1: Identification Cards

11100. COMMON ACCESS CARD. The Department of Defense (DOD) is implementing smart card technology as a Department-wide Common Access Card (CAC). A smart card is a credit card size token with one or more embedded memory and/or microprocessor integrated circuit chips (ICC). The CAC also contains a linear barcode, two-dimensional barcode, magnetic stripe, color digital photograph, and printed text. The CAC will be the standard identification card for active duty military personnel, Selected Reserve, DoD civilian employees, and eligible contractor personnel. The CAC will also be the principal card used to enable physical access to buildings and controlled spaces and for logical access to the Department's computer networks and systems. The CAC ICC will have a cryptographic co-processor to enable it to carry the PKI identity, email, and encryption certificates. The Defense Enrollment Eligibility Reporting System/Real-time Automated Personnel Identification System (DEERS/RAPIDS) workstations will issue the CACs. Military personnel will obtain their identification cards through DEERS/RAPIDS, as will civilian employees and eligible contractor personnel. The local commander will ensure DEERS/RAPIDS workstations are upgraded with the capability to issue the CAC.

a. All Active-duty military personnel, National Guard, SelRes, DoD civilian employees, and eligible contractor personnel will receive a CAC.

b. Retirees and military dependents will not receive the CAC at this time, but will continue receiving the current DD Form identification card.

c. The ID card, or CAC, shall be in the personal custody of the Marine at all times. However, the card, which is the property of the U.S. Government, shall be surrendered if required by military authority.

d. Members of the IRR will not be issued a CAC until such time they are ordered to a period of active duty in excess of 30 days.

11102. DD FORM 2 (RETIRED). The DD Form 2 (Retired) is the primary ID card for retired Marines entitled to retired pay and shall be used to identify a retiree’s eligibility for benefits and privileges.

11103. DD Form 2S (RETIRED RESERVE). DD Form 2S is the identification card used for reserve retired awaiting pay at age 60.

11104. DD FORM 1173. UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGES CARD. The DD Form 1173 shall be issued to qualifying dependents of all Marines on active duty for more than 30 days.

11105. DD FORM 1173-1, DOD GUARD AND RESERVE FAMILY MEMBER IDENTIFICATION CARD. The DD Form 1173-1 is the primary identification card for dependents of Reserve Marines not on active duty or on active duty for 30 days or less.

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Section 2: Marine Corps Community Services (MCCS) Facilities

11200. GENERAL. Members of the Ready Reserve, Retirees entitled to retirement pay at age 60, and their dependents, are authorized access to certain morale, welfare, and recreation facilities. Reference (bx) details the activities available for unlimited and limited use by reservists. In general, revenue generating activities of a non-appropriated fund nature such as flying clubs, recreation centers, golf courses, package stores, rental equipment checkouts, open messes or clubs, marinas, and boating activities are accessible on an availability basis. Local installation commanders can authorize use of other facilities provided a corresponding increase in use does not have an impact on the manning level of the facility. Table 11-1 lists the primary privileges available to members of the Retired Reserve as well as other entitlements.

11201. EXCHANGE AND COMMISSARY

1. Members of the Ready Reserve and retirees eligible for retired pay at age 60 are entitled to unlimited exchange and commissary privileges on the same basis as members on active duty per reference (bx). Eligible dependents may also use these provileges on an unlimited basis. Proper identification (ID card) is required in all cases.

2. ReserveMarines in the Standby Reserve are entitled to purchase necessary uniform clothing, accessories, and equipment in such quantities as would be required when called to active duty.

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Section 3: Dependent Medical Care

11300. DEPENDENT MEDICAL CARE. Dependents of Reserve Marines ordered to or retained on active duty in excess of 30 days are entitled to medical treatment in a military hospital treatment facility and/or TRICARE coverage. To preclude denial of medical treatment or nonpayment of a TRICARE claim, the unit commander will ensure an application for a Uniformed Service Identification an Privilege card (DD Form 1172) is completed for enrollment of dependents in the DEERS for all members ordered to active duty for more than 30 days. Failure to properly enroll dependents in DEERS may result in the denial of dependent care in a military treatment facility and payment of a legitimate TRICARE claim.

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Section 4: Servicemembers' Group Life Insurance (SGLI)

11400. GENERAL

1. SelRes Marines are eligible for full-time coverage under SGLI. Premium payments for member of the SelRes are automatically deducted from the member’s monthly pay.

2. Poolees who volunteer to enlist in the Delayed Entry Program (DEP) for assignment to Category P are required to attend regularly scheduled IDT periods while awaiting assignment to IADT. These individuals are granted free SGLI coverage until reporting to IADT.

3. Part-time coverage is granted to Reserve Marines who do not otherwise qualify for full-time coverage while performing active duty or ADT, under orders which specify a period of less than 31 days. Members of the IRR recalled during annual muster duty are covered.

4. If so elected, members of MTUs are automatically insured under SGLI. MTU members must pay their SGLI premium payments in advance, quarterly, on a calendar year basis.

5. See reference (bf) for additional information and guidance.

11401. PREMIUM PAYMENTS. Premiums for eligible Reserve Marines (other than SelRes) will be paid as required to the CG, MOBCOM.

11402. DEATH CLAIMS. In the event of the death of a Reserve Marine, the beneficiary(ies) may make a claim to the CMC (MRC), Manpower and Reserve Affairs Department, 3280 Russell Road, Quantico, VA 22134 for payment of the SGLI. Reference (bf) outlines the procedures to follow to effect the SGLI payment.

11403. PARTICIPATION BY MEMBERS OF THE IRR. Any member of the IRR (generally MTU members), authorized to attend IDT for retirement points, whose SGLI premium payments are in arrears and who have not declined SGLI coverage, shall not be permitted to voluntarily drill or serve on AD when their SGLI premiums remain in arrears.

11404. DEPENDENT SGLI COVERAGE OPTION. FSGLI coverage provides life insurance

coverage for the spouses and eligible dependent children of Reserve Marines who have full-time SGLI coverage.

1. Spousal coverage is a maximum of $100,000. Lesser coverage amounts can be elected in increments of $10,000. However, at no time can spousal coverage exceed the service member's level of SGLI coverage. Premiums for spousal coverage is dependent upon the amount of coverage.

2. Eligible dependent child coverage is a set amount of $10,000 for each eligible dependent child. There is no premium for dependent coverage if spousal coverage is elected.

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Section 5: Reserve Component Survivor Benefit Plan (RCSBP)

11500. PURPOSE. The RCSBP is designed to provide retirement eligible ReserveMarines an early opportunity to select guaranteed protection for survivors. The main provisions of the RCSBP are contained in chapter 73 of reference (a).

