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MARINE CORPS ORDER 1001.52K

From: Commandant of the Marine Corps
To: Distribution List

Subj: MANAGEMENT OF THE ACTIVE RESERVE (AR) SUPPORT TO THE UNITED STATES MARINE CORPS RESERVE (USMCR)

Ref: (a) 10 U.S.C.
(b) DoDI 1205.18, "Full Time Support (FTS) to the Reserve Components," May 12, 2014
(c) DoDI 1332.29 CH-2, "Involuntary Separation Pay (Non-Disability)," March 3, 2017
(d) SECNAVINST 1412.9B
(e) MCO 6110.3A CH-1
(f) SECNAVINST 1920.6C CH-5
(g) NAVMED P-117
(h) MCO 1001.65
(i) MCO 1900.16 CH-1
(j) MCO 6100.13A
(k) MCO 1553.4B
(l) MCO 1040R.35
(m) MCO P1326.6D CH-2
(n) MCO 1300.8
(o) SECNAV M-5210.1 CH-1
(p) MCO 5311.1E
(q) MCO 5320.12H ADMIN CHANGE
(r) MCO 1000.6
(s) MCO P1400.32D CH 2
(t) MCO 1001R.1L CH-1
(u) SECNAVINST 5211.5E
(v) 5 U.S.C. 552a
(w) MCO 1050.3J
(x) SECNAV Notice 5210
(y) MCO 5210.11F

Encl: (1) Active Reserve (AR) Program Policy Manual

1. Situation. This Order is in accordance with references (a) through (y), to update policies and responsibilities governing the Active Reserve (AR) program.

2. Cancellation. MCO 1001.52J

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

3. Mission. To provide policy and procedural guidance for the management of the AR program to include accession into the program, the methodology of personnel assignments, the considerations associated with a separate promotion category, and retention and separation/retirement considerations of Reserve Component (RC) personnel who provide full-time, active duty support to the RC within the Total Force Marine Corps as outlined in references (a) through (w).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The AR program will be executed with a disciplined approach to effectively execute responsibilities delineated and contained in Section 12310 of reference (a). The AR program will provide a cadre of well-trained and experienced full-time RC Marines in order to facilitate the integration of the United States Marine Corps Reserve (USMCR) within the Total Force.

(2) Concept of Operations. The AR program will facilitate the integration of the USMCR within the Total Force. The program will be structured to facilitate the mobilization of the USMCR by performing the following functions: (1) organizing, preparing and administering policies and regulations affecting the USMCR; (2) training and instructing the USMCR; (3) recruiting and retention for the USMCR; (4) administration of USMCR personnel, and (5) developing mobilization plans and policies for the RC; and (6) advising Active Component (AC) entities regarding mobilization plans and policies relevant to the Total Force.

b. Subordinate and Adjacent Missions

(1) Director, Reserve Affairs

(a) Ensure Marine Corps' AR program management policies and procedures are consistent with references (a) through (v).

(b) Program and budget for AR program funding.

(c) Coordinate with Deputy Commandant for Combat Development & Integration (DC CD&I) Total Force Structure Development to advocate on behalf of structure used on the AR program during the biannual review.

(d) Provide AR program manpower planning and management to include assignments and extensions for AR Marines.

(e) Manage the AR career designation process for officer and enlisted members in accordance with the parameters set within this Order.

(2) Deputy Commandant for Combat Development and Integration (DC CD&I). Validate and approve AR program billets.

(3) Commanding General, Marine Corps Recruiting Command (CG, MCRC). Execute AR enlisted recruiting mission as directed and published by Deputy Commandant for Manpower and Reserve Affairs (DC M&RA).

(4) Deputy Commandants, Commanding Generals and Commanders

(a) Ensure assigned AR personnel are to promote and facilitate Total Force integration.

(b) Ensure AR personnel will not be assigned to backfill AC shortfalls.

(c) Validate requests for changes or additions to AR structure will be submitted via the Table of Organization and Equipment Change Request process per the guidelines set forth in reference (p).

(5) Director, Office of Marine Forces Reserve (MARFORRES). Support the Commander, MARFORRES, by serving as the proponent for the Marine Corps Reserve to Headquarters Marine Corps advocates to identify required capabilities for the AR program.

5. Administration and Logistics

a. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA) approved dispositions per references (x) and (o) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Refer to reference (y) for Marine Corps records management policy and procedures.

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (reference (v)) and implemented per reference (u).

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.

A handwritten signature in dark ink, appearing to be 'M. A. ROCCO', written in a cursive style.

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

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Active Reserve (AR) Program Policy Manual

Chapter 1

Introduction

1. Program Details

a. Per reference (b), the military services are required to develop Full-Time Support (FTS) programs and structures to be managed by the respective Services to support mission requirements in order to achieve readiness and mobilization requirements of RC forces. To this end, AR Marines are a category of the Selected Reserve, who serve on full-time active duty. The purpose of the AR program is to facilitate the integration of the USMCR within the Total Force. The program is structured to facilitate the mobilization of the USMCR by performing the following functions:

(1) Organizing, preparing, and administering policies and regulations affecting the USMCR;

(2) Training and instructing the USMCR;

(3) Recruiting and retention for the USMCR;

(4) Administration of USMCR personnel and;

(5) Developing mobilization plans and policies for the Reserve Forces.

b. Per reference (n), the AR program will not be used as a substitute for manning AC shortfalls or to replace AC Inspector-Instructors (I-I) assigned to Selected Marine Corps Reserve (SMCR) units.

c. AR Marines are found in numerous fields necessary to achieve FTS requirements by policy and law. Specific fields vary as program construct evolves over time. Specialties can include ground, support, and aviation Military Operational Specialties (MOS).

