MARINE CORPS ORDER 1001.65

From: Commandant of the Marine Corps
To: Distribution List

Subj: OFFICER RETENTION AND PRIOR SERVICE ACCESSIONS

Ref: (a) 10 U.S.C.
(b) DoD Instruction 1300.04, “Interservice Transfer of Commissioned Officers,” December 27, 2006
(c) MCO P1070.12K W/CH 1
(d) MCO 1900.16
(e) SECNAVINST 1000.7F
(f) 5 U.S.C. 552a
(g) SECNAV M-5211.5E
(h) SECNAV M-5210.1
(i) SECNAV M-5214.1

Encl: (1) Policy and Guidelines for the Career Designation Program
(2) Policy and Guidelines for the Extended Active Duty Program
(3) Policy and Guidelines for the Return to Active Duty Program
(4) Policy and Guidelines for the Interservice Transfer Program
(5) Policy and Guidelines for the Redesignation of Limited Duty Officers as Unrestricted Officers

Report Required: Officer Retention Board Report (Report Control Symbol EXEMPT), par. 4a(2)(f)9

1. Situation. This Order provides policy and guidelines for the administration of several programs that affect officer retention and inventory in the active and reserve components.

2. Cancellation. MCO 1001.45J.

3. Mission. As required, the Marine Corps will select officers for retention and/or accession in order to maintain required officer inventory.

4. Execution

   a. Commander’s Intent and Concept of Operations

      (1) Commander’s Intent. The Marine Corps will execute required officer retention and prior service accession programs in order to meet the officer inventory requirements of the Marine Corps.

      (2) Concept of Operations. The Marine Corps will manage officer inventory through the execution of several programs. As necessary, Deputy Commandant, Manpower and Reserve Affairs (DC M&RA) will establish, and when necessary, convene appropriate selection boards to consider officers for the following programs: career designation of active component (AC) officers,
extended active duty (EAD) of AC officers, the return of reserve component (RC) officers to the AC, the interservice transfer of active duty officers to the regular Marine Corps, and the redesignation of limited duty officers (LDOs) to unrestricted status.

(a) Career Designation (CD). CD is the process used to determine which company grade officers will be offered the opportunity for continued active service beyond their initial active service obligation. CD accomplishes the objectives of retaining the best qualified officers on active duty and maintaining the AC officer population in each year of commissioned service (YCS) at a level that supports the promotion timing and opportunity guidelines to the rank of major, as established by section 619 of reference (a). Specific policy and guidelines for administration of the CD Program are outlined in enclosure (1).

(b) Extended Active Duty (EAD). Active component officers who have not been offered CD are eligible to be retained on the Active Duty List (ADL) beyond their initial active duty obligation through the EAD Program. The purpose of the program is to maintain the company grade inventory of a specific MOS, to meet an operational requirement, or to afford an officer additional time to demonstrate qualifications for CD. Officers eligible but not selected for CD may request consideration for an EAD. Specific policy and guidelines for administration of the EAD program are outlined in enclosure (2).

(c) Return to Active Duty (RAD). The RAD Program allows RC officers to request for transfer to the AC. Specific policy and guidelines for administration of the RAD program are outlined in enclosure (3).

(d) Interservice Transfer (IST) to the Marine Corps. Per reference (b), the IST Program provides an opportunity for officers of other services to request transfer to the U. S. Marine Corps. Specific policy and guidelines for administration of the IST Program are outlined in enclosure (4).

(e) Redesignation of Limited Duty Officers as Unrestricted Officers. The Limited Duty Officer (LDO) redesignation program allows LDOs to request redesignation as unrestricted officers. Specific policy and guidelines for administration of the LDO redesignation program are outlined in enclosure (5).

(f) Officer Retention Board (ORB). CMC will convene ORBs as required to consider officers for CD, EAD, RAD, and IST.

1. DC, M&RA may direct that the career designation ORB be held in conjunction with the annual Captain Selection Board (CSB).

2. Career designation of AC Marine Corps officers, return to active duty, and interservice transfer of officers into the AC shall be made only in accordance with the approved reports of an ORB.

3. The ORB shall be composed of at least five commissioned officers serving in the grade of major and above in the AC of the Marine Corps, as appointed by precept of the DC, M&RA.

