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MARINE CORPS ORDER 1000.6

From: Commandant of the Marine Corps  
To: Distribution List

Subj: ASSIGNMENT, CLASSIFICATION, AND TRAVEL SYSTEM MANUAL (ACTSMAN)

Ref: (a) MCO 1200.17D  
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(e) MCO 3120.11  
(f) MCO 3150.4  
(g) DoD Financial Management Regulation 7000.14-R (DODFMR)  
(h) MCO P1070.12K W/ CH 1  
(i) MCO 3571.2G  
(j) OPNAVINST 3710.7U  
(k) Marine Corps Total Force System Personnel Reporting Instruction  
User's Manual (MCTFS PRIUM) (NOTAL)  
(l) OPNAVINST 7220.4K  
(m) MCO P1300.8R W/ CH 1-8  
(n) MCO 1050.3J  
(o) MCO P1900.16F W/ CH 1-2  
(p) MCO 1620.3A  
(q) MCO 1754.4B  
(r) Marine Corps Manual W/ CH 1-3  
(s) MCO 1001.45J  
(t) MCO P1020.34G W/ CH 1-5  
(u) MCO 1542.1H  
(v) MCO P1100.72C W/ ERRATUM  
(w) MCO 1500.31H  
(x) MCO 7220.12P W/ CH 1  
(y) OPNAVINST 5510.1H  
(z) SECNAVINST 5510.30B  
(aa) MCO 7220.24N  
(ab) MCO P1400.32D W/ CH 1-2  
(ac) MCO 1306.16E  
(ad) MCO P1326.6D W/ CH 2  
(ae) MCO P1610.7F W/ CH 1-2  
(af) Joint Federal Travel Regulations (JFTR)  
(ag) Marine Corps Travel Instructions Manual (MCTIM) (NOTAL)  
(ah) MCO P3000.15B  
(ai) SECNAVINST 5216.5D W/ CH 2  
(aj) DoD Directive 1000.21E W/ CH 1 of 12 June 2012  
(ak) MCO 4600.7  
(al) DoD Instructions 1327.06 W/ CH 1 of 30 September 2011  
(am) MCO 1326.5E  
(an) MCO 11000.22  
(ao) DoD Directive 5210.56 of 1 April 2011

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Ref: (ap) MCO 4650.39  
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(at) SECNAV M-5214.1

Report Required: Field Flight Performance Board Recommendations (Report Control Symbol EXEMPT) encl (1), chap. 1, sect. 2, para. 11g(2)

Encl: (1) ACTS MANUAL

1. Situation. To provide guidance and compliance of all functions relative to personnel management. Personnel management is the process of planning, organizing, directing, and supervising the procurement, development, use, and administration of personnel in accordance with the references. The methods by which personnel management is effected are termed personnel procedures. Instructions contained herein do not amend any provisions of Navy Regulations and Navy Department General Orders.

2. Cancellation. MCO P1000.6G.

3. Mission. Commanders shall implement the personnel management outlined in this Order, and all personnel tasked with personnel management shall comply with the policies and procedures contained herein and within the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure all personnel involved and tasked with personnel management are provided adequate information pertaining to policies and procedures.

(2) Concept of Operations. This Order should be used in conjunction with the applicable references to ensure compliance with policies and procedures established by the Commandant of the Marine Corps (CMC) and higher headquarters.

b. Subordinate Element Missions. Comply with this Order in personnel management.

5. Administration and Logistics.

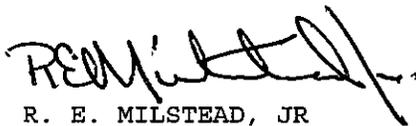
a. Recommendations for changes to administrative processes and procedures contained in this Order are invited and should be submitted to CMC (MI) via the appropriate chain of command. Recommendations for changes to the policies contained in this Order are invited and should be submitted to the functional department.

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

JUL 3 2013

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.



R. E. MILSTEAD, JR  
Deputy Commandant,  
Manpower and Reserve Affairs

DISTRIBUTION: PCN 10200010000

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Chapter 1

General Policy for Classification, Assignment, Distribution, and Transfers

SECTION 1: CLASSIFICATION

1. Scope and Objective

a. This section contains the instructions, procedures, and regulations for implementing the Marine Corps Personnel Classification System.

b. Except as specifically authorized in this section or in other current directives, commanders are required to obtain approval of CMC (MMOA, MMEA, or RA, as appropriate) before assigning or changing the primary or additional Military Occupational Specialty (MOS) of any Marine.

c. Before exercising the authority contained herein, commanders should review the MOS description and qualification requirements pertinent to the MOS involved, contained in reference (a).

2. Classification of Military Qualifications

a. Classification of military qualifications consists of assigning, changing, or converting MOS's to accurately identify each Marine's current qualifications.

b. Carefully evaluate all military skills and identify proficiency in executing performance requirements for an MOS before assigning the MOS.

c. MOS's are assigned as basic, primary, necessary, free, exception, or additional.

(1) The Primary Military Occupational Specialty (PMOS) assigned should identify the Marine's current qualifications. In many cases, lateral moves between MOS's/Occupational Fields (OccFlds) are made in the best interest of the Marine Corps. In such cases, a Marine's PMOS will be that assigned to the Marine by CMC (MM or RA).

(2) Additional Military Occupational Specialties (AMOS) may be assigned to identify other qualifications that differ from those identified by the PMOS. AMOS's may be within the same or different OccFlds.

(3) Group I MOS's are appropriate for assignment as a PMOS to Regular unrestricted and career Reserve officers, Group II MOS's are appropriate for assignment as a PMOS to limited duty officers, and Group III MOS's are suitable for assignment as a PMOS to warrant officers. These groups are defined in reference (a).

(4) Reserve officers who obtain career status must be classified in a Group I MOS.

(5) Any MOS in the officer job structure may be assigned as an additional MOS to any officer below the grade of general.

(6) Reserve Officers/Enlisted Marines will be aligned with their PMOS in the same OccFld as their respective billet MOS (BMOS).

d. Certain billets require only some of the requirements of a designated MOS. In these billets, satisfactory performance of duty will not necessarily qualify an individual for the MOS. Before recommending the assignment of an MOS, commanders should ensure the Marine is fully qualified for the MOS as set forth in reference (a). Submit waivers of MOS criteria to CMC (MMEA, MMOA, or RA) for approval. Complete justification for waiver requests is mandatory.

e. In requests for assignment of an MOS based on school completion, include a copy of a completion certificate that provides the title, date, school location, and verification of satisfactory completion.

f. In all cases, ensure MOS assignments are in accordance with the instructions in Chapters 2 and 3 of this Order.

### 3. Classification Instructions

a. Reference. The primary reference for classification is reference (a).

b. Interview. A classification interview is a planned, controlled conversation conducted by qualified personnel. Information obtained during the interview is used in conjunction with mental test results for the proper classification of Marines. Reference (b) contains information about classification interviews.

### 4. Personnel to be Classified

a. Classification tests are listed in reference (b). In addition, test scores appear on the Basic Training Record (BTR).

b. General Classification Test (GCT) scores are automatically removed from the Marine Corps Total Force System (MCTFS) upon appointment to the grade of colonel.

5. Personnel to be Reclassified. Personnel with prior service in the Marine Corps or Marine Corps Reserve who have been separated or have been in an inactive status in excess of one year will be reclassified upon enlistment, reenlistment, or appointment to officer grade in the Marine Corps or Marine Corps Reserve.

6. MOS Conversion. Changes to an MOS - such as job description, numerical code, or title - may require conversion of the MOS to one currently authorized or newly established. Changes are published annually to reference (a), which includes conversion tables identifying the affected MOS's, and directing appropriate administrative action.

Chapter 1

General Policy for Classification, Assignment, Distribution, and Transfers

SECTION 2: ASSIGNMENT AND DISTRIBUTION

1. Assignment to a Billet Identification Code

a. MCTFS is the single, authoritative source that documents uniformed manpower personnel to structure, to include Billet Identification Code (BIC), Billet Description, and Billet MOS. Commanders are responsible for ensuring the appropriate Marine Corps billet data has been reported in MCTFS for each member of their command. Marines must have a BIC or Excess BIC Indicator (EBI) reported in MCTFS within 10 days of joining a new Permanent Duty Station (PDS). EBIs are used in place of a BIC when no valid BIC vacancies for the assigned command (overstaff) or the member is filling a nonstructure/manpower position (Excess Law Program, Humanitarian Attachment, Marine Enlisted Commissioning Program, etc.). An EBI is reported in MCTFS per reference (k) as if it was a valid BIC. Report the EBI using the appropriate Total Force Structure Unit Identification Code (UIC) in bytes 1-6 and a BIC Indicator as contained in Table 1-1 (Active Component) or Table 1-2 (Reserve Component) in the remaining bytes.

b. Every effort must be made to ensure personnel are assigned a valid BIC commensurate with their grade and MOS. Assignments may be made one grade above or below that required by the BIC, except O-6 and above. Marines with a PMOS within the same occupational field may be assigned a BIC with similar MOS qualifications if no vacancy exists for the grade/MOS; for example, a 0351 filling a 0311 BIC. Two Marines are not authorized to fill the same BIC except during a 90-day turnover in conjunction with Headquarters-directed assignments. In situations where two Marines of the same grade and MOS belong to a unit with one open BIC, the Marine with the longest time remaining on station is reported in the BIC, the other is assigned an EBI.

Excess BIC Indicator Assignment Rules for Active Component

EX101	USMC	MOS and Grade match
EX102	USMC	MOS match, but not Grade match
EX103	USMC	No MOS nor Grade match
EX104	USMC	Administrative join/attached

Table 1-1

Excess BIC Indicator Assignment Rules for Reserve Component

EX001	USMCR Obligor	MOS and Grade match
EX002	USMCR Obligor	MOS match, but not Grade match
EX003	USMCR Obligor	No MOS nor Grade match
EX004	USMCR Non-Obligor	MOS and Grade match
EX005	USMCR Non-Obligor	MOS match, but not Grade match
EX006	USMCR Non-Obligor	No MOS nor Grade match
EX007	USMCR Obligor	Unsat Participant (Strength Category "X" in MCTFS)
EX008	USMCR Obligor	Pending Medical Separation (Strength Category and Duty Limitation in MCTFS)

Table 1-2

2. Assignment of Athletes, Entertainers, and Other Nationally Known Personnel

a. Personnel such as athletes, entertainers, or other public figures possessing widely publicized nonmilitary talents or abilities will be employed as dictated by Marine Corps requirements.

b. Personnel will be assigned to duties commensurate with abilities based on the requirements of the Marine Corps. Such abilities include inherent or native talent and civilian-acquired skills, as well as abilities developed through military training. When valid requirements exist, athletes or entertainers will be assigned to corresponding, authorized MOS's that best employ their abilities.

c. The CMC will periodically publish instructions to preclude retention of athletes at any particular command for an excessive length of time.

3. Assignment and Transfer of Reserve Personnel on Inactive Duty

a. Reserve personnel on inactive duty will be carried on the rolls of the following organizations:

(1) Individual Ready Reserve (IRR) personnel will be carried on the rolls of the Marine Forces Reserve (MFR), 2000 Opelousas Avenue, New Orleans, LA 70146.

(2) Members of Selected Marine Corps Reserve (SMCR) units, ground and aviation, will be carried on the rolls of the Marine Corps Reserve unit to which assigned unless otherwise directed by CMC (RA).

(3) Individual Mobilization Augmentees (IMAs) will be assigned and transferred per reference (c).

(4) Standby Reserve personnel will be carried on the rolls of MFR.

b. Interclass and Interunit Transfers. Reserve personnel on inactive duty may be transferred among SMCR, IRR, Standby Reserve, and between units as prescribed by reference (d).

4. Assignment of Marines to Duty Involving Parachuting and/or Underwater Diving. See reference (e) for all requirements to assign personnel to duty involving parachuting. See reference (f) for all requirements to assign personnel to duty involving underwater diving.

5. Revocation of the Parachuting and/or Underwater Diving MOS, and Revocation of Authority to Wear Parachuting or Diving Insignia

a. Forward requests to void a parachuting and/or underwater diving MOS to CMC (POG). Such a request is mandatory when orders assigning Marines to duty involving parachuting and/or underwater diving are canceled for reasons set forth in this Order. Include a full accounting of the circumstances, together with a statement from the Marine concerned, in the request. If the Marine declines to make a statement, this should be stated in the submission.

b. Despite cancellation of orders assigning Marines to duty involving parachuting and/or underwater diving, the authority to wear the Basic Parachutist, Navy and Marine Corps Parachutist, or SCUBA Diver Insignia, once

earned, will not be revoked, except by CMC (POG). Requests to revoke the authority to wear any of these insignia will be submitted to CMC (POG) citing the reason(s) stated in this Order.

6. Termination of Assignment to Duty Involving Parachuting and/or Underwater Diving

a. The commander will cancel orders assigning personnel to parachuting and/or underwater diving duty for the following reason(s):

(1) The Marine no longer is performing parachuting or underwater diving duty.

(2) The Marine no longer is physically qualified. A properly constituted medical board must make or confirm these findings. If such disqualification is a consequence of a parachuting or underwater diving accident, the cancellation will be effected before the date of discharge from treatment, or before the expiration of three months after the date of the accident, whichever is earlier.

(3) The Marine is transferred or reassigned to duty that no longer requires parachuting or underwater diving. Exception: Orders to perform duty involving parachuting and/or underwater diving will remain in effect when the individual is being reassigned/transferred successively to duty also requiring parachuting and/or underwater diving, and such requirement is stated in the reassignment/transfer orders.

(4) The Marine fails to meet parachuting or underwater diving proficiency maintenance requirements as specified in reference (g).

(5) The Marine requests such assignment be terminated for personal reasons.

(6) The Marine, in the opinion of the commander, no longer is professionally qualified.

b. Make an entry on the Administrative Remarks Page (Page 11) in accordance with reference (h). The entry will include the reason and authority for termination and whether the authorization to wear the appropriate insignia is revoked. A sample entry is provided in reference (h).

7. Assignment to Duty Involving the Demolition/Disposal of Explosives or Weapons

a. Marines assigned to duty involving the demolition/disposal of explosives or weapons, as a primary duty pursuant to competent orders, are entitled to Hazardous Duty Incentive Pay (HDIP) as prescribed in reference (g) and (i).

b. Duty Involving Demolition of Explosives. Demolition duty is duty performed by Marines who engage in the following activities under competent orders and as a primary duty assignment:

(1) Demolish by the use of explosives, objects, obstacles, or other explosives, or recover and render harmless, by disarming or demolition,

explosives that have failed to function as intended or have become a potential hazard.

(2) Participate as students or instructors in instructional training, including that in the field or fleet, for the duties described in paragraph above, provided live explosives are used in such training.

(3) Participate in proficiency training, including that in the field for the maintenance of skill in the duties described in subparagraph 6b(1) above, provided live explosives are used in such training.

(4) Experiment with or develop tools, equipment, or procedures for the demolition and rendering harmless of explosives, provided live explosives are used.

c. HDIP (Demolition Duty) provides compensation for the more-than-normally dangerous character of such duties and encourages members to continue to volunteer to perform these duties.

d. Billets/personnel are authorized to receive HDIP (demolition duty) are:

(1) Explosive ordnance disposal (EOD) personnel. Specifically, active and reserve component Marines assigned the primary PMOS of 2305 or 2336 and assigned to billet MOS (BMOS) duties of 2305 or 2336, or attending MOS producing school for 2336 per references (g) and (i).

(2) Billets authorized to receive HDIP (demolition duty) other than EOD are identified in a MARADMIN that is managed by M&RA (MPO).

e. Clarification on competent orders:

(1) For EOD personnel assigned to a BMOS of 2305 or 2336, competent orders are defined as the PCS/PCA orders issued by M&RA (MMA/MMEA).

(2) For those personnel authorized HDIP (Demolition Duty) will be assigned to that duty by their commanding officer.

f. HDIP (demolition duty) is not a continuous pay. The requirements listed in reference (g) must be performed monthly; the award of HDIP (demolition duty) is authorized only for the months in which demolition of explosives is performed. For example: Cpl Smith, Sgt Jones, and SSgt West belong to the same unit and all qualify for HDIP (demolition duty) under subparagraph d(1) or d(2). Cpl Smith and Sgt Jones both performed demolition of explosives on 10 May 2012. However, SSgt West did not perform demolition of explosives during the month of May 2012. In this example, Cpl Smith and Sgt Jones are entitled to HDIP for the month of May 2012, while SSgt West is not.

g. Reporting requirements:

(1) To ensure accurate, timely entries are input to MCTFS, unit commanders must submit monthly letters to the personnel office validating all personnel in the unit have met the monthly requirements and are entitled to HDIP (Demolition Duty) per reference (g) and this Order. If a Marine has not met the requirements for a particular month, it will be noted on the monthly letter and the Marine will not receive HDIP for that particular month. If a

Marine has been terminated from assignment to hazardous duty, it will be noted on the monthly letter to ensure entitlement to HDIP (Demolition Duty) is terminated in MCTFS.

(a) The monthly HDIP (Demolition Duty) authorization letters are maintained and inspected at the supported unit level.

(b) Accuracy of the unit diary entries and timeliness of reporting are documented and inspected at the reporting unit level.

(2) Monthly letters will include name, rank, and Electronic Data Interchange Personal Identifier (EDIPI) for all personnel, to include those meeting the monthly requirement, those not meeting the monthly requirement, and those terminated from assignment to qualifying duty.

(3) For those units that have personnel authorized by the MARADMIN referred to in paragraph 6b(1) also will submit a copy of the written orders from the commanding officer assigning those Marines to duties involving the demolition of explosives.

h. The units and personnel offices will maintain supporting documentation for the payment of HDIP (Demolition Duty) for a period of 24 months.

#### 8. Assignment to Duty Involving Aerial Flight

a. Qualified personnel under competent orders to participate in regular and frequent aerial flights as crewmembers or noncrewmembers are entitled to incentive pay for such duty.

b. Both crewmembers and noncrewmembers may qualify for HDIP for duty involving aerial flight per reference (g).

c. Aeronautically designated personnel (ADP) may qualify for Aviation Career Incentive Pay (ACIP). Those officers meeting the requirements for ACIP as prescribed in reference (g) are not entitled to HDIP (Aerial Flight). See paragraph 1207 for an explanation of the ACIP program.

#### d. Aviation Terminology

(1) Aeronautically Designated Personnel. A collective term that applies to Marine officers designated as naval aviators, naval flight officers (NFOs), or officer navigators.

(2) Aircrew. A collective term that applies to all categories of personnel in a flight status either as crewmembers or noncrewmembers.

(a) Crewmember. A Marine involved in frequent and regular performance of aerial flight who performs flight duties directly related to actual aircraft operations or directly contributes to in-flight operation and maintenance of associated equipment in an aircraft.

(b) Noncrewmember. A Marine on competent orders to perform duty involving participation in aerial flight, but does not regularly perform crewmember duties that relate to the actual operation of an aircraft or directly contributes to the in-flight operation/maintenance of associated aircraft equipment. Examples are aerial gunner/observers, crewmembers in training (excludes transition crew chiefs), ground maintenance personnel

required to fly periodically to conduct in-flight maintenance, photo specialists, and casualty evacuation hospital corpsmen (HM).

(3) Officer Service Date (OSD). The OSD is the date first commissioned as an officer or the date of acceptance of appointment as a warrant officer, as adjusted for broken officer service.

(4) Officer Service. This is all active and inactive service as a warrant or commissioned officer.

(5) Aviation Service Entry Date (ASED). The ASED is the date an officer reports to a squadron where flight training will be conducted, adjusted for broken aviation service. In the event flight training is administered while in an enlisted pay grade, the ASED is the date of commissioning.

(6) Aviation Service. Service performed under competent orders from the CMC by officers who hold, or are in training leading to, aeronautical designation. Aviation service time accumulates without exception as long as the aeronautical designation remains valid.

(7) Operational Flying (OPFLY) Time Base Date. The date an officer (or an aviation cadet to be commissioned upon designation) first reports to a squadron where flight training is conducted.

(8) Flying Duty Assignments

(a) Duty Involving Flying - Operational (DIFOP). A duty assignment involving flying while in training for an aeronautical designation or while assigned to an operational flying billet. The CMC-originated orders contain the acronym "DIFOP."

(b) Duty Involving Flying - Denied (DIFDEN). A duty assignment where the aviation officer is permitted no flight activity and no OPFLY Time accrual.

Note: While the accumulation of operational flying time is not accumulated during a DIFDEN tour, the officer remains entitled to continuous ACIP unless there are other disqualifying factors per reference (g) and this Order.

(9) OPFLY Time. The cumulative months spent in DIFOP assignments.

(10) OPFLY Gates. Screening points have been established at the end of the 12th and 18th year of aviation service. An officer failing to have the minimum required OPFLY Time to pass the appropriate OPFLY Gate no longer is entitled to continuous ACIP.

(a) OPFLY Gate One. Upon completing the 12th year of aviation service, the aviation officer must have accrued at least six years of OPFLY Time to pass OPFLY Gate One. If OPFLY Gate One is successfully passed, continuous ACIP entitlement is extended until the completion of 18 years of aviation service.

(b) OPFLY Gate Two. Upon completing the 18th year of aviation service, the aviation officer must have accrued:

1. At least nine years, but less than 11 years, of OPFLY Time to pass OPFLY Gate Two (Low). If this criteria is satisfied, continuous ACIP entitlement is extended until the completion of 22 years of aviation service, or

2. At least 11 years of OPFLY Time to pass OPFLY Gate Two (High). If this criteria is satisfied, continuous ACIP entitlement is extended until the completion of 25 years of aviation service.

(9) Continuous ACIP. The qualified aviation officer rates ACIP regardless of duty assignment (DIFOP or DIFDEN).

(10) Monthly ACIP. The qualified aviation officer rates ACIP only when in a DIFOP duty assignment and when prescribed flying hour minimums in reference (g) are met.

(11) HDIP (Aerial Flight). Aeronautically designated officers not qualified for ACIP and qualified, non-aeronautically designated officers or enlisted members rate HDIP (Aerial Flight) only when in a DIFOP duty assignment or when issued specific crewmember or noncrewmember flight orders, and reference (g) prescribed flying hour minimums are met.

#### 9. Aviation Career Incentive Pay

a. Entitlement to ACIP is determined per reference (g).

b. An aviation officer rates continuous ACIP, regardless of duty assignment (DIFOP or DIFDEN), through the 12th year of aviation service (based on ASED).

(1) Those aviators who accumulated six years or more of OPFLY Time before 1 Oct 1991 fall under the old OPFLY Gate system. Under this system, continuous ACIP entitlement is extended through the 18th year of aviation service and OPFLY Gate One is passed (unless the officer first reaches the 25th year of aviation service based on the OSD) if six years of OPFLY Time are accumulated by the 12th year of aviation service. If the officer has accumulated 11 years or more of OPFLY Time by the end of the 18th year of aviation service, OPFLY Gate Two has been passed "HIGH" and continuous ACIP entitlement is extended until the completion of 25 years of aviation service (based on the OSD). If accrued OPFLY Time is at least nine years, but less than 11 years, OPFLY Gate Two has been passed "LOW" and continuous ACIP entitlement is extended through the 22nd year of aviation service. If OPFLY Gate Two is failed, the officer is eligible for only monthly ACIP if otherwise qualified. See Figure 1-1.

(2) Those aviators who had less than six years of OPFLY Time on 1 Oct 1991 fall under the new OPFLY Gate system. Under this system, continuous ACIP entitlement is extended through the 18th year of aviation service and OPFLY Gate One is passed "LOW" (unless the officer first reaches the 25th year of aviation service based on OSD) if on or after 10 Feb 1996 an aviator has performed eight years or more operational flying within the first 12 years of aviation service. Before 10 Feb 1996, aviators must perform at least nine years of operational flying within their first 12 years of aviation service in order to qualify for continuous ACIP through 18 years of aviation service. If OPFLY Gate One is failed, the officer becomes eligible for only the monthly ACIP, if otherwise qualified, until OPFLY Gate One is passed "HIGH." If the officer has accumulated 12 years or more OPFLY Time by

the end of the 18th year of aviation service, OPFLY Gate Two has been passed and continuous ACIP entitlement is extended until the completion of 25 years of aviation service (based on the OSD). If accrued OPFLY is at least 10 years but less than 12 years, OPFLY Gate One has been passed "HIGH" and continuous ACIP entitlement is extended through the 22nd year of aviation service. If OPFLY Gate One "HIGH" is failed, the officer becomes eligible for only monthly ACIP, if otherwise qualified, after the 18th year of aviation service. If OPFLY Gate One "HIGH" is passed, and OPFLY Gate Two is failed, the officer becomes eligible for only monthly ACIP, if otherwise qualified, after the 22nd year of aviation service. See Figure 1-2.

c. CMC (MMOA-2) resolves any flight gate determinations.

d. Commissioned officers eligible for ACIP continue through pay grade O-6 as long as OPFLY gate criteria have been met. General officers no longer rate ACIP after the 25th year of aviation service. If an aviation officer cannot qualify, but is required under competent orders to perform regular and frequent duties involving aerial flights, he/she may be entitled to HDIP.

e. When an officer is entitled to only monthly ACIP, minimum monthly flying time is required as described in this Order. Continuous ACIP entitlement requires no monthly flight hour minimums although annual flight minimums per reference (j) must be met by officers serving in DIFOP billets.

f. When an officer entitled to only monthly ACIP is transferred from a DIFOP assignment to another DIFOP assignment, no break in ACIP entitlement occurs as long as minimum flying time requirements are met. Upon transfer from a DIFOP assignment to a DIFDEN assignment, ACIP entitlement ceases as of the date of transfer. Upon transfer from a DIFDEN assignment to a DIFOP assignment, ACIP entitlement begins on the date the officer reports and enters such duty, subject to minimum flying time requirement. However, an officer in a non-duty status (such as leave, etc.) at the beginning date for a period of operational flying duty is not entitled to ACIP for any period before the officer reports for and enters duty under such orders.

g. Officers entitled to ACIP also may be entitled to HDIP under the provisions of reference (g) if the conditions have been met independently.

h. Reference (g) specifies ACIP entitlement if an officer becomes medically incapacitated.

i. Disqualification for and/or suspension of aviation service is addressed in references (g) and (j).

j. These data elements are essential to determine an officer's entitlement. Corrections or adjustments to any, regardless of component, are made by CMC (MMOA-2). For Reserve officers, all corrections or adjustments are reported per reference (k). For Reserve officers on active duty with the Active Reserve (AR) Program, corrections are made by CMC (RA).

(1) ASED.

(2) OPFLY Base Date.

(3) OPFLY Time.

(4) OSD.

10. Suspension from Flying Status

a. A commander will suspend from duty involving flying any Marine under their command who, in the commander's opinion, is unfit for duty. Suspension of ADP from duty involving flying are reported in detail, by letter, to CMC (ASM). This does not include temporary suspensions (groundings) directed by the commander in the interest of good order and discipline.

b. Suspensions for Medical Reasons

(1) Aeronautically designated personnel are considered to be medically incapacitated for duty involving flying when:

- (a) Hospitalized.
- (b) Placed on a sick list.
- (c) Placed in a limited duty status.

(2) Temporary Medical Incapacitation

(a) Aeronautically designated personnel temporarily medically incapacitated are considered qualified for aviation duty unless such incapacitation continues for a period of more than 180 days.

(b) Disqualification and termination of ACIP is effective the first day after a period of 180 days from the date of incapacitation.

(c) Aeronautically designated personnel disqualified for medical reasons will not be qualified for aviation service until so certified by appropriate medical authority. ACIP and credit for operational flying duty shall not be authorized for any period during which an officer is considered disqualified. Commanding officers are responsible for ensuring ACIP is terminated.

(3) Permanent Medical Incapacitation. Aeronautically designated personnel whose medical incapacity is considered permanent by competent medical authority will have their ACIP terminated on the first day after a period of 365 days, beginning the date of incapacitation.

c. Suspensions Directed by the Commander

(1) Aircrew are considered unfit for duty involving flying when they are medically incapacitated or, in the judgment of the commander, such suspension is warranted in the interest of aviation safety or operational necessity. The following, although not inclusive, are appropriate reasons for suspension of flight status:

- (a) Individual request for termination from flight status.
- (b) Demonstrated lack of general aeronautical ability.
- (c) Breaches of flight safety or regulations.
- (d) Failure to maintain flight standards.

(e) A respondent to a Field Flight Performance Board (FFPB).

(f) Demonstrated conduct contrary to good order and discipline of the command.

(2) Upon the commander's direction, aircrew are suspended immediately from duty involving flying. ACIP or HDIP, as appropriate, is suspended effective the date of the commanding officer's letter directing the action.

(3) Aircrew who have been suspended from flying duties and subsequently have their orders to duty in a flight status terminated through Field Flight Performance Board (FFPB) and Flight Status Selection Board (FSSB) action will have their ACIP or HDIP terminated effective the date of the suspension.

d. When aircrew suspended from flying become fit for flying, the commander will remit such suspension. In the case of ADP, the remission will be immediately reported, in detail, to CMC (ASM).

e. An individual's eligibility to receive flight pay during a period of suspension is determined in each case per reference (g).

f. MCTFS reporting instructions are contained in reference (k).

#### 11. Termination of Assignment to Duty in a Flying Status for Aeronautically Designated Personnel

a. The authority to revoke orders to duty in a flying status of ADP is vested in CMC (ASM). In general, assignments to duty in a flying status are terminated for the following reasons:

(1) Naval Air Training Command (NATC) flight students (not yet winged) who fail to satisfy the requirements of their respective training syllabi are directed by their respective school or operational command to contact MMOA-3 for transfer from further flight training and for assignment to duty other than in a flying status.

(2) Student Naval Aviators (SNA) found not physically qualified or not aeronautically adapted for duty involving the actual control of aircraft as a SNA but are physically qualified and aeronautically adapted for duty involving flying as a Student Naval Flight Officer (SNFO) may submit requests for SNFO training to CMC (ASM).

(3) Aeronautically designated personnel who request Voluntary Termination (VolTerm) of assignment to duty in a flying status will be processed as follows:

(a) The commanding officer will immediately suspend the ADP from duty in a flying status and direct the Marine to submit, within five days, an official request for termination to CMC (ASM) through the chain of command.

(b) This request will include a list of three MOS's in order of preference.

(c) A flight surgeon report will accompany the request.

(d) The effective date of the suspension of flight status will be included in the commanding officer's endorsement and will be used as the effective date for termination of ACIP.