2. Mission. The mission of the AR program is to provide a cadre of well-trained and experienced RC Marines who serve as a critical piece of the Marine Corps' FTS to the RC system in order to facilitate the activation and mobilization of RC Marines, and assist the AC with its Total Force integration roles and responsibilities.

3. Active Reserve Marine Tasks

a. Enhance mobilization readiness and the deployment capability of the RC.

b. Maintain an effective training environment in order to ensure RC personnel remain proficient in their MOS.

c. Recruit for the Selected Reserve.

d. Provide RC advocacy, advice, expertise, and liaison to Marine Forces (MARFORs), Combatant Commanders, Marine Corps Installations, HQMC Departments, Offices of the Secretary of Defense (SECDEF), Secretary of the Navy (SECNAV) and the Joint Staff (JS).

e. Advocate RC positions in the development of Total Force policies and procedures.

f. Advocate and support Total Force integration initiatives.

4. Structure

a. The total AR end strength is established annually by Congress in the National Defense Authorization Act.

b. The number of AR Marines in the grades of O-6, O-5, O-4, E-9, and E-8 is set in accordance with sections 12011 and 12012 of reference (a).

c. Limitations on the remaining grades are determined by RA and are set to ensure proper grade shaping to match the limits set in law.

Chapter 2

Officer Information

1. Officer Accessions

a. Officers are selected for accession into the AR program through a selection board process. RA will semi-annually announce upcoming AR Officer Accession Boards via MARADMIN. The MARADMIN will delineate eligibility requirements specific to the contemporary needs of the program in order to select the best and most qualified officers.

(1) RA will specify the actual quantity and rank distribution authorized for each specific board based on the overall needs of the program, end-strength considerations, and controlled grade limitations.

(2) Officers will only be accessed via the board selection process.

(3) Officers selected for accession are considered worldwide assignable. Officers continuing in service as a part of the AR program should expect Permanent Change of Station (PCS)/PCA orders every two to four years thereafter as program need dictates.

(4) The Director, RA, reserves the right to revoke any named selectee upon conclusion of the accession board for such reasons as misconduct, weight control, military appearance, or failure to accept an offer of accession in a timely manner.

(5) RA will publish selection results via MARADMIN. Upon MARADMIN release, selectees have 30 days to accept or decline accession via online survey. Officers selected as alternates will be notified via separate correspondence.

(a) All new accessions will attend Total Force Integration Staff Training (TFIST) at the first available opportunity.

(b) Any new accession not holding a Primary Military Occupational Specialty (PMOS) already compatible with the needs of the program will reclassify to a PMOS that is compatible with the needs of the program within 12 months of accession. Failure to re-designate, may result in release from active duty. Further, officers who request and are approved for a new MOS will be provided funding and a school seat from RA for training. Scheduling of school seats and funding will be coordinated between the gaining command, the Marine, and RA.

(c) AR officers may be accessed from the Active and RCs in the ranks of Warrant Officer (WO) through Chief WO-3 and First Lieutenant through Major. Additional guidance will be published

biannually describing the specific rank, time of active service and other administrative requirements for each accession board.

(d) AR career paths may include, but are not limited to tours at Joint billets, HQMC, MARFORRES, Reserve Major Subordinate Commands, I-I duty, Marine Expeditionary Forces (MEFs) and MARFORs.

(e) AR officers may compete for opportunities to attend full-length resident Professional Military Education (PME) and the Naval Post Graduate School.

(f) AR Lieutenant Colonels and Colonels have an opportunity to compete for command slating at a limited number of commands that are specifically designated for AR officers.

2. Qualifications

a. To be eligible for the AR program, an officer must:

(1) Be a member of the Ready Reserves or, if AC, have met active duty obligation from PCS, full-length school, or training prior to accession. AC officers must be approved for a reserve commission prior to accessing;

(2) Must have enrolled in or completed PME requirements in current grade, per reference (k), by two years' Time in Grade (TIG);

(3) Meet height and weight standards prescribed in reference (j);

(4) Have experience, training, education, and expertise commensurate with grade and MOS;

(5) Be certified as physically fit for duty in accordance with references (k) and (g);

(6) Not be in any of the below listed categories prior to selection for active duty in the AR program:

(a) Hospitalized, or undergoing drug or alcohol rehabilitation.

(b) On sick or convalescent leave.

(c) Pending determination or actions of a Physical Evaluation Board (PEB) or other medical board.

(d) Pending any military or civilian legal or disciplinary action.

(e) Qualified for limited duty only (medically restricted status).

(7) Be able to complete 20 years of active duty service by age 60. The member's Armed Forces Active Duty Base Date (AFADB) will be adjusted upon accession. Twenty years from the date of the modified AFADB will reflect 20 years of active duty service. To retire as an officer, the member must be able to complete ten years of commissioned service prior to mandated retirement according to reference (a).

(8) Pass the prescribed physical examination established by reference (g).

(9) Officers in receipt of Veterans Affairs (VA) disability pay will be required to waive the receipt thereof while in an active duty status.

(10) Officers who received voluntary separations pay or separations pay under involuntary conditions will be held to guidelines within reference (a), U.S.C section 1174.