11501. BACKGROUND. RCSBP allows reservists the opportunity to make important decisions regarding survivor protection. These decisions are made as soon as reservists are officially notified of retirement eligibility with 20 years of qualifying service. The RCSBP allows eligible reservists to provide a monthly annuity of up to 55 percent of retired pay to their survivors and ensures eligibility for other retirement benefits, such as medical care and dependent identification card, in the event of the death of the reservist before or after age 60.

11502. RESPONSIBILITIES

1. It is a command responsibility to ensure that all Reserve Marines are familiar with the provisions of the RCSBP and all retirement eligible reservists receive timely and sufficient counseling concerning the benefits of participation in the plan prior to completing election certificates.

2. COMMARFORRES, MOBCOM, SMCR unit COs/OICs and IMA/MTU OpSponsors/Det OIC's, are responsible for:

a. Periodically educating all ReserveMarines and spouses in the command about the provisions of the RCSBP.

b. Reviewing the RCSBP with all retirement eligible ReserveMarines and spouses immediately prior to completing election certificate.

3. CMC (MM) will:

a. Set policy and provide guidance for the administration of the RCSBP.

b. Review legislation pertaining to the RCSBP.

c. Respond to requests for administrative action to enroll, disenroll, make authorized changes, and respond to other inquiries except as noted in subsequent paragraphs.

d. On request, check marital status of Reserve Marines who do not elect RCSBP or elect less than the maximum amount. This ensures a Reserve Marine's spouse is notified and concurs in the cases where the member's election is to provide an annuity for the spouse at less than maximum level or to provide an annuity for dependent children but not for the spouse.

4. CMC (MMSR-5) will:

a. Send the initial RCSBP election certificate and information explaining the coverage available to Reserve Marines eligible to retire.

b. Maintain the original completed election certificate as part of the record of the retirement-eligible Reserve Marine.

5. CMC (MMSR-6) will:

a. Administer the RCSBP exclusive of pay and data processing matters.

b. Be the voting member of the DoD Joint Retired Serviceman's Family Protection Plan/SBP Policy Board and votes on RCSBP matters in coordination with the CMC (RA).

6. The Defense Finance and Accounting Service (DFAS), Cleveland Center, establishes and maintains the retirement records, including RCSBP or SBP elections, for members who reach age 60 and draw retirement pay or who have died before age 60 and were retirement eligible.

11503. BASIC PROVISIONS. Reserve Marines have three options with regard to Survivor Benefit Plan:

1. Option A. Decline to participate. The survivors will not have annuity eligibility should the member die before age 60. If the death occurs before age 60, all retirement pay and dependent benefits are forfeited. If the member attains age 60 and begins to draw retired pay, the member will automatically be enrolled in the RCSBP at the maximum amount unless a lesser election is made at that time. Provisions of the SBP are per reference (by).

2. Option B. Elect to provide an annuity to survivors which becomes effective on the day after the date of death if the reservist dies or after the 60th birthday or on the 60th anniversary of a Reserve Marine's birth if death occurs before that date. The survivor annuity will be 55 percent of the member's full retired pay or such lesser amount designated by the member until age 62 and 35 percent thereafter. Other benefits the survivor is entitled to may affect this percentage.

Additionally, when the Reserve Marine receives retired pay, the cost of participation in the RCSBP will be deducted from that pay. The amount of the deduction is based on the amount of the annuity the Reserve Marine elected, plus applicable cost of living increases.

3. Option C. Elect to provide an immediate annuity for survivors beginning on the day after the date of death, until age 60. The survivors annuity will be 55 percent of the Reserve Marine's full retired pay or such lesser amount designated by the member until age 62 and 35 percent thereafter. Additionally, when the Reserve Marine starts to receive retired pay, the cost of participation in the RCSBP will be deducted from that pay. The amount of the deduction is based on the amount of retired pay the ReserveMarine will receive or a lesser amount if a reduced coverage is elected.

4. The annuity provided may be based on the entire amount of retired pay to be received or a lesser base amount to a minimum of $300. If retired pay is less than $300 or coverage is for a person with an insurable interest, the base amount must be the full retired pay. Whenever there is an increase in retired pay, the base amount and annuity will be increased by the same percentage.

5. Reserve Marines electing a base amount less than full retired pay, or having a spouse and dependent children, elects coverage for children only, must obtain the concurrence by signature, of the spouse. Regardless of election, the spouse will acknowledge being advised of the election by signing the election form in the space provided.

CHAPTER 11

Privileges, Benefits and Entitlements

Section 6: Montgomery GI Bill Reserve (MGIB-R)

11700. DEFINITION. The MGIB-R is a non-contributory educational assistance benefit available to Marines who enlist, reenlist, extend, or obligate themselves for a 6-year inactive duty training obligation in the SMCR. The Marine Corps reports and maintains eligibility; the Department of Veterans Affairs (DVA) approves and awards benefits. Reference (e) provides detailed guidance on the applicability and eligibility for benefits to members of the Marine Corps Reserve.

11701. RESPONSIBILITIES

1. It is a command responsibility to ensure that eligible Reserve Marines receive DD Form 2384-1, Notice of Basic Eligibility (NOBE), even if they are not planning to attend college.

2. Commanders will ensure that all MCTFS records are screened for a valid MGIB-R Code. See MCTFSPRIUM for reporting requirements.

3. Reserve Marines must remain in the SelRes to receive benefits unless discharged for a medical condition (which is not a result of willful misconduct), or involuntarily separated and eligible for RTBs. Commanders will ensure that eligible Marines who voluntarily leave the SMCR are briefed on MGIB-R suspension and termination per reference (e).

4. Reserve Marines who serve on active duty for 24 consecutive months, may become eligible to contribute to the MGIB and the additional MGIB Buy-Up program. Multiple periods of active duty may not be counted in order to reach the 24-month mark. The 24-month requirement is only one of several requirements that Reserve Marine must meet before becoming eligible for the MGIB and the additional MGIB Buy-Up program. The MGIB program should not be confused with the MGIB-R program described above. For a comprehensive listing of the eligibility requirements and other MGIB program information, go to www.gibill.va.gov.

CHAPTER 11

Privileges, Benefits and Entitlements

Section 7: TRICARE Dental Plan

11800. GENERAL. The Tricare Dental Program (TDP) is offered by the DoD through the TRICARE Management Activity. United Concordia Companies, Inc. (UCCI) administers and underwrites the TDP.