4. Each member of an ORB shall swear or affirm that he/she will perform his/her duties as a member of the board without prejudice or
partiality and having in view both the special fitness of officers and the efficiency of the Marine Corps.

5. The board shall be furnished with the names and records of all officers eligible for career designation and, as appropriate, the applications of all interservice transfer applicants. The board shall carefully consider the case of every officer whose name is so furnished.

6. Each board will recommend for career designation or interservice transfer, as appropriate, eligible officers in numbers not in excess of the appropriate numbers provided for each year commissioned service and/or skill by DC, M&RA (MP).

7. The selection of eligible officers for career designation or interservice transfer, as appropriate, shall be based upon their mental, moral, and professional qualifications as demonstrated by their official records, including completed application for interservice transfer, as appropriate.

8. The ORB shall submit at least one written report to CMC signed by all of the acting members and the recorder(s). Each report shall certify that the board has complied with all instructions and directions contained in the precept and that, in the opinion of at least a majority of the acting members of the board, the officers recommended are fully qualified for career designation or interservice transfer into the AC of the Marine Corps and are the best qualified of all eligible officers and applicants.

9. Each report shall be submitted to CMC for approval or disapproval, in whole or in part, via the Staff Judge Advocate (SJA) to the CMC for legal review, and the DC, M&RA. This reporting requirement is exempt from reports control according to reference (i), Part IV, paragraph 7k.

10. The proceedings of the board shall not be divulged by any member of the board or by the recorders to anyone except the Secretary of the Navy (SECNAV), the Commandant of the Marine Corps (CMC), or their authorized representatives. The recommendations of the board shall not be disclosed until approved by CMC or his designee except as authorized by CMC.

11. CMC may remove the name of any officer from a list of officers recommended for career designation; CMC may recommend that the SECNAV or his designee remove the name of any officer selected for return to active duty or interservice transfer into the Marine Corps under this instruction.

12. Those officers selected for RAD or IST into the Marine Corps, who are approved by CMC for regular appointment in the Marine Corps, shall be appointed in accordance with section 531 of reference (a).

b. Subordinate Element Missions

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

(a) Make policy, manage, and administer the officer programs addressed herein.
(b) Convene appropriate selection boards (ORBs) as required to consider officers for retention and/or accession into the active component of the U. S. Marine Corps.

(2) Commanding General, Marine Corps Combat Development Command (CG, MCCDC). Ensure procedures are established for the recommendation of lieutenants to be offered career designation upon graduation from The Basic School.

5. Administration and Logistics

a. Administrative instructions and eligibility requirements for each of these programs are located in applicable enclosures to this Order and additional instructions will be provided via Marine Administrative Message (MARADMIN) as necessary.


c. Recommendations concerning the contents of this order may be forwarded to CMC (M&RA).

d. The generation, collection or distribution of personally identifiable information (PII) and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per references (f) and (g). Any unauthorized review, use, disclosure or distribution is prohibited.

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

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.

S. E. MURRAY
By Direction

DISTRIBUTION: PCN 10200137200
Policy and Guidelines for the Career Designation Program

1. **Description.** Career designation (CD) is the competitive process used to determine which company grade officers will be offered the opportunity for continued active service beyond their initial active service obligation. Qualified officers may be offered CD upon graduation from The Basic School (TBS), through the Commanding General (CG) Meritorious CD Program, or by being considered and offered CD by an Officer Retention Board (ORB).

   a. **TBS Meritorious Career Designation Program.** The Commanding General, Marine Corps Combat Development Command (CG MCCDC) is authorized to nominate the top five percent of officers graduating from each TBS Basic Officer Course class. Upon receipt, Manpower Management Officer Assignments, Plans and Programs Section (CMC (MMOA-3)) shall confirm eligibility and accomplish appropriate actions within the Marine Corps Total Force System and other related administrative programs of record.

   b. **Commanding General Meritorious Career Designation Program.** Commanding Generals of Marine Forces Command (MARFORCOM), Marine Forces Pacific (MARFORPAC), Marine Corps Installations Command (MCICOM), Marine Corps Recruiting Command (MCRC), Training and Education Command (TECOM), and Marine Corps Logistics Command (MARCORLOGCOM) shall each have a set number of quotas that correspond to the percentage of the total eligible population for each command. CMC (MMOA-3) will determine the number of quotas available to each command and will publish them on the announcing MARADMIN of each ORB. If assigned a quota, CGs are authorized to nominate Marines who are eligible, but who were not selected on the most recent ORB.

   c. **General Career Designation Program.** This is the primary program for selecting officers for retention on the Active Duty List (ADL). The ORB will review the official records of all officers who meet the eligibility requirements prescribed by this Order. The ORB will recommend the best qualified officers for CD to meet the inventory requirements.

