



## UNITED STATES MARINE CORPS

4TH FORCE SERVICE SUPPORT GROUP  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5400

GruO 1302R.2E  
G1  
28 Jul 03

### GROUP ORDER 1302R.2E

From: Commanding General  
To: Distribution List

Subj: RESERVE OFFICER ASSIGNMENTS

Ref: (a) MCO P1001R.1J  
(b) ForO 1300.7  
(c) MCO 1300R.64

Encl: (1) Sample Format of Appointment Letter  
(2) Sample Format of One Year Extension

1. Purpose. To publish policy for the assignment of officers to Selected Marine Corps Reserve (SMCR) Units under operational control of the Commanding General, Fourth Force Service Support Group (4<sup>th</sup> FSSG) and assignment to billets on the general staff, 4<sup>th</sup> FSSG.

2. Cancellation. GruO 1302R.2D

3. Information. Reference (a) provides instructions concerning the general assignment of Reserve Officers and tour lengths. Provisions of reference (b) dealing with command billets that have been identified by the Commandant of the Marine Corps have been superseded by reference (c), which establishes the Command Screening Program. Reference (b) provides further guidance for officer assignments, which authorizes subordinate commanders to make certain assignments. This Order will amplify those instructions and provide policy applicable to the 4<sup>th</sup> FSSG.

4. Summary of Revision. This Order contains administrative changes. The major modifications to this Order are as follows:

- a. Incorporation of policies promulgated in reference (c).
- b. A brief description of the Command Screening Program and a listing of the billets to which it applies.

5. Policy. It is the policy of this command to assign officers best qualified, to further the mobilization readiness of 4<sup>th</sup> FSSG units. To the extent achievable, as many MOS qualified officers as possible will be afforded the opportunity to serve in command billets. Anticipated vacancies will be advertised six months in advance of the vacancy for a period of 60 days in the Continental Marine and on Reserve Duty OnLine (RDOL). Mailouts to perspective applicants are recommended six months in advance of billet vacancies. The application period will be for a minimum of 60 days. Advertisements will be made to the SMCR, Individual Ready Reserve (IRR), and Individual Mobilization Augmentee (IMA) populations.

6. Background. Since 1991, the Marine Corps has utilized a board selection process to choose the most qualified officers interested in command. Officers screened for command in accordance with reference (c) became eligible for slating into an identified command billet. Procedures for applying for command screening are published annually by MARADMIN message. This message also includes a list of command billets to be slated upon approval of board results. Within 4<sup>th</sup> FSSG, billets that are command screened are: Deputy Commander, Chief of Staff, Battalion Inspector-Instructors, and Battalion Commanders.

7. Action. In addition to the requirements of the references, the following shall apply in the processing of applications for 4<sup>th</sup> FSSG Officer assignments:

a. Assistant Chief of Staff, G-1. Command billets below the Battalion level are not normally command-screened by CMC. Appointments as commanding officer of subordinate units, or as officer-in-charge of detachments, will continue to be made competitively by application and endorsement. Applications will be carefully screened to ensure accuracy and completeness. A records check will be requested from Headquarters Marine Corps for questions concerning an applicant's professional qualifications. Appointment as commanding officers/officers in charge/general staff officers will be accomplished by the completion of enclosure (1). Multiple one-year extensions may be authorized by the CG, 4<sup>th</sup> FSSG, when suitable replacements are not available. One-year extensions will be achieved by completion of enclosure (2).

b. Battalion Commanders. Battalion commanders will interview all prospective subordinate officer applicants in person, or by phone if impractical, before making assignment utilizing enclosure (1). Newly selected officers assigned as

commanding officer/officers in charge should be scheduled to attend a full weekend for turnover prior to assuming command. A one-year extension of assignment may be approved by the battalion commanding officer for all subordinate officers when there are either no other applicants or when suitable replacements are not available. Enclosure (2) will be used for the first one-year extension. Subsequent one-year extensions for subordinate officers must be forwarded to the CG, 4<sup>th</sup> FSSG for approval, noting solicitation efforts.

c. Notice of Selection/Non-Selection

(1) The Commanding General/Deputy Commander, 4<sup>th</sup> FSSG will notify all applicants for battalion commanding officer and general staff officer positions of their selection/non-selection.

(2) The battalion commander will notify subordinate officer applicants of their selection/non-selection.

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

  
R. E. TOBIN  
Chief of Staff

DISTRIBUTION: A/B

SAMPLE FORMAT OF APPOINTMENT LETTER

1300  
Orig Code  
Date

From: Authorized Official  
To: Officer Requesting Assignment  
Via: Appropriate Chain of Command

Subj: ASSIGNMENT AS COMMANDING OFFICER/OFFICER IN  
CHARGE/GENERAL STAFF OFFICER

Ref: (a) Letter Submitted Requesting Assignment

1. The request for assignment contained in the reference is approved. Captain I. M. Marine 123 45 6789/0302 USMCR is assigned as the Billet, effective date for a period of 2/3 years.

(signature)  
I. M. MARINE

Copy to:  
CMC (RESP)  
CG, MARFORRES  
CG, 4<sup>th</sup> FSSG (when signed at battalion level)

ENCLOSURE (1)

SAMPLE FORMAT OF ONE-YEAR EXTENSION

1300  
Orig Code  
Date

From: Authorized Official  
To: Officer Requesting Extension  
Via: Appropriate Chain of Command

Subj: EXTENSION OF ASSIGNMENT AS COMMANDING OFFICER/OFFICER  
IN CHARGE/GENERAL STAFF OFFICER

Ref: (a) Letter Submitted Requesting Extension of Assignment

1. The request for extension of assignment contained in the reference is approved. Captain I. M. Marine 123 45 6789/0302 USMCR is extended in assignment for one year as the Billet, effective date.

(signature)  
I. M. MARINE

Copy to:  
CMC (RESP)  
CG, MARFORRES  
CG, 4<sup>th</sup> FSSG (when signed at battalion level)

ENCLOSURE (2)