11801. APPLICABILITY AND SCOPE. TDP is a voluntary dental plan available to Ready Reserve members and their families. The program offers 4 different coverage options: Sponsor only, Single Premium (one family member excluding Sponsor), Family Premium (more than one family member excluding Sponsor), and Sponsor & Family Premium.

11802. POLICY

1. Reserve Marines who desire to enroll in the TDP must have at least 12 months of service remaining and must initially enroll for a 12 month period. After completion of the initial 12 month period, Reserve Marines may be continued on a month-by-month basis as long as they remain eligible and pay their premiums.

2. Enrollment forms and coverage cost are available by accessing the United Concordia website (http://www.ucci.com) or by visiting the local uniformed dental service facility, or health benefits/ installation point of contact.

3. Chapter 54, volume 7A of reference (ab) contains the applicable regulations pertaining to the TDP.

11803. RESPONSIBILITIES AND PROCEDURES

1. Enrollment and disenrollments are the responsibility of the dental contractor. A data file of all Reserve Marines enrolled in the dental insurance program, who are anticipating a monthly deduction from their MCTFS pay, is received each month from the TSRDP contractor via the Defense Manpower Data Center (DMDC). DMDC will perform a file comparison with DEERS to ensure that only Reserve Marines eligible for the TDP insurance are on the data file. This file is compared with the MCTFS drill payroll process. If Reserve Marines on the data file have sufficient pay due to cover the monthly premium amount, the premium is collected and a MCTFS Reserve Entitlement 987 remark showing the debit is created. Each month the deduction will be created for one month’s premium amount only and will not be cumulative.

2. The TDP premium collection will be displayed along with the TDP contractor's name and telephone number each month on the reservist's Leave and Earnings Statement (LES).

3. The above procedures will be repeated monthly.

4. Further information on the TDP may also be found on the United Concordia website at http://www.ucci.com.

CHAPTER 11

Privileges, Benefits and Entitlements

Section 8: TRICARE Reserve Select (TRS)

11900. DESCRIPTION. The TRICARE Reserve Select (TRS) is a premium-based health care plan that is available to certain members of the Selected Reserve at 28 percent of the premium cost. TRS offers eligible Reserve members TRICARE Standard coverage with the same deductibles and cost shares that apply to active duty members.

1. Only those Reserve members who are joined to an SMCR unit or IMA billet are eligible to enroll in TRS.

2. Reserve members who are enrolled in, or eligible to enroll in, the Federal Employee Health Benefits Program are not eligible for TRS.

3. Additional information can be found at www.tricare.mil/mybenefit/home/overview/Plans/ReserveSelect <file://www.tricare.mil/mybenefit/home/overview/Plans/ReserveSelect> .

TABLE 11-1

RETIRED RESERVE AWAITING PAY AT AGE 60

- Retain grade as a member of the Reserve Component.
- Wear the prescribed uniform on appropriate occasions.
- Identification card (Reserve).
- Unlimited access to military exchanges and MCCS facilities.
- Use of military commissaries (up to 24 visits per year)
- Space available transportation on DoD aircraft, upon presentation of a notification of eligibility for retired pay at age 60.

RETIRED RESERVE IN RECEIPT OF RETIRED PAY

- Retired pay (upon application).
- The VA may provide hospital care covering the full range of medical services. Outpatient treatment is available for all service-connected conditions or non-service-connected conditions in certain cases. Co-payments may be required depending on the degree of disability and the veteran’s ability to pay. There is no special category for treating retired members; they are treated as veterans. Medical care is based on the limits of the VA facilities in the veteran’s local area. Eligibility for care is based on status as determined by VA eligibility criteria. The local VA office can provide specific information and will help determine entitlements under the VA medical system. Family members are not eligible for treatment in VA facilities unless they are also veterans.
- Within 90 days of retirement, the VA will fix, on a space-available basis, dental conditions existing at the time of your retirement; however, if the veteran received complete dental treatment from the military in the 90 days preceding retirement, they will not be able to use the VA dental benefit. The DD 214, Record of Release from Active Duty, will note whether or not veterans are eligible to obtain the space-available dental treatment from the VA. Once the space-available dental treatment is provided by the VA, dental treatment is not available through the VA except in certain cases. Contact the local VA office for more information.
- Retain grade as a member of the Reserve Component.
- Wear the prescribed uniform on appropriate occasions.
- Identification card (Retired).
- Unlimited access to military exchanges, commissaries and MWR facilities.
- Space available transportation via Joint Operational Airlift Support Conter (JOSAC), domestic and international. Their website is https://josac.transcom.mil.

Figure 11-1.--Primary Retired Reserve Benefits and Privileges

APPENDIX A

LIST OF LONG TITLES AND DEFINITIONS

The following is a list of long titles and acronyms used frequently in this Order.

1. Active Component (AC). Any Marine serving in the Regular Marine Corps who is not serving on a Reserve EAD or a SWAG.

2. Active Duty (AD). Full-time duty in the active military service of the United States. It includes full-time training duty, annual training duty, and attendance, while in active military service, at a school designated as a service school by law and the Secretary of the military department concerned. It does not include full-time National Guard Duty. For the RC, AD is comprised of the categories of ADT and ADOT. A general term applied to all active military service with either the Regular or Reserve Component. (reference (be))

3. Active Duty Operational Support (ADOS). A tour of AD which is authorized for Reservists: a) using Military Personnel Marine Corps (MPMC) appropriations to provide operational support to the Regular Component, or b) using Reserve Personnel Marine Corps (RPMC) appropriations to provide operational support to the RC. The purpose of ADOS is to provide the necessary skilled manpower assets to support existing or emerging requirements. (references (n) and (be))

4. Active Duty Training (ADT). A category of AD used to provide structured individual and/or unit training, or educational course to RC members. Included in the ADT category are AT, IADT, and OTD. The primary purpose of ADT is to provide individual and/or unit readiness training, but ADT may support AC missions and requirements. Support to mission requirements, i.e., operational support, may occur as a consequence of performing ADT. (reference (be))

5. Active Duty Other Than For Training (ADOT). A category of AD used to provide RC support to either AC or RC missions. It includes categories of ADSW, AGR (AR) duty, and involuntary AD IAW 10 U.S.C. Sections 12301, 12302, and 12304. Training may occur in the conduct of ADOT. (reference (be))

6. Active Federal Service. All forms of active duty with or without pay, including ADSW, EAD, and ADT. (Minimum time involved: 1 day.) (reference (ab))

7. Active Reserve (AR). Marines who are part of the SelRes on full-time active duty under 10 U.S.C. Sections 10211, 12310(d) or

12310 for the purpose of organizing, administering, recruiting, instructing, or training the RC. (reference (c))