(11) Officers may not have more than a six year break in service.

(a) Officers cannot be commissioned into the AR program. Officers can only access into the AR program after meeting service obligations of original commissioning source.

(b) Reserve Officer Commissioning Program (ROCP) obligation waivers may be granted by RA on a case-by-case basis.

3. Application Process

a. Officers are selected for the AR program by an accession board. RA will publish a MARADMIN to promulgate the board convening date, eligibility criteria, and application instructions in accordance with program needs.

b. Officers selected for accession will coordinate with RA during the accession process. Additionally, AC Marines should notify their monitor of intent to apply to the AR program. Marines transitioning from the AC are not authorized to transfer leave to AR service.

4. Career Designation. Majors and below must apply for career designation through a board process in order to continue serving on the AR program at the conclusion of their accession tour. Career designation boards are typically held concurrently with AR officer accession boards. Process guidelines and instructions will be promulgated by the convening MARADMIN. Unrestricted officers are eligible to apply for career designation after having 540 days of observed reporting while serving on the program from their most recent accession date. Those selected for career designation will be

assigned an indefinite Expiration of Active Service (EAS) and will be retained in the AR program consistent with Marine Corps requirements, grade limitations, applicable statutory provisions, and service policy. Those not selected for career designation or those not applying for career designation will continue serving until reaching the EAS date originally established at the time of initial accession. Lieutenant Colonels and Lieutenant Colonel Selectees are automatically career designated and assigned an indefinite EAS.

5. Officer Promotions. AR officers selected for promotion in the AR competitive category are independent of AC and other RC promotions and are based solely on the constraints of the program. AR officers compete for promotion in their own competitive category which is similar to the Date of Rank (DOR) and date of promotion of the Active Duty List (ADL).

a. Grade Limitations. Title 10 U.S. Code sets specific grade limitations for the AR program. The promotion zone and opportunity is calculated to adhere to controlled grade limitations and offer a consistent selection opportunity, commensurate with that of officers competing on the ADL. Because the accession process does not always produce an equal and equivalent number of officers within each year group, the actual zone may vary considerably from year to year in order to maintain the necessary selection opportunity and not exceed controlled grade limitations.

b. General Officer. The AR program is not authorized nor structured to support general officer billets. An AR Colonel who desires to compete for the grade of O-7 must be released from the AR program at least 60 days prior to the convening date of the Reserve Brigadier General promotion board.

c. Warrant Officer (WO). AR WOs are promoted to CWO-2 based on TIG requirements (18 months as a WO). Promotions from Chief WO-2 through Chief WO-5 are competitively based within grade and MOS. Promotion opportunity is based on billet vacancy.

6. Failure of Selection for Promotion. Retention of officers in the AR program is consistent with the Marine Corps' requirements, strength limitations, applicable statutory provisions and service policy. However, some officers, who may be less qualified to fill skill needs, must be terminated by reason of failure of selections for promotion, by reason of involuntary separation, or retirement for years of service.

a. The following are guidelines regarding officers who fail selection. Sanctuary provisions may apply in accordance with references (a), (f), and (i).

(1) Officers in the rank of First Lieutenant through Captain who have twice failed selection to the next higher grade will be

involuntarily released from active duty or retired, if qualified, No Later Than (NLT) the first day of the seventh month after the board results are approved by the SECNAV in accordance with references (f) and (i). At no point will a Company Grade Officer be retained beyond 20 years active-duty service, if twice failed selection to the next higher grade.

(2) Career designated officers in the rank of Major who have twice failed selection to the next higher grade will be involuntarily released from active duty or retired, if eligible, unless selected for continuation in accordance with reference (d). Release from active duty will occur NLT the first day of the seventh month after the board results are approved by the SECNAV per references (f) and (i). Majors may be continued as the result of a continuation board, if necessary, to enable the officer to become eligible for an active duty retirement. Majors who have twice failed selection to the next higher grade, will not be retained beyond retirement eligibility except in situations involving extraordinary circumstances and when in receipt of DC M&RA approved waiver. At no time will a Major be retained beyond 24 years commissioned service.

(3) Career designated officers in the rank of Lieutenant Colonel who twice failed selection to the next higher grade will be released from active duty or retired if qualified, unless selected for continuation to meet service requirements. Release or retirement will occur NLT the first day of the seventh month after the board results are approved by the SECNAV per references (f) and (i). Release will be deferred, if necessary, to enable the officer to become eligible for an active duty retirement. Under no circumstances will officers in the rank of Lieutenant Colonel be retained beyond the first day of the month following the month in which they complete 28 years of commissioned service.

(4) Career Designated officers in the rank of Colonel may serve on active duty in the AR program until completing 30 years of commissioned service.

b. If eligible for retirement, the officer may request retirement to accomplish the transition from active duty; however, if so requested and not otherwise precluded in policy or statute, the officer may instead request transfer to another category of the RC. In this case, the officer will not receive retirement pay if not officially retired.