(e) Commanding officers will counsel Marines concerned that a VolTerm of flight status is considered permanent by the CMC, and requests for reinstatement normally are not be approved.

(f) The following processing schedule will be strictly adhered to and commences on the date the ADP VolTerms. When circumstances preclude compliance with the submission schedule, notification will be made to CMC (ASM) as to the reason and expected length of delay.

Note: When other endorsements are required/desired, each will have an additional 20 days to the schedule depicted below:

<u>1.</u> VOLTERM TO SQD ENDORSEMENT	- 20 days.
<u>2.</u> GROUP/STATION/MEU ENDORSEMENT	- 15 days.
<u>3.</u> WING/COMCAB/MEB ENDORSEMENT	- 15 days.
<u>4.</u> VOLTERM FINAL ACTION	- 15 days.
<hr/>	
<u>5.</u> TOTAL TIME TO FINAL ACTION	- 65 days.

b. Aeronautically designated personnel who become unfit for any reason not specifically described above are processed per the procedures in paragraph 1211 of this Order.

## 12. Field Flight Performance Board

### a. Definition and Requirements

(1) An FFPB is an informal administrative board composed of qualified naval aviators, NFOs, officer navigators or naval aerial observers, and a naval flight surgeon. An FFPB is convened to evaluate the performance, potential, and motivation of a respondent ordered by competent authority to appear before the board.

(a) ADP and crewmembers are subject to the FFPB process. In this section, the term "respondent" refers to the foregoing aircrew categories.

(b) FFPBs are not bound by formal rules of evidence and may consider and include in the record any matter of reasonable authenticity relevant to the case.

(c) FFPBs are neither judicial nor disciplinary bodies and shall make no recommendation for disciplinary action as a result of their evaluations. Any disciplinary action arising from the same set of circumstances or events that are the reason for convening an FFPB must be kept completely separate from the FFPB.

(2) FFPB actions are not be reserved solely for cases in which revocation of flight status is considered likely or appropriate. Any

indicated lack of professional aeronautical performance, ability, or motivation can be evaluated.

(3) Examples of unfitness for flight duties include the inability to perform aeronautical duties commensurate with grade and experience, lack of airborne leadership or judgment commensurate with grade and experience, lack of flight motivation or future development potential, failure to maintain prescribed flight standards, or other cases of unfitness as considered pertinent by appropriate authorities in the chain of command.

(4) An FFPB is a means to uphold established standards in flight performance, maturity, and discipline, and to prevent aircrew-caused mishaps that can be avoided by early identification of substandard performers.

b. Convening of FFPBs

(1) FFPBs are convened for respondents directly involved in a flight or flight-related mishap when, in the judgment of the convening authority, their standard of performance is in any way suspect.

(a) Because of the seriousness of mishaps, it is imperative that all respondents involved be subject to a review of their aeronautical competence in order to dismiss or address any question about their standard of performance.

(b) This review should be conducted informally within 72 hours of notification of a mishap. A decision will be made by the commander, having special court-martial convening authority, whether to convene an FFPB.

(2) An FFPB is mandatory for all respondents party to a gross breach of flight discipline or who fail to meet the minimum standards of any major aeronautical performance requirement after being provided a reasonable opportunity to correct such deficiencies. Major aeronautical performance requirements include, but are not limited to, instrument checks, Naval Air Training and Operating Procedures Standardization (NATOPS) evaluations, tactical phase checks, and failure to attain annual flight time minimums.

(3) An FFPB also must be considered if the respondent is the subject of any flight violation report or has demonstrated a severe lapse in aeronautical judgment.

(4) The above conditions are provided as a guide and are not meant to be in any way restrictive. Command discretion must be exercised when a respondent is deemed professionally unfit for any reason not specified above.

(5) For situations where the flight was performed under the command of someone other than the commander of the individual involved, the commander of the activity in which the flight was performed will recommend to a common superior whether an FFPB should be convened.

(a) Should no common superior exist in the chain of command, the recommendation will be made to CMC (ASM) via the commander of the individual concerned and the first general/flag officer in the chain of command.

(b) CMC (ASM) issues administrative instructions to convene the FFPB.

(c) ASM will coordinate with MMOA-2 to preclude issuance of Permanent Change of Station (PCS)/Permanent Change of Assignment (PCA) orders on a respondent until the FFPB process has been completed.

(6) Once an FFPB is convened, report this fact immediately by letter or naval message directly to CMC (ASM).

c. FFPB Membership

(1) FFPBs convened to evaluate a naval aviator is composed of at least three naval aviators and a flight surgeon.

(2) FFPBs convened to evaluate a NFO must be composed of one naval aviator, at least two NFOs when practical, and a flight surgeon. Naval aviators may serve in lieu of NFOs, but at least one member must be a NFO.

(3) FFPBs on officer navigators or naval aerial observers must be composed of two naval aviators, at least one member who is an officer navigator or naval aerial observer, and one flight surgeon.

(4) FFPBs on enlisted crewmembers must be composed of three Naval Aviators, at least one member who is an aviator in the same model aircraft as the respondent, and a flight surgeon.

(5) Board members, except the flight surgeon member, must be senior to the officer concerned.

(6) As a general rule, no prospective witness or interested party should be a member of the FFPB. Deviation from this rule is permitted only with regard to the flight surgeon member and only in situations where an additional flight surgeon is unavailable to present a medical evaluation to the board, as required in this Order.

(7) Officers who serve as members of FFPBs should make themselves familiar with the policy and procedures governing FFPBs.

d. Administrative Processing Deadlines

(1) Once convened, the FFPB is conducted in accordance with the timeline below and forwarded through the review chain. All timeline extension requests must be submitted to CMC (ASM). FFPB actions normally should be commenced only after any judicial or adverse administrative actions are resolved. CMC (ASM) will provide recommendations to USMC commands as required.

(2) The following processing schedule must be strictly adhered to and commences on the date of the incident and includes mailing time. When circumstances preclude compliance with the submission schedule, notification must be made to CMC (ASM) as to the reason and expected length of delay.

Note: When other endorsements are required/desired, each will have an additional 20 days to the schedule depicted below:

- |                                   |                     |
|-----------------------------------|---------------------|
| (a) INCIDENT TO FFPB REPORT       | - 30 calendar days. |
| (b) GROUP/STATION/MEU ENDORSEMENT | - 20 calendar days. |

- (c) WING/COMCAB/MEB ENDORSEMENT - 20 calendar days.
- (d) FSSB FINAL ACTION - 20 calendar days.
- (e) TOTAL TIME TO FINAL ACTION - 90 calendar days.

(3) Once CMC (ASM) completes final action, the letter directing the flight status of the respondent is forwarded directly to the command that convened the FFPB and copies are provided to the administrative review chain of command.

e. FFPB Action

(1) FFPBs ensure only those respondents who have demonstrated the capability to satisfactorily perform all assigned duties are recommended for retention in a flight status.

(2) The board's recommendations must achieve the desired purpose, which is to maintain a safe and effective aeronautical force.

(3) FFPBs are required to consider the entire environment, including the supervisory chain. Recommendations can be made for improvements in operations, if appropriate.

(4) The respondent under evaluation must be afforded the opportunity to present whatever material he/she considers pertinent to the case, to present any witnesses on his/her behalf, and to make such statements as desired. In no case, however, will the convening of the board or final report be delayed longer than 30 days while awaiting such material, witness(es), or statement without the authorization of CMC (ASM). Further, in no case should the presentation of such material, witness(es), or statement give the appearance of a judicial hearing. Legal rules of evidence and testimony do not apply. Verbatim transcripts of board proceedings are not maintained or forwarded with the report. Appropriate Privacy Act regulations must be complied with during the course of the FFPB.

(5) The respondent must be allowed to review all material and statements the FFPB has received before being forwarded as part of the FFPB report. Upon reviewing the material and statements, the respondent can amend the statement as desired. Once the report of the FFPB has been submitted, however, no statements, addenda, or new material is attached to the report before reaching CMC (ASM).

(6) The foregoing principles are in accord with customary standards of fairness in administrative proceedings.

f. FFPB Recommendations

(1) Respondents to an FFPB are subject to one of the following administrative actions:

(a) No Further Action Required

1. Fit or satisfactory for flight duties with no further actions required.

2. In situations where the FFPB recommends, and all endorsers concur, final adjudication of "No Further Action" may be completed by the first general/flag officer in the review chain. The completed FFPB and endorsements are forwarded to CMC (ASM).

(b) Conversion/Transition

1. Fit or Satisfactory for Flight Duties in Another Aviation Community/Platform. This recommendation ideally is meant for an aviator who previously has proven his or her aviation aptitude in one community and was competitively selected for a conversion/transition to another community, but is failing to perform to standards in the new community.

2. Final adjudication for conversion or transition training is approved only by CMC (ASM) through a FSSB.

(c) Conditional Flight Status

1. Fit or satisfactory for duties in a conditional status for a specific period of time and/or requirements.

2. In situations where the FFPB recommends, and all endorsers concur, final adjudication of conditional flight status may be completed by the first general/flag officer in the review chain. The FFPB and endorsements are forwarded to CMC (ASM).

3. Administrative action is taken by the convening authority to ensure the Marine's performance during a conditional flight status period is properly monitored.

4. The Marine shall not be transferred from the parent command until satisfactory completion of the conditional period. Upon request, this requirement may be waived by CMC (ASM).

5. At the conclusion of the conditional period, the Marine's flight performance during this period is reviewed by the commanding officer and an appropriate report is forwarded to CMC (ASM) through the chain of command. If this report recommends no further action, the matter is considered closed. If further action is warranted, a specific recommendation will be provided. The senior member of the FSSB will review this report along with the endorsements and make a recommendation to CMC (ASM), who will take final action.

(d) Probationary Flight Status

1. Fit or satisfactory for duties in a probationary status for a specific period of time and/or requirements.

2. For all officer cases where an FFPB and/or endorsement recommends probationary flight status, the FFPB and endorsements are forwarded to CMC (ASM) for final adjudication via an FSSB.

3. Final adjudication on enlisted FFPBs resulting in probationary flight status may be completed by the first general/flag officer in the review chain. The FFPB and endorsements are forwarded to CMC (ASM).

4. At the conclusion of the probationary period, the Marine's flight performance will be reviewed and an appropriate recommendation forwarded through the chain of command to CMC (ASM), who will take final action. In cases involving enlisted crewmembers, final action on a probationary flight status recommendation will be made by the first general/flag officer in the review chain. This review may result in the recommendation for a more stringent classification or no further action. If the report recommends no further action, the matter is considered closed. If further action is warranted, a specific recommendation will be provided.

5. Approval of this classification by CMC (ASM) results in inclusion of the related material as adverse matter in the Marine's Official Military Personnel File (OMPF) maintained at Headquarters Marine Corps (HQMC).

6. Administrative action will be taken by the convening authority to properly monitor the Marine's performance during a probationary flight status period.

7. The Marine will not be transferred from the parent command until satisfactory completion of the probationary period. Upon request, CMC (ASM) may waive this requirement.

(e) Revocation of Orders to Duty in a Flight Status

1. Unfit for flight duties for any reason as outlined in the findings, opinions, and recommendations of the board to include, but not limited to:

a. Lack of general aeronautical ability.

b. Lack of sufficient skill or necessary judgment to meet the requirements of the flight duties to which assigned.

c. Breaches of flight regulations, flight safety procedures, or air discipline.

d. Failure to maintain a reasonable and acceptable level of flight proficiency.

2. For all officer cases where a FFPB and/or endorsement recommends revocation of orders to duty in a flight status, the FFPB and endorsements are forwarded to CMC (ASM) for final adjudication via an FSSB.

3. Final adjudication on enlisted FFPBs resulting in revocation of orders to duty in a flight status may be completed by the first general/flag officer in the review chain. The FFPB and endorsements are forwarded to CMC (ASM).

(f) Revocation of Right to Wear Aviation Insignia

1. Revocation of this right is considered appropriate when board action is the result of bringing discredit upon naval aviation by flagrant violation of established rules, regulations, and directives.

2. For all officer cases where an FFPB and/or endorsement recommends revocation of the right to wear aviation insignia, the FFPB and endorsements are forwarded to CMC (ASM) for final adjudication via an FSSB.

3. Final adjudication on enlisted FFPBs that result in revocation of the right to wear aviation insignia may be completed by the first general/flag officer in the review chain. The completed FFPB and endorsements are forwarded to CMC (ASM).

(2) The letter directing conditional flight status or no further action will not be recorded in the Marine's OMPF.

(3) Probationary flight status is considered a significant career event.

(4) Revocation of orders to duty in a flight status is an administrative action designed to ensure only those crewmembers who can safely and competently perform assigned flying duties are so assigned. Although in many instances the permanent revocation of flight status may appear to have an adverse impact on the individual concerned, such action is intended to be neither punitive nor disciplinary. However, knowledge of this significant career event is considered of importance to a selection board's assessment of a Marine's fitness. Accordingly, when CMC (ASM) determines revocation of the right to wear aviation insignia, revocation of orders to duty in a flight status, or probationary flight status action is appropriate, a copy of the FSSB/FFPB report, with endorsements and enclosure thereto, is placed in the Marine's OMPF.

g. FFPB Report Format

(1) The FFPB will submit a report to the convening authority including:

(a) Facts. A comprehensive summary of the pertinent facts and circumstances in the matter under review. The opening sentence contains the reason the FFPB was convened. This summary is clearly and concisely stated.

(b) Flight Experience. Total flight hours, total hours last three months, total hours in model, total hours in model last year, and total hours in model last three months.

(c) Findings. Concise statements of FFPB findings.

(d) Opinions. Concise statements of FFPB opinions.

(e) Recommendations. Concise statements of FFPB recommendations concerning flight status of the individual.

1. When the FFPB members are not in unanimous agreement, a minority report must be included.

2. Include recommendations to enhance operations, if appropriate.

(f) Respondent Appearance/Review. Signed statement(s) by the respondent that he/she understands the purpose of the board and was afforded the opportunity to, within the limitations in paragraph 1210.5d, personally

appear at the proceedings of the FFPB, present material evidence, call witnesses on his/her behalf, make whatever statement he/she desires, and to make a final statement, which is appended to the final FFPB report.

(g) Enclosures. Appropriate enclosures should be appended to the FFPB report, such as witnesses' statements, flight records, or other pertinent material. Copies of orders or publications are not be appended. Include only certified excerpts of the appropriate portions for those orders not contained in the Navy and/or Marine Corps directives systems. Copies of the Judge Advocate General (JAG) Manual or flight mishap investigation reports (MIRs) should not be appended, nor will information in these reports be referenced.

1. The convening document shall be Enclosure (1).

2. Enclose a flight surgeon's statement when appropriate, to include, at a minimum, an evaluation of physical qualification and aeronautical adaptability.

(2) The FFPB report will be forwarded to CMC (ASM) through the Wing/COMCAB/MEU commander for review and/or final adjudication, as appropriate, based on the recommendations. A copy of the FFPB report may be sent to the Commanding General, MARFORPAC/MARFORCOM, as appropriate, to provide the commanders the option to comment, if so desired. This reporting requirement is exempt from reports control per reference (at), Part IV, and paragraph 7k.

### 13. Flight Status Selection Board

a. The FSSB is a formal HQMC advisory board to the CMC. The purpose of the FSSB is to enable the CMC to take proper administrative action and to assist in maintaining a combat-ready and effective crewmember force. The FSSB reviews those flight records forwarded to CMC (AAB) of ADP who fail to achieve annual flight time requirements. The FSSB will review FFPB reports and make an appropriate recommendation to the CMC concerning the flight status of respondents to FFPBs.

b. As a guide, the FSSB may recommend termination of flight status or other appropriate action if the flight records of ADP indicate:

(1) Failure to achieve the minimum flight requirements prescribed in reference (j).

(2) Failure to achieve qualification in aircraft commensurate with grade, medical service group, or experience from lack of ability or motivation. ADP who do not successfully achieve transition/conversion into markedly different type aircraft will not necessarily result in termination of flight status. Instead, the training may be terminated and the individuals may be administratively returned to the type aircraft in which previously qualified.

(3) Failure to participate, to the fullest extent, in operational flying.

(4) Demonstrated lack of aeronautical ability, adaptability, motivation, or performance.

c. The respondent to an FFPB under review by the FSSB is not entitled, as a matter of right, to appear before the FSSB, or to have counsel provided by the Government. Upon request, however, a respondent normally will be permitted to appear before the FSSB and be accompanied by counsel or a representative.

(1) If the respondent is permitted to appear before the FSSB, he/she will be issued funded TAD orders by his command.

(2) Appearance by a civilian or military lawyer or other representative is at no expense to the Government. If the respondent desires to be represented by a judge advocate, the judge advocate's commanding officer makes the final determination on his or her availability.

14. Termination of Assignment to Duty Involving Flying for Aircrew Not Subject to FFPB Process

a. Aircrew other than those subject to the FFPB process may have their orders to duty involving flying terminated for the following reasons (Commanders will immediately terminate the flight orders of aircrew described below.):

(1) Marine requests termination of assignment.

(2) Unfitness or unsuitability.

(3) Failure to meet the physiological or psychological requirements for unrestricted flying. Commanders will terminate the flight orders effective the first day of the month after the month they failed to meet the requirement per reference (g).

(4) Reassignment to other duties within a command that do not require continuation in a flight status, or transfer to another command. Commanders will terminate the flight orders effective the date of reassignment or transfer.

b. Enlisted personnel are afforded at least 120 days advance notification before being involuntarily removed from flying duty through no fault or action of their own. Requests for waiver of this policy are granted only by CMC (ASM).

c. Instructions for submission of unit diary entries are in reference (k).

15. Assignment to Duty Involving Carrier Flight Deck Operations (Fixed-Wing)

a. Marine Corps personnel assigned duty involving frequent and regular participation in flight deck operations on carriers for fixed-wing aircraft are entitled to HDIP as described in reference (g).

b. Authorization and administrative instructions regarding assignment to this type duty and submission of unit diary entries are in references (k) and (l).

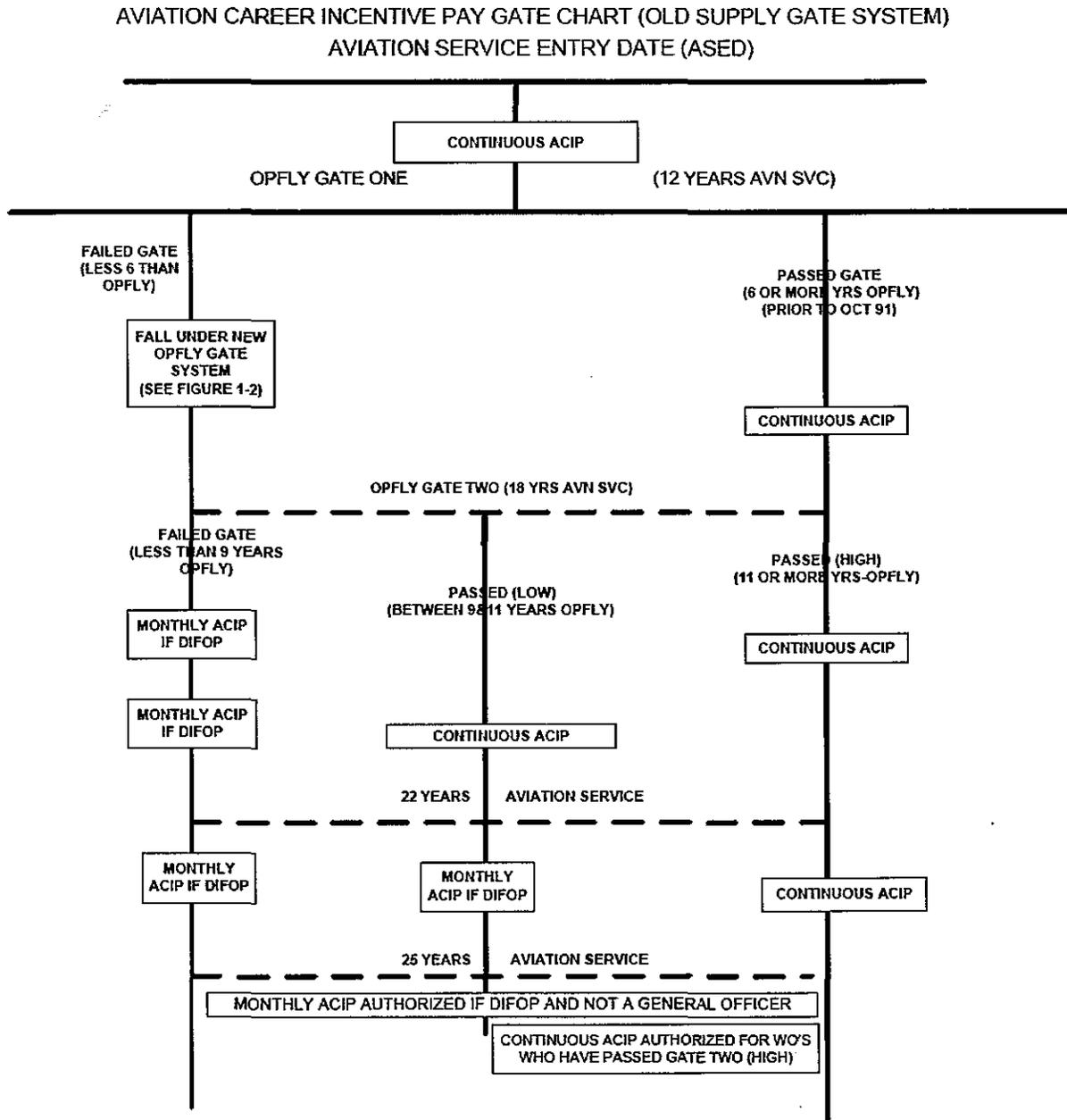


Figure 1-1. Aviation Career Incentive Pay for Old OPFLY Gate System.

AVIATION CAREER INCENTIVE PAY GATE (NEW OPFLY GATE SYSTEM)  
AVIATION SERVICE ENTRY DATE (ASED)

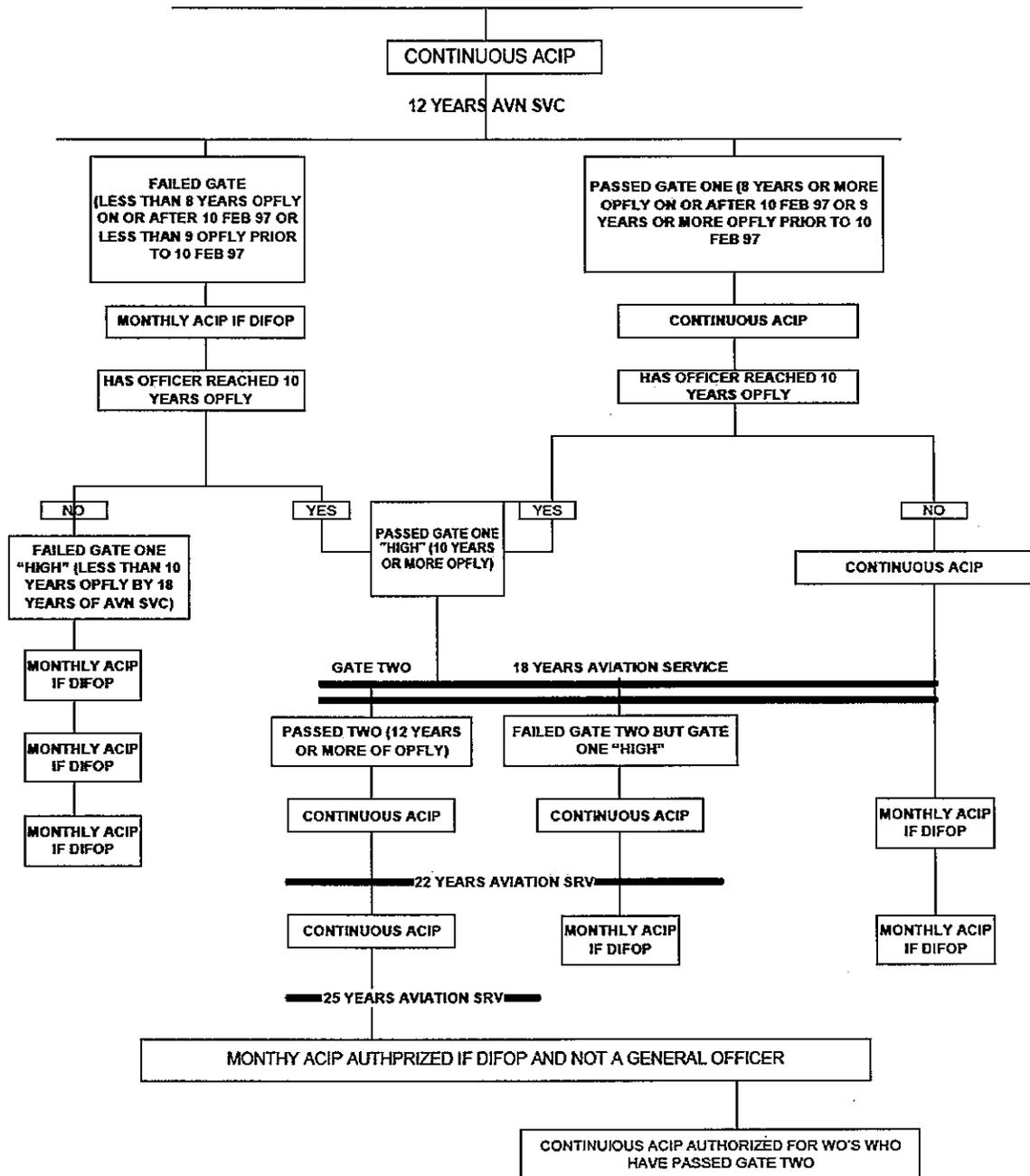


Figure 1-2. Aviation Career Incentive Pay for New OPFLY Gate System.

Chapter 1

General Policy for Classification, Assignment, Distribution, and Transfers

SECTION 3: TRANSFERS

1. General Restrictions on Transfers and Assignments

a. The transfer between commands of personnel under the direct administrative control of HQMC are made only when authorized by the CMC.

b. The assignment of personnel to subordinate organizations of commands may be made within the limitations prescribed by CMC (MMOA, MMEA, or RA) and the cognizant commander.

c. The transfer of personnel between an attached organization and the organization to which attached is effected by the original organization.

2. Requests for Transfer, TAD, and Revocation of Orders Based on Humanitarian Reasons

a. Humanitarian transfer to another duty station or the cancellation of PCS orders to permit retention on station is initiated by the Marine. The transfer action is for the convenience of the Marine and is designed to solve short-term situations. A member approved for a humanitarian transfer is transferred by service record book (SRB). This transfer is for the member's convenience and there is no entitlement to travel or transportation allowances for the member to return to the old permanent duty station to assist in the movement of dependents or household goods. Travel and transportation allowances will be permitted from the member/dependents' location to the new permanent duty station upon receipt of authorization for the humanitarian transfer. For the purposes of this paragraph, "short term" is defined as 36 months or less (normal CONUS tour length), or to date of release from active duty/discharge, whichever comes first. Approvals for retention on station normally are approved for 12 months. Submit requests for transfer, TAD, and/or revocation of orders for Reservists on active duty with the AR program to CMC (RA).

b. Personal and family problems that can reasonably be expected to continue beyond three years from the date of transfer are considered long term in nature and could constitute a limitation on the availability of the Marine for worldwide assignment. As such, the solution to the Marine's problem may more appropriately be a hardship discharge or transfer to the FMCR or Retired List in lieu of being discharged.

c. When possible, if a Marine's problem is of short duration, and the requirement for the Marine's presence is substantiated by documentation submitted to CMC (MM or RA, as appropriate), permissive TAD can be authorized at the Marine Corps activity closest to the location desired by the Marine. Orders to such TAD must clearly be in the best interest of the Marine Corps and may be for a period of no more than six months. Any requests for an additional period of TAD will advise CMC (MMOA/MMEA or RA) of the current status of the Marine's problem and an estimate of time needed to resolve it. Because the TAD is for the convenience of the Marine, no per diem or travel expenses are authorized. See reference (g) for entitlement to basic allowance for subsistence (BAS) when a Government mess is not available and for information regarding the entitlement to a basic allowance for housing

(BAH) when Government quarters are not available. TAD is not authorized by the CMC when the appropriate solution could be achieved through the use of annual or emergency leave. It is expected that, before granting a Marine TAD, the Marine has exhausted the current authorized leave period in attempting to resolve the problem. Travel time expended in conjunction with permissive TAD is chargeable as annual leave.

d. To qualify for consideration under the aforementioned paragraph, the following criteria must be satisfied:

(1) The situation must be of such enormity as to present a personal problem more severe than those normally encountered by Marines and their families in the course of military service.

(2) The hardship occurred or was aggravated as a result of the Marine's beginning the initial term of service, or subsequent to the date of the last reenlistment.

(3) The Marine has made every effort to solve the problem by taking leave, corresponding with social service agencies in the locale of the hardship, filing dependency applications and registering allotments for financial support to immediate family members, seeking legal assistance at the present duty station, and seeking medical treatment (including psychological counseling/therapy) for family members at the present CONUS duty station (i.e., Chaplains, Family Service Centers).

(4) The problem described must be controlled or resolved to permit the unrestricted assignment of the Marine within the time frame of a normal CONUS tour (36 months).

(5) The problem must involve the Marine's immediate family, and the Marine's presence must be required to alleviate or eliminate the hardship. For the purpose of humanitarian transfer/TAD/retention on station, the term "immediate family" is defined as the spouse, natural or step-children, brothers, sisters, and the Marine's or spouse's parents. A person who has stood in loco parentis for at least two years preceding the Marine's entry on active duty qualifies as a parent for the purpose of this paragraph.

e. Requests for humanitarian transfer will not receive favorable consideration when the basis thereof is to assist in farming/mining ventures, personal business ventures, or to attend to personal legal matters. When the Marine's presence is requested solely to provide moral support, transfer/reassignment will not be directed.

f. Requests for humanitarian transfer/TAD/retention on station generally receive favorable consideration when the following conditions exist:

(1) Terminal illness (life expectancy less than six months) of a member of the Marine's or spouse's immediate family (as defined in paragraph 1301.4e), where the presence of the Marine is required.

(2) Illness of a member of the Marine's or spouse's immediate family where the attending physician certifies the Marine's presence is required for the well-being or welfare of the patient.

(3) No other relatives are capable of providing the assistance necessary to alleviate the hardship.

(4) A Marine becomes a single parent as a result of unforeseen circumstances (for example, the death of a spouse).