8. Active Status. The status of all Reserves, except those in an inactive status list of the Standby Reserve or in the Retired Reserve. Reservists in an active status may train with or without pay, earn retirement points, and may earn credit, and be considered, for promotion. (reference (be))

9. Active Status List (ASL), Standby Reserve. RC members designated as key employees; who have fulfilled their statutory MSO, but are temporarily assigned for a hardship reason and intend to return to the Ready Reserve; or retain in an active status because of a special skill/expertise. Members of the ASL may participate voluntarily without pay for retirement credit points and may be considered for promotion, except for promotion to general officer grade. (references (bd) and (bu))

10. Additional Training Periods (ATP). A sub-category of IDT. These are additional IDT periods intended to improve readiness by providing an enhanced opportunity for individuals and units to receive required and necessary training to attain and maintain designated readiness levels. Three categories of additional IDT periods are:

a. Additional Training Periods (ATPs) for units, components of units, and individuals for accomplishing additional required training, as defined by post-mobilization mission requirements;

b. Additional Flight Training Periods (AFTPs) are authorized for primary aircrew members for conducting aircrew training and combat crew qualification training to attain and maintain aircrew flying proficiency and sustain mobilization readiness; and

c. Readiness Management Periods (RMPs) are to support the ongoing day-to-day operations of the unit, accomplishing unit administration, training preparation, support activities, and maintenance functions. (reference (be))

11. Aeronautically Designated Personnel (ADP). Naval Aviators, Naval Flight Officers, and Aerial Navigation Officers who hold a Military Occupational Specialty (MOS) of 75XX or 7380.

12. Alternate Annual Training Duty (Alt AT). ADT performed in lieu of AT. Alt AT is specifically approved by COMMARFORRES or the IMA OpSponsor in lieu of regularly scheduled AT. COMMARFORRES may delegate approval authority to subordinate commanders.

13. Anniversary Year/Date. The anniversary year is a period of 12 consecutive months (365/366 days) during which a member must accrue a minimum of 50 points (including membership) if such period is to be credited as a qualifying year for retirement purposes. The anniversary date is the date on which the anniversary year commences. (reference (s))

14. Annual Screening. One-day ADT or muster duty (MD) each year for IRR members that enables the Marine Corps to maintain current status of each member's physical condition, dependency status, military qualifications, civilian occupation skills, availability for service, and other information IAW 10 U.S.C. 10149. (reference (be))

15. Annual Training (AT). It is the minimum period of training that SelRes members must perform each year to satisfy Marine Corps training requirements associated with their assignment. The primary purpose of AT is to provide individual and/or unit readiness training, but AT may support AC missions and requirements, i.e., operational support, as a consequence of performing AT. (reference (be))

16. Appropriate Duty. A form of IDT without pay, for attendance at special functions or to perform certain tasks.

17. Associate Duty. A form of IDT without pay performed on an affiliated basis with an AC or RC unit.

18. Aviation Service. Service performed by AC and RC officers who hold, or are in qualification training for aeronautical designation, and who engage and remain in military aviation on a career basis. Years of Aviation Service are the number of years of completed service computed from an ADP's Aviation Service Entry Date.

19. Aviation Service Entry Date (ASED). The date when an officer first reports on competent orders to the aviation unit having aircraft in which the officer will receive flight training leading directly to the award of an aeronautical designation.

20. By-Name Assignment (BNA) System. The BNA System is an automated approach to ensuring that identified formal training requirements are fulfilled to the maximum extent possible. The overall goal of BNA is properly trained Marines, in the required numbers, reporting to Marine Corps units in the most efficient and expeditious manner.

21. Collective Training. Training conducted to prepare two or more individuals (crews, teams, squads, platoons, battalions,

squadrons, etc.) to accomplish tasks required of the group as an entity. (reference (bz))

22. Community Hardship. A substantial adverse effect on the health, safety, or welfare of a particular community that may result from a reservist's mobilization. A finding of such hardship can serve as a basis for separation. (reference (bd))

23. Component. A term used to denote a specific category of the Armed Forces; e.g., AC and RC.

24. Component Code. A two-character code which indicates a Marine's military enlistment/obligation.

25. Contributory Support. Support to military operations or missions, other than war or contingency operations, provided by members or units of the RC.

26. Demobilization. The process by which part or all of the RC is released after a mobilization.

27. Duty Involving Flying - Denied (DIFDEN). A duty assignment where the ADP are permitted to no flight activity and no OPFLY time accrual.

28. Duty Involving Flying - Operational (DIFOP). Duty in a flying status involving operational flight. For a Reserve officer, this is an assignment to an operational flying billet or an assignment to duty in training for an aeronautical designation. OPFLY is accrued in this type of assignment.

29. End Strength. The authorized personnel strength set by Congress annually of the component concerned (AC/RC) determined necessary to provide for the national defense or to provide for mobilization requirements. For the RC, unit manning levels are assigned by the CMC (RA) and administered by the COMMARFORRES/CG, MCRSC, to be achieved on 30 September of each fiscal year.

30. Entry Level Training. The combination of recruit training (or officer acquisition training) and initial skill training required to qualify in an MOS. Training required to make a lateral move from one occupational field to another is also considered entry-level training. (reference (bz))

31. Entry Level Training Assignment (ELTA). Assignment subsequent to recruit training which is required to qualify a basic Marine in the specific minimal skills required for assignment of other than a basic MOS in the assigned occupational field.

32. Equivalent Duty Period (EDP). Instruction or duty of not less than 4 hours duration, either paid (designated an EIO) or nonpaid (designated an EIN), performed as a “make-up” or substitute IDT period.

33. Exercise Participation. Short duration tours specifically designed to allow officers and enlisted members of the IRR/SMCR to have the opportunity to volunteer annually for FMF exercises using ADSW orders.

34. Extended Active Duty (EAD). AD performed by a member of the RC when strength accountability passes from the RC to the AC contingent upon funding source.

35. Fleet Marine Corps Reserve (FMCR). Category of enlisted personnel who complete 20, but less than 30 years of active service and who receive retainer pay.

36. Formal School. A school which satisfies Marine Corps wide training and education requirements; has facilities, funding and personnel requirements provided by the Marine Corps; has quotas normally controlled by the Director, Marine Air-Ground Training and Education Center (C-463); is funded under program element number 847XX; and has course descriptive data approved by the Director, MAGTEC for each course of instruction. (reference (bz))

37. Funeral Honors Duty (FHD). This is called Military Funeral Honors (MFH). It is a minimum 2 hour inactive duty period for the preparation, training, or performance of MFH.

38. Graduated Mobilization Response (GMR). The process of providing a viable deterrent capability that can sequentially build a response force appropriate to the threat.