7. Selective Early Release from Active Duty (SERAD). The process of SERAD is a manpower management tool HQMC uses to effectively manage personnel promotions. This process is not to be confused with continuation and it seeks to optimize promotion opportunities while maintaining a healthy competitive environment where the needs of the Marine Corps are foremost. When required, DC M&RA shall convene SERAD boards to recommend the early release of Marine Corps AR officers in

the grades of Major, Lieutenant Colonel, and Colonel. Specific procedures governing the convening of SERAD Boards will be established by DC M&RA.

a. Majors and Lieutenant Colonels become SERAD-eligible after three years' time-in-grade. Colonels become SERAD-eligible after two years' time-in-grade.

b. Officers who are selected for early release from active duty as a result of a SERAD board, and who are not on a promotion list, will be released from active duty by the end of the fiscal year for which that SERAD board was convened. This provision does not apply to officers selected for SERAD who are within two years of becoming retirement eligible as of the end of the fiscal year in which the SERAD board is convened.

8. Separation/Resignation

a. Requesting Early Separation. AR officers requesting release prior to their current EAS must meet all conditions outlined in reference (i) and enclosure (1) of reference (f). Requests for early release will be submitted to RA via the chain of command.

b. Separation Eligibility. Eligibility for requesting separation and/or resignation is contained in reference (i).

c. Separation from the RC due to unsatisfactory performance or misconduct is governed by references (f) and (i).

d. The conditions applicable to the payment of separation pay to AR Marines are contained in references (c) and (d).

e. Per reference (a), section 14507(b), Colonels, unless continued on the reserve active-status list under section 14701 or 14702 or retained as provided in section 12646 or 12686 of reference (a), who hold the grade of Colonel, and who are not on a list of officers recommended for promotion to the next higher grade (shall if not earlier removed from the reserve active-status list) be removed from that list under section 14514 of this title on the first day of the month after the month in which the officer completes 30 years of commissioned service.

f. Per reference (a), section 14507(a), Lieutenant Colonels, unless continued on the reserve active-status list under section 14701 or 14702 or retained as provided in section 12646 or 12686 of reference (a), who hold the grade of Lieutenant Colonel, and who are not on a list of officers recommended for promotion to the next higher grade shall (if not earlier removed from the reserve active-status list) be removed from that list under section 14514 of this title on the first day of the month after the month in which the officer completes 28 years of commissioned service.

g. Per reference (a), section 14506, unless retained as provided in section 12646, 12686, 14701, or 14702 Majors who have failed selection to the next higher grade for the second time and whose names are not on a list of officers recommended for promotion to the next higher grade shall, if not earlier removed from the reserve active-status list, be removed from that list in accordance with section 14513 on the later of (1) the first day of the month after the month in which the officers complete 20 years of commissioned service, or (2) the first day of the seventh month after the month in which the President approves the report of the board which considered the officer for the second time.

h. Per reference (a), sections 14504 and 14505, First Lieutenants and Captains on the reserve-active status list who have failed selection for promotion to the next higher grade for the second time and whose names are not on a list of officers recommended for promotion to the next higher grade shall be separated in accordance with section 14513 not later than the first day of the seventh month after the month in which the President approves the report of the board which considered the officers for the second time.

i. Officers who twice failed selection for promotion to the next higher grade and are within two years of qualifying for active duty retirement will remain on active duty until eligible for active duty retirement.

j. In accordance with reference (a), section 14701, officers who twice failed selection for promotion to the next higher grade may be continued in order to reach active duty retirement eligibility.

9. Retirement. Retirement is not automatic, it must be requested. Officers may become eligible for an active federal service retirement and benefits for the highest grade held when they have achieved 20 years of active duty service, and have achieved promotional TIG obligations. Officers requesting to retire in the rank of Lieutenant Colonel and Colonel must have met the requirements set forth in accordance with reference (i). Officers who have not met TIG requirements can request to retire in a lesser grade if they have met all other service obligations. Per reference (i), TIG waiver requests may be submitted to HQMC (MM) for consideration and may require the approval of the SECDEF, dependent on rank and TIG.

Chapter 3

Enlisted Information

1. Enlisted Accessions. SMCR, Individual Ready Reserve (IRR), Individual Mobilization Augmentee (IMA), and AC enlisted Marines may apply for accession to the AR program via their local Prior Service Recruiter (PSR) or Career Planner. Applications are accepted throughout the year.

2. Qualifications

a. To be eligible for the AR program, a Marine shall:

(1) Be a member of the RC, or be a member of the AC within 180-days of their EAS.

(2) Be enrolled in or have completed PME requirements, per reference (k), for the grade held.

(3) Meet all requirements of the I-I Independent Duty and Financial Checklist in accordance with reference (m).

(4) Meet requirements of the Active Reserve Accessions Application Form. The document can be located within the Forms section of the Total Force Retention System (TFRS).

(5) Meet height and weight standards prescribed in reference (j).

(6) Have experience, training, education, and expertise commensurate with grade and MOS currently held, unless requesting a lateral move.

(7) Be certified as physically fit for duty in accordance with reference (g).

(8) AR enlisted Marines are accessed from the active and RCs in the rank of Lance Corporal through Sergeant. Staff Non-Commissioned Officers (SNCOs) will be considered only as inventory requires. Additional guidance describing specific rank requirements will be published annually via recruiting guidance.

(9) Not be in any of the below listed categories prior to selection for active duty in the AR program:

(a) Hospitalized, or undergoing drug or alcohol rehabilitation.

(b) On sick or convalescent leave.

(c) Awaiting appearance before a PEB.

(d) Awaiting final action on the recommended findings of a PEB or other medical board.

(e) Pending or awaiting final determination of a legal action (military or civilian) of such nature which could lead to the Marine being disqualified.

(f) Qualified for limited duty only (medically restricted status).