(5) Marine sponsors enrolled in the Exceptional Family Member Program (EFMP) have an eligible Exceptional Family Member (EFM) with an identified medical and/or educational requirement that cannot be adequately supported at the existing duty station, as documented by qualified providers.

g. Where humanitarian transfer is desired, the requested duty station must have a billet vacancy requiring the grade and MOS of the Marine. As a matter of general policy, when a humanitarian transfer request is approved, a Marine will not be assigned to a recruiting station, Marine Corps district headquarters, or to small Marine Corps detachments (one-for-one billets).

h. Where no billet vacancy exists at the Marine Corps activity closest to the location of the hardship, TAD may be authorized up to six months, as described in paragraph 1301.3.

i. Administrative procedures for requesting humanitarian transfers are as follows:

(1) Submit requests to CMC (MMOA, MMEA, or RA) through the chain of command, with the following exceptions:

(a) Requests by Marines administratively attached in a permissive TAD status to recruiting stations, and

(b) Requests by Marines assigned or administratively attached to a Marine Forces Reserve Unit will be submitted directly to the CMC (original and one copy). In cases forwarded directly to the CMC, provide an information copy to the Marine's parent command.

(2) The request originates with the Marine concerned and must include the following:

(a) Area/duty station to which transfer is desired (include MCC).

(b) Description of the problem (the description must be complete without reference to enclosures).

(c) A statement as to how transfer would alleviate the problem and what actions already have been taken (i.e., leave/allotments/correspondence with social service agencies capable of providing assistance, etc.).

(d) Estimated time required to resolve problem. (If estimated time is six months or less, the Marine should request permissive TAD instead of transfer.)

(e) In the event no billet vacancy exists at the duty station/area desired, a statement must be included regarding the acceptability of transfer to the nearest duty station having a vacancy, and the degree to which such a transfer would resolve the individual's problem.

(f) Names, addresses, and ages of dependents/relatives requiring the Marine's assistance.

(g) Names, addresses, and ages of relatives (other than those listed above) and a statement as to their ability/inability to assist in resolving the hardship.

(h) Disciplinary action pending.

(i) Attending physician(s) name, address, and telephone number (including area code).

(j) Dates of any previous requests for transfer, TAD, or cancellation of orders for humanitarian reasons.

(k) Statement that the Marine does or does not desire to be considered for hardship discharge if the request cannot be approved.

(l) If illness is involved, a statement from the attending physician specifically indicating, in layman's terms, a definite diagnosis, prognosis, and estimated life expectancy if the illness is life threatening.

(m) If the situation is based on single parenthood, a statement from the individual/child care facility that will provide such care. For criteria for deferment of overseas tour for a single Marine parent of a recently adopted child, deferment of overseas tour of a Marine mother upon birth of a child, and dual Marine couples with a recently adopted child, refer to the amplifying instructions contained in reference (m).

(n) At least one notarized statement substantiating the circumstances presented.

(o) Statement of Marine's intent to reenlist.

(3) The immediate commander of the unit forwarding the request will include the following in the forwarding endorsement:

(a) A careful analysis of the situation and action taken by the Marine or the Marine's family to help alleviate the problem.

(b) A definite recommendation based on careful consideration of the criteria established for humanitarian transfer/TAD.

(c) Disciplinary action pending, if known.

(d) If the Marine is on TAD from the parent command or is en route to or from an overseas or CONUS command, include as an enclosure copies of orders issued, and the following information:

1. Date departed parent command.
2. Amount and type of leave taken.
3. Date attached for TAD.

j. During annual or emergency leave, a Marine may desire to submit a request for humanitarian transfer/TAD. In such cases, Marines should be advised to contact the nearest Marine Corps activity for assistance in preparing their requests. Additional information regarding leave and administrative absence can be obtained from reference (n). Marines serving

on an overseas tour will be advised by the unit preparing the reassignment request of the rotation tour date adjustment requirements of reference (k). The local commander can attach the Marine, upon completion of leave (provided the Marine will not be placed in a negative leave balance), in a permissive TAD status. CMC (M&RA) considers 15 days as sufficient for the Marine and the TAD command to compile and submit a request for consideration of a humanitarian transfer/TAD or hardship discharge. Provided the request is submitted within the authorized 15 calendar-day period, the Marine will be retained pending a decision by CMC (MMOA, MMEA, or RA, as appropriate). In those cases where the Marine is attached, a message will be sent to CMC (MMOA, MMEA-6, or RA, as appropriate) with an information copy to the Marine's parent command. The message will include, at a minimum, the following:

- (1) Marine's name, grade, EDIPI, PMOS, and component.
- (2) Marine's parent command (include MCC).
- (3) Leave period (inclusive dates) and type (annual/emergency) leave granted.
- (4) End of Active Service (EAS).
- (5) Date attached.
- (6) Reason for attachment.

k. The period of TAD is not immediately intended as free time or an extension of leave. It will be used to obtain substantiating documents and to perform military duties. The attaching command will advise the Marine to immediately obtain the documents required to substantiate the request. Upon presentation of the documents, the request should be prepared and submitted expeditiously to CMC (MMOA, MMEA-6, or RA, as appropriate).

l. In the absence of extraordinary circumstances, the command to which the Marine has been attached in a TAD status will terminate the TAD of those Marines who fail to submit complete documentation to support their request, and will order them to carry out their basic orders or return to their parent commands. If extraordinary circumstances exist that prevent the Marine from obtaining the required documents in the time allotted, an interim status report will be submitted by message to CMC (MMOA, MMEA-6, or RA, as appropriate), and an extension of TAD requested. Such notification should be provided to HQMC before the expiration of the initial period of TAD, to allow sufficient response time. Information copies of all relevant message traffic will be provided to the Marine's parent command. Additionally, make notation of these circumstances in the commander's endorsement, which forwards the completed transfer request.

m. When knowledge of humanitarian situations exists before sending a Marine on leave to the location, commands should ensure all issued gear is returned. This will prevent checkages and delays with transfer in the event a humanitarian PCS is issued after the member has left the local area.

n. The following information applies to enlisted Marines only:

(1) Submission of Hardship Discharge. If a Marine submits a request for hardship discharge to CMC (MMSR-3) and it is determined the request does

not meet criteria for discharge per reference (o), the request automatically is forwarded to CMC (MMEA-6) for humanitarian transfer or PTAD consideration per this Order.

(2) If a determination is made that the request meets the criteria for humanitarian reasons, PCSO or additional PTAD can be authorized. If not, the request is returned to CMC (MMSR-3) to advise the Marine the request has been reviewed and does not meet the criteria of either reference (o) or this Order. Direct inquiries concerning status of hardship discharge packages to CMC (MMSR-3).

(3) Assignment of Reenlistment Code RE-3C

(a) When a Marine is the subject of a humanitarian transfer action and, in order to ensure correct administration processes (i.e., assignment, reassignment, and reenlistment) and ensure existing hardship is not aggravated, reenlistment code RE-3C is assigned to the Marine. This is necessary, before reenlistment, to determine if continued service is in the best interest of the Marine Corps and/or Marine, and to prevent a valid hardship situation from being aggravated. Further, assignment of reenlistment code RE-3C is for administrative purposes only and is not to be considered punitive in nature. An appropriate Page 11 entry assigning the code must be completed per reference (h) and filed in the Marine's OMPF.

(b) A reenlistment code of RE-3C normally is not assigned for PTAD periods of less than 30 days. Additionally, code RE-3C will be revoked upon the Marine notifying CMC (MMEA-6) by message that the humanitarian situation has been resolved (this action indicates the Marine is available for worldwide assignment). An appropriate Page 11 entry for removal of the code must be completed per reference (h) and filed in the Marine's OMPF.

3. Preference of Duty Station and Duty

a. Marines are afforded the opportunity through fitness reports, unit diary entry, or official correspondence to indicate preference of duty station or duty. Requests for duty assignments, cancellation, or modification to existing orders are appropriate only if a Marine's personal circumstances change. Marines may request duty assignments in response to specific solicitation from HQMC.

b. Enlisted Marines, for whom no fitness report is submitted, requesting a preference of duty station will be accomplished via Marine OnLine (MOL).

(1) Commanders receiving requests for transfer, reassignment or specific duty where disapproval is necessary, will, by return endorsement to the Marine concerned, indicate disapproval with the appropriate reasons. A copy of the request and the disapproval endorsement will be forwarded to CMC (MM or RA, as appropriate). The following may be used as guidance for disapproval of a Marine's transfer or reassignment request:

(a) He/She has served less than the normal fixed tour of duty.

(b) A second dislocation allowance entitlement is involved.

(c) His/Her services are needed at the present station. If an untimely replacement requirement would result from approval, disapproval is indicated.

(d) He/She has less than 24 months remaining on the current period of obligated active service. Before detachment for transfer overseas, a Marine ordered to an overseas duty station must have sufficient obligated service to complete the prescribed tour length, per reference (m).

(e) He/She possesses a basic MOS, and the post/station requested cannot provide initial skill training above the basic level.

c. Corporals and below serving on an overseas tour may submit a preference of next duty station via MOL seven to nine months before rotation tour date (RTD).

4. Transfer and/or Reporting of Marines Joined for the Administration of Discipline

a. Reference (p) prescribes procedures for reporting, joining, and processing absentees and deserters who surrender or are returned to Marine Corps jurisdiction.

b. Where the absentee or deserter is joined to an MCC for disciplinary action and the MCC is different than that from which the Marine departed, the command will:

(1) Ensure the Marine is joined under the appropriate strength category code reflecting their status per reference (k).

(2) Upon completion of disciplinary action on Marines not subject to punitive discharge, report to CMC (MMEA) [or CMC (RA) if the Marine is on active duty with the AR Program] the Marine's:

(a) Name, grade, and EDIPI.

(b) PMOS and command joined from.

(c) Date available for transfer.

c. Upon receipt of the above information, HQMC will take action to reclassify and/or transfer the Marine.

5. Transfer of Personnel Assigned to Overseas Commands Who Come Into the Disability Evaluation System

a. Marines stationed at overseas commands who have been identified by the Department of the Navy Physical Evaluation Board (PEB) as being eligible for Integrated Disability Evaluation System (IDES) processing will receive PCS orders to an appropriate CONUS location in order to be entered into and processed through IDES.

b. PCS orders will be issued in order to provide CONUS-based medical services to the Marine while he/she is being processed through IDES. PCS orders will direct a Marine to a Military Treatment Facility (MTF) at one of the following locations:

(1) Henderson Hall, VA

(2) MCB Quantico, VA

- (3) MCB Camp Pendleton, CA
- (4) MCAS Miramar, CA
- (5) MCB Camp Lejeune, NC

c. The gaining command will ensure compliance with all required medical evaluations and related IDES requirements. The commanding officer will ensure the Marine immediately reports to the Patient Administration office of the MTF with a copy of his/her Overseas IDES PCS orders to be entered into IDES and assigned a PEBLO.

d. The Marine being evaluated through IDES should be reported in a Limited Duty/Non-Deployable status and be assigned duties appropriate to their medical condition.

6. Transfer of Marines Enrolled in the Exceptional Family Member Program

a. All PCS orders generated by MOS monitors for EFMP-enrolled sponsors will be routed to HQMC EFMP for individualized screening, per reference (q). The proposed orders will be reviewed for medical suitability to ensure availability, accessibility, and reasonable travel time to TRICARE-approved medical treatment. The orders also will be reviewed for educational suitability at the proposed location.

b. All EFMP-enrolled sponsors will remain eligible for orders within their MOS.

c. EFMP enrollment will not be a factor in the sponsor's deployment obligations. Unaccompanied overseas deployments and Individual Augmentation deployments must be carried out when required. When family needs conflict with these obligations, the issue may be addressed under the provision for humanitarian transfer.

## Chapter 2

### Classification, Assignment, and Distribution of Officers

#### SECTION 1: CLASSIFICATION

1. General. The military qualifications of all unrestricted, limited duty, and warrant officers will be classified as prescribed in this section, and references (a) and (r). For the purposes of this section, the term "officer" includes commissioned and warrant officers.

#### 2. Basic MOS's

a. A basic officer MOS exists in each Occupational Field (OccFld). Basic MOS's are assigned to officers classified in a particular OccFld and have not yet completed initial skill training at an applicable service school for the assignment of a PMOS.

b. The first two digits of a basic MOS identify the OccFld to which an officer is assigned; the last two digits are 01. Exceptions to this policy are the MOS's assigned to basic pilots and basic naval flight officers.

c. For inactive duty officers of the Marine Corps Reserve, the provisions of reference (d) apply.

#### 3. Assigning Primary MOS's

a. The PMOS of an officer is the MOS appropriate to the officer's category, which identifies the officer's most significant qualification. Assignment of a PMOS is based on the following criteria:

- (1) Needs of the service.
- (2) Individual qualifications and/or aptitude.
- (3) The MOS preference of the officer.
- (4) Formal school training specifically related to the duties of an MOS.
- (5) The duties performed and the established performance record of the officer.
- (6) Current assignment policies for officers.

b. Assignment of PMOS's are made in accordance with this Order. See reference (m) concerning assignment policies for women officers.

c. For inactive duty officers of the Marine Corps Reserve, the provisions of reference (d) apply.

d. The commanding officer, The Basic School, makes the initial assignment of a basic MOS. Unless otherwise qualified, unrestricted officers initially are assigned a basic PMOS.

e. Special instructions apply for assigning and reporting MOS's of the below-listed officers:

(1) General Officers. General officers are assigned PMOS 8803 upon acceptance of appointment to the grade of brigadier general. General officers normally are not assigned additional MOS's.

(2) Colonels. Unrestricted officers promoted to the grade of colonel are assigned an appropriate PMOS based on the PMOS held at the time of promotion. Reference (a) sets forth which PMOS's/OccFlds are appropriate for each of the aforementioned MOS's designated for assignment to colonels.

(3) Inactive Duty Officers. Commanders assign an appropriate basic MOS in lieu of MOS 8801 (Basic Officer) to those inactive duty officers whose records indicate an entrance level aptitude or potential in a particular OccFld. See reference (d).

(4) Active Duty Officers. An unrestricted officer whose military qualifications/experiences are insufficient or inadequate for assignment of a basic MOS upon commissioning is assigned MOS 8801 (Basic Officer). Limited duty officers (LDOs) and warrant officers are assigned an appropriate MOS by the CMC in the OccFld for which selected or identified.

4. Changing Primary MOS's. For inactive duty officers of the Marine Corps Reserve, the provisions of reference (d) apply.

a. Basic to Qualified

(1) Upon successful completion of initial skill training (i.e., Infantry Officer Course, Field Artillery Officer Basic Course, Engineer Officer Basic Course, etc.), an officer's MOS is changed from the basic MOS of the OccFld in which assigned to the PMOS for which training was received providing:

(a) It is in the same OccFld, and

(b) It is authorized for assignment as a PMOS for the category of officer concerned. The assignment of a PMOS to an unrestricted officer must be as directed in reference (a).

(2) A MCTFS entry reflecting a change of a basic MOS to a PMOS in the same OccFld will be made by the unit conducting the initial skill training of the officer concerned as prescribed in reference (k).

a. Reclassification/Redesignation

(1) Unrestricted officers may request reclassification per reference (s). Unrestricted Reserve officers may request a change of PMOS in conjunction with a request for career designation. Detailed instructions and eligibility criteria are in reference (s) and Marine Corps bulletins in the 1040 series.

(2) Members of the Ready Reserve may request a change of PMOS by submitting a request to CMC (RA). The request for reclassification will be evaluated on an individual basis, considering the following factors:

(a) Needs of the service.

(b) The officer's grade and time in service.

- (c) Needs of the OccFld/MOS concerned.
- (d) The officer's educational background.
- (e) Formal schooling required for the requested MOS.
- (f) The officer's performance of duty.

(3) If an officer's assignment to duty in the Marine Corps aeronautical community is canceled, the officer will be assigned an appropriate ground or aviation-ground MOS. The factors listed above and the officer's preferences will be considered when making the MOS assignment.

(4) An MOS reclassification for officers on active duty must be approved and entered into MCTFS by CMC (MMOA). For officers on inactive duty, an MOS reclassification is approved by CMC (RA). Such reclassification is entered into MCTFS by CMC (MMOA or RA respectively).

#### 5. Voiding/Redesignation of Primary MOS's

a. Commanders cannot void the PMOS of an officer without prior approval of CMC (MMOA or RA, as appropriate), except as provided herein and in current directives. For inactive duty officers of the Marine Corps Reserve, the provisions of reference (d) apply.

b. Before voiding the PMOS of an officer, the officer normally is afforded six months of active duty within which to demonstrate proficiency in the PMOS currently assigned. If, after that period, the officer is not considered qualified for other than the basic MOS, the commander will notify CMC (MMOA). This notification will contain a specific recommendation for:

(1) Retention of the officer in present duties for further on-the-job training, or

(2) Training of the officer in another OccFld.

c. The commander submitting such a notification must ensure the officer concerned is given the opportunity to make a statement in regard to any unfavorable matter. The officer's statement is included with the notification and made a part of the officer's OMPF.

#### 6. Assigning, Changing, and Voiding Additional MOS's

a. Upon approval by CMC (MMOA or RA, as appropriate), additional MOS's in occupational specialties other than the PMOS are assigned to officers who possess the qualifications set forth in reference (a). MCTFS input of approved additional MOS's is made solely by CMC (MMOA or RA, as appropriate). As an exception, the commanding officers of MOS-producing schools are authorized to report and change officer students additional MOS's without prior approval of CMC (MMOA). See reference (k).

b. An additional MOS will be assigned to an unrestricted officer completing a formal course of instruction that qualifies the officer for a Group I/II/III MOS. An additional MOS may be assigned per reference (a).

c. LDOs and warrant officers may be assigned an additional MOS within the same OccFld upon completion of a formal course of instruction that qualifies the officer for a Group II/III MOS.

d. The classification actions described in this Order may be effected without consideration of the officer's preference. Commanders will inform CMC (MMOA or RA, as appropriate) when either of these situations exist, and the officer concerned does not possess an appropriate additional MOS.

e. MCTFS has the ability to record as many as 12 additional MOS's.

f. Additional MOS's may be voided by HQMC when review of the Marine's qualifications indicate an excessive amount of time has elapsed since the Marine last performed duties related to the MOS/OccFld. Requests for voiding additional MOS's must be forwarded to CMC (MMOA or RA as appropriate). Such requests must always include the commanding officer's recommendation.

g. Special Education Program (SEP) additional MOS's 88XX will be assigned or voided only by CMC (MMOA) for officers possessing graduate degrees in disciplines for which valid billets exist. An officer acquiring an advanced degree through off-duty education who desires an additional MOS in the 88XX series may submit a request by AA Form, enclosing a certified copy of the graduate transcript, to CMC (MMOA-3).

h. For inactive duty officers of the Marine Corps Reserve, the provisions of reference (d) apply.

Chapter 2

Classification, Assignment, and Distribution of Officers

SECTION 2: ASSIGNMENT AND DISTRIBUTION

1. General. Assignment and distribution of officers depends on the classification category assigned and the needs of the Marine Corps. An assignment pattern will be designed for each officer that offers a variety of assignments in progressively higher echelons of responsibility. There are periods when operational commitments or accelerated/reduced promotion cycles interfere with general assignment patterns; however, they will be used as a guide for effecting assignment whenever feasible.

2. Unrestricted Officers. Unrestricted officers are considered to have a specialization on which duty assignments are based. Unrestricted officers are rotated between command and staff assignments to enhance their training and experience. Such rotational assignments are made on the basis of Marine Corps requirements, prior service, education, and personal preference.

3. Limited Duty Officers. Limited duty officers are assigned to limited duty officer billets within their MOS. Limited duty officers cannot be assigned to billets designated for unrestricted officers.

4. Warrant Officers

a. Warrant Officers are assigned to warrant officer billets within their MOS or, in special situations, to LDO billets within the warrant officer's OccFld where the strength of the LDO MOS is extremely short. Warrant officers cannot be assigned to billets designated for unrestricted officers.

b. Warrant officers are assigned to tours of sea and foreign service in the same manner as that prescribed for other officers in this Order.

c. The tour of duty in any one organization is based on the needs of the Marine Corps.

d. Designations of warrant officers as "Marine Gunners" will be made by Marine Corps Recruiting Command. Such warrant officers may wear the distinctive insignia of the "Marine Gunner" designation under the provisions of reference (t).

5. Limited Assignment

a. A board of officers appointed by the CMC will examine the records of all Reserve officers who:

- (1) Have not failed selection for promotion two or more times;
- (2) Are in an active status (on active duty), including those currently serving in a limited assignment status; or
- (3) Will become overage in their present grade during the calendar year upon reaching the following ages:

Second and First Lieutenant.....40 years

Captain.....46 years  
Major.....52 years  
Lieutenant Colonel.....58 years

b. Any such officer in an active status possessing an excellent record and having an MOS of potential value to the Marine Corps upon mobilization may be designated by the board for limited assignment in the Standby Reserve. Limited assignment officers, upon mobilization, will be assigned within their specialties to any duties not requiring that degree of youth and physical stamina required of an officer in that grade having a combat-type specialty. Such assignments would not be limited to security duties in the Naval Shore Establishment and would not necessarily be confined to CONUS.

c. An officer promoted to the next higher grade while in a limited status will lose such status if below the maximum age for the new grade (as specified in paragraph 2204.1c), and will revert to the Reserve status held when first designated for limited assignment.

6. Tour of Duty. Tour lengths are outlined in reference (m).

7. Requesting Transfer

a. Any requests submitted to HQMC for transfer of an officer that may in any way be construed as an adverse report on the officer concerned will be accompanied by a copy of a change of duty (CD) fitness report. Submit the original fitness report to MMSB and a copy of the fitness report with the transfer request to CMC (MMOA) after the third sighting by the appropriate officer.

b. A transfer request normally is initiated when, in the commander's judgment, the Marine concerned has the ability to accomplish the assigned mission, but, for some reason, within the Marine's ability to control/influence, the Marine has failed to put forth the required effort. If the transfer request contains adverse information based on factual matters not documented in the adverse fitness report or described elsewhere in the Marine's official record, it must be referred to the Marine for comment. If an opportunity for comment is provided, any statement must be in writing, signed by the Marine, and attached to the correspondence.

c. A request for transfer for the good of the service, which is not the result of an individual's unsatisfactory performance, need not be accompanied by a completed fitness report. The requesting activity will, however, provide specific justification for the transfer request. The justification will indicate that, in the commander's judgment, the Marine's transfer is not a result of any lack of effort to accomplish assigned duties.

8. Naval Aviator

a. Definition. The term naval aviator is applied to officers who successfully complete an authorized course of flight instruction prescribed by the CMC or Chief of Naval Operations (CNO). A Marine naval aviator performs duties as a qualified pilot of either fixed-wing or rotary-wing aircraft.

b. Designation. Officers completing the appropriate course of instruction may be designated naval aviators by the Chief of Naval Air Training. Designation carries with it the authority to wear the naval aviator insignia prescribed in reference (t). The authority to wear the insignia continues unless specifically revoked by the CMC for reasons stated in this Order. Inquiries should be directed to the Chief of Naval Air Training (Code 19), Naval Air Station, Corpus Christi, TX 78419.

c. Designation of Air Force/Army-Trained Marine Pilots. The Secretary of Defense has, at times, authorized training of Marine pilots by the Army and Air Force to maintain the required Marine pilot inventory. Because the Air Force/Army training programs lack the naval orientation inherent in the NATC program, the following requirements must be met before designation as a naval aviator:

(1) Complete the undergraduate pilot training course prescribed by the Army/Air Force.

(2) Satisfy 10 U.S.C. requirements of 200 total flight hours in heavier-than-air aircraft, of which 75 hours must be flown alone or as first pilot of a dual control aircraft.

(3) Hold a current standard instrument rating.

(4) Be physically qualified for Medical Service Group 1.

(5) Be certified as qualified to assume the duties of a naval aviator by completing, as appropriate, the following training outlined in the Training and Readiness (T&R) Manual:

(a) For Rotary-Wing. Combat-capable training and shipboard qualification if a deck is available.

(b) For Fixed-Wing. Combat-capable training and short airfield for tactical support qualification in lieu of carrier qualification when a deck is not available.

(6) Commanding generals will request issuance of naval aviator designation from the Chief of Naval Air Training [copy to CMC (ASM)] when the Marine has completed the above requirements and, in the commander's judgment, meets the standards of a naval aviator.

d. Designation of Interservice Transferees. Pilots of other military services who transfer to the Marine Corps must meet the following requirements before designation:

(1) Be a graduate of a course of instruction for heavier-than-air aircraft in another military service of the United States.

(2) Have 400 or more hours flying alone with no other pilot having access to the controls, or a first pilot with a required copilot in jet-powered aircraft or aircraft having each engine powered by 650 or more horsepower.

(3) Hold a rating or designation comparable to a naval aviator and not have been removed from flying status for cause by any other military service.

(4) Satisfy the requirements stated in paragraphs 2207.3c-e.

(5) Commanding generals will request issuance of naval aviator designation from the Chief of Naval Air Training [copy to CMC (ASM)] when the individual has completed the above requirements and, in the commander's judgment, meets the standards of a naval aviator.

e. Assignment of Training. Information on application for assignment to the Naval Aviator Program is released in Marine Corps bulletins and orders in the 1543 series.

#### 9. Naval Flight Officer

a. Definition. The term NFO is applied to officers completing an appropriate course of instruction by the CMC or CNO authority. The NFO performs airborne duties other than actual control of aircraft to include operation of weapons, reconnaissance, or electronic counter-measures systems in certain high-performance aircraft.

b. Designation. Officers completing the appropriate course of instruction may be designated NFOs by the Chief of Naval Air Training. Designation carries with it the authority to wear the NFO insignia prescribed in reference (t). The authority to wear the insignia continues unless specifically revoked by the CMC for reasons stated in this Order. Inquiries about designation should be directed to Chief of Naval Air Training (Code 19), Corpus Christi, TX 78419.

c. Assignment to Training. Information on applications for assignment to the NFO program is in reference (u) and announced in Marine Corps bulletins in the 1542 series.

#### 10. Officer Qualifications and Requirements for Technical Observer/Special Cryptologic Evaluation/Airborne Command Post Crewmember

##### a. Definitions

(1) Technical Observer. The term technical observer applies to officers assigned to duty involving flying where no specific initial airborne qualification is required. These officers are identified as non-aircrew members.

(2) Special Cryptologic Evaluator. The special cryptologic evaluator applies to officers assigned to duty involving flying as a non-aircrew member with fleet air reconnaissance squadrons in the U.S. Navy. This special cryptologic evaluator is not designated by a unique MOS. The special cryptologic evaluator performs the following:

(a) Provides commanders with information regarding enemy forces.

(b) Supplements operational information of friendly forces.

(c) Performs certain signals intelligence reconnaissance functions in support of operational commanders and National Command Authorities.

(3) Airborne Command Post Crewmember. The term airborne command post crewmember applies to those officers assigned to duty involving flying as a

member of a battle staff assigned to the Organization of the Joint Chiefs of Staff (OJCS)-controlled National Emergency Airborne Command Post (NEACP). These individuals are identified as crewmembers. The airborne command post crewmember performs the following functions:

(a) As a staff officer in a designated section of the airborne battle staff in support of OJCS providing information to the National Command Authorities (NCA).

(b) As a certified watch officer of an element within the National Military Command System (NMCS).

b. Special Cryptologic Evaluator

(1) To be identified as a special cryptologic evaluator, an officer must meet the following requirements:

(a) Qualified per Naval Air Training and Operating Procedures Standardization (NATOPS) Program.

(b) Successfully completed a course of instruction associated with flying missions as prescribed by the type command.

(c) Accumulated 200 hours of flight time directly related to special cryptologic evaluation duty.

(d) Assigned to duty involving flying for a minimum of six months.

(2) Identification as a special cryptologic evaluator must be certified by correspondence from the officer's commanding officer to CMC (MMA) through the appropriate chain of command.

(3) Submit a copy of the identification correspondence to CMC (MMSB) for inclusion in the Marine's OMPF. The authority to wear the naval aviation observer insignia prescribed in reference (t) is authorized upon completion of certification described above and continues unless specifically revoked by the CMC.

c. Airborne Command Post Crewmember

(1) To be identified as an airborne command post crewmember, an officer must meet the following requirements:

(a) Must be qualified per Air Force aircrew requirements for the aircraft in which the battle staff is embarked.

(b) Must have successfully completed a course of instruction associated with flying missions as prescribed by the aircraft commander.

(c) Must have accumulated 200 hours of flight time directly related to airborne command post duty.

(d) Must have been assigned to duty involving flying for a minimum of 12 months.

(2) Identification as an airborne command post crewmember must be certified by correspondence from the officer's commander to CMC (MMAO) through the appropriate chain of command.

(3) Submit a copy of the identification correspondence to CMC (MMSB) for inclusion in the Marine's OMPF. The authority to wear the naval aviation observer insignia prescribed in reference (t) is authorized upon completion of certification described above and continues unless specifically revoked by the CMC.

d. Assignment to Duty

(1) Officers may be detailed to duty involving flying as technical observers/special cryptologic evaluator/airborne command post crewmember and to perform appropriate in-flight duties. Commanding generals may assign such officers to duty involving flying per the provisions in this Order when the following prerequisites are met:

(a) An authorized billet exists requiring in-flight functions as a part of the primary duties, or such an assignment can be fully justified in accomplishing the command's mission or maintaining operational readiness.

(b) Such in-flight duties cannot be performed by another officer available in the command who already is under orders to duty involving flying.

(c) Such in-flight duties require the officer to participate in frequent and regular flights.

(2) Marines must be certified by a flight surgeon as physically qualified and aeronautically adapted for duty involving flying in connection with indicated duties.

(3) Orders assigning officers to duty involving flying as a technical observer/special cryptologic evaluator/airborne command post crewmember are automatically canceled upon their reassignment from the billet or duties cited in justifying the orders, or upon transfer from the command. Such orders are automatically canceled 30 September of each year. Commanding generals may reissue flight orders to those who will be required to participate regularly and frequently in aerial flight on or after 1 October each year.

(4) Instructions for submission of unit diary entries are contained in reference (k).

11. Mission Specialist/Navigation Officer and Aerial Navigator-Trainee/First Navigator

a. Mission Specialist/Navigation Officer. The term Mission Specialist/Navigation Officer applies to those officers who have been aeronautically designated upon successful completion of an appropriate course of instruction as prescribed by reference (a). The mission specialist/navigation officer, under the general supervision of a naval aviator, navigates aircraft by geographical or celestial references over the Earth's surface.

b. Enlisted Navigator. The term enlisted navigator applies to those Marines successfully completing an appropriate course of instruction as prescribed by reference (a).