39. Gray Area Retirees. Reservists who have completed the required number of qualified years under §12731 10 U.S.C. to qualify for a Reserve retirement. These Reservists are no longer in an Active Status but are retired awaiting pay at age 60. They are entitled to various benefits, i.e., to carry the Reserve Retiree ID card and unlimited use of MWR, commissary, and exchange facilities. They ARE NOT entitled to any kind of medical benefits until they attain age 60.

40. Home Training Center (HTC). The drill center/site where the reservist performs IDTs.

41. Inactive Duty Training (IDT). IDT is authorized training performed by members of the Ready Reserve not on AD and performed in connection with the prescribed activities of the units of

which they are members. IDT consists of regularly scheduled unit training periods, additional IDTs periods, and equivalent training (associate and appropriate duty). The primary purpose of IDT is to provide individual and/or unit readiness training. (reference (be))

42. Inactive Status List (ISL), Standby Reserve. That part of the Standby Reserve which is comprised of reservists who are not required by law or regulation to remain in an active Reserve status but desire to retain their Reserve affiliation in a nonparticipating status and whose skills may be of future use to the Marine Corps. Members on the ISL may not participate for points or pay and will not be considered for promotion. (Reference (bu))

43. Incremental Initial Active Duty for Training (IIADT). An enlistment program for college, university, or trade school students allowing an individual to attend basic military and initial/technical skill training during summer semester break within 1 year after the completion of recruit training. This training is normally completed in two increments, however a third summer of training may be required to complete Marine Combat Training for some MOSs. (reference (av))

44. Individual Mobilization Augmentee (IMA). An individual member of the SelRes who receives training and is pre-assigned to an AC organization, the Selective Service System (SSS), or a FEMA billet that must be filled to meet the requirements of the organization to support mobilization (including pre- and/or post-mobilization) requirements, contingency operations, operations other than war, or other specialized or technical requirements. IMAs train with these organizations on a regular/scheduled basis. The IDT requirement can vary from 0 to 48 IDTs per year. A minimum of 12 days AT (13 including travel) is required of all IMAs. (reference (be))

45. Individual Mobilization Augmentee Detachment. An administrative peacetime grouping of IMAs.

46. Individual Ready Reserve (IRR). A trained manpower pool of Ready Reservists who are not in the SelRes. The IRR consists of: (1) Marines who have had training and served previously in the AC or in the SelRes and have some period of Military Service Obligation (MSO) remaining, (2) Marines who have completed their MSO and are in the IRR by choice, and (3) Marines of the Delayed Entry Program.

47. Individual Training. The training a reservist receives, either in the institution/formal school or in the unit/ organization environment which prepares an individual to perform

specific duties and tasks related to an assigned MOS and duty position.

48. Initial Active Duty Training (IADT). A sub-category of ADT used to provide basic military training and technical skill training required for all accessions. The required period of ADT when recruit training, Marine Combat Training, and initial skill training are accomplished, incrementally and/or continuously, for all initial enlisted accessions. (reference (be))

49. Initial Skill Training (IST). A subcategory of specialized skill training, subsequent to recruit or officer acquisition training, to initially qualify Marines in an MOS beyond the basic MOS. This category may include training received by those Marines making a lateral move from one MOS to another; is usually conducted in formal schools; may be conducted in the unit environment as MOJT or FST. (reference (bz))

50. In Progress Payment (IPP). An IPP is an incremental payment issued to a Reserve Marine for active duty performed prior to the completion of the entire period of active duty. An IPP may be initiated by a unit diary entry in the MCTFS for any active duty period of 30 days or less in duration to include periods of AT duty.

51. Inspector-Instuctor (I-I)/Active Duty Support. The AC and AR Marines who organize, train, and administer MARFORRES SMCR units.

52. Involuntary Active Duty. Duty performed in support of military operations when it is determined by the President or the Congress that RC forces are required to augment the AC. (reference (be))

53. Key Employee. Any reservist identified by their employer, private or public, as filling a key position. (reference (be))

54. Key Position. A civilian position, public or private (designated by the employer IAW reference (bd)) that cannot be vacated during war or national emergency. (reference (be))

55. M-DAY. The day on which mobilization commences or is due to commence.

56. Major Subordinate Command (MSC). Major commands under the administrative and operational control of COMMARFORRES to include 4th MarDiv, 4th MLG, 4th MAW, and MCRSC.

57. Mandatory Participant. A Marine who has a Military Service Obligation (MSO) acquired under the provisions of Federal law.

58. Managed On-the-Job Training (MOJT). Training conducted in the unit environment which utilizes a combination of classroom instruction and practical application. Evaluation of the trainees is based upon the capability to demonstrate specific training standards. (reference (bz))

59. Military Service Obligation (MSO). Individuals who become members of an Armed Forces and sign a contract incurring a military obligation known as a MSO. Any part of this service that is not served on AD or ADT will be performed in a RC.

60. Mobilization. The process by which all or a portion of the RC are brought to a state of readiness for war or a national emergencies by assembling and organizing personnel, supplies, and material to augment active duty forces. (reference (bg))

61. Mobilization Operational Readiness Deployment Test (MORDT). A no-notice exercise designed to evaluate the mobilization deployment readiness of SMCR units. (reference (bj))

62. Mobilization Processing Centers (MPCs). A facility designated to initially process members of the IRR and retirees upon activation. Conducts the basic minimum required administrative functions to effectively bring individual reservists back on active duty and then report their status upon activation.

63. Mobilization Training Unit (MTU). A unit established to provide RC training in a non-pay status for volunteers of the IRR and the Standby Reserve (ASL) attached under competent orders and participating in such units for retirement points. (reference (be))

64. Muster Duty (MD). A special category of ID that meets the continuous screening requirement established in 10 U.S.C. §10149. A member of the Ready Reserve may be ordered without his consent to MD one time a year. (reference (be))

65. Nonmandatory Participant. A reservist who has completed the MSO required by Federal law or has been earlier discharged.

66. Non-Prior Service (NPS) Personnel. Individuals without any prior Military Service, who have not completed IADT or its equivalent, and enlist directly into the Marine Corps Reserve.

67. Notice of Eligibility (NOE). A document authorizing medical or dental care to Reservists incurring an aggravating injury or illness, or contracting a disease in the line of duty. (reference (t))

68. Officer Acquisition Training. Training which leads to a commission as a Marine Corps officer. (reference (bz))

69. Operational Sponsor (OpSponsor). An AC sponsor having responsibility for the operational training and recall of designated Reserve personnel.