2. **Application Procedures.** Instructions and amplifying guidance will be provided via MARADMIN prior to the convening of the ORB.

3. **Eligibility Criteria for the TBS Meritorious Career Designation Program**

   a. **Citizenship.** Must be a citizen of the United States.

   b. **Age.** Must be able to complete 20 years of active commissioned service before attainment of age 62. In computing service, a fractional year of six months or more shall count as a whole year.

   c. **Education.** Must possess a baccalaureate degree or higher from an accredited institution.

   d. **Physical.** Must be certified as medically qualified by the Commanding Officer TBS.

   e. **TBS Standing.** Nominees must have completed TBS in the top five percent of the class.

4. **Eligibility Criteria for the General and CG Meritorious CD Programs**

   a. **Citizenship.** Must be a citizen of the United States.
b. **Age.** Must be able to complete 20 years of active commissioned service before attainment of age 62. In computing time of service, a fractional year of six months or more shall count as a whole year.

c. **Commissioned Service.** Officers must have less than nine years of total commissioned service.

d. **Education.** Must possess a baccalaureate degree or higher from an accredited institution.

e. **Fitness Reports.** Commands may verify the amount of time covered by observed performance evaluations on any officers in question by contacting either MMRP or by checking the MMRP website.

(1) Officers who have served continuously on active duty since appointment as a second lieutenant must have a minimum of 540 days of observed performance only in years when career designation is conducted separately from selection to captain. Observed time begins with the first observed performance evaluation after graduation from the primary military occupational specialty (PMOS) school. For aviators, performance evaluations received while in fleet replacement squadrons (FRS) are counted as observed time only when marked other than not observed.

(2) Officers selected for the Aviation Field Accession Program who are in a student naval aviator status are ineligible for consideration for general career designation until they have 540 days observed time as a designated pilot/Naval Flight Officer (NFO) only in years when career designation is conducted separately from selection to captain. Once these officers graduate and are designated NAs/NFOs, they will be given a contract obligation that provides sufficient opportunity to apply for general career designation as a pilot/NFO. Officers who fail to complete flight training, and have not had a previous opportunity to apply to an ORB, will be returned to their primary MOS and will be extended to allow at least one career designation opportunity.

(3) Officers who have not served continuously on active duty since appointment as a second lieutenant must have at least 540 days observed performance since return to active duty. The amount of time covered by observed fitness reports can be verified by contacting MMRP or by checking the MMRP website.

f. **EAD.** Officers may be extended on active duty for the purpose of attaining the requisite observed time to be considered for CD or to ensure sufficient time for transition from the Marine Corps if not selected for CD. All officers on active duty, regardless of category, must have at least four months of active duty time remaining after the ORB convening date. Specific cut-off dates will be prescribed in the announcing MARADMIN. Additional guidelines for EAD are found in enclosure (2) of this Order.
5. Consideration Opportunities. Active component officers on the ADL serving their initial tour of active duty shall be provided at least one opportunity to be considered for general CD before reaching their EAS. Officers who do not meet the eligibility requirements before reaching their EAS may request an administrative extension of their EAS to CMC (MMOA-3) in order to have at least one consideration opportunity. Officers eligible for CD who request not to be considered by the ORB, and officers selected for CD by the ORB who decline to accept an offer of CD, shall not be granted an administrative extension in order to receive additional CD opportunities. Those officers not selected for career designation will have their names forwarded for reappointment to the Reserve Active Status List (RASL) to complete their obligated service requirements.

6. Alternate Selections. Officer inventory requirements affect the competitiveness of the CD program; during extremely competitive periods, it may be desirable to select alternates for CD. The requirement for CD alternates shall be identified within the board precept and may be selected based upon overall performance. Alternates selected for EAD must accept the EAD to remain a career designation alternate. The ORB will provide a lineal ranking of alternates to the CMC (MMOA-3) based on “best and fully qualified” for retention. CD alternates may only fill vacancies that become available if a primary CD selectee declines CD or is removed from the selection list. CMC (MMOA-3) will fill CD vacancies with alternates as vacancies become available.