(1) Aerial Navigator Trainee. Identify newly appointed aerial navigators who have not yet become qualified in the systems and procedures used in a specific model of aircraft in the FMF inventory.

(2) First Navigator. First navigators determine positions by use of navigational instruments and charts, celestial observation, dead reckoning, or by use of electromagnetic navigational equipment, and direct the course of aircraft in flight. When assigned as the navigator of tactical transport aircraft engaged in aerial refueling, the first navigator is responsible for the direct control of the tactical receiver aircraft to and from the aerial rendezvous area.

c. Designation/Assignment. Either designation as a Mission Specialist/Navigation Officer or assignment as an enlisted First Navigator constitutes the authority to wear the Marine Aerial Navigator Insignia as prescribed in reference (t). The authority to wear this insignia continues unless specifically revoked by the CMC for reasons enumerated in this Order. Inquiries about designation/assignment as Mission Specialist/Navigation Officer, First Navigator or Aerial Navigator-Trainee should be directed to CMC (ASM).

12. Assignment of Officers as Officer-In-Charge of Marine Corps-Managed Reserve Training Centers. The inspector-instructor or the senior inspector-instructor in cases where two or more Marine Corps Reserve units occupy the same training center will be designated as OIC, Marine Corps Reserve Training Center, by the cognizant Marine Corps commanding general. Officers in Charge are the authority of the training centers. Control of the training centers of Marine Corps Reserve units occupying facilities jointly with other services is regulated by directives concerning such joint occupancy. Officers in Charge are responsible for the security of the training center and will operate and administer it to render maximum support and assistance to the unit in carrying out its training, recreation, and related organizational programs. Officers in Charge also will use the training center facilities to promote the best interest of the Marine Corps and Marine Corps Reserve in the community. In all cases, the primary mission of the training center is to support the Marine Corps Reserve unit in carrying out its program of training and maintaining high organizational morale.

Chapter 3

Classification, Assignment, and Distribution of Enlisted Personnel

SECTION 1: CLASSIFICATION

1. General

a. Commanders are authorized to classify the military qualifications of enlisted Marines according to the policies set forth in this section; references (a), (d), (k), (r), and (v); and the MCO 1500 series (MOS ITS). If not specifically covered in this Order, requests to assign, change or void MOS's should be forwarded to the Deputy Commandant of the Marine Corps, Manpower and Reserve Affairs (M&RA-MMEA).

b. Terminology

(1) "Entry Level Status" is the time period before completion of Initial Training Standards (ITS) or six months after joining an active duty unit after recruit training, whichever occurs first.

(2) "Entry Level Marine" refers to Marines undergoing ITS.

2. Testing. See reference (b).

3. Assigning Primary MOS's

a. Assignment of a PMOS Upon Initial Enlistment. Upon initial enlistment at the Military Entrance Processing Station (MEPS), recruits assigned a PMOS as prescribed by reference (v). Commanding officers of certain MOS-producing schools have been delegated limited authority to classify specific intended MOS's within a training MOS group. All MOS decisions made by the school must be in strict compliance with the Initial Classification Plan published annually by CMC (MPP-23).

b. Assignment of MOS Upon Completion of ITS

(1) Upon completion of ITS, the Marine's PMOS is changed from the basic MOS of the OccFld in which assigned to the specific MOS for which training was received per reference (k). Commanders conducting such training will make the change within the time limits specified in reference (w).

(2) Except for authority delegated to specific commands by separate correspondence, commanding generals/officers of training commands are not authorized to direct a Marine undergoing ITS to train in any MOS other than the one specified in the Marine's orders issued at the recruit depot or as directed by CMC (MMEA-11).

c. Assignment of an MOS for an Approved Specific Duty. A Marine entering upon an enlistment or reenlistment approved by the CMC for a specific type of duty will be assigned as primary the basic MOS for which enlisted/reenlisted.

d. Assignment of Quota Sequence Number for Members of the Marine Corps Reserve. A Marine, upon enlistment in the Marine Corps Reserve, who is not immediately ordered to active duty for training, is assigned a QSN for reporting and accounting purposes. Initial active duty training (IADT)

personnel who are members of Marine Corps Reserve aviation units will be assigned the basic PMOS for which enlisted before being ordered to active duty training. All other reservists, when ordered to active duty training, will not be assigned an MOS other than the basic identification code until commencement of recruit training.

e. Assignment of MOS Upon Reenlistment for Active/Reserve Duty

(1) The PMOS is retained by a Marine reenlisting within 24 hours after discharge or release from active duty for general duty in the Marine Corps or Marine Corps Reserve. The authority that initially assigned the PMOS is recorded per current instructions. There are no additional recording requirements upon reenlistment.

(2) Provided the MOS exists at the grade to which an individual is reappointed, Marines reenlisting for general duty in the Marine Corps or Marine Corps Reserve after separation from the service in excess of 24 hours will retain their PMOS. If the PMOS held at the time of discharge no longer is valid, classification instructions should be requested from CMC (MMEA or RA, as appropriate).

f. Assignment of MOS After Completing Formal Schooling. When a Marine graduating from a formal school qualifies for an MOS, but is ineligible to hold the MOS because of grade [as prescribed by reference (a)], the MOS will be assigned as the first additional. When the Marine is promoted and becomes eligible for the school-acquired MOS, the MOS will be assigned as primary, and the additional MOS voided.

g. MOS Reclassification of Entry Level Marines. Entry level Marines who fail to complete ITS may be reclassified to another MOS based on the needs of the Marine Corps. Submit requests for MOS reclassification to CMC (MMEA-11 or RA, as appropriate). The CMC will process reclassification requests for academic failure or inability to meet minimum MOS prerequisites as established by reference (a). Reclassification requests based on disciplinary reasons are not appropriate and will be disapproved. No MOS in the Marine Corps is immune from leadership challenges and no MOS is suitable for placing Marines characterized as disciplinary problems. School commanders are advised to use appropriate administrative and disciplinary measures in dealing with behavioral problems, and in no case will the CMC approve passing along an unresolved problem to another school commander. All requests for reclassification are considered on a case-by-case basis.

h. Assigning MOS's for Members of the Marine Corps Reserve. Refer to reference (d).

4. Changing Primary MOS's

a. Authority to change a PMOS may be delegated to specific commands by separate correspondence. CMC (RAM) can change the PMOS of a Marine Reservist not in a formal school. Additionally, commanding generals/officers are authorized to change the PMOS of a Marine under the following circumstances:

(1) For Marines undergoing field skill training (FST) or managed on-the-job training (MOJT), commanders authorized by reference (w) will change the assigned PMOS from the basic level to the PMOS for which training was directed when the Marine demonstrates qualification above the basic level. Commanders will establish procedures to screen records of personnel to ensure

assignment of an MOS above the basic level within the authorized training time period prescribed for each MOS in reference (w). CMC (MMEA-11) is notified of Marines not qualifying for a CMC-directed FST, MOJT, or OJT MOS within the authorized training time.

(2) The PMOS of a gunnery sergeant selected for first sergeant automatically changes to PMOS 8999 in MCTFS when the "Select First Sergeant" unit diary entry is processed. This change appears on the reporting unit's Electronic Diary Feedback Report (EDFR) and constitutes authority for the command to make appropriate changes in the Marine's service record. Gunnery sergeants/first sergeants/sergeants major authorized proficiency pay per reference (x) will have their PMOS changed to 8999 and retained as the first additional MOS that qualifies the individual for proficiency pay. Upon completion of such tours or assignment to a first sergeant billet, the CMC will delete the additional MOS.

(3) The PMOS of a reservist not on active duty who is selected for promotion to first sergeant is changed to 8999 in MCTFS by CMC (MMPR) upon selection to first sergeant. All previously held MOS's are deleted. Cite the Marine Corps bulletin in the 1430 series that announces the selection as the authority to make the appropriate changes in the Marine's service record.

(4) Provided a billet vacancy exists and subject to the requirements in reference (a), commanding officers may assign Marines to OJT in other than their PMOS. When a Marine is qualified to perform the duties of this MOS as described in reference (a), and when certified by competent authority, commanders may assign the Marine an additional MOS via unit diary entry.

(5) When a Marine has completed a formal course of instruction for which quotas are established and allocated by the CG, MCCDC.

(6) When a Marine is promoted above the grade ceiling for the PMOS held, the commander may change the Marine's MOS to the career progression MOS unless reference (a) specifically requires completion of career progression training to hold that PMOS. The Marine should continue to hold the lower (feeder) PMOS until he or she is scheduled to attend the career progression training. At that time, the commander should report the career progression MOS as the Marine's intended MOS (IMOS) but keep the original PMOS. Once the career progression training is completed, the commander should report the IMOS as the new PMOS and delete the IMOS.

b. Only the CMC can change a Marine's PMOS during a period where the Marine is serving in a Category "B" MOS. Such changes are not considered to be in the best interest of the Marine Corps or the Marine, and requests must be fully justified.

c. Requests for changes of PMOS should be submitted as prescribed in this Order, the Marine Corps bulletins in the 1200 series, or reference (d).

d. Submit requests for authority to change a PMOS in any case not covered herein to CMC (MMEA or RA, as appropriate). Approved requests are entered into MCTFS at HQMC and will appear on the unit's EDFR. Disapproved requests are addressed through normal correspondence.

e. Changing MOS's for Marine Corps Reserve Members. See reference (d).

5. Voiding Primary MOS's

a. A Primary MOS for enlisted personnel can be voided/revoked only by DC, M&RA (MM). PMOS's are voided/revoked under the following circumstances:

- (1) Marine Corps Postal Clerk.
  - (a) Consistent overage/shortages in account audits.
  - (b) Failure by the Marine to show progress in training programs.
  - (c) Conviction of a crime, such as theft or an offense of moral turpitude.
  - (d) Relief from postal duties for cause. For example, loss of postal effects through fraud or intent to defraud, negligence, mismanagement, or other serious irregularities.

(2) A Marine proved unsatisfactory for the MOS because of physical disability may have the MOS voided. If retention of the Marine's current OccFld is not appropriate, request reclassification instructions from CMC (MMEA or RA, as appropriate).

(3) Any Marine legal services specialist or reporter (stenotype) convicted by a court-martial or civil court; or awarded nonjudicial punishment for any offense involving moral turpitude or possession, use, or transfer of dangerous drugs; or identified on a urinalysis screening test as a drug user will be reported to CMC (JA-3/MMEA or JA-3/RA, as appropriate).

(4) Any Marine Air Traffic Controller convicted by a court-martial or civil court; or awarded nonjudicial punishment for any offense involving possession, use, or transfer of dangerous drugs; or identified on a urinalysis screening test as a drug user will have their certification revoked per NAVAIR 00-80T-114 and will be reported to CMC (MMEA/APW or RA/APW, as appropriate) for appropriate action.

(5) Any Marine Military Police or Corrections Specialist convicted by a court-martial or civilian court; or awarded nonjudicial punishment for any offense involving moral turpitude or possession, use, or transfer of drugs; or identified on a urinalysis screening test as a drug user will have their PMOS voided and will be reported to CMC (POS). Additional OccFld 58 MOS's are void upon PMOS voiding.

(6) Any Marine Purchasing and Contracting Specialist designation can be revoked for unsatisfactory performance of duties or disciplinary action involving larceny or theft.

b. If a Marine possesses an MOS requiring a security clearance and no longer meets the requirements for that clearance [per reference (y)], the clearance should be terminated as prescribed in reference (z). Upon receipt of the letter of notification, CMC (MMEA or RA, as appropriate) will direct appropriate reclassification action.

c. See reference (d) for additional information concerning voiding PMOS's of members of the Marine Corps Reserve.

6. Assigning and Changing Additional MOS's. See references (a) and (k).

## Chapter 3

### Classification, Assignment, and Distribution of Enlisted Personnel

#### SECTION 2: DISTRIBUTION

##### 1. General

a. Personnel distribution is the orderly assignment of enlisted Marines by grade and skill throughout the Marine Corps. Distribution is made according to Tables of Organization (T/Os), manning levels, and staffing criteria determined by the CMC. The current and projected personnel status of commands as reflected in MCTFS is the basis for effecting assignments. It is absolutely essential that all personnel reporting requirements be strictly adhered to in order to maintain a proper distribution of manpower assets.

b. The distribution system is based on the concept that any Marine qualified in a particular grade and MOS can efficiently perform the duties associated with any billet designated for that same grade and MOS. The description of and qualifications for each MOS at the various grade levels are prescribed in reference (a). These descriptions and qualifications pertain both to billets and individual Marines, except where specifically prescribed. When billet duties actually performed by the Marine are not commensurate with the grade and MOS for the billet designated, CMC (MP) should be notified. In such cases, the billet will be analyzed and redesignated, or it will be directed that the duties performed by the Marine be modified to correspond to the designated grade and MOS.

c. The deactivation or reduction in strength of an organization or unit results in a redistribution of billets. The deletion or reduction in the requirements for a particular MOS also may result in redistribution. This redistribution, if of sufficient magnitude, may require a retraining program directed by HQMC. If not, the retraining should be accomplished on a subordinate command basis. The program must provide for prompt and orderly requalification of all personnel whose services in their PMOS's no longer are required.

2. Personnel Requisition. Major Subordinate Commands (MSC) should aggressively monitor personnel strengths to ensure the proper numbers of Marines, in grade and MOS based on the most recent Staffing Goal Model, are either on board or inbound. MSC are encouraged to communicate directly with HQMC (MMOA, MMEA, and RA). Unexpected losses should immediately be identified to HQMC.

##### 3. Types Of Billets

a. Billets are of three types - "A" billets, "B" billets, and billet designators.

(1) "A" billets are identified by a category "A" MOS. A category "A" MOS identifies the primary skill/knowledge of a Marine. "A" billets are staffed with Marines whose primary/additional MOS is the same as the MOS that identifies the billet; e.g., the billet of Tank Crewman is staffed by a Marine whose primary/additional MOS is 1812.

(2) "B" billets are identified by a category "B" MOS. These MOS's designate a particular skill/training possessed by Marines that is in

addition to their PMOS. They may be assigned only as skill designator MOS's; e.g., Recruiter 8411, Drill Instructor 0911, etc.

b. Every Marine can expect to be considered for assignment to a "B" billet at some time within his/her career. The allocation of available manpower spaces to MOS's and grades includes "A" billet requirements, "B" billet requirements, and overhead [transients, trainees, prisoners, and patients (T2P2)].

Chapter 3

Classification, Assignment, and Distribution of Enlisted Personnel

SECTION 3: ASSIGNMENT

1. Personnel Assignment. These regulations prescribe assignment policies designed to develop technically trained enlisted Marines who provide an adequately trained cadre for expansion in the case of war or national emergency. The policies support a program of OJT/MOJT/FST training, supplemented by school training in more complex fields. The program makes possible the progressive assignment of qualified enlisted Marines to positions of higher responsibility in selected fields of specialization.

2. Assignment of Enlistees to a Recruit Depot for Training. The assignment of enlistees to a recruit depot for training is prescribed in reference (v).

3. Assignment of Marines from Marine Combat Training to the Next Training/Duty Station

a. The CGs of Marine Corps Bases, Camp Lejeune, NC, and Camp Pendleton, CA, process Marines to IST upon completion of MCT. IST assignments are directed by CMC (MMEA-11). The individual determined by CMC (MMEA-11) are executed unless the Marine is recycled in training or, for some other reason, is unable to proceed as directed.

b. Depending on the type of training, the join status of Marines assigned to IST are as follows:

(1) Formal Schools. Join for Temporary Duty Under Instruction (TEMINS) or Duty Under Instruction (DUINS) for further transfer by the CMC.

(2) MOJT. Join for duty.

(3) FST Program. Join for duty.

(4) OJT. Join for duty.

(5) Direct MOS Assignments. Join for duty.

c. CMC (MMEA) directs assignment of Marines in the above categories upon completion of training.

d. Reserve Component Marines have their SMCR Unit assignment identified on their initial accession orders before shipping to basic training.

4. Responsibility for Assignment

a. The responsibility and authority for the distribution of Active Component enlisted Marines among commands essentially parallels that prescribed for commissioned officers. In the case of Active Component enlisted Marines, however, assignment to permanent duty stations is based on requirements by grade and specialty.

b. Commanders are responsible for the proper use of Marines assigned to their commands. Unless the Marine is specifically directed to fill a "B" billet or is otherwise directed by higher authority, commanding officers will

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make every effort to assign Marines in MOS's that are short to billets in their PMOS. To assist commanders in identifying MOS overages/shortages, HQMC periodically publishes Marine Corps bulletins in the 1220 series. This information can be used as the basis for requests for retraining or OJT to correct existing imbalances.

c. Marines who reenlist and have been paid a Selective Reenlistment Bonus will not be assigned outside their PMOS unless a waiver has been granted by CMC (MMEA-8 or RA) per reference (aa).

5. Tour of Duty. Reference (m) contains the policy concerning tour lengths.

6. Assignment Policy for First-Term Enlistees. When possible, first-term enlistees are afforded the opportunity to serve in both the FMF and non-FMF during their enlistment. All recruits initially are assigned to the School of Infantry for completion of MCT followed by either formal school training and assignment to an FMF command or direct assignment to an FMF unit and subsequently to a non-FMF command. The Marine Corps readiness requirements make it mandatory that the greatest number of Marines be continually trained and available for combat units and security force and support establishments be ready sources of experienced combat-trained Marines. Reference (m) provides additional information.

7. Restrictive Assignments

a. Once classified in other than a basic MOS, Marines will, wherever possible, be assigned only to billets with the same, equal, or higher MOS in the same OccFld as their PMOS. When this is not possible, priority in assignments are as follows:

(1) To billets with a related MOS; i.e., an assigned additional MOS that falls within the same OccFld as the PMOS.

(2) To billets that provide unit training or formal school training for an unassigned MOS appropriate to the grade held, and within the same OccFld as the PMOS.

(3) To billets in an assigned additional MOS not necessarily within the same OccFld as the PMOS.

b. Application of the assignment policies in paragraph 3305 ensures:

(1) Marines reporting to organizations in which all billets designated by their assigned PMOS(s) are filled will replace Marines receiving unit training or, if that is not possible, Marines with related MOS's who have the least aptitude for the billet.

(2) To optimize the use of skills acquired from successfully undergoing a formal course of instruction, follow-up application of such training will be initiated. Prompt utilization tours will be ensured by the sequential assignment of Marines to billets identified by the MOS for which they have been trained. Individuals classified with a PMOS upon graduation from a formal course of instruction will be assigned for a minimum of one year immediately thereafter to associated skill-designated billets. Any deviation from this requirement must be approved by HQMC.

(3) The foregoing assignment policy is not applicable to skills designated by CMC (MMEA) periodic review.

0231	03XX	0481	0811	1371	1391	1812
3521	4611	4691	5811	7242	7382	

c. The assignment policies in paragraph 3306.1 do not apply to:

(1) Temporary billet assignments required during military emergencies or short-term operational requirements; such assignments will be limited to a duration of 90 days.

(2) Certain directed assignments that necessarily place Marines in billets described by an additional MOS or billet designator that is not commensurate with their primary or additional MOS. Examples of these are assignment as a recruiter, drill instructor, military policeman, guard, or athletic and recreation assistant. Marines possessing only a basic MOS should not be assigned to such billets except on a temporary, emergency basis if such assignment will prevent their becoming qualified in a PMOS. In making directed assignments, exercise care to ensure NCOs are not assigned duties inappropriate to their grade.

d. Compliance with the assignment policies in paragraph 3306.1 will not always be possible, particularly during periods of rapid personnel expansion and the formulation of new organizations; however, they will be employed to the maximum extent possible.

e. Marines classified in a basic MOS will be assigned to billets commensurate with their intended PMOS. When vacancies do not exist, such personnel will not be assigned to billet vacancies in other OccFlds without prior approval of CMC (MMEA).

#### 8. Retraining Assignments

a. Retraining assignments are of three types:

(1) OJT Retraining Assignments. An OJT retraining assignment is the permanent assignment of a Marine, classified in an MOS, to a billet designated by another MOS. The purpose of such an assignment is to qualify the Marine in the new MOS. If ordered to a billet inappropriate for the basic MOS possessed, the Marine will not be assigned retraining without specific approval by CMC (MMEA).

(2) School Retraining Assignments. These are assignments of Marines to courses of instruction that will qualify them for assignment of a new PMOS.

(3) Retraining Assignments for Entry Level Marines. Marines dropped from ITS will be processed per paragraph 3102 of this Order.

b. The CMC will prescribe restrictions governing retraining to or from any OccFld/MOS in which a substantial Marine Corps-wide overage or shortage exists. Retraining programs already commenced when restrictions are changed will be completed. Over/short MOS's are published periodically in Marine Corps bulletins in the 1220 series.

c. Commanders should consider the following factors in using OJT retraining assignments to fill billet vacancies within their commands:

(1) The Marine must not have been trained for the present MOS at a school operating under the direction of the CG, MCCDC, or one for which the CMC receives and allocates quotas. Approval must be obtained from CMC (MMEA) in each case before waiving this requirement.

(2) Retraining assignments to or from the proposed OccFld must not have been suspended or previously disapproved by higher authority. Retraining assignments from a PMOS listed as eligible for proficiency/specialty pay [as identified in directives in the 7220 series or annotated in reference (a)] and voidable only by the CMC, will not be effected without prior approval of CMC (MMEA).

(3) Retraining assignments from a PMOS listed as eligible under the Selective Reenlistment Bonus Program (SRBP) (as identified in directives in the 7220 series) to a billet vacancy in an MOS eligible for a lower or no SRBP payment cannot be effected without prior approval of CMC (MMEA). Requests must include a statement from the Marine indicating:

(a) The assignment is desired.

(b) Upon reenlistment, if the MOS is changed to that of the retraining billet to which assigned, the individual would lose any SRBP payment previously warranted.

(4) There must be a billet vacancy for the OJT retraining assignment.

(5) The retraining assignment, in the commander's opinion, must not adversely affect the Marine's career, and particularly must not jeopardize the Marine's promotional opportunities.

(6) Marines must have sufficient time remaining on their current enlistment (or extension thereof) and must not be due for transfer for the entire period necessary to effect the retraining and qualification.

(7) Notice of the assignment of a replacement for the billet to which the retraining assignment is proposed must not have been received.

d. Administrative Instructions

(1) If, at any time within 90 days after a retraining assignment directed by a commander, the Marine is found obviously unsuited for the new billet assignment, the Marine will be redesignated in the former PMOS and returned to an appropriate assignment.

(2) CMC (MM) will be notified of Marines ordered by HQMC to OJT retraining assignments who, after a reasonable qualifying period, have not attained the desired basic qualifications. The notification will contain recommendations for continuing the retraining assignment, or for an alternate MOS assignment. When action for reduction for incompetence is considered appropriate, the provisions of reference (ab) will govern.

(3) Assignment to training for an MOS in the same OccFld as the Marine's current PMOS is not a retraining assignment.

e. Consider the following factors in making assignments to schools for retraining purposes:

(1) Higher authority must not have suspended retraining assignments to or from the proposed and assigned OccFld.

(2) The effect of retraining assignments on the Marine's career.

(3) The Marine must not have been trained for the present MOS at a Marine Corps school operating under directives from the CMC or at any other school for which the CMC receives and allocates quotas. Approval must be obtained from CMC (MM) in each case before waiving this requirement.

f. Commanders will request authority from CMC (MM) to initiate retraining assignments requested by individual Marines when it is clearly in the best interest of the Marine Corps, and the development of the Marine's career. The retraining assignment must be consistent with the Marine's aptitude, ability and interest, and must not conflict with the restrictions in Section 1 of this chapter.

g. Commanders will assign Marines in a retraining status a duty MOS appropriate to the retraining objective. Marines with a basic MOS will not be assigned to duty in a category "B" billet.

h. The retraining assignment of Marines may be effected by commanders of echelons at or higher than those at which basic personnel sections exist (subject to the restrictions in this chapter).

9. Selection of Navigators, Airborne Electronic Countermeasures Operators, Airborne Radio Operators, VG Jet Aircraft Flight Engineers, and Other Aircrew Members

a. Enlisted Marines qualified as navigators, airborne electronic countermeasures operators, airborne radio operators, or VG jet aircraft flight engineers will not be selected to perform such duties without the approval of CMC (MMEA). Assignment of an appropriate MOS by CMC (MMEA) will constitute authority for the selection of the individual; revocation of the MOS constitutes termination of authority to assign the individual to duty in the capacity for which selected.

b. Authorization for such assignments is considered effective until revoked by the CMC, provided the Marine remains on continuous active duty. At any time, commanders may recommend to CMC (MMEA) revocation of such assignments for cause. Marines who performed such duties on former enlistments but did not reenlist immediately may, upon reenlistment, submit a request to CMC (MMEA) for assignment to duties commensurate with their qualification. Commanders should consider all requests carefully and, if possible, include in their endorsement definite recommendations as to whether the Marine should be so assigned.

c. Other than those specifically addressed in this chapter, Marines completing a locally administered course of instruction and assigned as flight aircrew members (as defined in this Order) may be designated as naval aircrew. This includes, but is not limited to, helicopter crew chiefs. Commanding officers are authorized to designate qualified Marines as naval aircrew.

d. When qualified Marines, as listed in this chapter, are examined physically for reenlistment, a flight physical also must be conducted to determine if the person continues to meet physical requirements for assignment to duty in a flying status. Assignments authorized by the CMC will not be effected unless flight physical requirements have been met.

e. Marines qualified under the above paragraphs (except for enlisted navigators), are authorized to wear the Naval Aircrew Insignia. Enlisted navigators are authorized to wear the Marine Aerial Navigator Insignia (see Chapter 2). This authorization continues unless specifically revoked by CMC (MM). The Naval Aircrew Insignia replaced the Naval Aviation Observer Insignia, which was previously authorized for the above listed billets. The Naval Aviation Observer Insignia is authorized for naval aviation observers only as addressed in Chapter 2.

#### 10. Combat Aircrew Insignia

a. The Combat Aircrew Insignia may be authorized for those aircrew who have participated in aerial flight during combat and those enlisted personnel who qualify for nontechnical aircrew positions and serve in such positions in aerial combat.

b. Unit commanders may designate as combat aircrew and authorize the wearing of the Combat Aircrew Insignia those enlisted personnel who satisfactorily meet the prerequisites listed below. Make an appropriate entry (to include any authorization for combat stars earned) in the Marine's service record per current instruction.

c. The prerequisites for designation as a combat aircrew:

(1) The Marine must be a volunteer for combat aircrew duty.

(2) The Marine must be qualified per physical and psychological requirements of the Order of the Medical Department.

(3) The Marine must be a regularly assigned member of a flight crew in an aircraft participating in combat operations.

(4) The Marine must be a graduate of an established course of instruction and/or OJT qualifying the Marine for a position in the flight crew of a Marine aircraft.

d. Combat aircrew who have qualified to wear combat stars may wear the Combat Aircrew Insignia on a permanent basis. A maximum of three combat stars may be awarded for display on the Combat Aircrew Insignia. The criteria for earning individual combat stars (authorized by unit commanders) are as follows:

(1) Engagement of an enemy aircraft.

(2) Engagement of an enemy vessel with bombs, rockets, torpedoes, guns, or missiles.

(3) Participation in offensive or defensive operations against enemy fortified positions.

e. A Marine qualified to wear both the Naval Aircrew Insignia and the Combat Aircrew Insignia has the option of wearing the one of his choice. Requests for verification of combat aircrew status must include sufficient documentation to substantiate compliance with the prerequisites. Address all inquiries concerning this insignia to CMC (ASM).

f. The combat aircrew designation will be canceled by the unit commander whenever the flight status of the Marine is terminated because he/she no longer is physically, psychologically, or technically qualified for combat aircrew duty, or because he is transferred to a billet in which duty involving flying is not required. Unless the Marine has qualified for permanent retention, the authorization to wear the Combat Aircrew Insignia is revoked upon cancellation of the designation.

11. Assignment and Utilization of Graduates of the Marine Corps Associate Degree Program and SNCO Degree Completion Program

a. Graduates having a critical MOS, such as those for which shortage specialty pay is authorized, will be assigned to commands having a requirement for the grade and MOS of the graduate. These Marines should be used in billets requiring their grade and PMOS.

b. Graduates completing a course of study that enhanced the skills required in their PMOS will be assigned to commands having a requirement for the Marine's grade and MOS. These Marines should be used in billets requiring their grade and PMOS.

c. In certain cases, the graduate will have gained skills during schooling that will make reclassification desirable. In such cases, reclassification will be accomplished by HQMC, either upon Headquarters' initiative or in response to the Marine's request. An appropriate retraining assignment will be directed.

d. Consistent with the maintenance of MOS skills, other graduates assigned to major commands should be used in billets where their college education is best suited; e.g., career planner and education NCO. In making such assignments, the career pattern of each Marine should be considered so that excessive periods of time are not spent outside the PMOS that could prove detrimental to the Marine's promotion prospects.

12. Assignment of Food Service Attendants

a. NCOs will not be detailed as food service attendants unless Marines below the grade of corporal are not available.

b. Enlisted Marines will not be detailed continuously as food service attendants for a period longer than one month, unless specifically authorized by CMC (MM). Furthermore, personnel will not be required to serve more than three such periods in any calendar year, unless similarly authorized. Marines should not be assigned to subsequent periods as a food service attendant before three months after completion of a previous assignment.

c. At Marine Corps commands, the assignment of Marines to duty as food service attendants will be effected on such date, or dates, as the commander may elect. The number of attendants assigned will be based on one per 25 man-days actually subsisted or major portion thereof. The number of man-days will be determined using the current three-month history from the Man Day Fed

Report (NAVMC 565-1). Food service personnel, MOS's 3361, 3372, and 3381, will not be assigned to mess duty.

d. The assignment of personnel to duties as cashier and meal signature supervisor is not included in the ratio of personnel assigned for food service attendant duties and should be in addition to those assigned. This duty is for the meal time only and does not require full-time availability in the dining facility.

e. In special cases where the size of the dining facility is a factor in determining the number of military food service attendants required to properly maintain the dining facility, the operational commander assigned control of the dining facility may authorize an increase to the number of food service attendant billets. Authorized increases must be completely justified in writing and validated by a local manpower analysis.