70. Operational Flying Time (OPFLY). Time accumulated in years and months while serving in operational assignments, whether in an aeronautically designated status or while undergoing training leading to the award of an aeronautical designation.

71. Other Duty Training (ODT). ODT is authorized ADT, other than IADT or AT, and shall be used to provide all other structured training to include on-the-job training, for individuals or units to enhance proficiency. It shall be used to support RC members in obtaining the necessary skills and disciplines to achieve required readiness standards. (reference (be))

72. Pay Groups. Pay groups are three-digit numerical designations of the pay categories of the Ready Reserve.

73. Personal Hardship. An adverse impact upon the family resulting from the mobilization of a reservist. Any request for a determination of such hardship will be made by the Reservist and supported by substantiating documentation, to the CMC (RA), via the chain of command.

74. Post Entry Level Training. Training a Marine receives after assignment to a unit in order to maintain proficiency acquired during entry level training and to develop more advanced individual and collective skills. This training may be conducted either in the unit, training center, or formal school. (MCO 1553.1B)

75. Prior Service (PS) Personnel. Marines who have served on active duty for a sufficient length of time to have completed the active duty obligation, or have enlisted in the RC and have completed the SMCR IDT obligation.

76. Prior Service Training Assignment (PSTA). Assignment to an entry level formal MOS producing school of non-MOS match prior service personnel recruited to SMCR units, in accordance with enlisted mission requirements.

77. Qualifying Years of Creditable Service for Non-Regular Retirement Pay. The time a Reserve member must serve to be eligible for non-regular retired pay after having served at least

20 years of service in which they received at least 50 retirement points. (reference (br))

78. Reserve Active Status List (RASL). Inactive officers not affiliated with the SelRes remain on the RASL as members of the IRR unless they resign their commissions or are involuntarily removed per applicable statute/regulations.

79. Rated Position. Terminology used to identify a T/O billet requiring a designated naval aviator, naval flight officer, or aerial navigation officer. Specifically, these are T/O billets with the following MOS designations: 7207, 7380, 75XX, 8042, 7503, 7504, 7505, 7506.

80. Ready Reserve. Those units and individuals of the RC liable for active duty in time of war or national emergency. The Ready Reserve of the Marine Corps consists of the SelRes and the IRR.

81. Rescheduled Inactive Duty Training (RIDT). Rescheduled IDT periods for a Reservist which are other than the dates originally scheduled for the parent unit of the reservist.

82. Reserve Counterpart Training (RCT). A program designed to give members of the IRR an opportunity to enhance military skills by training with their AC counterparts. RCT provides mobilization readiness training for preassigned IRR's. (reference (cc))

83. Reserve Training Center (RTC). A facility where IDT is scheduled and performed. During mobilization, SMCR units report to and are released from the RTC.

84. Reserve Transition Benefits (RTB). Benefits designed to assist members of the Selected Reserve affected by unit deactivation/relocation/reorganization and voluntary separation programs during periods of force reduction.

85. Retired Reserve. The Retired Reserve consists of:

a. RC members who are or have been retired under the provisions of 10 U.S.C. Sections 3911, 6323, or 8911; and,

b. RC members who have been transferred to the Retired Reserve upon their request, retain their status as Reserves, and are otherwise qualified. (reference (be))

86. Reserve Order Writing System (ROWS). ROWS is an automated order writing system.

87. Satisfactory Participation. Attendance and participation in the required training for the Marine's individual training category.

88. Screening. The audit of service records and personal status of a Reservist to determine an individual's mobilization potential and readiness.

89. Selected Reserve (SelRes). That portion of the Marine Corps Ready Reserve having an IDT and AT requirement. SMCR members are in MARFORRES units, IMA status or the AR program. (reference (be))

90. Senior Enlisted Manpower Advisor (SEMA). The SEMA is a Sergeant Major assigned to CMC (RA). The SEMA coordinates the assignment and reassignment of all Reserve Sergeants Major/First Sergeants command billets within MARFORRES. The SEMA operates under the direction of the CMC (RA).

91. Standard Written Agreement to Train (SWAT). A contractual agreement between the Marine Corps and a nonmandatory enlisted participant which obligates the Reservist to participate in Reserve training in an SMCR unit.

92. Standby Reserve. Consists of those units or members, or both, of the RC, other than those in the Ready Reserve or the Retired reserve, who are liable for active duty only as provided in 10 U.S.C. Sections 12301 and 12306. The Standby Reserve consists of personnel who are maintaining their military affiliation without being in the Ready Reserve, but have been designated key civilian employees, or have a temporary hardship or disability. Those individuals are not required to perform training and are not part of units. The Standby Reserve is a pool of trained individuals who may be mobilized as needed to fill manpower needs in specific skills. The Standby Reserve consists of the ASL and the ISL. (reference (be))

93. Trained Strength in Units. Personnel assigned to Reserve units who, in the case of enlisted personnel, have completed IADT of 12 weeks, or its equivalent, and are eligible for deployment overseas on land when mobilized under proper authority. Excludes personnel in non-deployable accounts or a training pipeline.

94. Training and Retired Category (TRC). Categories identifying an TRC member’s training or retirement status in an RCC and an RC. (reference (be))

95. Telecommute. Telecommute is a formal arrangement between a reservist and their command to perform assigned official duties

in the form of an IDT at an alternate worksite on an occasional, one-time or irregular basis.

96. Telework. Telework is that work product that is produced as a result of a telecommute.

97. Unit Training. Training, either collective or individual, conducted in a unit. (reference (bz))

98. Unsatisfactory Participant. A member of the Ready Reserve who fails to fulfill an obligation or agreement as prescribed in Federal law; or a member who fails to meet the standards prescribed by the Marine Corps for attendance at IDT, AT, ADT, or performance of duty.

99. Voluntary Training. Training in a pay or non-pay status, especially applicable to RC members of the IRR, Standby Reserve (ASL), and retirees. Participation in voluntary training may be achieved by training with the SelRes or MTUs; performing ADT; completing authorized military correspondence courses; attending designated courses of instruction; performing equivalent duty; participating in authorized civil defense activities. Retirees may voluntarily train with organizations to which they may be recalled to AD in a national emergency or time of war. Such training shall be limited to the resources available.