7. Official Military Personnel File (OMPF). Career designation is a competitive process based on an officer’s official record. Therefore, officers are responsible for ensuring their official records are complete and accurate as set forth in reference (c). The ORB uses the Master Brief Sheet (MBS) and the Official Military Personnel File (OMPF) to evaluate officers considered for CD, EAD, or RAD. The MBS summarizes the performance evaluation markings in the officer’s record. Performance evaluations appearing on the MBS should also appear in the OMPF. The MBS and OMPF may be obtained through the MyOMPF tab on the Marine OnLine website. The MBS and OMPF may also be requested by writing to CMC (MMRP-10), Headquarters, U.S. Marine Corps, 2008 Elliott Road, Quantico, VA 22134-5130, by email at smb.manpower.mmsb@usmc.mil, or by fax at 703-784-3900 (MMRP); 703-784-5792 (MMRP-10); 703-784-5682 (MMRP-20); 703-784-3783 (MMRP-30). Officers should ensure that Professional Military Education (PME) certificates, undergraduate and postgraduate degrees, and award citations are also included in the OMPF. Officers eligible for CD who discover discrepancies in their OMPF should submit certified copies of documents missing from the OMPF to CMC (MMRP) for consideration by the ORB.

8. ORB Results. Officers selected for CD by the ORB will incur a two-year active duty obligation of service from the date specified in the announcement MARADMIN. Officers will be required to notify CMC (MMOA) of their intent to accept CD within 30 days after release of the ORB results. Officers who either fail to respond or decline CD after the 30-day window has elapsed will be separated at their EAS. Officers who fail to be selected for CD will normally be separated at their EAS (per initial service obligation). All officer separations are conducted per reference (d). Officers who either fail to be selected for or decline CD will not be eligible for reconsideration for CD without CMC (MMOA-3) approval.
9. **Separation Pay.** Per reference (d), officers not selected for CD will not normally be entitled to separation pay. Per section 1174 of reference (a), an officer is “not eligible for separation pay under this section if the member is discharged or released from active duty during...an initial period of obligated service, unless the member is an officer discharged or released under the authority of section 647 of reference (a).”
Policy and Guidelines for the Extended Active Duty Program

1. **Description.** Extended Active Duty (EAD) is the administrative action used to extend an officer’s EAS up to one year in order to meet Marine Corps officer inventory requirements, to meet a specific operational requirement, or to afford an officer additional time to demonstrate qualifications for CD.

2. **Application Procedures.** Instructions and amplifying guidance will be provided via MARADMIN prior to the convening of the ORB.

   a. A request for EAD up to one year is an administrative action that will be submitted via the chain of command to CMC (MMOA-3). Requests for administrative EADs that extend an officer’s EAS beyond the six YCS will not normally be considered.

   b. Approval of an administrative EAD request may be granted under the following circumstances:

      (1) The extension of an officer is critical to meet a specific operational or assignment commitment (i.e. minimum overseas tour length).

      (2) To afford an officer requisite observed time to qualify for CD.

      (3) Humanitarian reasons (including pregnancy).

      (4) An officer is selected for the Field Flight Training Accession Program.

      (5) An officer is dropped from Naval Aviator (NA)/Naval Flight Officer (NFO) Training where additional obligated service is necessary to qualify for formal school attendance and/or submission of an application for CD.

3. **Eligibility Criteria**

   a. **Citizenship.** Must be a citizen of the United States.

   b. **Age.** Must be able to complete 20 years of active commissioned service before attainment of age 62. In computing service, a fractional year of six months or more shall count as a whole year.

   c. Officers whose separation is involuntary as a result of having twice failed selection for promotion are not eligible to extend under the provisions of this paragraph.

   d. Officers found not qualified for promotion are not eligible to extend under the provisions of this paragraph.

   e. Must be on the ADL with no more than 18 months, or no less than four months before their EAS.

   f. **Education.** Must possess a baccalaureate degree or higher from an accredited institution.
Policy and Guidelines for the Return to Active Duty Program

1. **Description.** Return to Active Duty (RAD) allows RC officers the opportunity to apply for transfer to the AC in order to meet officer inventory requirements of the Marine Corps.