13. Cross-Reference of Marine Corps Directives Concerning Special Assignments

- a. Assignment of conscientious objectors: Reference (ac).
- b. Assignment of enlisted Marines as prisoner escorts: Reference (p).
- c. Assignment of enlisted Marines to the Recruiting Service: Reference (ad).
- d. Enlisted assignment prerequisites for Marine Corps Security Forces (MCSF): Reference (ad).
- e. Selection of NCOs for drill instructor duty: Reference (ad).
- f. Overseas tours of duty and overseas movement of dependents: Reference (m).
- g. Assignment of Marine Corps reservists to the Active Reserve (AR) Program: Reference (o).
- h. Assignment of enlisted Marines to Special Duty Assignments and Independent Duty: Reference (aa).
- i. Assignment policies and restrictions for women Marines: Reference (m).

### Chapter 3

## Classification, Assignment, and Distribution of Enlisted Personnel

### SECTION 4: TRANSFER

1. General. Transfer is the action taken to effect a change of reporting unit for the Marine. When used in connection with PCS, it involves the physical movement of a Marine or unit from one geographical location to another for duty or personnel reporting responsibility.

2. Transfer to and from Organizations Afloat

a. The commanders of ships' detachments and FMF organizations afloat are authorized, on the eve of sailing, to transfer any enlisted Marines absent without authority at that time. Transfer by service records to the nearest Marine Corps post or station will be effected. Upon effecting such transfer, the commanding officer will make appropriate unit diary entries per reference (k).

b. Deficiencies in the authorized enlisted allowance of ships' detachments on the eve of sailing may, when directed by the station's commanding officer, be filled by the commanders of Marines at the station, provided:

(1) The ship is scheduled for operations outside CONUS for more than 60 days.

(2) The ship is operating in foreign waters and is not expected to return to CONUS within a 60 day period.

(3) Circumstances exist that would indicate the operational readiness of the detachment would be seriously affected if replacements were not received immediately.

c. Commanders of Marine Corps activities filling requisitions for replacements will report circumstances to CMC (MMEA) without delay.

d. Authority is vested in commanders of ships' detachments responsible for the administration of a flag or staff allowance to effect reassignment between the flag and staff allowance and the Marine detachment to fill billet vacancies, replace unsuitable personnel, and adjust grade discrepancies. No expense to the Government is authorized in effecting such reassignments. Immediately report the name, grade, and EDIPI of all personnel reassigned under this authority to CMC (MMEA).

3. Transfer of Marines Assigned to Marine Corps Districts

a. Commanding officers of Marine Corps districts are authorized, without prior authority of the CMC, to:

(1) Transfer enlisted Marines among personnel procurement activities in their respective districts within the number of moves allocated by CMC (MCRC).

(2) Order personnel to perform travel in connection with their duties within the allotments authorized by HQMC.

b. Do not transfer Marines who require a second dislocation allowance within the same FY without prior approval of CMC (MMEA).

c. Enlisted Marines assigned to the personnel procurement service, who, in the opinion of the district commander, are unsatisfactory or unsuitable for any reason, will be reported to CMC (MM), and their transfers requested (See Chapter 4).

#### 4. Requesting Transfer of Personnel

a. The Marine Corps does not benefit by the transfer of enlisted personnel from one command to another because of unsatisfactory duty performance. In all cases, disciplinary or administrative action to determine desirability of retention in grade should be completed before requesting transfer.

b. Any transfer request submitted to HQMC because of unsatisfactory performance of duty will:

(1) In the case of corporals and below, cite complete justification and include applicable supporting documents; e.g., applicable service record pages, removal from reliability program, termination of security clearance, etc.

(2) In the case of sergeants and higher, include a copy of a change of duty (CD) fitness report, with the original fitness report forwarded to CMC (MMSB-30). Reporting officials will comply with reference (ae) when preparing the CD report and the subsequent regular fitness report on the Marine concerned.

(3) The transfer request normally is initiated when, in the commander's judgment, the Marine concerned has the ability to accomplish the assigned mission, but, for some reason, within the Marine's ability to influence or control, the Marine has failed to put forth the required effort. If the transfer request contains adverse information based on factual matters not documented in the Marine's official record, it must be referred to the Marine concerned for comment. If an opportunity for comment is provided, any statement will be in writing, signed by the Marine, and attached to the correspondence.

c. Requests for transfer submitted to HQMC for the good of the service but not as a result of a Marine's unsatisfactory performance need not, in the case of Marines in the grade of sergeant and above, be accompanied by a completed CD fitness report. However, when such requests are submitted, the requesting activity will provide specific justification for the transfer request, and must indicate, in the commander's judgment, the Marine's transfer is not a result of any lack of effort to accomplish assigned duties.

5. Transfer of Marines Whose Conduct/Performance Record Reflects a History of Substandard Performance. The Marine Corps does not benefit by the transfer of a Marine from one command to another, overseas or in CONUS, when service record of the Marine being transferred reflects a history of substandard performance or conduct. Any Marine with a demonstrated record of substandard performance who is to be retained in the Marine Corps should not be transferred without the express approval of CMC (MMEA-8 or RA for individual orders or MMEA-11 in the case of entry-level Marines undergoing IST). Marines whose records reveal counseling for a history of substandard

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performance of duty (i.e., two or more warning letters from the CMC) or for a history of repeated disciplinary involvement (i.e., at least three minor disciplinary infractions or two or more discreditable involvements with civil or military authorities or similar instances of conduct prejudicial to good order and discipline during the current enlistment) shall be processed for separation under the appropriate paragraph of reference (o). The transfer of such personnel increases the administrative workload of the receiving command and serves only to move substandard Marines from one command to another.

Chapter 4

Travel of Marine Corps Personnel and Dependents

SECTION 1: REGULATORY TRAVEL INSTRUCTIONS AND  
GENERAL INFORMATION ON TRAVEL ORDERS

1. General. Reference (r) contains the basic information on regulatory travel instructions and general information on travel orders. Reference (af) contains basic statutory regulations concerning travel and transportation allowances of members of Uniformed Services and their dependents. References (g), (m), and (ag) provide guidance and procedures to commanders and financial personnel in regards to official travel.

2. Definition of Orders and Terms

a. Back-to-Back Orders. A SMCR/IMA/IRR Member executing two separate sets of orders consecutively with no break in service. The second set must begin the next day to be considered back-to-back.

b. Consecutive Overseas Tour (COT). The PCS reassignment of a Marine from one overseas duty station to another, regardless of whether it is within the same country, intra- or intertheater. Completion of the initial overseas tour is expected. Exception to the PCS requirement would be for an In-Place Consecutive Overseas Tour (IPCOT).

c. Continental United States (CONUS). The contiguous 48 states and the District of Columbia.

d. Curtailment of Overseas Tour. To enhance stability for Marines and their units, and to offset the costs associated with overseas moves, Marines shall serve the tour lengths for which they are assigned. While the nature of military service may require the transfer of Marines before completion of their prescribed tours, such action will be kept to the absolute minimum. Curtailments may be granted on a case-by-case basis by CMC (MMEA/MMOA, as appropriate) provided they are the only recourse available and are clearly in the best interest of the Marine Corps. Requests must be endorsed at the general officer level.

e. Duty Under Instruction (DUINS). When a Marine is transferred or assigned under PCS orders to a school or installation as a student to pursue a course (or courses) of instruction, and the cumulative duration of which is 20 weeks or more at one location, such school or installation is a PDS. Personnel involved are ordered to "duty" under instruction on a PCS basis. Failure to complete such a course that results in issuance of new orders before the expiration of a 20 week period does not change the fact the orders, based upon the scheduled length of the course, constitute PCS orders. Reserve Marines must be given back-to-back orders for the period of duty at school and any following duty.

f. Members Traveling Together. A movement either on PCS or on TDY/TAD of three or more Marines traveling in a group for which transportation will be furnished by Government conveyance or commercial air (under Government-contracted travel) from the same point of origin to the same destination under one order specifically designated by the order-issuing official as "members traveling together."

g. In-Place Consecutive Overseas Tour (IPCOT). Upon completion of an initial overseas tour, to include voluntary extensions, the Marine agrees to serve another prescribed tour at the same duty station. No PCS movement is involved.

h. Intertheater COT. A PCS transfer between theaters (e.g., from Pacific to European theater).

i. Intratheater COT. A PCS transfer within a particular theater (e.g., from Hawaii to Okinawa).

j. Movement Orders. Movement orders are those which direct a change of location, involving travel, of an organization. Movement orders must meet the applicable requirements for travel and will contain such instructions necessary to accomplish the desired change of location. The intent of movement orders is to maintain unit integrity and to minimize, by directing group travel, the cost associated with organizational relocation. Two variations of movement orders exist - Movement/TAD and Movement/PCS.

(1) Movement/TAD orders involve the temporary relocation of an organization for a period of six months or less. Government transportation will be used, when available, and per diem is authorized in the execution of these orders. Organizational and/or detachment personnel requiring medical evacuation/emergency leave must be charged to separate appropriation data from the group travel personnel. When departure from or return to the permanent site occurs in different fiscal years (FYs), the appropriation data for both FYs must be contained in the orders. See reference (ah) for Unit Deployment Program requirements.

(2) Movement/PCS orders involve the permanent relocation of an organization from one geographical area to another. Although group travel is directed for the purpose of maintaining unit integrity, the permanent relocation may result in the authorization of transportation of dependents and/or the shipment of household goods. Occasionally, situations occur where a Marine must accompany the dependent(s) rather than the command (i.e., family consists of several young children requiring the Marine's presence for assistance in child care, or incapacitation of one or more dependents). Should similar situations prevail, the movement orders may be modified, by endorsement thereto, as PCS orders. The modification (endorsement) should include normal PCS data (proceed, delay, travel, name, address, phone number of next-of-kin, etc.).

k. No-cost Moves. Moves in which the Government incurs no costs. These may include permanent change of assignment (PCA) or permissive moves.

l. Overseas Tour Extension. The Marine Corps Overseas Tour Extension Incentives Program encourages enlisted Marines to extend their tour lengths at selected overseas locations. For locations, qualifications, and instructions, see reference (m).

m. Permanent Change of Assignment. PCA orders are issued for close proximity or intracommand transfer in which no proceed, delay, or travel time are authorized. PCA orders will not contain military personnel appropriation data, authority to move household goods, or entitlement to travel allowance, as such orders are issued at "no cost" to the Government. If certified, a local move of household goods (HHG) is authorized to a residence from which

the member will commute daily to the new PDS or new activity at the same PDS. The gaining command must provide funding for the local move.

n. Permanent Change of Station. The assignment, detail, or transfer of a Marine or unit to a different PDS under competent orders that neither specify the duty as temporary nor provides for further assignment to a new PDS or direct return to the old PDS (with exception to SMCR/IMA/IRR Marines who execute orders that direct the Marine to return to their home (PDS) upon completion of the period of duty). For the purpose of dislocation allowance (DLA), it includes relocation of a household because of military necessity or Government convenience within the corporate limits of the same city or town in connection with a transfer between activities. It includes a change in the homeport of a vessel or mobile unit.

(1) It also includes the change from home or from the place from which called (or ordered) to active duty to the first PDS upon:

(a) Appointment or reappointment to the regular service from civilian status or from a reserve component,

(b) Call to active duty for 180 days or more, or call to active duty for training for 20 weeks or more,

(c) Recall to active duty from the FMCR, or from retirement (including the TDRL), and

(d) Enlistment or induction into the service (regular or during an emergency).

(2) PCS movements further include the change from the last PDS to home upon:

(a) Discharge, resignation, or separation from the service under honorable conditions,

(b) Release from active duty to which called or ordered for 180 days or more, or from active duty for training to which called or ordered for 20 weeks or more,

(c) Transfer to the FMCR,

(d) Retirement, and

(e) Temporary disability retirement.

(3) PCS orders that direct TAD en route to a PDS also must direct the TAD be completed before arriving at the new duty station. The arrival at a new duty station before completing the TAD will result in the loss of travel entitlement to/from the TAD site.

o. Permanent Duty Station (PDS). The post of duty or official station (or primary residence for SMCR/IMA/IRR Marines), including a ship (for the purpose of personal travel and transportation of Marine's personal effects located on board the ship) and the homeport of a vessel or of a ship-based staff (insofar as transportation of dependents and household goods is concerned), to which a Marine is assigned or attached for duty other than TAD. The limits of such post of duty or official station will be the ship or

the corporate limits of the city or town in which the Marine is stationed. If the Marine is not stationed on a ship or in an incorporated city or town, the official station will be the reservation, station, or established area, or, in the case of large reservations, the established subdivision thereof having definite boundaries within which the designated post of duty is located. When a Marine is ordered to attend a course (or courses) of instruction at a school or installation - the scheduled, cumulative duration of which is 20 weeks or more - the school or installation is the Marine's PDS regardless of the terms of the orders involved. This scheduled duration of a course is composed of the actual period including weekends, during which the students shall receive instruction. Intervening holiday periods (e.g., Christmas) and incidental time spent before or after conclusion of a course are not a part of the schedule course duration. When a Marine who is attending a course (or courses) of instruction, the scheduled cumulative duration of which originally was less than 20 weeks, is assigned additional or extended instruction, the school or installation is that Marine's PDS provided that the scheduled, cumulative duration of the instruction is 20 weeks or more, measured from the date of the orders directing the additional or extended duty [CompGen B-143017, 17 June 1960, and 46 CompGen 852 (1967)].

p. Permissive Move. A PCS move that would involve PCS entitlements, but the Marine elects to execute the move at his or her own expense. No transportation or travel entitlements are authorized in connection with a permissive move.

q. Permissive Orders. Permissive orders authorize individuals to travel at no expense to the Government for travel and per diem. These orders are issued when travel is desirable for the Marine Corps, but the expense is not justified. Such authorization must contain the following statement:

"These orders are issued with the understanding that you will not be entitled to travel and transportation allowances at Government expense in the connection with them. If you do not desire to accept these orders under those conditions, the orders are revoked and must be returned for cancellation."

Permissive orders must not be issued in connection with the performance of official business and in accordance with reference (n). They must be accepted voluntarily. While serving on orders in support of a contingency, permissive orders are not authorized for SMCR/IMA/IRR Marines.

r. Temporary Duty (TDY). Duty of less than 180 days at one or more locations other than the PDS, at which a Marine performs TDY under orders that direct further assignment, or pending further assignment, to a new PDS or for return to the old PDS upon completion of the TDY. It also includes that period spent at a location while processing for separation from service, release from active duty, placement on the temporary disability retired list (TDRL), or retirement (W95 from OCONUS), when the last PDS is different from the location where processing is accomplished.

s. Temporary Duty Under Instruction (TEMINS). TEMINS at one or more locations, other than the PDS, at which a Marine performs TDY at a school or installation as a student to pursue a course (or courses) of instruction, under orders that provide for further assignment to a new PDS or for return to the old PDS upon completion of training/instruction. TEMINS orders are for a duration of less than 20 weeks at one location and is based on the scheduled length of the course.

t. Travel Orders. Travel orders are written instruments that direct individual or group movement between designated points. A competent travel order is issued or approved by the CMC or such person(s) to whom authority to issue travel orders has been delegated. See reference (af).

u. United States. The term United States as used herein includes the 50 states and the District of Columbia.

3. Necessity for Orders. An order establishes the conditions for official travel and transportation at government expense and provides the basis for issuing transportation and the reimbursement of expenses for the traveler. Transportation and reimbursement is not authorized if travel or shipment of household goods is made in anticipation of orders being issued. See reference (af) for exceptions.

4. Authorized Forms of Orders. Orders can be written or verbal. Verbal orders must subsequently be confirmed in writing. Reserve Marines are prohibited from traveling without authenticated written orders, per reference (d).

a. The Marine Corps has various methods of preparing and issuing written orders. Basic PCS orders are generated as Web orders and subsequently endorsed and issued by the local command. Basic TDY orders are generated through the Defense Travel System (DTS). For Reserve Marines executing duty outside IADT orders, the Marine Reserve Order Writing System (MROWS) is the system of record for issuing orders.

b. Regardless of the type of travel anticipated - PCS or TDY - the orders must contain the traveler(s) name, EDIPI, and clearly stated destination. If travel is directed to a base or installation, the installation must be named, not an adjacent city. The mode of transportation must be stated as either directed or authorized. If travel is TDY, the duration of the TDY must be stated. If dependent travel is authorized, it must be stated. The orders must contain proper lines of accounting (LOA). Orders to exercises must identify the nature of the training and address messing and quarters.

c. Authorization to perform travel at no cost to the Government is permissive TDY. See reference (1). Commanders will not direct personnel to perform official travel without either providing transportation and subsistence or providing funding for proper reimbursement. If travel is desirable from the Marine Corps viewpoint but not justifiable for an expenditure of appropriated funds, the traveler must voluntarily accept the permissive orders. The orders must contain the following statement:

"The above travel is authorized with the understanding that you will not be entitled to travel and transportation allowances at Government expense in connection with these travel orders. If you do not desire to accept these orders under the above conditions, authorization for travel is revoked and these orders will be returned for cancellation."

#### 5. Indirect Travel

a. Travel by indirect or circuitous route to or from a PCS assignment overseas may be performed when properly authorized. The traveler, however, is responsible for any costs exceeding that of direct travel between the authorized origin and destination by usual routes and modes. The approval

process is through CMC (MMIA). The use of foreign air carriers on the indirect route is not authorized unless U.S. carriers are not available on the direct route. See reference (af). Because U.S. carriers fly daily routes to Europe and Asia, the exception for using foreign carriers normally will not apply.

b. Submit applications for indirect travel to CMC (MMIA) through the local commander allowing sufficient time to permit approval and issuance of orders.

c. The transportation allowance over an indirect route is limited to the noncapacity controlled airfare (Category YCA) over the direct route. If Government-procured transportation is used on any leg of the indirect route, the traveler is responsible for excess costs, which must be itemized on DD Form 1131 by the Commercial Travel Office (CTO).

d. The traveler is responsible for any passport, visa, or entry requirements applicable to any countries visited on the indirect route. All travel time in excess of that used on the normal direct route will be charged as leave (delay en route) by the servicing finance or disbursing office when the traveler submits his/her claim.

## 6. Signatures

a. Signatures on standard letter-type orders are as prescribed in reference (ai). See Section 5 of this chapter regarding signatures on special orders. MROWS Orders are signed electronically by the authenticating official.

b. Orders may be signed by the commanding officer/OIC, Inspector-Instructor, or, when authorized, by direction. This includes senior commanders and/or designated representative of the senior commander.

c. A facsimile signature stamp of a commander authorized to issue travel orders is used only for the purpose of signing original orders. Orders bearing the facsimile signature are considered competent when validated by the handwritten initials of an officer. The commander must designate, in writing and by name, the officer(s) authorized to use the facsimile signature stamp. Retain the original of the letter authorizing the use of the facsimile signature stamp on file at the command element of the issuing command until authorization is superseded. Do not forward copies of authorization letters to HQMC. Facsimile signature stamps must be properly safeguarded and used for only the specific purpose(s) authorized. When not in use, store the facsimile signature stamp in a safe for security purposes. Do not use desks or filing cabinets for storage of this stamp. During working hours, properly safeguard the facsimile signature stamp and use it only for the purpose authorized.

## 7. Countersigning of Movement Orders

a. Movement orders are issued by two methods: by-name or by-billet designation. These orders may be countersigned to constitute original PCS orders (not applicable when unit TAD is directed) when necessary.

(1) Movement orders issued by name should be countersigned by the officer to whom the orders are issued; however, when directed by competent authority, a by-direction signature may be authorized.

(2) Movement orders issued by billet should be countersigned by the officer so designated. If authorized, the orders may bear a by-direction signature.

b. When the countersigning is necessary or desired, the original orders issued by competent authority must contain a statement to the effect that copies of these original orders countersigned and delivered to Marines of the command will constitute original orders for those individuals.

c. Countersignatures will be per the instructions in reference (ai).

8. Original Orders. Only one copy of orders will be signed and designated as "original." The original orders are the property of the traveler. The traveler maintains his or her original orders and submits legible copies as supporting documents for the travel claim.

a. When orders are received from HQMC for personnel who have been transferred or who are erroneously listed as members of the activity, notify CMC (MM) by message (including time of MINIMIZE) immediately, stating the circumstances.

b. Commanders issuing travel orders will direct the traveler to submit orders to the disbursing officer within five working days after completion of travel to settle travel expenses. Failure to do this will result in procedures being initiated to check the Marine's pay for the entire amount of the advance.

c. Commanders will notify the disbursing office when a Marine's orders have been canceled, and any costs have been incurred. Allow the Marine 10 calendar days from the day of cancellation to submit a claim, if required.

d. Commanders will inform the disbursing officer if a Marine does not submit a travel claim within 10 working days after reporting/returning for duty or after the Marine's orders have been canceled. The commanding officer will instruct the disbursing officer to recoup the total amount of the advance.

e. Commanders, when applicable, will direct all personnel with PCS, TDY, TAD, and TEMINS orders to report to the housing referral office as part of the check-in procedures before executing any commitment for private housing. When issuing or endorsing TAD, TEMINS, and TDY orders of personnel being directed to a DoD activity, and the statement "You are not authorized transportation of household effects or dependents' travel at government expense to your temporary duty station" has been added to the orders, the activity commander will ensure the following also is inserted in the endorsement to the orders:

"However, if you elect to do so at your own expense, you will, before making any rental or lease agreement or purchasing a home, report to the local housing referral office that has the responsibility for providing housing referral services to the installation to which you are assigned."

9. Date of Detachment and Reporting Date. These dates determine how to account for any time beyond allowable travel time. If a Marine's itinerary reflects he or she departed before the date of detachment in the orders, then the former becomes the date of detachment. If the itinerary reflects departure after the date reflected in the orders, the date in the orders is

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used. Reserve Marines on MROWS orders must be under orders from the date they depart for duty through the date they return home from the period of duty.

a. The Commander must provide an endorsement that reflects the date of detachment. Although various forms of orders may provide generic information such as, "When directed," "Upon completion of TEMINS/DUINS," "Upon discharge from treatment," "On such a date as the Commander may designate," etc., a separate endorsement reflecting the established date must be provided for accountability purposes. This is not applicable for DTS or MROWS orders.

(1) Hereby Detached. If possible, the commander will detach the individual within 24 hours after the orders are received. When transoceanic travel is involved, the Marine will not be detached before receipt of port call or instructions from the port call activity.

(2) When Directed. When directed by the commander, but within 10 days after date of receipt of orders, or 10 days before or 10 days after date specified in the orders. (If overseas, as indicated above, as soon as transportation can be arranged.) "When directed" orders, which specify a date and authorize delay to count as leave, if the individual does not desire the full amount of leave authorized, the commander may delay the detachment date equivalent to the number of days not desired.

(3) On or About. On or about may be used on TDY orders and this allows the traveler to vary from the date by seven days. See reference (g).

(4) Transfer Without Delay. Report for duty within 48 hours, exclusive of travel time, after receipt of orders.

(5) Transfer Immediately. Report for duty within 12 hours, exclusive of travel time, after receipt of orders.

(6) Detach on (Date) and When Directed on (Date). On definite date as shown on orders. If the actual date of departure is earlier than the date of detachment, as specified in the PCS travel orders, the orders should be modified to reflect the actual date of departure as the effective date of detachment and such date will be used for the computation of proceed, delay, and travel.

(7) Upon Completion of DUINS and When Directed. Within 10 days after completion of DUINS.

(8) Upon Discharge from Treatment and When Directed. Within 10 days after discharge from treatment.

(9) On Such Date as Commander May Designate. On a date that will allow four days proceed time, if applicable, plus authorized travel time and leave in order to meet reporting date. The reporting date always will be indicated in the orders.

(10) Date Designated During a Certain Month. On any day of the specified month.

(11) Upon Reporting of Your Relief and Within Number of Days and When Directed. When directed within the specified number of days after the

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reporting of the relief. "Upon reporting of your relief and when directed" means within 10 days after reporting of the relief.

b. Reporting Date. The day the Marine reports to the new PDS (or temporary duty point en route) is the reporting date. The reporting day to a new PDS is counted as a day of travel. The reporting day to a temporary duty station en route PCS is counted as a day of duty.

(1) Report by 3 June --. The traveler can report on or before 2359 3 June.

(2) Report on 3 June --. The traveler should report on, not earlier than, 3 June. If the traveler is in a per diem (TDY) status and reports before 3 June, the period before 3 June is considered permissive TDY and per diem is not payable per reference (af).

(3) Reporting by 10 June But Not Before 6 June. Traveler must report by 2359 10 June. If the traveler reports before 6 June, the period before 6 June is considered permissive TDY and per diem is not payable per reference (af).

c. In the case of orders affecting officers appointed as accountable for public property, commanders are authorized a discretionary period of 30 days after receipt of orders, after relief reports, or after the effective date prescribed in such orders, as the case may be, before effecting transfer. When transfer of accounts requires all or part of the discretionary period beyond 10 days, the commander will notify CMC (MM) by message (including time of MINIMIZE) of the officer's estimated date of arrival at the new duty station, furnishing the new commander with an information copy.

#### 10. Endorsement on PCS Orders

a. The commander is responsible for delivering the original orders to the Marine. The commander will provide an endorsement reflecting the effective date, the time and place of receipt, and any other information required but not reflected in the basic orders. This includes any applicable information such as the reporting date, an increased weight allowance, a vehicle processing center, a port call, leave address, the next of kin, family member information to include dependent travel, etc.

b. The Marine to whom the orders are issued will endorse the orders with the time and place of receipt. Commanders will obtain a signed copy of the orders for retention in their correspondence files.

c. Normally, reporting and detaching endorsements are not required for routine TDY where the orders should be prepared as nonreporting. Endorsements are required for TDY involving formal schools, including TEMINS, or other operations or exercises where the traveler is accountable to other individuals, organizations, or agencies.

d. Reporting Before the "Not Earlier" Date. When a Marine in a per diem status reports before a "not earlier" date, and the commander does not endorse the orders that early reporting was in the best interest of the Government, the period before the identified reporting date is considered permissive TDY and per diem is not payable. Reserve Marines are not authorized to report early.

e. When a Marine fails to report by the date and time directed in his/her orders, the commander must endorse the orders whether the excess time is excused as delay en route (or leave) or the time is considered to be unauthorized absence (UA). The commander is responsible for ensuring UA periods and associated time lost is reported in MCTFS. The Disbursing or Finance Office will compute the entitlements for the periods before, to, and after the UA period.

#### 11. Modification of Orders

a. Modifications to orders become part of the original orders. Designate a copy as original and deliver the modification to the Marine. Normally, modifications are not effective until received by the Marine. The Marine must endorse the modification reflecting the date and place of receipt. See reference (af) for entitlements when orders are modified or canceled.

b. A command should not modify a set of orders issued by another command unless senior to the issuing command, they have prior approval from the issuing command, or the modification was directed by the CMC (i.e., future duty station, TDY station(s) en route, and required reporting date), but endorsements to PCS orders may be modified as appropriate.

c. Verbal modifications must be confirmed in writing (e.g., "Confirmation of Orders")

d. A modification or cancellation to an order must clearly identify the original order being addressed, the entitlements, dates, or other items being modified or canceled, and the authority for the change.

e. Pen, white-out, or tape changes must not be made to times, dates, complete names, or complete service numbers or EDIPI. Pen changes can be made to misspelled names and individual digits on a service number or EDIPI; but pen, white-out, or tape changes cannot be used to change the orders to reflect a different traveler.

f. Modifications to port calls, issued tickets, or Vehicle Processing Center (VPC) will not be made without coordination with PCP/CTO/DMO.

g. Cancellation of orders may be issued only by the command that issued the orders or by higher authority. If orders are to be canceled, coordination must be made to cancel port call requests, retrieve household goods that may have been accepted for movement, and recover any Advance pay or Advance Travel payments.

h. Written modification is not required if the Approving Official (AO) states on the face of the travel claim what has been approved (i.e., the modification) and signs block 21 of the DD form 1351-2. Previously mentioned restrictions apply.

#### 12. Preparation and Issuance of Cancellation or Revocation of Orders

a. Cancellation of PCS and TAD orders may be issued only by the activity that issued the original orders or by higher authority. Cancellation of orders must be written, signed, and endorsed in the same manner as original orders. If a port call has been requested, the Marine's unit/command will

notify the PCP of the cancellation/modification of travel orders. This will prevent the Marine from being reported as a no-show.

b. When orders are canceled that were never received by the Marine, the canceling directive should state the orders were undelivered.

c. Unless specifically directed, canceled orders need not be returned to the order-writing activity.

13. Entitlements Under Canceled, Modified, or Revoked PCS Orders. In determining entitlement of allowances for travel and transportation under PCS orders that are modified, canceled, or revoked, the orders are considered effective upon receipt by the Marine, for any travel performed thence by the Marine and the Marine's dependent(s), or any transportation of household goods or house trailers commenced or completed thence, even though leave, proceed time, or TDY en route are involved.

a. Reimbursement for travel performed is prescribed in reference (af).

b. Authorize proceed time where applicable.

14. Abbreviations/Acronyms

a. Certain standard terms and phrases may be abbreviated in preparing orders in the special order and rapid communication format. Use the abbreviations/acronyms contained in reference (h). Abbreviations/acronyms not contained in reference (h), but which, through long usage and custom, are understood by all concerned, may be used.

b. Abbreviated terms and phrases or acronyms should not be used for Marine Corps personnel on duty with commands outside the military service.

15. Passports, Immunizations, and Medical/Dental Screening. Foreign travel under official orders (PCS, TAD, or TDY) may require passports and visas for Marines and their family members, for the family members only, or federal civilian employees. Reference (aj) defines requirements by country and establishes procedures for obtaining passports. Immunizations will be required as specified in the current BUMEDINST 6230.15. Medical and dental screening of the Marine and family members will be completed within 90 days (90 days maximum, 30 days minimum) of execution of PCS orders to overseas areas. Refer to current BUMEDINST 1300.2.

16. Pets. For pet quarantine and/or transportation reimbursement purposes, pets are defined as cats and dogs (no exception). See reference (af). The shipment of the pet is not a reimbursable expense except incident to an evacuation from a Marine's overseas permanent duty station and the Marine is responsible for all costs. Pet spaces on AMC flights are limited and not all commercial carriers accept pets. The Marine is responsible for compliance with all required documentation. The Marine must coordinate with DMO for the transportation of the pet, and must contact the gaining Command to identify any restrictions or requirements.

17. Address While en Route to New Duty Station. In executing orders issued by HQMC or other competent authority authorizing delay en route shall include the Marine's leave address and next of kin to be notified in case of an emergency. Such orders require the Marine to report changes in their leave address to the gaining command.