APPENDIX B

ABBREVIATIONS

1. The following is a list of abbreviations associated with the Reserve component and used frequently in this Manual.

AC . . . . . Active Component
AD . . . . . Active Duty
ADCON. . . . . Administrative Control
ADOS . . . . . Active Duty for Operational Support
ADOT . . . . . Active Duty Other than for Training
ADT . . . . . Active Duty Training
AFADBD . . . . . Armed Forces Active Duty Base Date
AFQT . . . . . Armed Forces Qualification Test
AFTP . . . . . Additional Flying Training Period
AIDS . . . . . Acquired Immune Deficiency Syndrome
Alt AT . . . . . Alternate Annual Training
AMC. . . . . Air Mobility Command
AR . . . . . Active Reserve
ARCR . . . . . Annual Retirement Credit Report
ASL . . . . . Active Status List (Standby Reserve)
AT . . . . . Annual Training
ATP. . . . . Additional Training Period

BAS. . . . . Basic Allowance for Housing
BAS. . . . . Basic Allowance for Subsistence
BCN. . . . . Bonus Control Number
BCP. . . . . Body Composition Program
BIC. . . . . Billet Identification Number
BIR. . . . . Reserve Basic Individual Record
BMOS . . . . . Basic MOS
BTR. . . . . Reserve Basic Training Record
BUMED. . . . . Bureau of Medicine

CAC. . . . . Common Access Card
CEI. . . . . Civil Employment Information
CG . . . . . Commanding General
CMC. . . . . Commandant of the Marine Corps
CMT. . . . . Career Management Team
COFGM. . . . . Convenience of Government Medical
COMP CODE. . . . Component Code
COMMARFORCOM . . Commander, Marine Forces Command
COMMARFORPAC . . Commander, Marine Forces Pacific
COMMARFORRES . . Commander, Marine Forces Reserve
CONUS. . . . . Continental United States
CRCR . . . . . Career Retirement Credit Report
CSC. . . . . Customer Service Center
CTO. . . . . Commercial Travel Office

DC, M&RA . . . . Deputy Commandant, Manpower and Reserve Affairs
DD . . . . . Direct Deposit
DD&E . . . . . Delay, Deferment, and Exemption
DEERS. . . . . Defense Enrollment Eligibility Reporting System
DEP. . . . . Delayed Entry Program
DFAS . . . . . Defense Finance and Accounting Service
DIFDEN . . . . . Duty Involving Flying – Denied
DIFOP. . . . . Duty Involving Flying – Operational
Dir, MM. . . . . Director, Manpower Management Division
Dir, MP. . . . . Director, Manpower Plans and Policy Division
Dir, RA. . . . . Director, Reserve Affairs Division
DMCS . . . . . Director Marine Corps Staff
DMDC . . . . . Defense Manpower Data Center
DNA. . . . . Deoxyribonucleic Acid
DOD. . . . . Department of Defense
DOD FMR. . . . . DOD Financial Management Regulation
DVA. . . . . Department of Veterans Affairs

EAD . . . . . Extended Active Duty
EAS. . . . . End of Active Service
ECC. . . . . End of Current Contract
EDP . . . . . Equivalent Duty Period (EIO or EIN)
EFT. . . . . Electronic Funds Transfer
EIN. . . . . (EDP – Without Pay)
EIO. . . . . (EDP – With Pay)
ELTA . . . . . Entry Level Training Assignment
ESGR . . . . . Employer Support of the Guard and Reserve

FAO. . . . . Foreign Area Officer
FHD. . . . . Funeral Honors Duty
FHDA . . . . . Funeral Honors Duty Allowance
FIREX. . . . . Fire Exercise
FLPP . . . . . Foreign Language Proficiency Pay
FMCR . . . . . Fleet Marine Corps Reserve
FMF. . . . . Fleet Marine Force
FRAAP. . . . . Force Readiness Assistance and Assessment Program
FSGLI. . . . . Family Servicemember Group Life Insurance
FTS. . . . . Full Time Support

GAR. . . . . Grade Adjusted Recapitulation
GCM. . . . . General Courts-Martial
GMR. . . . . Graduated Mobilization Response

HIV. . . . . Human Immunodeficiency Virus
HQMC . . . . . Headquarters Marine Corps
HTC. . . . . Home Training Center
HTL. . . . . Hometown Links

I-I . . . . . Inspector – Instructor
IA . . . . . Individual Augmentee
IADT . . . . . Initial Active Duty Training
ICC. . . . . Integrated Circuit Chips
ID . . . . . Inactive Duty
IDT. . . . . Inactive Duty Training
IIADT. . . . . Incremental Initial Active Duty for Training
IMA. . . . . Individual Mobilization Augmentee
IPP. . . . . In-Progress Payment
IRR. . . . . Individual Ready Reserve
ISL. . . . . Inactive Status List, Standby Reserve
ISO. . . . . In Support Of
IST. . . . . Initial Skills Training

JAGMAN . . . . . Judge Advocate General Manual
JFTR . . . . . Joint Federal Travel Regulations
JOASC. . . . . Joint Operational Airlift Support Center

LDS. . . . . Later-Day Saints
LES. . . . . Leave and Earning Statement
LOD. . . . . Line of Duty

M4L. . . . . Marine For Life
MAID-P . . . . . Mobilization, Activation, Integration, Deployment Plan
MANMED . . . . . Manual of the Medical Department
MarDiv . . . . . Marine Division
MARFORRES . . . Marine Forces Reserve
MAW. . . . . Marine Air Wing
MBS. . . . . Master Brief Sheet
MCBul. . . . . Marine Corps Bulletin
MCCS . . . . . Marine Corps Community Services
MCEAS. . . . . Marine Corps Enlisted Administration System
MCJROTC. . . . . Marine Corps Junior Reserve Officer Training Corps
MCM. . . . . Marine Corps Manual
MCMAP. . . . . Marine Corps Martial Arts Program
MCMEDS . . . . . Marine Corps Medical Entitlements Data System
MCP. . . . . Meritorious Commissioning Program
MCP-R. . . . . Meritorious Commissioning Program – Reserve
MCRC . . . . . Marine Corps Recruiting Command
MCTFS. . . . . Marine Corps Total Force System
MCTFSPRIUM . . . Marine Corps Total Force System Personnel Reporting Instructions User’s Manual
MCTIMS . . . . . Marine Corps Training Information Management System
M-DAY. . . . . Effective Date of Mobilization
MD . . . . . Muster Duty (of IRR)
MDP. . . . . Mandatory Drill Participant
MDR . . . . . Medical Department Representative