(10) Be able to complete 20 years of active duty service by age 60. The member's AFADB will be adjusted within 60 days upon accession. Twenty years from the date of the modified AFADB will reflect 20 years of active duty service.

(11) Pass the prescribed physical examination established by reference (g).

(12) Meet reenlistment prerequisites established by reference (1).

b. Marines in receipt of VA disability pay will need to waive the receipt thereof while in the AR.

3. Application Process. The application, approval and acceptance process is published annually via MARADMIN. Marines currently on active duty or in the Ready Reserves (including SMCR, IRR and IMA) who are interested in applying for the AR program should contact their local PSR or Career Planner. AC Marines are encouraged to apply within 180 days of their EAS.

a. Requests will be electronically submitted via the TFRS.

b. Upon receipt of the application, RA will consider the eligibility of the applicant for accession. Factors considered include PMOS, prior experience, service record, program requirements, command recommendation, financial stability, proficiency and conduct marks, etc. Applicants can expect a response of acceptance or denial from RA within 45-60 days from receipt of application.

c. Marines who request and are approved for a lateral move will be provided funding from RA for retraining, if required. Marines will be accessed to the AR program with the basic MOS assigned, and upon successful completion of MOS training, will be awarded the new PMOS to which hired. School seat availability, convening dates, and funding are all factors which determine when a Marine will be scheduled for MOS school. Failure to attend or complete required MOS training within 12 months of accession will result in ineligibility for career designation and/or early release from the AR program. Such release will be on the first day of the fourth month following academic disenrollment or failure to report to MOS school.

d. Initial assignment to the AR program is 48 months for most MOSs. Upon completion of the initial assignment, Marines filling career path MOSs may submit for reenlistment and may request career designation.

4. Rank and Date of Rank (DOR) Adjustment. Rank and DOR adjustments are governed by the annual MARADMIN published by RA.

a. Once a Marine's rank is identified, the appropriate DOR is determined based on the method prescribed in the current MARADMIN regarding AR Enlisted Career Force Controls (ECFCs), which is released annually during September or October.

b. Reversion of Status. If a Marine was accessed to the AR program with an adjusted DOR and is subsequently released from the AR program, without being promoted or reduced in rank, Subject Named Marine can request to have their original rank and DOR restored upon such release.

5. Retention and Career Designation

a. Retention in the AR program is managed by RA. While RC membership is required for accession and further retention in the AR program, the two are not synonymous.

b. Contractual time in the RC does not guarantee continued service in the AR program. All requests for extension or reenlistment in the RC are submitted to RA via TFRS. Determinations for continuation in the AR program will be decided by RA based upon the needs of the AR program.

c. Career designation is achieved by successfully reenlisting for a second tour in the AR program. Marines who have been career designated may earn an active duty military retirement after a minimum of 20 years of active duty service, provided they remain competitive for advancement.

d. Enlisted personnel who are career designated will normally be assigned an EAS that corresponds to their Expiration of Current Contract and Reserve Expiration of Current Contract.

e. Marines who choose not to reenlist or are not offered reenlistment will be released from active duty at their EAS. These Marines may be eligible to apply for reenlistment in the Marine Corps Reserve upon their release from active duty. Commanders are not authorized to extend the assigned EAS of AR Marines without written authority from RA.

f. Marines who EAS from the AR prior to fulfilling any overall reserve obligation will be required to finish the obligation in a drilling status (e.g., mandatory drill stop date, bonus, etc.).

g. Reenlistments and Extensions

(1) Initial tour enlisted personnel who desire career designation and continuation of service in the AR program will submit a reenlistment request via TFRS and in accordance with the annually released Active Reserve Alignment Plan (ARAP) MARADMIN.

(2) Career Designated Marines

(a) Career designated enlisted personnel will request reenlistment or extension via TFRS. Reenlistment requests will be submitted in accordance with the ARAP MARADMIN.

(b) Retirement eligible Marines selected for promotion to E-7 through E-9 and, depending on their Career Military Occupational Specialty (CMOS), may be granted continued AR service in 24-month increments beyond 20 years of active military service in order to maintain ECFCs. Acceptance of promotion to the highest rank available for a respective occupational field acknowledges the member's agreement to fulfill all service obligations required for promotion to that rank. Marines eligible for a federal active duty retirement at the time of actual promotion to these ranks (or whose 24-month TIG "pay-back" will take the member beyond 20 years of active service) will be granted contractual time with a corresponding AR program EAS, allowing the member to fulfill the 24-month obligated service period. Career Planners will counsel Marines on retirement request procedures. Once the retirement request is submitted, RA will, based on AR program needs, approve the retirement request, or offer continued service. Failure to submit for retirement NLT four months prior to the member's EAS may result in the Marine being released from the AR program at their EAS. Marines who accept promotion and subsequently request to retire prior to fulfilling their obligated service will be retired at a lesser grade in accordance with references (i) and (s) unless approved by M&RA to retire at the higher grade. Requests for such retirement will be considered exceptions to policy and normally do not receive favorable consideration without sufficient justification.