18. Instructions for Completing Detaching Endorsements for Port Call Passengers. Reference (ak) establishes the procedures for making transportation arrangements for Marine Corps-sponsored passenger traffic between CONUS and overseas areas, and within/between overseas areas. The directive containing instructions on transoceanic transportation arrangements is termed the port call. Before detaching personnel on PCS/TAD orders for which a port call has been issued, commands will ensure endorsements of orders contain the following information:

a. Endorsement of Orders by Detaching Activity. Identify in the travel orders or endorsement thereto the letter, message, or telephonic instructions received in response to the port call request. In addition, the following will be identified in the travel orders or endorsement thereto:

- (1) The passenger transportation procurement documents, by number.
- (2) Name of the carrier and flight number or name of the ship.
- (3) Name and location of the departure terminal. See reference (ak).
- (4) Time and date the passenger must report to the departure terminal. (The correct reporting time, which is at least two hours before the scheduled flight departure time, will be shown in the port call confirmation received from the PCP. The reporting time will not be changed in any way by the detaching activity.)
- (5) Air movement designator (AMD) assigned by the PCP if AMC transportation was confirmed.
- (6) Customer identification code (CIC).
- (7) Destination terminal.
- (8) Connecting point(s), where applicable.
- (9) Estimated cost of transportation.
- (10) Alternate aerial port of embarkation/debarkation (APOE/APOD) for personal convenience. When the Marine selects an alternate AMC APOE/APOD for personal convenience (leave, drive privately owned vehicle (POV) to/from POV shipping port, etc.), travel orders or endorsements thereto will include the following statement:

"You selected (enter APOE/APOD) as an alternate AMC aerial port for personal convenience. Your monetary allowance in lieu of transportation (MALT) plus per diem reimbursement is from (enter old PDS to selected alternate AMC APOE or APOD to new duty station, as applicable)."

NOTE: Marine may use an alternate port only when travel to an APOE or from an APOD will be in the direction of the new duty station.

(11) Include, as a reference, the area clearance/dependent entry approval authority.

b. Mandatory Statements to be Included in Orders or Endorsements. Include the following statements in all PCS orders or endorsements thereto:

(1) Early Termination of Leave

"If you desire to terminate your leave before your port call reporting date, report to [show the appropriate intermediate reporting activity (IRA) as provided in reference (ak)]. Do not report to the designated air terminal more than 24 hours before flight departure time. Transient accommodations are limited. Per diem is not authorized for the period involved. This per diem restriction does not apply to any necessary delay beyond your scheduled departure time."

(2) Failure to Comply with Port Call Instructions

"This port call constitutes a modification to your travel orders. Failure to comply with port call instructions, except for emergencies or situations beyond your control, is considered a refusal to execute travel orders and may subject you to disciplinary action. If your orders are canceled or modified while you are in a leave status, or other circumstances beyond your control prevent you from reporting for your scheduled flight, call the [show the appropriate PCP and telephone number as published in reference (ak)] and advise them of the necessity to cancel or modify your port call. Identify your port call confirmation, including flight number, date, airport/terminal or departure, destination, and desired new port call date, as applicable."

(3) Wearing of Uniform on AMC Flights. You are authorized to wear appropriate civilian attire per reference (t) when traveling on AMC Category "B" missions or commercial aircraft. You will wear an authorized travel uniform on all AMC Category "M" military or organic aircraft.

c. Excess Baggage. When travel by air is considered, include the amount of excess baggage authorized and inform the Marine to be prepared to pay the charges and retain receipts for submission with the travel claim. See also MARADMIN 0287/09. Marines are authorized a maximum of two bags per traveler, not to exceed 70 pounds per bag.

d. Transportation Documents. A Marine's commanding officer or officer's representative will ensure travelers have been provided the necessary transportation-procurement documents for travel by AMC-procured categories "B" and "M" (military aircraft), for travel by regular commercial transportation at the International GSA City Pair Fare, or Category "Z" rate.

e. Compliance With Standard Policy for Overseas Movement of Marines (SPOMM). Ensure checklists are completed as required by reference (m), and a copy attached to travel orders.

f. Ordering Personnel to Intermediate Reporting Activity (IRA). Except as provided by reference (ak), do not order travelers to report to IRAs unless authorized/directed by the CMC (MM) or other PCP.

g. General Transportation Information. Ensure, upon detachment, personnel are furnished copies of General Travel Information as provided in reference (ak).

19. Instructions for Personnel Returning to the U.S. from Overseas Duty

a. Include the following information in the detaching memorandum endorsement for all personnel returning to CONUS from overseas duty stations:

- (1) Flight number,
- (2) Number of days delay authorized,
- (3) Number of days proceed authorized,
- (4) Number of days travel authorized (based on mode of travel within CONUS),
- (5) New PDS [Future Monitored Command Code (FMCC)],
- (6) "Report by" date to new PDS,
- (7) Address and phone number while on delay, and
- (8) Marital status (include name and relationship of family members if family member travel is authorized in the orders).

b. Emergency leave personnel reporting to CONUS from overseas duty stations within 90 days of their RTD and without a predetermined duty station are exempt from the requirement to physically report to an IRA en route to their leave address. Such personnel will contact the appropriate activity listed above upon arrival in CONUS, from either the point of entry or the leave address. (See reference (n) for specific instructions.)

c. All Marines returning from the Pacific area for retirement, transfer to the FMCR, release to inactive duty, discharge with readjustment or severance pay, reversion, or separation will report to the Installation Personnel Administration Center, Marine Corps Base, Camp Pendleton, CA, or such other activity authorized in their orders as issued by the CMC. Similarly, those Marines in the previously noted categories returning from the Atlantic area will report to the Installation Personnel Administration Center, Marine Corps Base Camp Lejeune, NC, for separation processing, unless their orders direct separation elsewhere.

d. Overseas commands having personnel assigned to an accompanied/unaccompanied/dependent-restricted tour as described by reference (m) must include the following paragraph in the detaching endorsement:

"The Marine(s) identified above was/were assigned to and has/have completed an accompanied/unaccompanied/dependent-restricted tour that will change the Overseas Control Date upon arrival back in CONUS per MCO P1300.8R."

20. Dislocation Allowance

a. The purpose of Dislocation Allowance (DLA) is to partially reimburse a member for expenses associated with relocating their household. DLA is not payable to a member in conjunction with a PCS who resides in single-type quarters unless their dependents relocated. DLA normally is authorized once per fiscal year. See reference (af) for specific information.

b. Personnel in the grade of E7 and above are the only personnel authorized DLA own right unless the new duty station lacks adequate quarters. In this situation, the new command will issue a letter of nonavailability to the member.

21. Fiscal Year Limitation on Payment of Dislocation Allowance

a. Whenever a Marine, with or without dependents, is ordered to make more than one PCS move during any FY, a finding must be made to the Secretary of the Navy (SecNav) that the needs of the Marine Corps required such a change of station. Obtain the required finding related to the PCS orders transferring the Marine, where possible, before a move that will entitle the Marine to a second or subsequent DLA. Authority for the payment of such DLAs results from the finding. When determining the FY in which entitlement to a DLA occurs, the date of the member's detachment from the old PDS in compliance with the PCS orders will govern. A finding is not required when:

(1) A second or subsequent PCS for Marines ordered to, from, or between courses of instruction at a U.S. military installation or conducted, controlled, and managed by one or more of the Services at a civilian educational institution, or elsewhere.

(2) The SecNav determines the exigencies of the Service required more than one such change of station during the current FY.

(3) PCS orders are amended, modified, canceled, or revoked to direct the member to return to the station from which transferred, a DLA is payable if the member and/or dependents actually move from their place of residence before the date the order is amended, modified, canceled, or revoked. If a member and/or dependent(s) actually complete a move to the new location and those PCS orders are subsequently amended, modified, canceled, or revoked to direct the member to either return to the old PDS or travel to a new PDS, a DLA is payable in connection with both moves. No more than two DLAs are authorized by this situation.

(4) Command-sponsored dependents are relocated to a designated place incident to an evacuation.

(5) Movement of a member's household is made in conjunction with a national emergency or in time of war.

(6) Movement of a member/dependent(s) household is made in connection with the closure or realignment of a military installation.

b. CMC (MM) will request a finding from the SecNav in all instances when the PCS of a unit, group, or categories of personnel are to be made, and individual findings would be impracticable. Examples of such cases are:

(1) Change in location of an organization, regardless of whether individual orders are issued.

(2) Disestablishment of an organization, resulting in relocation of personnel, for which orders are required. Submit the following information at least 45 days in advance of the necessary detachment date:

(a) Enlisted Personnel

1. Total enlisted personnel on board on the effective detachment date that will require a change of station.

2. Number of enlisted personnel entitled to movement of dependents incident to the change of station.

(b) Officers

1. Full name, grade, and EDIPI of all officers requiring a change of station.

2. Full name, grade, and EDIPI of all officers for whom a SecNav finding is required.

c. Commanders will withhold execution of any orders, regardless of the issuing authority, that would entitle an individual to a second or subsequent DLA in any one FY unless a prior finding is indicated in the orders. When such circumstances occur, the commander will immediately notify CMC (MM) of the particulars.

22. Information Required for Requesting Dependent Entry Approval and Area Clearance. Commanders will comply with the Department of Defense Foreign Clearance Guide, NAVMILPERCONINST 4650.2, and the Department of Defense Electronic Foreign Clearance Guide.

23. Invitational Travel

a. Invitational travel applies to individuals not employed by the U.S. Government, therefore does not apply to active duty and reserve members, foreign military members, or Government civilian employees. This type of travel may apply to family members if specific criteria is met.

b. See reference (af) for specific information on entitlements and orders.

24. Civilian Travel. Information about TDY travel of Government civilian employees can be found in references (g) and (af). If orders are not prepared within DTS, a DD Form 1610 must be used. In the case of an evacuation, Civilian Travel Orders are prepared using letter-type orders.

Chapter 4

Travel of Marine Corps Personnel and Dependents

SECTION 2: TRAVEL TIME AND MODES OF TRAVEL IN EXECUTION OF TRAVEL ORDERS

1. Travel Time in Execution of PCS Travel Orders

a. This paragraph prescribes the method necessary for the order-writing activities to determine the constructive travel time for land travel. Based on the mode of travel authorized, the orders will indicate the maximum travel time allowed based on the constructive travel time computation. Per reference (ag), the servicing finance or disbursing office at the Marine's new PDS will compute and report elapsed time into MCTFS.

b. The following definitions describe the terms and different types of travel time used in this paragraph:

(1) Indirect or Circuitous Travel. Travel using a route other than the most direct normally would be prescribed by a transportation officer between the places involved.

(2) Commercial Transportation. Travel performed on a common carrier.

(a) Commercial surface transportation: Bus (CB), railroad (CR).

(b) Commercial air transportation (CP).

(3) Common Carrier. Any firm furnishing commercial transportation as a public service under rates prescribed by lawful authority (includes bus, ship, railroad, or airplane).

(4) Delay En Route. That portion of the period spent between duty stations not otherwise authorized as proceed and/or travel time. It is chargeable as leave.

(5) Effective Date of PCS Orders. For Marines being separated or retired, the effective date for determining the entitlement to travel and transportation allowances (authorized weight of household goods, eligibility for travel of dependents, etc.) is the last day of active duty. This does not apply to reservists being separated and recalled retired Marines who continue in an active duty status during the time allowed for return travel home. For those Marines, and Marines other than those being separated or retired, it is the date a Marine is required to begin travel from the old PDS, the Marine's home, or place from which called (or ordered) to active duty, the last TDY station, or the designated place, whichever applies, in order to arrive at the new PDS, home, or place from which called (or ordered) to active duty, on the date authorized by the mode of transportation authorized and/or used. See references (af) and (ag) for examples.

(6) Elapsed Time. The time spent between date of transfer/detachment or date of actual departure if such date is earlier than the date of detachment as specified in the travel orders, (which is a day of duty) and date of joining (which is a day of duty) incident to PCS. Elapsed time is accounted for as proceed, delay, and travel time, as applicable. See reference (ag).

(7) Government Conveyance. Any means of transportation owned, leased, or chartered by the Government, including aircraft on loan to or owned by an aero club.

(8) Government Transportation Request or Transportation Furnished on a Centrally Billed Account (CBA). A ticket procured by the Government and issued to the traveler. The cost of the ticket is charged to the LOA in the orders.

(9) Land Travel. All travel other than that included in the definition of transoceanic travel. Land travel may be performed by bus, rail, air, or privately owned conveyance (POC).

(10) Transoceanic Travel. All travel, if performed by surface means of commercial transportation over a usually traveled route, requiring the use of oceangoing vessels.

(11) Privately Owned Conveyance. Unless otherwise qualified, any mode of transportation (other than Government conveyance or common carrier) actually used for the movement of persons from place to place.

(12) Privately Owned Vehicle (POV). A POV is a motor vehicle owned by the member or dependent of the member and is for the personal use of the member or the member's dependent(s) that:

- (a) Is self-propelled;
- (b) Is licensed to travel over land on public highways;
- (c) Has four or more wheels, and
- (d) Is designed to carry passengers or property.

It also can be, at the Marine's option, a motorcycle or moped if the Marine does not ship a vehicle with four or more wheels on the same set of orders.

NOTE: In the case of long-term leased vehicles, the Marine must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination, as applicable. All requirements stated in the lease are the responsibility of the Marine.

(13) Mixed Modes. Transportation involving use of a POC, Government conveyance, and common carrier.

(14) Official Distance. The distance between points of travel as shown in the Defense Table of Official Distances (DTOD):  
<https://dtod.sddc.army.mil>.

(15) Proceed Time. A period of authorized absence not chargeable as leave or travel time. It may be authorized as a delay in the execution of PCS orders to enable the Marine to attend to personal matters.

(16) Travel Time. Travel time is computed based on modes of travel and the official distance. It does not include proceed, respite absence, or necessary delays at an APOE/APOD or TDY site. It is counted in whole days.

(a) Allowable Travel Time (Entitled). The number of days allowed for official travel will be determined after travel has been completed. Travel time for Marines receiving MROWS orders will be computed and identified in the orders before execution. Factors for determining allowable travel time are the reporting dates at duty stations and mode(s) of transportation used as furnished by the Marine and/or shown on the travel voucher. Allowable travel time for land travel is the constructive travel time, not to exceed that which would have been allowed had travel been performed entirely by POC. When travel is performed by mixed modes, the actual travel time will be used, not to exceed the maximum allowable travel time.

(b) Constructive Travel Time for Land Travel. The time determined necessary to complete travel between two points of duty using a well-traveled route. It is constructed by distance rather than time or schedules.

(c) Authorized Travel Time in Orders. The maximum time that may be used for travel between duty stations as determined in advance for a specific mode and shown in the travel orders. For land travel, the mode of transportation actually used in travel can result in a lesser number of days of allowable travel time. The travel time authorized in the orders will not always coincide with the allowable travel time for the modes of transportation used.

(d) Elapsed Time Less Than Maximum Allowable Travel Time. In all cases when the total elapsed time from the date of detachment through the date of reporting is less than the maximum allowable travel time, the elapsed time used will be the allowable travel time.

Example: The official distance is 1500 miles. The Marine detached 1 October and reported 3 October with all travel being performed by POC. Maximum allowable travel time is four days; however, total elapsed time is two days (date of detachment is a day of duty). The Marine is authorized two days travel time.

c. Travel Directed by Government Conveyance and/or Commercial Air (Air, Bus, Rail, or Water). Travel time for travel performed by Government conveyance (except Government automobile) or by common carrier (space available transportation excluded) will be the actual time necessary to perform travel over the direct route including necessary delays incident to the mode of transportation. When all or part of the PCS (land travel) is performed by Government conveyance (except Government automobile) and/or by GTR not specifically directed in the orders, travel time will be computed in the same manner as that for commercial transportation and/or mixed modes. Travel time for travel by Government automobile will be allowed for the actual time necessary to perform the travel over the direct route, including necessary delays, or as would be allowed were the Marine accomplishing the required travel by authorized POC, whichever results in the lesser amount.

d. Transoceanic Travel Time. Generally, PCS travel to or from overseas is performed in a duty status by Government-furnished transportation. When this is the case, the allowable travel time for transoceanic travel performed by aircraft or sea vessel will be the actual time required to perform such travel by the normal direct routing, including necessary delays at ports of embarkation and debarkation. When the Marine travels by an indirect or

circuitous route, a constructive schedule will be used by the disbursing office to determine the entitlement.

e. Insufficient Time to Accomplish Required Travel. Should a traveler state, upon reporting, that the allowable travel time was insufficient to accomplish the required travel, additional time will be allowed upon verification of the travel schedule involved. Delay caused by mere inconvenience or personal desires does not extend the date the Marine is due to report. The commander must properly endorse the orders if additional time has been approved.

f. Allowable Travel Time. The allowable travel time is the number of days the Marine is entitled to have counted as travel time when the travel orders and voucher are settled after the travel has been performed.

g. Constructive Travel Time for Land Travel. Computation of constructive travel time is a step in the process of determining allowable travel time. A constructive travel time computation is made for travel performed entirely by POV, entirely by common carrier (CB, CR, CP) at personal expense, or by mixed modes of transportation over a direct or circuitous route. Rules and procedures to determine constructive travel time are:

(1) Constructive travel time is computed in the order of POC and commercial without regards to the commercial mode or the sequence of travel. The distance traveled by each mode is the distance between the points shown on the Marine's itinerary as derived from the DTOD. It will be computed only for that portion of the actual distance traveled that is not in excess of the official distance between the ordered points of travel.

(a) Travel by Privately Owned Conveyance. Travel time computation for POC is based on one day for each 350 miles; for any fraction of 350 miles in excess of 51 miles, grant one day travel time (i.e., 350 miles = one day; 400 miles = one day; 401 miles = two days).

(b) Commercial Transportation. Travel by commercial mode. Allow one day regardless of mode and distance.

(c) The total constructive travel time is the sum of any POV travel time in days plus any commercial travel time in days.

(d) Regardless of the modes of transportation used, only one day of travel is allowed if the official distance between points of duty is less than 401 miles.

h. Travel by Mixed Mode. Compute the allowable travel time for POC over the distance indicated, not to exceed the total official distance. Add one additional day for the commercial mode(s). The total cannot exceed the travel time had POC been used for the entire distance.

i. TDY En Route. Compute the travel time for each leg separately.

j. Reassignments Between Duty Stations in the Same Local Vicinity. Travel time is not allowed when commands are located in the same general vicinity. See reference (m).

k. Travel and Transportation in Conjunction with Ordinary Leave. No travel time or transportation entitlements are authorized for normal leave. The Marine is responsible for all costs and all ordinary leave time will be reported per reference (n).

1. Travel and Transportation in Conjunction with Emergency Leave

(1) See references (d), (n), and (a1) for specific information. For funded emergency leave, TDY orders are required and Government or Government-procured transportation should be used and charged to the unit's local operation and maintenance funds.

(2) Emergency leave is chargeable against the Marine's leave account and must be reported in MCTFS; however, the time spent traveling aboard Government or Government-procured aircraft to and from the PDS/TDY site and the emergency leave site is not chargeable as leave. This is considered travel time.

(3) Marine Stationed OCONUS

(a) The transportation entitlement generally is from the airport closest to the OCONUS PDS to the nearest airport CONUS or to a nonforeign OCONUS airport. Transportation to an airport closer to the emergency leave site can be provided if that cost does not exceed the cost to the nearest airport CONUS.

(b) Transportation to a foreign OCONUS location must be authorized by CMC (MPO) before travel. If transportation is provided to such a location without prior authorization, the cost of the transportation must be recovered as a debt to the U.S.

(4) Marine TDY or Deployed Away From PDS/Homeport. The transportation entitlement generally is from the TDY/deployed location and return to the PDS/homeport.

m. Travel by Commercial Vessel. Marines electing to travel by commercial vessel are allowed travel time based on a constructive commercial air schedule. This normally is one day for transoceanic travel.

n. Regulations Governing PCS Travel

(1) When TDY is directed en route, compute each leg of travel separately.

(2) Marines may not be prohibited from traveling by POC except in cases of group travel, where regulations otherwise provide for reservists, or unless travel by a faster mode is necessary because of the urgent needs of the service.

(3) Travel time will not be allowed on transfer between commands located within the corporate limits of the same city or town, the same station, or between ships with the same homeport when ships are physically located at the homeport.

o. Examples are provided in reference (ag) to assist with the computation of constructive and actual travel time, and the determination of the allowable travel time.

p. Travel Time on TAD Orders. When orders specifically direct travel by Government or commercial aircraft, compute travel time as follows:

(1) Count travel time in days (periods of 24 hours) based on time of departure as shown by endorsement on orders. Fractional parts are counted as whole days.

(2) Travel by direct through routes, using the first available connection at points of change, will be required and expected, depending on the class of priority (if any) authorized by the orders.

(3) Prevailing schedules of Government and commercial aircraft generally require less than 24 hours between all points in the United States. Accordingly, only one day travel time by air will be allowed. Exceptions will be shown by endorsement on orders that time in excess of 24 hours, exclusive of any personal preference or convenience, was actually required, with the reasons for longer time being specifically stated.

q. Travel time authorized in orders is not necessarily the travel time to which the Marine is entitled. Subject to any limitations prescribed in this chapter or by other authority, entitlement depends on modes actually used. Marines are authorized travel time in their orders based on the mode of travel specified. If a Marine travels by a faster means and reports to the new PDS by the date specified in the orders or later, compute the elapsed time per reference (ag).

## 2. Travel Between Ports

a. If orders direct a Marine to proceed from one port to another using Government transportation, but the Marine is later authorized to proceed by some other means of transportation and/or route, at no expense to the Government, any saving in travel time resulting from the choice of transportation is not charged against the Marine as leave. The orders issued should contain the proposed itinerary and Government transportation that would have been used in each case. The Marine can use this time as desired, but must report to the new duty station on or before the date specified in the orders. If orders do not so specify, the reporting date is considered to be the date that would have resulted if travel time were scheduled for the mode of Government transportation provided. Though unforeseen delays may occur that place Government transportation behind schedule, the Marine traveling by other transportation is not permitted to increase travel time by including the delays.

b. Marines electing to travel by commercial vessel for their convenience will be allowed constructive travel time for the mode considered by the orders. Time consumed in excess of such travel time, less authorized proceed time, will be charged as leave.

## 3. Travel Time When Orders Are Canceled, Revoked, or Modified

a. When PCS orders are canceled or revoked, travel time will be allowed for the mode(s) of transportation used for the official round-trip distance from the old PDS to the point where canceled orders are received. This allowed travel time must not exceed the distance from the old PDS to the contemplated new PDS and return.

b. When PCS orders are modified to name a new PDS, travel time will be allowed for the distance traveled from the former duty station to the point en route (including leave point, if applicable) at which notification of the change was received, and thence to the newly designated PDS. Travel time allowed will not exceed that authorized for the distance from the detaching command to the last named duty station via the PDS designated in the original PCS orders.

#### 4. Travel Time When Orders Are Received on Leave

a. PCS Orders. A Marine on leave from the PDS who receives transfer orders to a new PDS is entitled to travel time based on the distance from the place of receipt of the PCS orders to the new PDS. This travel time may not exceed that from the old to the new PDS. If a Marine is in a leave status before complying with PCS orders and subsequently performs the travel directed by the orders, the above restriction does not apply. The Marine is entitled to travel time based on the distance between PDS's.

b. TDY/TAD Orders. A Marine on leave from a PDS who receives orders directing the performance of TDY/TAD is entitled to travel time from the place of receipt of the orders to the TDY/TAD station, and subsequently back to the PDS (if return thereto is directed). If the orders authorize return to the leave address and resumption of leave status upon termination of the TDY/TAD, and if the Marine actually returns to the leave address, travel time likewise is authorized.

#### 5. Travel on TDY/TAD Orders

a. Travel Time for TDY. When TDY is executed using Government-procured or commercial travel on a direct route with no permissive TDY or leave involved, the time to travel between the home/PDS and the TDY site and return to the home/PDS is considered part of the TDY. If POC is authorized, but not advantageous to the Government, constructive commercial air schedules will be used to determine the travel time and all excess time will be charged as leave. For reserve component travel, the conveyance must match the travel time given in the orders. If POC is authorized as advantageous to the Government, travel time is computed per POC as reflected earlier in this chapter.

b. Transportation. If DTS is not used, then the written orders must be provided to the CTO in a timely manner to assist in the issuance or procurement of the transportation.

#### 6. Discussion of Modes of Transportation and Terms Used in TDY/TAD Orders

a. Use of Government Aircraft. As an economy measure, include instructions in the orders to require the use of Government aircraft transportation when available. Do not direct a specific mode unless the order-issuing authority is certain beforehand the Marine can comply with the order as written and the mode is available, and that the Marine has been manifested.

b. Use of Commercial Transportation. When the military commander issuing orders determines the travel requirements can be met only by use of commercial transportation, the travel orders will indicate a "directed" or "directed where available" mode. The orders will further indicate whether the transportation will be procured by the Marine using his/her Individually

Billed Account (IBA/GTCC) or the tickets will be issued through a Centrally Billed Account (CBA). In either case, the orders will be routed through the CTO for assistance.

c. The use of commercial air transportation will not be authorized in travel orders directing transoceanic or international air travel unless AMC flight nonavailability has been verified by the activity responsible for transportation arrangements.

d. POC. POC can never be directed on TDY orders. When authorized, POC is either advantageous or not advantageous to the Government, and this information must be reflected in the orders. Commands authorized to issue orders will determine when authority for travel by POC will be granted. To ensure uniformity involving decisions of TAD travel by POC as being more advantageous to the Government, order-issuing authorities must use the same criteria in each case. A comparison must be made between the cost for using YCA airfares and the associated per diem, and the total costs for using the POC.

(1) POC

(a) Cost for the official distance of the ordered travel at the current MALT rate indicated in reference (af).

(b) Estimated cost for per diem to and from the TAD site for all days of official travel by POC as determined earlier in this chapter.

(c) Compute time lost.

(d) Estimated cost for any travel in and around the TAD site. See reference (af).

(e) Requirements of the assignment, including transportation of baggage, tools, or equipment.

(f) Overall cost advantage when there are accompanying passengers under official travel orders in the same POC.

(2) YCA

(a) Estimated cost for the airfare.

(b) Cost for one day of per diem to and from the TAD site.

(c) Estimated cost for rental vehicle.

(d) Estimated costs of excess baggage.

POC can be considered advantageous only if the total costs for the POC are less than the total costs for the YCA/commercial travel.

e. Entitlements Affected by Terms in Travel Orders. The order-issuing official must clearly identify within the orders if a mode of transportation has been directed or authorized. The term "directed" indicates it is a requirement. The term "authorized" indicates it is permitted, but not required.

7. Leave Travel in Connection with Consecutive Overseas Tours

a. A PCS involving a COT could involve the transfer between two geographical areas (e.g., between MARFOREUR and WESTPAC, or Mainland Japan and Okinawa), or it could be an IPCOT. See references (af), (al), and (n).

b. A COT or IPCOT should not be confused with a Tour Conversion or extending on station and the associated incentives.

c. COT or IPCOT could involve two unaccompanied tours, two accompanied tours, or accompanied to unaccompanied (and vice versa). Dependents are not required to travel concurrently with the member.

d. When a member executes a COT or IPCOT, they are entitled to travel and transportation allowances, including travel time, to the Marine's home of record (HOR). The time spent at the HOR is considered delay en route and must be charged to the leave account by the disbursing or finance office when the travel claim is submitted.

e. The leave normally should be taken in conjunction with the PCS, but it may be deferred and taken after arrival at the new PDS. If the travel to the new PDS does not transit CONUS (e.g., Korea to Japan), secretarial approval to defer the leave travel is not required. If the travel to the new PDS transits CONUS (e.g., MARFOREUR to Guam), then secretarial approval is required [CMC (MMIA)].

f. Travel to an alternate location other than the HOR may be authorized by the secretarial process. The cost to the alternate location cannot exceed the cost to the HOR, and the authorization must be obtained before commencing travel. Multiple locations are not authorized.

g. Because a COT/IPCOT is a PCS move, the same requirements for the issuance of orders, endorsements, and port calls apply.

8. Use of Aero Club Aircraft

a. The use of aero club aircraft is authorized per reference (af). Travel by aero club-owned and/or Government-loaned aircraft constitutes travel performed by Government conveyance and may be authorized for official duty travel subject to the following conditions:

(1) When such use is authorized by the regulations and policies governing the aero club concerned.

(2) The commanding officer of the appropriate sponsoring installation, as the representative of the United States of America, certifies the provisions of the appropriate Services' regulation (Note: The Marine Corps has no Aero Clubs), have been complied with, and the insurance in effect at the time of travel covers the use of club aircraft for official duty travel.

b. Orders authorizing or approving the use of aero club-owned and/or Government-loaned aircraft will contain the statement, "Travel by Aero Club aircraft is permitted at the option of and for the convenience of the individual traveler." Reimbursement is authorized per reference (af).

9. Premium Class Travel

a. Transportation on official orders normally should be by economy class. Travel by other than economy class requires appropriate approval. See reference (af).

b. Premium class travel is not authorized incident to execution of PCS/COT/IPCOT orders.

10. Common Carrier Promotional Campaigns. A traveler on official business traveling at Government expense on the funds of an agency may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001. See reference (af).

## Chapter 4

### Travel of Marine Corps Personnel and Dependents

#### SECTION 3: PROCEED TIME AND DELAY

1. Computation and Reporting of Entitlement and Accountability of Elapsed Time Incident to PCS. Upon completion of all travel incident to the execution of official orders, all periods of elapsed time (i.e., proceed, delay, travel, etc.) will be computed and reported as required by reference (ag). Delay is charged against the member's leave account.

#### 2. Proceed Time

a. Proceed time is a period of administrative absence that will not exceed four days and is authorized in certain PCS circumstances. This absence is not chargeable against the member's leave account. See references (al), (n), and (af).

b. Proceed is not authorized for travel associated with TDY, accession/reaccession, separation/retirement, release from active duty, for CONUS PCS/PCA between two stations located within close proximity, or when orders require reporting within four days.

c. The PCS must be to or from a dependent-restricted and/or unaccompanied-by-dependents overseas tour (when dependents and/or HHG are moved), or the member's ship is changing homeport. There is no rank or pay grade restriction. The members must actually relocate their dependents and/or household goods to be entitled to proceed time. Proceed time can be applicable to members with and without dependents.