2. **Application Procedures.** All applicants will apply via NAVMC 10274, an Administrative Action (AA) Form or naval letter to CMC (MMOA-3), via their chain of command up to the first General Officer. Amplifying guidance will be published annually via MARADMIN.

3. **Eligibility Criteria.** It is the policy of the Marine Corps in accordance with section 531 of reference (a) to allow the transfer of RC lieutenants, captains, and majors to the AC who have demonstrated the potential for careers as AC officers in order to sustain the quality and effectiveness of the AC officer force. The following outlines the eligibility criteria and requisites for approval of a RAD applicant.

   a. All applicants must comply with section 531 of reference (a).

   b. All applicants are required to be physically qualified as determined by the Commander, Naval Medical Command and include a copy of their DD-2807 Report of Medical History.

   c. All applicants must be eligible to obtain a secret security clearance.

   d. **Reserve Component Lieutenants and Captains**

      (1) All RC lieutenants and captains are eligible to apply to the ORB for RAD. The officers selected will be appointed as AC officers. Reserve lieutenants and captains with a primary military occupational specialty (PMOS) in a "short" MOS should be given primary consideration for transition to the AC. However, additional selections may also be authorized for qualified RC officers in other PMOSs who have competitive records and who, upon return to active duty, would be an asset to the AC of the Marine Corps.

      (2) Eligible officers will only be selected if the officer can demonstrate unique qualifications that will clearly benefit the Marine Corps. Such qualifications and any supporting documentation and letters of recommendation should be included with the officer's official record.

      (3) When evaluating the qualifications of RC lieutenants and captains for return to active duty, it must be considered that, upon approval, these officers will normally be assigned to duty within their primary MOS in the operating forces. RC captains who are returned to active duty must be prepared to assume management and leadership responsibilities within their primary MOS commensurate with their rank, both in combat and peacetime operations or exercises. Accordingly, the records of these officers must unequivocally establish their qualifications and abilities to competently perform the duties of that MOS, for the grade of captain, in the operational forces.
(4) During review of the applicants for RAD, the following must be considered:

(a) **Previous Operational Experience.** Ideally, applicants should have successfully completed at least one tour in his/her primary MOS while on active duty. Although this is not a required prerequisite for return to active duty, it does impact upon assignment and training requirements for the officers in this category.

(b) **Currency of Skills.** Lieutenants and captains recommended for RAD are expected to have primary MOS proficiency commensurate to their active duty contemporaries. However, most assignments in the RC limit amount of experience an officer can obtain/maintain with their primary MOS. Appropriate consideration should be given to those officers who, through their own initiative, maintained and developed MOS proficiency through the Marine Corps Institute (MCI) or other military/civilian education opportunities. Other skill-related training includes assignment opportunities in the RC and AC, outside normal drill requirements for which the officer volunteered.

(c) **Promotion Timing.** An applicant’s status with regard to promotion to the next higher grade will be considered in the RAD process. While all RC lieutenants and captains are eligible to apply for RAD, those who will complete at least one year active duty prior to the convening of the next promotion board will be viewed more favorably, all other criteria (qualifications) being equal.

(5) Lieutenants and captains who have twice been passed for promotion to the next higher grade in either the RC or AC, or who were previously screened for, but not offered career designation within the AC, are not eligible for consideration for RAD.

(6) Reserve component lieutenants and captains not previously screened for Career Designation while on AD shall be screened once eligible as detailed within enclosure (1) of this Order.

e. **Reserve Component Majors**

(1) All RC majors are eligible to apply to the ORB for RAD. All RC majors selected for RAD will be appointed as AC officers. Reserve majors with a primary MOS in “short” MOSs should be given primary consideration for transition to the AC. However, additional selections may also be authorized for qualified RC majors in other PMOSs who have competitive records and who, upon return to active duty, would be an asset to the AC.