6. Promotions. Enlisted AR members will compete for promotion in separate competitive categories. AR members will only compete against other eligible AR members for regular promotion selection.

a. AR enlisted promotions are requirements-driven based on known and forecasted vacancies. Policies, including TIG, time in service requirements and other issues concerning enlisted promotions are contained within reference (s).

b. Non-Commissioned Officers (NCO). Promotions to and within the NCO ranks for AR Marines are conducted quarterly (January, April, July and October).

c. Staff Non-Commissioned Officers (SNCOs). A Marine selected for advancement by the annual AR SNCO Selection Board will be promoted when their seniority number is reached. Reference (a) provides statutory grade limitations on E-8s and E-9s.

d. Flow Points. AR enlisted promotions are linked to occupational field promotion allocations. The small nature of AR MOSs can significantly speed up or slow down the promotion process when compared to AC and other RC counterparts. The AR program's targeted promotion opportunity chart is published by RA in the AR program ECFCs MARADMIN.

7. Service Beyond 20 Years Active Duty Federal Military Service

a. Career Designated enlisted AR Marines in the grades of E-7 and above may be selectively continued on active duty in the AR program beyond 20 years of active duty federal military service, consistent with AR program requirements and service limits for that grade. Enlisted AR Marines not selected for retention beyond 20 years of active duty federal military service may voluntarily request retirement, or they will be released from the AR program or discharged at their EAS. Enlisted AR Marines may be retained beyond 20 years of active duty federal military service if retention is consistent with AR program requirements, strength requirements (both grade and MOS), statutory and regulatory requirements, and the needs of the Marine Corps.

b. Marines selected for promotion to E-7 through E-9 whose obligated "pay-back" service takes the Marine beyond 20 years of active duty federal military service will be permitted to continue in service as noted in this Order.

c. AR Marines will not be approved for service beyond 30 years of total federal service unless authorized by DC M&RA.

8. Release from Active Duty

a. Failure to Complete Training. A new accession whose AR billet assignment requires career transition and retraining in another MOS, and who fails to qualify for or to complete such training, will be released from the AR program. Such release will be on the first day of the fourth month following academic disenrollment or failure to report to assigned MOS school. Unless valid justification of non-attendance is submitted to RA, the Marine will be released. The Marine may be retained on the AR program if another appropriate AR billet assignment, for which the individual is qualified, is available.

b. Failure to Meet Requirements of a Permanent Change of Station (PCS). AR Marines are members of the Selected Reserve and, therefore, have contracts for service within the Selected Reserve (e.g., AR, IRR, SMCR). Marines who fail to execute or fail to meet the prerequisites to execute PCS orders are subject to re-designation of their service from active duty to another category within the Selected Reserve. Re-designation occurs at the start date of the issued PCS orders or the anticipated date of the prerequisite requirement (e.g. re-enlistment, Special Duty Assignment (SDA) specific training, etc.).

c. Sanctuary. In accordance with reference (i), AR Marines who have completed at least 18, but less than 20 years of active service for retirement eligibility purposes are afforded protections from involuntary separation or release from active duty. Within the restrictions provided in statute, enlisted Marines on the AR program who have attained 18 years active duty will be retained under reference (a), unless otherwise provided in statutory authority. Enlisted AR Marines who meet these provisions may not be involuntarily discharged, denied reenlistment, or released from active duty without their consent.

d. Conditional/Early Release. Enlisted AR members requesting early/conditional release must meet all conditions outlined in reference (i). Requests for early release will be considered on a case-by-case basis as an exception to policy provided sufficient justification and/or extenuating conditions, and which support the intent of the early release policy. Requests for early release will be submitted to RA via the chain of command and MSC. Only RA is authorized to approve conditional release from the AR program for AR Marines. Additionally, it is the policy of HQMC Reserve Affairs Manpower that requests for Conditional Release from the AR program for Return to Active Duty, Inter-service transfer, or officer commissioning programs, will receive favorable consideration when submitted within six months of the member's end of active service date.

e. Unsatisfactory Performance or Misconduct. Separation from the RC due to unsatisfactory performance or misconduct is governed by reference (i). Separation authorities will ensure that RA is on the distribution list for enlisted personnel separation letters when an AR Marine is separated. Marines may be denied continued service in the AR program if their record reflects unsatisfactory performance or misconduct.

f. Separations Pay. The conditions applicable to the payment of separation pay to AR Marines are contained in references (b), (c) and (i).

9. Service Limits. The small scope of the AR program does not allow for the guarantee of service through the limits offered in reference

(a). RA may limit continued service of members who are promoted to their MOS's pinnacle, whether E-8 or E-9. Members promoted from a rank junior to the senior rank available in their MOS can expect to serve at least two years in grade. Further details of current program constraints on each MOS are defined in the AR program's ECFC MARADMIN, which is published annually by RA.

a. For service limit computation purposes, Marines with broken service will count all active duty Marine Corps time as completed years of service.

b. The following depicts the maximum active service limits by grade. Marines in the AR programs may reach these maximum limits. All extensions are included when computing total time for service limits. More restrictive service limits will be published by RA as part of the annual ECFC MARADMIN.