#### 3. Post Deployment Mobilization Respite Absence

a. Use of PDMRA in conjunction with PCS orders will be approved by the detaching unit commander after a thorough review of the member's PDMRA balance.

b. When a Marine has earned PDMRA and has not used it before executing a PCS, the Marine's orders or endorsements must identify the amount of PDMRA available.

c. PDMRA will not carry over to the new PDS, and the disbursing or finance office will report the PDMRA in the member's elapsed time when the travel claim is submitted.

Chapter 4

Travel of Marine Corps Personnel and Dependents

SECTION 4: TYPES OF ORDERS

1. Permanent Change of Station

a. PCS orders may be prepared or used in several formats: letter-type, message, special order-type, or telegraphic. The primary means of delivery of PCS orders for Marines on Active Duty will be through the Web Orders System [see reference (am)]. Currently, the Marine Corps generates most of their PCS orders as Web Orders and the endorsements are letter-type. Standard endorsements will conform to SECNAV M-5216.5. The primary means of delivery of PCS orders for Reserve Component Marines will be through MROWS in the case ADOS or mobilization in excess of 180 days. PCS orders may be applicable to SMCR/IMA/IRR Marines.

(1) The MCRDs will use the Student Management Module within UD/MIPS to generate orders for recruit assignment/distribution. This exception does not apply to orders issued to permanent personnel assigned to the MCRDs.

(2) Message or Telegram Orders. These orders may be "Certified Original message or telegram" endorsed, and forwarded to the reporting unit for preparation of the delivery endorsement. As an option, these orders may be republished as letter-type or in a special-order format.

b. PCS orders should contain the following information:

(1) Address. The commander, having authority to issue orders, will be identified in the "From" line by military title. The Marine or Marines to whom the orders are addressed will be named in the "To" line. In the case of aeronautically designated personnel currently assigned duty in a flying status, the abbreviation DIFOP or DIFDEN, as appropriate, may be shown after the name to designate that duty. Commanders through whom the orders are forwarded for delivery will be indicated by title, in sequence, in the "Via" section.

(2) Subject. The words "PERMANENT CHANGE OF STATION" or the appropriate "FIRST ENDORSEMENT," etc., will appear on this line.

(3) Reference. Include a reference in each order to identify the authority under which the commander issues the document. Always show HQMC authority in orders issued by field commands. As authority to issue orders is vested in the CMC, additional authority will not necessarily be cited in orders issued by HQMC. For endorsements, additional references may be used.

(4) Enclosures. Indicate enclosures as required.

(5) Paragraphing. The first paragraph will contain wording to indicate the Marine is detached from the present station and duty, and is "directed" to proceed, giving dates, to a named place or command and MCC, including the title of the person to whom to report for duty. Succeeding paragraphs will contain any required instructions. Permanent change of station orders will contain a statement indicating the degree of security clearance held by the Marine when the duty to be performed involves access to classified information and material. When orders contain a statement that a

specified security clearance is required, the detaching command will include in the delivery endorsement a statement to the effect that the Marine possesses the required clearance or that a request for clearance has been initiated.

(6) Appropriation Date or Lines of Accounting. The PCS LOA is contained in the basic Web Orders. If the Marine is ordered TDY en route (TEMINS), a distinct endorsement reflecting the TDY LOA must be provided if it was not also included in the Web Orders or separately provided (i.e., message traffic or e-mail).

(7) The MCC of the receiving command (ultimate duty station) will be included in all personnel assignment orders. (MCCs are in the Online Codes Manual.)

Example: "Report to the Commanding General, 2d Marine Division, FMF, Camp Lejeune, North Carolina (MCC 122) for duty."

(8) All orders issued to Marines with dependents will include the full name, relationship to the Marine, and date of birth of the dependent(s).

(9) In PCS orders, the mode of transportation is not generally directed for travel within the U.S. The mode for travel overseas is specified. Government transportation is directed where available for transoceanic travel unless otherwise specified.

(10) Delay en route, to count as leave, will be granted by commanders per current Marine Corps directives. When orders issued by the CMC contain terms similar to "within 30 days, delay to count as leave authorized," this does not mean the orders authorize 30 days leave. This term is included in the orders so commands may grant such leave, as appropriate, up to the maximum number of days indicated. Commanders should consider the need for the Marine's services, availability of relief, etc., reducing as necessary the period of leave to that dictated by the circumstances. It is desired that every effort be made to grant the maximum amount of leave authorized.

(11) If not included in the basic orders, state in the delivery endorsement or an appropriate one-page handout conspicuously attached to PCS orders that transient Marines and their families may obtain information and assistance concerning the new duty station such as housing, schools, childcare, transportation, financial, medical, and other personal matters by contacting the local Family Service Center or by calling the regional Family Service Center. For locations east of the Mississippi River (except Wisconsin), the toll-free number is 1-800-336-4663. If calling from Virginia, call (703) 784-2650 or 2659 collect. For locations west of the Mississippi River (plus Wisconsin), the toll-free number is 1-800-253-1624.

(12) If the Marine qualifies for an increase in HHG weight allowance, or is subject to an administrative decrease, the authority and new weight allowance must be cited in the orders. See reference (af).

(13) Upon receipt of orders for Marine Corps personnel entitled to dependents' transportation and who are being transferred to duty stations outside the U.S. (other than restricted areas and Hawaii), commanders will obtain area clearance and/or dependent entry approval from the appropriate area commander, if the Marine desires dependents to accompany, and dependents otherwise qualify for command sponsorship.

(14) Ensure passport entry requirements have been met.

(15) Identify if Concurrent, Advanced, or Delayed dependent travel applies.

(16) Upon receipt of orders for Marine Corps personnel being transferred from duty stations outside the U.S. to MCC W95, commanders will include the Marine's home of record and place of enlistment in the delivery endorsement. Transportation of household goods to their separation station is not authorized, if the basic orders do not already indicate.

(17) Personnel ordered to security or NATO billets must have a completed/updated National Agency Check (NAC), background investigation (BI), and special background investigation (SBI) before executing orders. Detaching commands will submit proper applications/updates with fingerprint cards within eight days of receipt of orders. In all cases, investigation applications will be completed and submitted before detachment of personnel to security or NATO billets.

c. In order to alleviate personal hardship, commanders are directed to ensure all area clearances and screenings, to include obtaining appropriate passports, have been accomplished before detaching the Marine. Caution Marines against having their dependents travel in advance of them to the port of embarkation before receipt of the approval of their entry into the overseas area and completion of overseas transportation arrangements for dependents.

d. For all PCS orders involving the movement of dependents to duty stations where Government quarters are located, a DD Form 1746 and DD Form 1747 will be completed as directed in reference (an).

e. Personal Baggage and Firearms. The following information applies to Marines and civilian employees of the Marine Corps, and their dependents, traveling in connection with PCS orders.

(1) Free Baggage. Each traveler on a commercial or AMC aircraft has a specific free authorization for checked and carry-on baggage. The exact definition of the free authorization varies, depending on the carrier. Commercial airlines have different specifications regarding weight and size limitations of free baggage allowance and vary considerably in the charges for such oversize items as duffel bags, sea bags, and B-4 bags. Foreign flag carriers vary considerably in free baggage allowances. The traveler should be prepared to pay any charges at the terminal when checking in, and retain the receipt for possible reimbursement.

(2) Excess Baggage. Excess baggage will not be authorized at Government expense unless it is specifically authorized in the travel orders. Certain assignments (e.g., United Nations Observer Duty, USDAO/Embassy Duty at remote locations, or billets requiring specialized equipment) may require personnel to have all uniforms or equipment in their possession upon reporting. In these instances, order-writing/delivering activities will authorize in the PCS travel orders one piece of excess baggage (70 pounds) for Marines. The total allowance would therefore be three pieces (including one piece of excess). Marine Corps-sponsored dependents may not be authorized excess baggage, and pets may not be transported as excess baggage. Authorization for excess baggage other than that allowed herein may be requested from CMC (MMIA).

(3) Basic Baggage Authorization. Each traveler is authorized two checked bags not to exceed 70 pounds per bag. The traveler must be advised to claim reimbursement for the checked bag fees when submitting a travel claim. If the checked bag receipt does not identify the number of pieces and the weight, the traveler must state the number of pieces and the weight of each bag on the travel claim.

(a) The local disbursing or finance office is the approval authority for baggage within the basic allowance. The approval for any baggage outside of the basic authorization is through CMC (MMIA). See MARADMIN 287/09.

(b) Aboard AMC Passenger Airlift. Aboard any AMC service, passengers may check two pieces of luggage free. Each piece cannot exceed 62 linear inches (the sum of length plus width plus height) or 70 pounds. A third piece, not to exceed 45 linear inches and capable of being stowed under an aircraft seat, may be hand-carried aboard the aircraft. Each checked bag exceeding the size or weight limitation will be counted as one extra piece for each increment of 70 pounds (or a combined weight of 140 pounds), with the following exceptions:

1. A duffel bag, sea bag, B-4 bag, flier kitbag, diver's traveling bag, garment bag, golf clubs, snow or water skies, portable bicycle, fishing equipment, rucksack, or musical instrument may be checked free regardless of size.

2. Except for B-4 bags, sea bags, and duffel bags, which may be checked as one piece regardless of weight, if any of the above items exceeds 70 pounds, each increment of 70 pounds will count as one piece of baggage.

3. Individual items exceeding 100 pounds will not be accepted.

4. Space-available travelers are limited to two pieces of checked baggage not to exceed a combined weight of 66 pounds per person.

(4) Firearms. See reference (ao).

2. Members Traveling Together. Members Traveling Together refers to travel away from the PDS during which the mission requires the travelers to remain together as a group while traveling. For the movement itself, orders may be issued to Supervisory Personnel with a listing of all the travelers, or orders may be issued to each traveler. For travel reimbursement, each traveler will need a copy of the orders reflecting his/her name. This form of travel is applicable to SMCR/IMA/IRR Marines.

a. Each traveler normally is entitled to per diem unless the members' order(s) direct(s) limited or no reimbursement, in which case transportation, food, lodging, and other items ordinarily reimbursed must be provided without cost to the members. **No per diem is payable on days members travel when the order(s) direct(s) limited or no reimbursement for members traveling together. Directing several members to travel together with limited or no reimbursement never should be done simply to save travel funds.**

b. When enlisted personnel are to perform travel in a group of fewer than 10 Marines, the senior Marine will be detailed to take charge. For

travel involving larger groups, a sufficient number of noncommissioned officers will be detailed to take charge. When the group has more than 100 Marines, a sufficient number of commissioned and noncommissioned officers will be detailed to take charge. For the movement of graduate recruits from MCRDs, when the mode of transportation used is chartered air or bus, the following exception to the above policy is authorized:

<u>Group Size</u>	<u>Supervisory Personnel</u>	<u>Travel Status Supervisory Personnel</u>
Fewer than 50	Senior Marine in Group Or Designated Graduate Recruit	PCS
50 - 100	1 SNCO or NCO	PCS or TAD
More than 100	1 Officer and 1 NCO	PCS or TAD

3. Temporary Duty/Temporary Additional Duty. TDY/TAD orders involve one journey away from the Marine's duty station or in the SMCR/IMA/IRR Marines, away from their Primary Residence, in the performance of prescribed duties at one or more places, and direct return to the starting point upon completion of such duties. Personnel on TDY/TAD remain assigned or attached to the station from which they initially proceeded on that duty, as well as being subject to the command of their TDY/TAD site commander.

a. The appropriate Travel Purpose Identifier, as indicated in appendix H of reference (ac), and purpose of the TDY/TAD travel must be included in TAD orders issued outside of DTS and MROWS. All orders issued in DTS and MROWS will use a purpose listed within that system. See references (ap), (aq), and (g) for additional information.

b. The Marine Corps will use DTS, MROWS, or, when authorized, letter-type, for the preparation and issuance of TDY orders per current regulations. In the event DTS orders cannot be used, SABRS orders may be issued. Both DTS and SABRS orders must identify if the traveler is a GTCC holder.

c. Required endorsements will be prepared in the same manner as for PCS orders.

d. If schoolhouse training is anticipated to exceed 140 days, then the TDY site is considered a PCS and PCS orders should be issued. No per diem is payable. See reference (af).

e. Various Forms of "Hold". If a Marine is ordered to a TDY site, including TDY en route (TEMINS), and is placed on legal hold, medical hold, or another form of "hold" to include remediation, and the period of the "hold" when added to the time already spent at the TDY site equals or exceeds 180 days for normal TDY and 140 days for TEMINS, the Marine's TDY status will be terminated and he/she will be reassigned PCS. Refer to reference (ar) for specific guidance for SMCR/IMA/IRR Marines being placed on "hold."

f. The Marine Corps Secretarial process approval authority for authorizations or approval of TDY in excess of 180 days is CMC (MMIA), and the authority for the TDY to exceed 180 days must be obtained before the 179th day. This does not apply to WESTPAC UDP or duty in support of

Contingencies; see references (ah) and (ar) for UDP and current message traffic regarding JTF/Operational Deployments for contingency operations.

g. Approval for individual Marines to exceed 180/210 days for a WESTPAC UDP requires CMC approval, regardless if the request will extend the TDY (Cross-deck), to place the Marine on legal hold, etc.

h. The funds expended for travel come under close scrutiny by Congress. The need for funds must be fully justified before congressional committees. Order-issuing authorities retain certain administrative responsibilities to ensure TDY is necessary and cannot be accomplished by other means, such as teleconferences. They must ensure the expenditure of appropriated funds is limited to only those amounts that substantially defray necessary and reasonable expenses incurred in the performance of official travel. Order-writing activities must:

(1) Ensure travel orders state whether Government quarters and/or Government messing facilities are available or directed when TDY is performed at a military installation. This information should be obtained before execution of the TDY and included in the orders. Only when availability cannot be obtained for the orders will travelers be required to obtain a certificate of nonavailability (quarters/messing) from the commander responsible for the Government facilities at the TDY site.

(2) For TDY OCONUS, the order-issuing official must direct which incidental amount applies for the per diem (i.e., the on-base incidental or the locality rate), unless this information already has been directed by the CMC.

(3) For TDY involving JTF Operations and Exercises, see reference (af). The JTF/Combatant Commander determines the per diem rate for operations, not the local order-issuing official. JTF exercises must be field duty, and per diem is not payable.

(4) Ensure large, miscellaneous-expense cost estimates are included in the orders (i.e., "rental car authorized" or "authorized advance payment for registration fee of (amount)").

(5) Indicate in the orders the amount of advance authorized.

(6) Advise travelers in writing to complete travel claims within five working days after completion of travel. Failure to comply will result in advances being deducted from their pay.

(7) Ensure the Marine understands travel advances will not be paid earlier than three working days before execution of the TDY orders.

(8) TDY/TAD orders issued where travel is performed in connection with exchanges, special services, officers' messes, etc., are funded from either appropriated or nonappropriated funds or are issued on a nonreimbursement basis.

(a) TDY/TAD orders issued where travel and duty are performed in connection with conferences, training schools, or other business involving administration of special services; officers' messes; and SNCO, NCO, and enlisted clubs are chargeable to appropriated funds. Where appropriated funds are not available for this purpose, the expenditure of nonappropriated

funds is authorized, subject to the regulations governing nonappropriated fund expenditures. If nonappropriated funds are used, the TDY/TAD orders will indicate the source of nonappropriated funds.

(b) Travel performed by individuals or teams for participation in athletic events that require absence from the local area will be handled as follows:

1. Orders issued in connection with the performance of travel on TDY/TAD for individual athletes and/or teams will be issued to AC/AR Marines through DTS whenever possible and SMCR/IMA/IRR Marines orders will be issued through MROWS. If DTS cannot be used for AC/AR Marines, letter orders will be used. A statement must be included to indicate which fund will furnish reimbursement for expenses incurred, what portion(s) of expenses incurred are reimbursable, and the manner in which reimbursement will be obtained. A statement similar to the following will suffice:

"Reimbursement for the expenses incurred in the execution of these orders will be borne by appropriated funds."

Note: Nonappropriated funds may be used only if the athletes' travel is reimbursable through the Uniform Funding and Management (UFM) process as used by Marine Corps Community Services.

2. Permissive orders for AC/AR Marines and travel are authorized for training and competition of individuals and/or teams in connection with athletics with no expense being borne by appropriated funds. Include the following paragraph in these type orders:

"These orders are issued with the understanding that no expense to the Government for travel and/or per diem is authorized in their execution. If you do not desire to execute the orders without expense to the Government for travel and/or per diem, this authorization is revoked."

3. In some instances, when sufficient funds are lacking to support all expenses that might be incurred by individual athletes and/or teams, only specific expenses may be authorized on permissive-type orders. Statements similar to the following would apply:

"Reimbursement for expense allowance of \$\_\_\_\_ per day only in the execution of these orders will be borne by \_\_\_\_\_. If you do not desire to execute these orders with further expense to the Government, this authorization is revoked."

"Reimbursement for expense allowance of \$\_\_\_\_ per day only and transportation only in the execution of these orders will be borne by \_\_\_\_\_. If you do not desire to execute these orders without further expense to the Government, this authorization is revoked."

(9) In an effort to reduce costs associated with TDY/TAD travel, all TDY/TAD orders must contain the statement:

"Alternate means, such as Secure Video Teleconference (SVIC) or other Web-based communication, are not sufficiently able to accomplish travel objectives."

4. Ordinary Leave for Family Emergency Involving Overseas Travel by AMC.

Ordinary leave shall be authorized for space available transportation by AMC for family emergencies in an overseas destination where emergency leave travel at Government expense is not authorized. Information about authorization for AMC travel at Government expense in connection with emergency leave is addressed in DOD 4515.13 and reference (af).

5. Repeated Travel Orders

a. Repeated travel orders are orders that authorize a Marine to perform travel from time to time as necessary for the purposes stated in the orders. These orders are not applicable to SMCR/IMA/IRR Marines.

b. Repeated travel orders are issued by the CMC or by commands authorized to issue TAD orders to personnel who regularly and frequently travel from their PDS. Repeated travel orders are written for a specified period of time. Repeated travel orders allow any necessary number of separate round trips from the PDS. Each journey may require stop-over for duty at one or more places before returning to the PDS. Travel must not be solely between place of duty and place of lodging.

c. Repeated travel orders do not expire upon the Marine's return to the PDS. They continue in effect until the time limit expires or upon the Marine's detachment from the PDS to which such orders pertain, at which time the orders automatically are canceled.

d. Each quarter, holders of orders for repeated travel will forward to the Authorization Accounting Activity one copy of the orders showing all accounting data and the expenses estimated to be incurred in that quarter. When the quarterly estimate for reported travel exceeds the original estimate, the holder of repeat orders will notify the Authorization Accounting Activity in writing of such revised estimates.

6. Movement Orders

a. Movement orders are those orders that direct a change of location, involving travel, of an organization. Movement orders must meet the applicable requirements for travel and will contain such instructions necessary to accomplish the desired change of location. Reference (af) provides specific guidance concerning movement orders. The intent of movement orders is to maintain unit integrity and to minimize, by directing group travel, the cost associated with organizational relocation. There are two variations of movement orders - movement/TAD orders and movement orders - that may be modified as PCS orders.

b. Movement/TAD orders involving the temporary relocation of an organization in connection with the UDP for a period is not to exceed 210 days. Government transportation will be used, when available, and per diem is authorized in the execution of these orders. Organizational and/or detachment personnel requiring medical evacuation/emergency leave must be charged to separate appropriation data from the group travel personnel. When departure from or return to the permanent site occurs in different fiscal years, include the appropriation data for both fiscal years in the orders.

c. Movement/PCS orders may involve the permanent relocation of an organization from one geographical area to another. Although the orders will direct members traveling together, the permanent relocation will result in

the authorization for transportation of dependents and/or the shipment of household effects. The necessity for the Marine to accompany the dependents should be considered on a case-by-case basis (i.e., family consists of several young children requiring the Marine's presence for assistance in child care or the incapacitation of one or more dependents, etc.). Should similar situations prevail, the movement orders may be modified by endorsement thereto as PCS orders. The modification should include normal PCS data (i.e., proceed, delay, travel, name/address/telephone number of next of kin, etc.).

7. Orders to Shore Patrol

a. Upon assignment of a Marine to shore patrol duty, written orders must be issued. These orders may only be applicable to SMCR/IMA/IRR Marines after they already are serving on a period of active duty.

b. Shore patrol orders will contain the following:

- (1) Names of Marines on shore patrol;
- (2) Hours, dates, and places of duty;
- (3) Officer to whom to report for duty;
- (4) What subsistence and/or quarters allowances, if any, are allowed, and the finance officer who will pay these allowances;
- (5) Uniform to be worn;
- (6) Appropriation accounting data (should be shown in the last paragraph of the basic orders);
- (7) Signature of commander;
- (8) Reporting endorsement; and
- (9) Completion of duty endorsement.

c. Special shore patrol orders will contain the following:

- (1) Statement of authority of shore patrolmen,
- (2) Conduct expected of shore patrolmen,
- (3) Special orders applicable to local conditions, and
- (4) Reference to applicable local orders, directives, and policies.

d. Orders issued to an enlisted Marine required to procure quarters while away from the PDS or naval vessel also will contain the following:

"While engaged in the performance of these duties, you will be entitled to reimbursement not to exceed (insert rate) per day for the procurement of quarters. Receipts must be procured for payments made. The place to which you are ordered pursuant to these orders is located outside the metropolitan area in which your PDS is located and your daily return to your PDS is considered to be impracticable."

The last sentence of this example is not required in the case of a Marine assigned to shore patrol duties in a nontravel status away from a naval vessel.

8. North Atlantic Treaty Organization and "Special Area" Travel Orders

a. The NATO countries (Albania, Belgium, Bulgaria, Canada, Croatia, Czech Republic, Denmark, Estonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey, the United Kingdom of Great Britain, and the U.S.) have agreed to the publication and use of a standard NATO travel order.

b. For information about NATO Orders, see the BUPERSINST 1320.6 and the Electronic Foreign Clearance Guide, Foreign Clearance Manual (<https://www.fcg.pentagon.mil/fcg.cfm>). Sample NATO Orders can be found on the Links page of the Clearance Guide.

9. Stragglers Orders. Absentees returned to military control at a location other than their PDS may be issued stragglers orders directing them to report to their parent or other appropriate command. Reference (p) provides detailed information about the issuance of stragglers orders and reporting requirements. Do not issue stragglers orders to a Marine(s) if any of the following conditions apply:

a. They are in violation of a previously issued set of stragglers orders;

b. They are escaped prisoners;

c. They indicate they will not comply with stragglers orders;

d. A law enforcement agent requests they be returned under guard;

e. The Marine Corps representative assuming physical custody determines the Marine will not comply with the stragglers orders;

f. They have previously been apprehended by civil or military authorities for UA;

g. They have serious military charges pending at their parent command;  
or

h. They have been classified as dangerous or escape risks by competent authority.

10. Reservists Ordered to Active Duty. Members of the Marine Corps Reserve are issued orders through MROWS to perform periods of active duty. Orders will be issued using MROWS. References (d), (aq), and (ar) provide instructions for the preparation, limitations, and execution of such orders and their acceptance by the reservists.

11. Selected Marine Corps Reserve Transfer Orders. Members of the SMCR that are transferred to another SMCR unit, IMA Detachment, or the IRR will be issued orders as prescribed by reference (d). Any travel involved will be performed at no expense to the Government. Transfer orders WILL NOT be issued when a member is transferred from the IRR to the SMCR.

12. Special Duty Assignments. Orders to SDA may be TDY, PCS, or PCA, depending on the Marine's dependency status, the dependent's location, a single Marine's BAH status, and the location of the Marine's PDS in relation to the schoolhouse. SDA is for orders to Recruiting Duty, Drill Instructor Duty, Marine Security Guards, Marine Security Forces, and Marine Combat Instructors. See MARADMIN 029/11.

a. Marines local to the schoolhouse (within 50 miles) will be issued PCA orders to the school. Upon completion, they will receive PCS orders to the final destination. Per diem is not payable at the school. After completion of the school, if relocation of the household is not required, no entitlements are authorized for the PCS.

b. Marines not local to the schoolhouse with dependents in the vicinity of the PDS or single Marines in receipt of BAH Own-Right will be issued TDY Orders to the schoolhouse. Upon completion of the TDY, they will return to their PDS. After return to their PDS they will be issued PCS orders to their ultimate duty station.

c. Marines not local to the schoolhouse with no dependents or Marines with dependents not in the vicinity of the PDS (geographical bachelors) will be issued PCS orders with TDY en route (TEMINS). Upon completion of the TDY, they do not have an entitlement to return to the old PDS at Government expense. Upon completion of the school, the SDA school OIC will issue, by endorsement, continuation orders to their final PDS.

d. For Marines issued PCS orders with TDY en route (TEMINS), if the basic Web Orders identify the schoolhouse location as the ultimate PDS, per diem is not payable for the TEMINS. These Marines are treated as permanent personnel upon arrival. (For example, if a Marine is issued TEMINS orders to PISC for DI School, and the Web Orders identify PISC as the PDS upon completion of school, per diem is not payable. However, if the basic Web Orders indicate the Marine will be further transferred after completion of the school, then per diem is payable because the PDS is not known.)

13. Designated Place. See reference (af). When a Marine receives PCS orders to a dependent-restricted or unaccompanied area, he/she can leave his/her dependents in place or move them to a different location. If the Marine's orders or endorsements do not reflect a "Designated Place," then when he/she submits his/her travel claim, he/she does not have an entitlement to accompany the dependents to their new residence. The Marine's travel allowances would be directly from the old PDS to the APOE, regardless of whether he/she accompanied his/her dependents to their new residence. To receive the additional travel time and associated allowances, the Marine's orders must have a statement similar to the following:

"You are authorized a designated place of \_\_\_\_\_ for the purpose of relocation for your dependents."

a. CONUS Designated Place. A Marine can move his/her dependents to any area within CONUS. This does not require CMC (MPO) approval.

b. Nonforeign OCONUS Designated Place. For a Marine to be authorized to move his/her dependents to a nonforeign OCONUS location, the location must have been the Marine's legal residence before entering active duty, the HOR or PLEAD, or his/her spouse's legal residence at the time of marriage.

Otherwise, it requires CMC (MPO) approval. The endorsement to the orders must state the authority.

c. Foreign OCONUS Designated Place. This type of move is authorized only to return a foreign-born dependent to the spouse's native country, or to an OCONUS location that orders state the Marine will serve an accompanied tour immediately after completing the unaccompanied tour. CMC (MPO) approval is required.

14. Vehicle Processing Center. See reference (af). When a Marine receives PCS orders to an OCONUS location, sometimes the vehicles can be shipped to the OCONUS PDS. If the vehicle cannot be shipped, the Marine may choose to have the vehicle stored. A VPC is where the vehicle is either processed for shipment or placed in storage. To receive entitlements for storing a vehicle, the storage facility must be a commercial establishment (i.e., there is no entitlement if the vehicle is taken to friends or relatives and left in their care).

a. The location of CONUS and OCONUS VPCs can be found at the SDDC and TRANSCOM websites reflected in reference (af). The basic entitlement is for transportation to and from the VPC servicing the old PDS, or to an alternate VPC, not to exceed the cost of travel to the service-designated facility. If a Marine selects an alternate VPC, no CMC approval is required.

b. The PCS orders or endorsements must clearly state the Marine is authorized travel to a VPC. The orders or endorsements must identify the service-designated VPC that serves the PDS and the location of the alternate VPC if one was chosen.

c. If an alternate VPC is chosen, the orders or endorsements must state the Marine is entitled only to the travel and transportation allowances from the PDS to \_\_\_\_\_, not to exceed the costs to the Service-designated facility of \_\_\_\_\_.

15. Dependent Student Travel. A Marine stationed OCONUS on an accompanied tour who has a minor dependent attending school in the U.S. is authorized one round trip per fiscal year for the student to travel from the school to the residence and return.

1. Government or Government-procured transportation is directed and no per diem is payable. The LOA to be reflected in the orders is Local O&M funding.

2. See reference (af) for the restrictions (i.e., PDS of Alaska or Hawaii, or the dependent is a student at a Service Academy, etc.).

## Chapter 4

### Travel of Marine Corps Personnel and Dependents

#### SECTION 5: SPECIAL ORDERS

##### 1. Use of Special Orders

a. Special orders serve as a medium for implementing administrative changes. This is accomplished by listing the changes authorized or directed, and indicating the instructions to subordinate commands or personnel concerned in abbreviated form. See Figure 4-1 for examples of special orders.

(1) Special orders may be published as needed by HQMC, major commands, posts, stations, Marine detachments ashore, Marine Corps Reserve units, separate administrative organizations, regiments, aircraft groups, battalions, squadrons, or comparable units. Special orders will be numbered consecutively in separate series for each calendar year. Special Orders may be portrait-style using the standard 8 1/2 x 11 inch paper using 16 characters per inch (including spacing) or reduction of the 12 pitch typing is reduced at the 66 percent capability. Use 12 pitch typing only when preparing special orders in landscape style on 8 1/2 x 11 inch paper. Unit commanders will retain a file copy of each special order in unit files. Retention of special orders will be for the calendar year plus one.

(2) Certain commanders of units are authorized to republish the directives contained therein for personnel under their command. Commanders using the special order format to effect administrative changes must ensure:

(a) One signed copy stamped "Original Orders" and one additional copy of each special order is forwarded to those commanders for action.

(b) The use of special orders to issue PCA, PCS, or TAD orders no longer is authorized.

##### b. Instruction for the content of special orders:

(1) Electronic Data Interchange Personal Identifier. The EDIPI will be used as the personnel identifier instead of SSN in accordance with the Presidential Memorandum for SSN reduction and DoD regulations. The EDIPI originally was designed as a unique system identifier to be used for machine-to-machine transactions by the Department of Defense; however, to support PII safeguarding, it has been expanded to uniquely identify a person.

(2) Reference. Special orders issued by subordinate commands will reference the senior special order or other directive(s) that may have been issued by a higher echelon of command as authority for effecting each action.

(3) Distribution. Subordinate commands will be furnished the original and as many copies of the major command's special order as required to effect action for Marines attached to those commands. Copies of organizational special orders will not be forwarded to the CMC. If copies of special orders are determined to be of interest to the CMC, they may be forwarded, marked for the cognizant staff section, accompanied by a cover letter indicating the nature of their importance. Sufficient copies should be furnished for each person concerned.

(4) Abbreviations/Acronyms. Certain standard terms and phrases may be abbreviated in preparing special orders. Those abbreviations/acronyms contained in reference (h) will be used. Abbreviations/acronyms not contained therein, but which, through long usage and custom, are understood by all concerned, may be used. Abbreviated terms and phrases or acronyms should not be used for Marine Corps personnel on duty outside the military service.