MDPSD. . . . . Mandatory Drill Participation Stop Date
MEDHOLD. . . . . Medical Hold
MFH. . . . . Military Funeral Honors
MFR. . . . . Marine Forces Reserve
MGIB . . . . . Montgomery GI Bill
MGIB-R . . . . . Montgomery GI Bill – Reserve
MIPS . . . . . Marine Integrated Personnel System
MLG. . . . . Marine Logistics Group
MMAS . . . . . Manpower Mobilization Assignment System
MMFA . . . . . Manpower Management Force Augmentation
MMPR . . . . . Manpower Management Promotions Branch
MMSL . . . . . Manpower Management Senior Leaders Branch
MMSR . . . . . Manpower Management Separation and Retirement Branch
MOB. . . . . Mobilization
MOBCOM . . . . . Marine Corps Mobilization Command
MOBRUC . . . . . Mobilization Reporting Unit Code
MOL. . . . . Marine On-Line
MOS. . . . . Marine Occupational Specialty
MORDT . . . . . Mobilization Operational Readiness Deployment Test
MPC. . . . . Mobilization Processing Center
MPP. . . . . Manpower Plans and Policy Branch
MPS. . . . . Maritime Preposition Shipping
MPSB . . . . . Mobilization Potential Screening Board
MRTC . . . . . Mobilization Reserve Training Center
MRT. . . . . Medical Review Team
MSC. . . . . Major Subordinate Command
MSO. . . . . Military Service Obligation
MTF. . . . . Meical Treatment Facility
MTU. . . . . Mobilization Training Unit

NJP. . . . . Non Judicial Punishment
NOBE . . . . . Notice of Basic Eligibility
NOE. . . . . Notice of Eligibility
NPQ. . . . . Not Physically Qualified
NPS. . . . . Nonprior Service Personnel
NS . . . . . Not scheduled

OASD-RA. . . . . Office of the Assistant Secretary of Defense – Reserve Affairs
OCC-R. . . . . Officer Candidate School – Reserve
OccFld . . . . . Occupational Field
OCONUS . . . . . Outside Continental United States
OCS. . . . . Officer Candidate School
ODT. . . . . Other Duty Training
OIC. . . . . Officer In Charge
OJT. . . . . On-the-Job Training
OMPF . . . . . Official Military Personnel File
OPCON. . . . . Operational Control

OpSponsor . . . Operational Sponsor
OQR. . . . . Officer Qualification Record
ORM. . . . . Operational Risk Management
OSO. . . . . Officer Selection Officer
OTAR . . . . . Other Than Active Reserve

PDHRA. . . . . Post Deployment Health Reassessment
PEF. . . . . Program Enlisted For
PERSTEMPO. . . . Personnel Tempo
PFT. . . . . Physical Fitness Test
PHA. . . . . Periodic Health Assessment
PII. . . . . Personnally Identifiable Information
PIP. . . . . Provisional IMA Program
PKI. . . . . Public Key Infrastructure
PLC. . . . . Platoon Leaders Class
PME. . . . . Professional Military Education
PMOS . . . . . Primary MOS
POA&M. . . . . Plan Of Action and Milestones
POI. . . . . Plan of Instruction
PP&O . . . . . Plans, Policies, and Operations
PROMAN . . . . . Professional Management Resume
PS . . . . . Prior Service Personnel
PSTA . . . . . Prior Service Training Assignment
PSMRP. . . . . Prior Service MOS Retraining Program
PTCD . . . . . Projected Training Completion Date
PWST . . . . . Peacetime Wartime Support Team

QSN. . . . . Quota Serial Number

RA . . . . . Reserve Affairs Division (HQMC)
RAC. . . . . Reserve Affairs Coordination Branch
RAP. . . . . Reserve Affairs Plans and Policy
RAPIDS . . . . . Real Time Automated Personnel Identification System
RASL . . . . . Reserve Active Status List
RC . . . . . Reserve Component
RCC. . . . . Reserve Component Code
RCCPDS . . . . . Reserve Component Common Personnel Data System
RCSBP . . . . . Reserve Component Survivor Benefit Plan
RCT . . . . . Reserve Counterpart Training
RDOL . . . . . Reserve Duty On Line
RECC . . . . . Reserve End of Current Contract
RECP . . . . . Reserve Enlisted Commissioning Program
RED. . . . . Record of Emergency Data
RIDT . . . . . Rescheduled Inactive Duty Training
RIO. . . . . Reserve Integration Officer
RISP . . . . . Reserve Involuntary Separation Pay
RLO . . . . . Reserve Liaison Officer
RMP . . . . . Readiness Management Period
ROEP . . . . . Reserve Optional Enlistment Program

ROTC . . . . . Reserve Officer Training Program
ROWS . . . . . Reserve Order Writing System
RQS. . . . . Reserve Qualification Summary
RQSR . . . . . Reserve Qualification Summary Report
RRCR . . . . . Reserve Retirement Credit Report
RS . . . . . Recruiting Station
RSSP . . . . . Reserve Special Separations Pay
RSU . . . . . Reserve Support Unit
RTB . . . . . Reserve Transition Benefits
RTC . . . . . Reserve Training Center
RTN. . . . . Requirement Tracking Number
RUC. . . . . Reporting Unit Code

SATO . . . . . (Military Travel Service Provider)
SecNav . . . . . Secretary of the Navy
SelRes . . . . . Selected Reserve
SGLI . . . . . Servicemember’s Group Life Insurance
SIA . . . . . Site of Initial Assignment
SMCR . . . . . Selected Marine Corps Reserve
SMP. . . . . Simultaneous Membership Program
SOP. . . . . Standard Operating Procedure
SPCMCA . . . . . Special Court-Martial Convening Authority
SPD. . . . . Separation Program Designator
SRB. . . . . Servicemen’s Record Book
SRIP . . . . . Selected Reserve Incentive Program
SRBP . . . . . Selected Reenlistment Bonus Program
SSBI . . . . . Single Scope Background Investigation
SSN. . . . . Social Security Number
STC. . . . . Staff Training Course
SWAT . . . . . Separate Written Agreement to Train

T/O. . . . . Table of Organization
TAD. . . . . Tour of Additional Duty
TBS. . . . . The Basic School
TDP. . . . . TRICARE Dental Program
TDY. . . . . Temporary Duty
TECOM. . . . . Training and Education Command
TFSD . . . . . Total Force Structure Division
TFRS . . . . . Total Force Retention System
TIP. . . . . Training Input Plan
TNPQ . . . . . Temporarily Not Physically Qualified
TPC. . . . . Training Pay Category
TRS. . . . . TRICARE Reserve Select

UCCI . . . . . United Concordia Companies, Inc.
UCMJ . . . . . Uniform Code of Military Justice
UD . . . . . Unit Diary
UMS . . . . . Unit Muster Sheet
USERRA . . . . . Uniformed Services Employment and Reemployment Rights Act of 1994

VA . . . . . Veteran’s Administration
VRR. . . . . Veteran’s Reemployment Rights

WASR . . . . . Wartime Authorized Strength Report
WWR. . . . . Wounded Warrior Regiment