Grade	Maximum Active Service Limitations
Corporal	8 years
Sergeant	13 years
Staff Sergeant	20 years
Gunnery Sergeant	22 years
Master Sergeant	27 years
Master Gunnery Sergeant	30 Years

c. Sergeants who have twice failed selection to the next higher grade may be released from the AR program NLT the first day of the seventh month following approval of the results of the selection board.

d. Staff Sergeants who have twice failed selection to the next higher grade may be denied further service and released from the AR program at their EAS.

e. Gunnery Sergeants who have twice failed selection to the next higher grade prior to reaching the above service limits are not permitted to continue to these limits and are required to transfer to the Fleet Marine Corps Reserve (FMCR) at their EAS upon reaching 20 years of service or by guidelines outlined in the annual ECFC MARADMIN.

f. Master Sergeants who have twice failed selection to the next higher grade prior to reaching the above service limits are not permitted to continue to these limits. They are required to transfer to the FMCR at their EAS once they have completed at least 22 years of service or by guidelines outlined in the annual ECFC MARADMIN.

g. The following service limits apply to Marines who have twice failed selection to the next higher grade:

Grade	Twice Passed for Promotion Active Service Limitations
Sergeant	NLT 30 October of the year in which they received their second failed selection.
Staff Sergeant	At current EAS.
Gunnery Sergeant	20 years or current EAS if over 20. Submit for FMCR 4-14 months from current EAS.
Master Sergeant	Required to transfer to the FMCR at their EAS once they have completed at least 22 years. Submit for FMCR 4-14 months from current EAS.

h. Service limits ensure Marines who have reached a certain year of service in their current grade without being selected for promotion are either separated or transferred to the FMCR. Enforcement of service limits improves promotion opportunity for Marines in junior grades.

i. Marines approaching their service limits should submit a request for retirement/transfer to the FMCR not more than 14 months and not less than four months before the requested date. Requests submitted outside this timeframe must be submitted with justification and endorsements by separate correspondence to Manpower Management Division Separations and Retirement (MMSR-2). MMSR may grant extensions to allow Marines to complete 20 years of service or up to their service limit.

(1) FMCR approval does not, in itself, prevent a Marine from being worldwide deployable.

(2) Marines with over 20 years of active service who are not approaching their service limits will be limited to a 24-month reenlistment.

(3) Marines who have once failed selection to the next higher grade, or have not been considered for promotion, may be granted an extension by RA to be considered by the next promotion board.

10. Retirement

a. AR Marines become eligible for an active duty federal service retirement and benefits for the highest grade held when they have achieved 20 qualifying years of active service per reference (i). TIG and time on station waiver requests may be submitted to HQMC (MMSR) for consideration.

b. Marines who reach 30 years of cumulative active duty service will be retired. Marines who achieve 20 or more years of active duty service will be transferred to the FMCR. Neither transfer to the FMCR nor retirement is automatic. Marines must make a formal request in both cases in accordance with the provisions of reference (i).

11. Enlisted Marine Limited Tour. RA may bring on Marines to serve in a limited tour capacity as program needs dictate. Marines serving in limited tours may serve in such capacity up to 48 months. RA will determine the parameters of limited tours, including extensions, length of tour, category of promotion in which considered, and further service including full accession into the AR.

12. Enlisted Lateral Move Program. The Lateral Move program is intended to balance the enlisted AR inventory and to provide commanders with properly trained Marines in order to accomplish their missions. This program is intended for Marines currently serving on the AR program. Eligibility, application, and approval processes will be published annually via MARADMIN.

13. Total Force Integration Staff Training. AR Staff Sergeants through Master Sergeants will attend the Enlisted Total Force Integration Staff Training (ETFIST) at the first available opportunity.

Chapter 4

Assignments and Career Management

1. Career Management and Career Patterns

a. Reserve service typically does not fit into career templates as neatly as AC. Deviation from these paths should in no way be considered a career hindrance. The establishment and adherence to a desired career path provide a foundation for understanding reserve-unique requirements and functions specific to Total Force integration. Each successive assignment is designed to build on previous experiences.

b. All Marines are responsible to manage their personal Marine Corps career. All leaders should encourage their Marines to become familiar with the tools available to assist them.

c. AR Marines are eligible to deploy as their command determines necessary. In no case will an AR replacement be assigned to backfill a Marine on deployment.

d. Active Reserve Officer Careers. The Marine Corps has not established an expected or preferred career pattern for officers similar to that of the AC. Officers rarely have direct influence over their assignments. As a result of assignment policies and practices determined to be in the best interests of the Marine Corps, some unrestricted officers have developed skills and experience outside of their PMOS and may have been ordered to serve multiple tours in that sub-specialty. The Marine Corps benefits when the officer corps possesses a broad spectrum of experiences. Officers can expect to serve on I-I duty within reserve MSCs, MARFORRES, other MARFORs, HQMC, and Joint billets. Officers can expect to serve in both the operating forces and supporting establishment in a variety of billets ranging from the battalion/squadron level, through the Service level, and the Department of Defense and JS throughout their career. Assignment options are dictated primarily by program requirements.

e. Active Reserve Enlisted Careers. Marines accessioned into the AR program can be initially assigned to any location, command echelon, or unit with a requirement for their particular grade and MOS. New accession orders will likely be assigned to company or battalion level. However, in certain specialties, individuals can expect to be assigned to higher echelon units or SDAs. Follow-on assignments will be as required by the Marine's field and billet availability. Inquiries regarding career paths should be directed to the applicable monitor.

f. Career Counseling. Career counseling for AR Marines is provided by RA.

2. Assignment Policies

a. AR Marines will only be assigned to valid AR manpower requirement as determined by the DC CD&I and published in the Authorized Strength Report.

b. RA will make assignments for AR Marines in accordance with references (n) and (q).

(1) AR personnel can generally expect to remain in a geographic location for three years before receiving PCS orders and may be re-assigned to additional tours on I-I Duty throughout their career. Extensions on station may be approved through the use of the AA Form and command endorsement if it is not detrimental to the overall program management effort.