(5) Publishing by Type. Orders may be published according to the type of change to be effected.

(a) Names may be grouped alphabetically by grade within each activity to which personnel are being directed to report.

(b) If a special order with a large number of changes is being published, each Marine whose name appears thereon may be given:

1. The first sheet bearing the heading, the appropriation data and the paragraph number,

2. The last sheet with the signature, and

3. If the Marine's name is on neither of these, an intervening sheet bearing the special order number, paragraph number, and the Marine's name with all the pertinent remarks. These sheets will comprise the order and will meet the requirements for competent travel orders.

(6) Paragraphing. The normal sequence of paragraphing will be used. When a paragraph is not used, those required will be numbered consecutively.

(7) Directing and Effecting Changes. The command ordering the administrative accomplishment of a change will use the term "effected" in special orders. Those higher echelon commands that may require a subordinate command to make such change will use the term "directed".

(8) Signature. The copy of the special order designated as "Original Orders" will bear the original signature of the appropriate commander, Acting, Deputy, or individual designated in writing as having by-direction authority. The unit will retain a file copy of each special order, bearing the appropriate original signature in the unit file. The proper name, grade, component, and title or authority to sign special order shall be used.

(9) The term "do" (ditto) may be used when signifying a repetition of all or part of the entry immediately preceding the one in which it is used.

c. Clerical Instructions for Preparing Special Orders

(1) Column 1, "NAME" will contain:

(a) The names of personnel listed alphabetically by grade, last name and initials, Jr, III, etc., without punctuation.

(b) Last four digits of the EDIPI, preceded by 0s,

(c) Designation "USMCR" in the case of reservists,

(d) All MOS numbers assigned to the particular Marine. Recruit depots are excluded (except for permanent personnel) from complying with the special order requirements of this Order.

d. Clerical Instructions for the Preparation of the Administrative Change Portion of Special Orders. When processing reduction, the date of rank in the grade to which reduced will be shown in the "Date of Rank" column, the "Remarks" column will show the authority for reduction. A signed reduction order will be provided, as original orders, to the Marine(s) concerned.

1. The following designation is directed.

Name	Organization	ED	Type	Remarks
2dLt RICHARDSON K EDIPI: XXXXXXXXXXXX/0302	MCSFCo	Rota 4Sep--	PriDu	MarCorPropActO Ser #444 AddDu AsstnAdminO

2. The following reductions are effected.

Name	Organization	To	Date	Rank	Remarks
SSgt FOSTER A J EDIPI: XXXXXXXXXXXX/0369	MCSFCo	Rota	Sgt 7Oct--	Incompetency	Auth:___
Sgt GILBERT K M EDIPI: XXXXXXXXXXXX/0121	do	Cpl 7Oct--	Admin	Red	Auth:_____

3. The following changes of MOS are directed.

Name	Organization	From	To
MGySgt OLIVER C C EDIPI: XXXXXXXXXXXX/4071/4025	3dMarDiv	Pri MOS 4071	voided Pri MOS 4063 Computer Operator. MOS's are now 4034/4025/None
MSgt DUNBAR A L EDIPI: XXXXXXXXXXXX/2651/0193	2dSSCT	Asgn Add MOS 2669	Add MOS 2669 1stMarDiv CryptoSptSpec

MOS's are now  
2651/2669/0193

4. The modification of the following order is directed.

Name	Organization	Reference	Modification
Sgt DAY C J EDIPI: XXXXXXXXXXXX/3531	MCRD PISC	Par 1 MCSO 20-98	"By" column to read 20Dec-- NET 15Dec--

5. The cancellation of the following order is directed.

Name	Organization	Reference	Reference directed
1stSgt SMITH H L EDIPI: XXXXXXXXXXXX/9999	MSGbn QUANT	Par 1 MCSO 16-98	Rpt CG 1stMAW

C. C. KRULAK  
General, U.S. Marine Corps  
Commandant of the Marine Corps

Figure 4-1.--Sample Marine Corps Special Orders

FIRST ENDORSEMENT on CMC Web Orders

From: Commanding Officer, Company A, Headquarters Battalion, HQMC  
To: Sergeant E. J. PAGE EDIPI: XXXXXXXXXXXX/0311 USMC

Subj: PERMANENT CHANGE OF STATION

1. Delivered. Effective time, day, month, and year, you will stand detached from your present station and duties. You will proceed and report as directed per instructions contained within the attached port call confirmation.
2. This port call constitutes a modification to your travel orders. Failure to comply with port call instructions, except for emergencies or situations beyond your control, is considered as refusal to execute travel orders and may subject you to disciplinary action. If your orders are canceled or modified while you are in a leave status, or other circumstances beyond your control prevent you from reporting for your scheduled flight, immediately call the LAX Liaison, Los Angeles International Airport, Los Angeles, CA, and advise the liaison of the necessity to cancel or modify your port call. The telephone numbers are: COML 310-363-1997/3590 or DSN 833-1997/3590. Ensure these orders are in your possession when making telephone calls to the LAX Liaison in order to answer questions pertaining to them.
3. You are authorized (enter if applicable), 30 days delay, to be charged as annual leave, and 9 days travel time via privately owned vehicle in reporting to the designated Air Terminal cited in paragraph 1, above. Upon completion of the above authorized delay, your leave balance will be 14.0 days advance.
4. You are directed to wear the appropriate seasonal uniform on all AMC flights, unless wearing of civilian clothes is specifically authorized in writing by the CMC (MM). Two pieces of accompanying baggage may be checked free of charge. Checked baggage may not exceed 62 linear inches (length plus width plus height), or 70 pounds per piece, or a combined weight of 140 pounds. Only these two pieces of checked baggage and a carry-on bag may be taken on board your flight overseas.
5. You will submit your travel claim to the finance officer at your new duty station within 3 working days after completion of travel to settle travel expenses. Failure to do this will result in your pay account being checked for your travel advance. Additionally, elapsed time will be charged as leave if your travel claim has not been submitted to the finance officer within 30 days after completion of travel under these orders. Enclosure (3) should be completed while en route.

S. E. CECIL

Copy to:  
(as appropriate)

-----  
SECOND ENDORSEMENT

1. I received these orders at \_\_ (place of receipt) \_\_ at \_\_ (time) \_\_ on \_\_ (date) \_\_. I understand that I am authorized to delay until not later than \_\_ (time) \_\_ on \_\_ (date) \_\_ in reporting to \_\_ (command which ordered to report for flight) \_\_.
2. Such delay, less proceed time (where applicable) and travel time is charged as annual leave. I have completed an overseas checklist, attached enclosure (2) of these orders. In my possession I have a MTA and HR.

\_\_\_\_\_  
(Grade and Signature of Traveler)

Figure 4-2.--Sample Orders (CONUS to Overseas) with Intermediate and Detaching Unit Endorsements

MCO 1000.6  
3 Jul 2013

1321  
MMEA  
1 Jul --

From: Commandant of the Marine Corps  
To: Sergeant John DOE EDIPI: XXXXXXXXXXXX/0151 USMC  
Via: Commanding General, Marine Corps Base, Camp Pendleton, California  
92055-5001

Subj: TEMPORARY ADDITIONAL DUTY; MEMBERS TRAVELING TOGETHER

1. On such date as the Commanding General may designate, you will take charge of the following named personnel, will proceed and report on 21 July 19--to the Commanding General, Marine Corps Base, Camp Lejeune, North Carolina, for temporary additional duty under instruction for a period of about 10 weeks in the Senior Clerk Course:

Sgt Robert BLACK EDIPI: XXXXXXXXXXXX/0151 USMC  
Cpl Bone WHITE EDIPI: XXXXXXXXXXXX/0121 USMC  
Cpl William ROE EDIPI: XXXXXXXXXXXX/0151 USMC  
Cpl Edward BROWN EDIPI: XXXXXXXXXXXX/0151 USMC

2. These orders constitute Members Traveling Together.

3. A copy of these orders countersigned by your commanding officer constitutes original orders for personnel under your charge. All copies of the receiving endorsement will be annotated with the individual's rank, name, complete social security number, MOS and component. (This procedure concerning the privacy of the individual's social security number is in accordance with DoD regulations.)

4. Upon completion of the above temporary additional duty, you will return with the personnel under your charge to present station and resume regular duties.

5. Submit your orders to the disbursing officer within 5 working days after completion of travel to settle travel expenses. Failure to do this will result in your pay account being checked for your travel advance. Additionally, elapsed time will be charged as leave if your travel claim has not been submitted to the disbursing officer within 30 days after completion of travel under these orders.

Copy to:  
CG MCB CamLej  
CO MCSSS CamLej  
CMC (MMEA)  
CG MCCDC QUANT (TE-33)  
Sgt Doe (50)

Figure 4-3.--Sample Letter-Type TAD Orders (Members Traveling Together)

MCO 1000.6  
3 Jul 2013

1320  
MMOA  
1 Feb --

From: Commandant of the Marine Corps  
To: CW03 Roxanne R. CONRAD EDIPI: XXXXXXXXXXXX/9925/2502/0000 USMC,  
Marine Corps Recruit Depot, Parris Island, South Carolina 29905  
Via: Commanding General, Marine Corps Recruit Depot, Parris Island, South Carolina

Subj: TEMPORARY ADDITIONAL DUTY

1. On such date as the Commanding General may designate, you will proceed and report by 1 March 20-- to the Coach U.S. Olympic Shooting Team, U.S. Military Academy, West Point, NY, for temporary additional duty for a period of about 3 months in connection with participating in training and final tryouts for the United States Olympic Team, including Olympic Games in Seoul, Republic of Korea.
2. If you fail to qualify for the United States Olympic Team, you will return to your assigned station and resume your regular duties. If you are selected as a member of the team, you are authorized to proceed to such places as may be necessary to participate in any training and/or competition arranged by the United States Olympic Committee, including Olympic Games in Sydney, Australia, commencing 5 May 20--.
3. Upon completion of the above and when directed by competent authority, you will return to your assigned duty station and resume your regular duties.
4. Immunization is required per NAVMEDCOMINST 6230.3 before departure from CONUS.
5. You should have identification card, pay, health, and immunization records and appropriate civilian clothing in your possession.
6. Civilian clothing will be worn upon departure from the U.S. and while overseas in the performance of this temporary additional duty.
7. The United States Olympic Committee is requested to ensure identification as a U.S. Marine when participating in any of the competitions.
8. Per Title 37, United States Code 419, a member of the Armed Forces with no dependents is not entitled to basic allowances for subsistence and quarters authorized by Title 37, United States Code for any period during which expenses for subsistence and quarters are being paid by the agency sponsoring participation in the games.
9. As a member of the U.S. Olympic Team you are required to obtain a Regular Fee passport to perform travel outside the United States.
10. You will submit your travel claim to the finance officer within 3 working days after completion of travel to settle travel expenses. Failure to do this will result in your pay account being checked for your travel advance. Additionally, elapsed time will be charged as leave if your travel claim has not been submitted to the disbursing officer within 30 days after completion of travel under these orders.

C. C. KRULAK

Copy to:  
(as appropriate)

Figure 4-4.--Sample TAD Orders to Participate in Olympic Games

MCO 1000.6  
3 Jul 2013

1321  
MMAA-2  
1 Jul --

From: Commandant of the Marine Corps  
To: Major John J. ROE, EDIPI: XXXXXXXXXXXX /7562 USMC (DIFDEN), Office of the Chief of Naval Operations (OP-511), Navy Department, Washington, DC  
Via: (1) Director, Administration and Resource Management Branch (AR)  
(2) Chief of Naval Operations (OP-09B21)

Subj: CONFIRMATION OF TEMPORARY ADDITIONAL DUTY ORDERS

1. The verbal instructions of the Chief of Naval Operations of 21 June 19--, which directed you to proceed on that date to Norfolk, VA, for temporary additional duty in connection with training matters, upon completion of which return to your regular duty station and resume regular duties, are confirmed and approved. Travel via privately owned vehicle was authorized.
2. You departed at 1130 on 21 June 20--, and returned and resumed your regular duties at 2000, 29 June 20--.
3. Upon receipt, submit these orders to the finance officer within 5 working days to settle travel expenses.
4. Due to the urgency of the travel involved, it was not practicable to issue written orders before commencement of travel.
5. Appropriation Date: (as appropriate)

Copy to:  
(as appropriate)

. Figure 4-5.--Sample Confirmation of TAD Orders

AR-3

29 AUG 98

GRADING OF FROM: NATO UNCLASSIFIED

NATO TRAVEL ORDER

ORDRE DE MISSION OTAN

Country of Origin ) United States  
Pays de provenance )

Serial Number:  
Nume'ro de se'rie:  
M0002792160CA080

1. The bearer (as shown hereon)  
Le porteur (porte' ci-dessus)

Personal/Identity Card No. (if any) Rank  
No mle/de la carte d'indentite Grade ) GS-12

Name) Keyser, Nancy M.  
Nom ) XXXXXXXXXXX

2. Will travel from ) HQMC, Washington D.C.  
Fera mouvement de )  
to ) Stuttgart, Germany; Naples, Italy; and London,  
England UK  
  
and return  
et retour

Date of Departure ) 31 AUG 98  
Date du de'part )

Period of Validity ) For a period of approximately 8 days  
Duree de validite ) Pour a peu pres jours.

3. Authority is not granted to possess and carry arms.  
Authisation de port d'armes (accordee'e) (non accordee'e)

4. I hereby certify that this individual is a member of a Force as defined in the NATO Status of Forces Agreement, and that this is an authorized move under the terms of this agreement.

Je soussigne' certifie que le personnel vise' appartient a 'une arme'e telle que de'finie dans l'Accord OTAN sur le statut des forces arme' es et que ce de'placement est officiel selon les termes de cet Accord.

C. C. KRULAK  
General, U. S. Marine Corps  
Commandant of the Marine Corps

Figure 4-6.--Sample NATO Travel Orders

UNITED STATES MARINE CORPS  
2D Marine Division, Fleet marine Force  
Camp Lejeune, North Carolina 28542-5500

1320  
PC&CO/TAD  
29 Dec --

From: Commanding General, 2d Marine Division, FMF, Camp Lejeune  
To: Lieutenant Colonel Robert L. CARTER EDIPI: XXXXXXXXXXXX/0302 USMC  
Via: Commanding Officer, 2d Marines, 2d Marine Division, FMF

Subj: MOVEMENT/TEMPORARY ADDITIONAL DUTY ORDERS (MAIN BODY)

Ref: (a) JFTR  
(b) MCO P4650.37\_  
(c) MCO P1300.8\_  
(d) MCO P1000.6\_  
(e) NAVMEDCOMINST 6230.3\_  
(f) DivO P1300.13\_

Encl: (1) Roster of Personnel Assigned to the Main Body of 2d Bn, 2d Mar  
(Note: Enclosure information shown as example only; not included  
in text of this figure.)

1. On or about 3 Jan --, per references (a) through (f) and applicable flight schedule issued by separate instructions, you and the personnel at the enclosure will embark aboard designated government aircraft at the Marine Corps Air Station, Cherry Point, NC for transportation to Okinawa, JA and reporting to the Commanding General, 3d Marine Division for temporary additional duty in connection with the unit deployment program. This temporary additional duty is for a period of about 6 months, plus or minus 30 days, and will include performance of duty in such places as Camp Fuji, Thailand, Diego Garcia, and other locations as directed by the Commanding General, 3d Marine Division.

2. These orders constitute temporary additional duty for yourself and the personnel of your Command. Copies of these orders countersigned by you or the personnel officer of 2d Battalion, 2d Marines will constitute original temporary additional duty orders for all personnel of the 2d Battalion, 2d Marines main body.

3. Advance per diem is authorized in the execution of these orders. Partial payments are authorized based on separately issued administrative instructions. Entitlement to per diem will be suspended for those periods defined in references (a) and (b).

4. You will ensure that all members under your command have in their possession a complete serviceable issue of uniforms in the quantities specified the annual MCBul 10120 series pertaining to authorized individual clothing allowance. Per reference (d), personal baggage is limited to 140 pounds per Marine. One seabag, one clothes (hang-up) bag not to exceed 62 linear inches (length plus width plus height), and one hand-carried bag not to exceed 9 X 14 X 24 inches are authorized. Officers and staff noncommissioned officers are permitted one foot locker and/or folding Marine Corps suit case in lieu of the seabag.

5. Immunizations and inoculations are required per reference (e). All personnel will have their Immunization Certificate (PHS Form 731) and identification tags on their person while in a travel status.

6. These orders constitute Members Traveling Together with no or limited reimbursement. Members of your organization who are unable to deploy on the scheduled embarkation date will be entitled to per diem as outlined in Chapter 4 of reference (a) and the instructions provided in reference (f).

Figure 4-7.--Sample Movement/TAD Orders (Unit Deployment Program)

Subj: MOVEMENT/TEMPORARY ADDITIONAL DUTY ORDERS (MAIN BODY)

7. Use of government quarters, including those designated as inadequate, and the use of government messing facilities are directed as military necessity to maintain unit integrity per part C, chapter 4 of reference (a). Rental car is not authorized.

8. Upon completion of the above temporary additional duty and when directed by competent authority, you and the personnel under your command will return to your present duty station and resume your regular duties.

9. Transportation of dependents, shipment of household goods and shipment of unaccompanied baggage is not authorized. Personal effects are authorized to be stored at Government expense. Direct liaison with the Personnel Section at Marine Corps Base, Camp Lejeune, NC is authorized per references (a) and (b).

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Figure 4-7.--Sample Movement/TAD Orders (Unit Deployment Program)--Continued.

APPENDIX A

GLOSSARY OF TERMS

AC/AR. Used to describe Marines of the Active Component or Marines serving on active duty under the Active Reserve program.

Accompanied Overseas Duty Station (Unrestricted Duty Station). Overseas duty station where an accompanied-by-dependents tour is authorized. This means the Marine can be accompanied by command-sponsored family members.

Acquired Family Members. Family members acquired through marriage, adoption, or other action during the course of a Marine's current overseas tour of duty. This term does not include those individuals dependent on the Marine or children born of a marriage that existed before commencement of the current overseas tour. See reference (m).

Active Duty. Full-time service in an active military branch of the Uniformed Services. The term does not apply to active Reserve duty for training or inactive Reserve duty. See reference (m).

Actual Strength. The actual strength of any command or organization includes all personnel excluding those solely assigned for personnel accounting responsibility.

Advance Geo-Location Code (AGLC). A three digit MCTFS code that identifies the projected geographical location (in CONUS or Hawaii) of a Marine's duty station after a dependents-restricted tour. The use of an AGLC is for HQMC planning purposes only and is not a guarantee or commitment by CMC (MM). It should not be used as grounds for making commitments; i.e., the purchasing of a home, semi-movement of dependents, or household goods (HHG). See reference (m).

Advance Monitored Command Code (AMCC). A MCTFS code that identifies the projected command to which a Marine will be assigned after a dependents-restricted tour. See reference (m).

Aircrew Member. Personnel involved in frequent and regular performance of aerial flight who are performing flight duties that relate to the actual operation of aircraft or directly contribute to the in-flight operation/maintenance of associated equipment in the aircraft.

Assignment. The action of specifying the unit, billets, and/or duty in which a Marine will serve.

Attachment. The procedure whereby an individual Marine or unit is temporarily placed in an organization for administrative purposes without making the individual or unit an organic part thereof.

Authorized Strength. A recapitulation, by grade and MOS, of manpower authorized for each MCC. Authorized strength for FMF commands is represented by a numerical percentage of their T/O (sometimes referred to as manning level). Authorized strength for non-FMF commands is their current T/O or their T/O as revised by a Letter of Allowance.

Authorized Strength Report (ASR). A computer-generated report indicating the grade and skill billet mix authorized for an MCC based on the best estimate

of gross number of manpower assets available for distribution. The ASR is composed of the authorized strength (manning level) for FMF units and the latest HQMC approved T/O for non-FMF units. The ASR is constrained by DoD approved end-strength limitations. The ASR is updated monthly.

Aviation Service. Service performed under regulation of the CMC, by Regular and Reserve officers who hold, or are in training leading to, an aeronautical designation and who engage and remain in military aviation on a career basis.

Aviation Service Entry Date (ASED). The date 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. The ASED will be adjusted to exclude broken aviation service.

Career Marines.

Enlisted. For assignment purposes, Marines who have completed their initial enlistment.

Officers. Captains and above, all warrant officers, and all limited duty officers.

Circuitous Travel. Travel via a route other than the one that would normally be prescribed by a transportation officer between the places involved.

Command-Sponsored Dependent. A Marine dependent entitled to travel to an overseas duty station at Government expense, and approved by the appropriate military commander to be present in the area in a command-sponsored status. In order to have command-sponsored dependents overseas, Marines must have the ability to complete the accompanied by dependents tour length prescribed in MCO P1300.8.

Commercial Transportation. Travel performed on a common carrier.

Common Carrier. Any firm furnishing commercial transportation as a public service under rates prescribed by lawful authority (includes bus, ship, railroad, and airplane).

Continental United States (CONUS). The contiguous 48 states and the District of Columbia.

Delay En Route. The period of time between stations not authorized as proceed and/or travel time. It is chargeable as leave.

Dependents-Restricted Duty Station. An overseas location/unit/activity where dependents of Marines are not authorized as command-sponsored dependents. See reference (m).

Deployment-Designated FMF Unit. An FMF unit that participates in operational deployments including the Unit Deployment Program (UDP) to WESTPAC, Marine Expeditionary Unit (MEU) deployments, and squadrons deploying with carrier battle groups. See reference (m).

Deployment Return Date (DRD). A MCTFS data element identifying a Marine's date of completed deployment of five months or more, or the expected date of return from the current or next deployment of five months or more. See reference (k).

Deployment Status Code (DSC). A MCTFS data element identifying a Marine's deployment status during a current FMF Tour. The DSC identifies Marines scheduled for, serving on, have completed, or not scheduled to participate in future deployments of at least five months duration. See reference (k).

Designated Hostile Fire Area. An area so designated by the Secretary of Defense and specified as such in Chapter 10, DODFMR.

DIFDEN. Duty in a Flying Status, Flight Activity Denied.

DIFOP. Duty in a Flying Status Involving Operational Flights.

DUSODA. Duty within the (command or activity) as (command or activity) may designate.

Elapsed Time. The time spent between date of transfer/detachment (a day of duty) and date of joining (a date of duty) incident to PCS. (Elapsed time is accounted for as proceed, delay, and travel time, as applicable.)

Enlisted Aircrew Member. Enlisted personnel on competent orders to perform duty involving frequent and regular participation in aerial flight as an aircrew member.

#### First-Term Marines

a. For assignment purposes, enlisted personnel serving on active duty under their initial active duty obligation including extensions.

b. Unrestricted Regular or Reserve second and first lieutenants.

Geo-Location Code (GLC). A three-digit MCTFS code that identifies a geographic location of a Marine's present duty station.

Government Conveyance. Any means of transportation owned, leased, or chartered by the Government, including aircraft on loan to or owned by an aero club.

Government Transportation Request (GTR). A document (SF 1169) issued by the Government to procure commercial transportation facilities. When issued in conjunction with funded orders such as PCS or TAD, no expense to the individual will accrue. When issued in conjunction with stragglers orders as defined in MCO P5800.8, the member is required to reimburse the Government for the cost of the travel so procured.

Homebasing. The concept of returning Marines to their previous permanent duty station/location after completion of a family member(s)-restricted overseas tour. See reference (m).

Individually-Sponsored Dependent. A Marine's dependent(s) not entitled to travel at Government expense to an overseas location; applies to dependents residing in overseas location who enter a command's locale without endorsement of the appropriate authority; i.e., the dependents are not command-sponsored. See reference (m).

Joint Household. A joint household exists when the driving distance traveled between military spouses' different duty stations does not exceed 50 miles. See reference (m).

Land Travel. All travel other than that included in the definition of transoceanic travel. Land travel may be performed by bus, rail, air, or privately owned vehicle.

Letter of Allowance. An annual CMC letter transmitted to non-FMF commands prescribing manpower ceilings to be incorporated into the command's T/O. The command adjusts their T/O, as appropriate, and forwards the new T/O to the CMC for approval.

Manning Level. A percentage figure applied by the CMC to T/O strengths of FMF commands to establish the authorized strength of those units for a specified period of time.

Mixed Modes. Transportation involving use of privately owned vehicle and common carriers.

MOS Structure. A complete explanation of the MOS structure, categories, and definitions of classification terms applicable thereto is contained in the introduction of MCO 1200.17D, MOS Manual.

Nonaircrew Member. Officers and enlisted personnel assigned to duty involving frequent and regular participation in aerial flight, but do not perform flight duties that relate to the actual operation of the aircraft or contribute directly to the in-flight operation or maintenance of associated equipment. Examples are operational support aircraft personnel, photo specialists, maintenance trouble-shooters, and search and rescue hospital corpsmen.

Nonentitled Marines. Marines not eligible to have their dependents transported at Government expense as prescribed by references (af) and (m).

Official Distance. The distance between points of travel as shown in the Official Table of Distances (TD) (NAVSO P2471 and NAVSO P2472), or as determined in those Manuals when specific points are not listed in tables.

Operational Flying Assignments. Those duty assignments in which aeronautically designated personnel normally maintain their basic flying skills and participate in regular and frequent flights in the performance of their assigned duties.

Operational Flying Base Date (OPFLY BASE DATE). The day, month, and year a Marine (officer, NAVCAD or MARCAD) first reports to an aviation activity having aircraft in which the individual will receive flight training leading to an aeronautical designation. In the case of an individual beginning flight training as an officer, the OPFLY BASE DATE is the same as the ASED.

Operational Flying Time (OPFLY TIME). 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.

Overseas Duty. Military duty performed at a permanent duty station outside CONUS or in vessels homeported outside CONUS. For Marines assigned to Hawaii and Alaska, see reference (m).

Permanent Change of Assignment (PCA). The action whereby member(s) and/or units are relocated for duty to another MCC within the same camp, corporate limits, or metropolitan area. In the case of a PCA, proceed and delay is not routinely authorized and normally no entitlement to travel or transportation accrue to the member. Travel and transportation entitlements may, however, be authorized by CMC (MM).

Permanent Change of Station (PCS). The transfer of a Marine or unit from one permanent station to another; includes the assignment from home or from the place which ordered to active duty, to first station upon appointment, call to active duty, enlistment, or induction and from last duty station to home or to the place from which the Marine entered the service, placement upon the temporary disability retired list, release from active duty, or retirement. It also includes a duly authorized change in homeport of a vessel or mobile unit. A PCS may be either fully-funded (movement of HHG's is authorized) or low cost (anticipated travel and transportation costs are less than \$500.00 and movement of family members and HHG's is not anticipated).

Precise Personnel Assignment System (PRE-PAS). PRE-PAS is a manpower control and assignment system that incorporates sophisticated and responsive management tools for improved utilization of Marine Corps manpower assets to enhance combat readiness. It is designed to produce assignment flows and tracks for first-term Marines that will enable the Marine Corps to comply with DoD turbulence constraints while simultaneously achieving uniform combat readiness across the Fleet Marine Forces. PRE-PAS serves all echelons of command and affects the duty assignment of all Marines.

Prescribed Tour Length. Standard tour of duty (in months) for a specific geographic location. See reference (m).

Privately Owned Vehicle (POV). Any self-propelled, wheeled motor conveyance owned by the member, in the possession of, and for use by the member and/or dependents for the primary purpose of providing personal transportation. (Includes privately owned/rented automobile or airplane. Excludes trailers, airplanes, or any vehicle intended for commercial use.)

Proceed Time. A period of authorized absence not chargeable as leave or travel time for designated PCS orders. It may be authorized as a delay in the execution of PCS orders to enable the member to attend to personal matters inherent to transfer.

Program Element Number (PEN). Numbers assigned to facilitate monitoring and management of the various functional categories identified in the Marine Corps budget.

Restricted Area. Any area into which the entry of dependents has been prohibited, temporarily or permanently, by order of competent authority.

Rotation Tour Date (RTD). The year, month and day a Marine is scheduled to transfer from an overseas duty station. This no longer is applicable to Hawaii and Alaska as designated in reference (m).

Sequential Assignment. A sequential PCS transfer to either an Advanced Monitored Command Code (AMCC), an Advance Geo-Location Code (AGLC), or MCC. See reference (m).

Sole Surviving Son/Daughter. The only remaining son/daughter in a family where the father/mother (or one or more sons or daughters) was killed in action or died in the line of duty while serving in the Uniformed Services as a result of wounds, accident, or disease; or is in a captured or missing-inaction status; or is permanently 100 percent physically disabled (to include 100 percent mental disability) as determined by the Department of Veterans' Affairs (DVA) or one of the military services and is hospitalized on a continuing basis and not gainfully employed by virtue of such disability. Unless in conjunction with the foregoing requirements, being an only child does not constitute sole surviving son/daughter status.

Staffing Goal. A computer-generated assignment target that provides an equitable distribution of grades and skills per inventory availabilities and current distribution policies. By their nature, staffing goals change continuously, reflecting changes in both the chargeable inventory and authorized strengths. The goal is prepared by an optimizing process in which the inventory grade and skill mix is compared to the authorized mix specified by each command's authorized strength. The process allocates goals in direct relation to each command's staffing precedence. The total of all staffing goals is equal to the total number of chargeable by grades and skills, on active duty at the time the goals are computed, without regard to the movability (time on station) of the asset. The staffing goal represents a numerical assignment target six months in the future, which the enlisted assignment monitor will strive to attain.

Table of Organization (T/O). A document that prescribes the mission, structure, and validated requirements of an activity in terms of the grade, MOS, and billet description. It is the basic document that describes, in billet line detail, the composition of every Marine unit. Each T/O is described by a five-digit, alpha-numeric code and an effective date.

Tour of Duty. The duration of military duty performed while assigned to the same geographical location. See reference (m).

Transfer. The action taken to affect a change of reporting unit for the Marine used in connection with PCS. It involves the physical movement of an individual or unit from one geographical location to another, for duty or personnel reporting responsibility.

Transoceanic Travel. All travel that, if performed by surface means of commercial transportation over a usually traveled route, requires the use of oceangoing vessels.

Travel Time. Travel time is the number of days allowed for official travel. It is in addition to the allowed proceed time and is counted in whole days.

Unaccompanied Tour. An overseas tour where the Marine is afforded an accompanied tour, yet elects not to have his or her family member(s) accompany them.

Vicinity of Duty Station. Family member(s) will be considered as residing in the vicinity of a Marine's overseas station for any period during which they

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actually reside in the country within which the Marine's permanent duty station is located. See reference (m).

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