(2) Enlisted Marines must have 24 months or more of contractual time to execute PCS orders. Marines with less than 24 months' time remaining until their EAS must reenlist prior to executing PCS orders.

(a) Marines who refuse to reenlist to execute PCS orders will EAS on the effective day of their orders and receive the RE-30 reenlistment code.

(b) Marines who are retirement eligible and refuse to reenlist may request retirement in lieu of executing orders in accordance with reference (i).

(3) Officers incur a 12-24 month obligation following the execution of PCS orders, in accordance with reference (i).

(a) Officers who are not retirement eligible may request resignation in lieu of executing orders and will end their active service on the effective date of their orders and in accordance with reference (i). In situations where the individual desires to continue service, they may obtain a transfer to the SMCR, IMA or IRR upon reaching their end of active service date.

(b) In lieu of executing orders, officers who are retirement eligible may request a retirement date on or before the first day of the month after the effective day of their expected arrival at the new duty station, in accordance with reference (i).

(4) The needs of the AR program and management of grade-shaping requirements may necessitate change of station/assignment outside the standard tour. In accordance with reference (n), if waived by the Director, Reserve Affairs, career designated Marines having less than 24 months on station may receive PCS orders as required to support the needs of the program.

(5) Officers selected for any service resident Intermediate Level School or Top Level School will receive higher consideration for assignment to a MEF, MARFOR or Reserve MSC position.

c. Communication via phone call, interview, letter, or e-mail with monitors is encouraged during the assignment process. AR Marines may indicate future duty assignment preferences on their fitness report. Monitors may consider fitness report comments during the slating process.

d. Within 30 days of receipt of PCS orders, the I-I Duty and Financial Worksheet must be completed. Marines who are not qualified for assignment to I-I Duty may be released from the AR program.

3. Special Duty

a. SDA billets in the AR include PSR and Drill Instructor.

b. Special Duty billets are represented in the career path pyramid for enlisted assignments as part of the preferred enlisted career progression. Special duty billets are three-year assignments with the possibility of a one year extension on station. Concurrent SDA tours will not be considered.

c. Occupational field monitors are required to release a percentage of their population to fill these billets. Marines who are released by their primary monitor will be screened for suitability for these assignments. Marines may also request a SDA. Marines who are screened and qualified for these assignments will be issued orders and tracked by the Special Assignments Monitor through completion of their tour.

4. Exceptional Family Member Program (EFMP). AR Marines with EFMP family members will receive the same considerations as AC Marines with EFMP family members in accordance with reference (t).

5. Humanitarian Requests. AR Marines considering humanitarian transfer, attachment, or discharge requests will receive the same considerations as AC Marines. Request should be submitted and considered in accordance with references (i), (n), and (r).

6. Dual-Service Spouse/Joint Household. AR Marines with an active duty (AC or AR) military spouse will receive the same considerations as required by reference (n).

7. Single Parents will be assigned according to reference (n).

Appendix A

Terms and Definitions

Active Reserve (AR). Marines who are part of the Selected Reserve on full-time active duty under Title 10 U.S.C. § 10211, § 12301(d) or § 12310 for the purpose of organizing, administering, recruiting, instructing, or training the RC.

Career Designation. Designation that represents career force status of Enlisted Marines who reenlist in the AR and Officers who are board approved for career designation after 540 days of observed fitness report time in the AR. Marines who receive and accept career designation may earn a military retirement after accomplishing a minimum of twenty years of active duty.

Career Military Occupational Specialty (CMOS). Four-digit AR-unique code used to identify a specific competitive category for promotion. Each CMOS is comprised of several feeder MOSs. CMOSs enable grade shaping for career progression.

Full-Time Support (FTS). Members of the RC or AC, Non-Dual Status Technician, and civilian personnel, assigned to organize, administer, instruct, recruit and train, maintain supplies, equipment, and aircraft, and perform other functions required on a daily basis in the execution of operational missions and readiness preparation as authorized in Title 5, Title 10, and Title 32.

Individual Mobilization Augmentee (IMA). An individual member of the Selected Reserve who receives training and is preassigned to an AC organization, the Selective Service System, or a Federal Emergency Management Agency (FEMA) billet that must be filled to meet the requirements of the organization to support mobilization (including pre- and/or post-mobilization) requirements, contingency operations, operations other than war, or other specialized or technical requirements. IMAs train with these organizations on a regular/scheduled basis. The IDT requirement can vary from 0 to 48 Inactive Duty for Training (IDT) periods per year. A minimum of 12 days Annual Training (AT) (13 including travel) is required of all IMAs.

Individual Ready Reserve (IRR). A trained manpower pool of Ready Reservists who are not in the Selected Reserve. The IRR consists of (1) Marines who have had training and have served previously in the AC or in the Selected Reserve, and have some period of Military Service Obligation remaining (MSO), (2) Marines who have completed their MSO and are in the IRR by choice, and (3) Marines of the Delayed Entry program.

Limited Tour. Designation given to reservists on the AR program who are contracted to fill a specific AR billet, for a set length of time.

Primary Military Occupational Specialty.(PMOS). Used to identify the primary skills and knowledge of a Marine.

Ready Reserve. Those units and individuals of the RC liable for active duty in time of war or national emergency. The Ready Reserve of the Marine Corps consists of the Selected Reserve and the IRR.

Selected Reserve. That part of the Marine Corps Ready Reserve consisting of members of SMCR Units, IMAs, and members serving in the AR program.