(2) Eligible officers will only be selected if the officer can demonstrate unique qualifications that will clearly benefit the Marine Corps. Such qualifications and any supporting documentation and letters of recommendation should be included with the officer's official record.
(3) When evaluating the qualifications of RC majors for RAD, it must be considered that, upon approval, these officers will normally be assigned to duty within their PMOS in the operating forces. RC majors who are returned to active duty must be prepared to assume management and leadership responsibilities within their PMOS, both in combat and peacetime operations or exercises. Accordingly, the records of these officers must unequivocally establish their qualifications and abilities to competently perform the duties of that MOS, for the grade of major, in the operational forces.

(4) During review of the applicants in this category, the following must be considered during deliberations:

(a) **Previous Operational Experience.** Ideally, applicants should have successfully completed at least two tours in his/her primary MOS while on active duty. Although this is not a required prerequisite for return to active duty, it does impact upon assignment and training requirements for the officers in this category.

(b) **Currency of Skills.** Majors recommended for RAD are expected to have primary MOS proficiency commensurate with their active duty contemporaries. However, most assignments in the RC limit the amount of experience an officer can obtain/maintain with their primary MOS. Appropriate consideration should be given to those officers who, through their own initiative, maintained and developed MOS proficiency through the Marine Corps Institute (MCI) or other military/civilian education opportunities. Other skill-related training includes assignment opportunities in the RC and AC, outside normal drill requirements, for which the officer volunteered.

(c) **Promotion Timing.** An applicant’s status with regard to promotion to the next higher grade will be considered in the RAD process. While all RC majors are eligible to apply for RAD, those who will complete at least one year active duty prior to the convening of the next promotion board will be viewed more favorably, all other criteria (qualifications) being equal.

(5) Majors who have twice been passed for promotion to the next higher grade in either the RC or AC, or who were previously screened for, but not offered career designation within the AC are not eligible for consideration for RAD.

(6) Reserve component majors not previously screened for career designation while on AD shall be career designated upon selection for RAD.

f. **Reserve Component Lieutenant Colonels & Colonels.** Senior RC officers are not considered eligible for the RAD program. There are existing mechanisms for senior RC officers to apply for active duty and be considered, on a case by case basis, according to the needs of the Marine Corps. Senior RC officers wishing to return to the AC can apply for Active Duty Operational Support (ADOS)/sanctuary through DC, M&RA (MP).
g. Physical. Applicants must be certified as medically qualified by their Commanding Officer or by the Commander, Marine Forces Reserve in the case of RC officers in the Individual Ready Reserve (IRR), or in a Selected Marine Corps Reserve (SMCR) status under the administrative control of the Commander, Marine Forces Reserve. When an application/nomination is initiated, the commanding officer will direct that a review of the health record be made by local medical authority. In the forwarding endorsement, the commanding officer will indicate if the nominee is medically qualified based on this review. No physical examination is necessary. If the applicant/nominee is serving in a medically restricted status, or is in any other way considered physically unfit for duty, the nomination with supporting medical information will be submitted to CMC (MMOA-3) via the Commander, Naval Medical Command.

4. RAD Approval Process. Prior to appointment as an AC officer on the ADL, CMC (SJA) and CMC, Inspector General (IG) will screen an approved applicant. At a minimum, the application will consist of the administrative action request, endorsements from chain of command, a current digital photograph, and the officer's OMPF.

5. Appointments and Assignment of Position on Active-Duty List of Selected Applicants. Appointment of Marine Corps RC officers recommended and approved for transfer to the AC of the Marine Corps under the RAD program shall be accomplished in accordance with reference (a). Each Marine Corps RC officer recommended and approved for transfer to the AC shall be appointed as an AC officer in the same grade and with the same date of rank as the grade and date of rank that the officer would have held had the officer been serving on the active duty list as an AC officer on the date of regular appointment.
Policy and Guidelines for the Interservice Transfer Program

1. **Description.** Interservice Transfer (IST) provides opportunity for officers of other services to request and be considered for transfer to the Marine Corps.

2. **Application Procedures.** Officers applying for IST should submit applications in accordance with reference (b) and (e) as follows:

   a. Officers on the ADL of another uniformed Service may make application to the Marine Corps. Applications shall arrive at CMC (MMOA-3) no later than 30 days prior to the convening date of an ORB for the purpose of selecting officers for career designation, and no later than nine months before the requested detachment (transfer) date, per reference (b).

      (1) All requests for IST to the Marine Corps are subject to the appropriate directives of each respective Service.

      (2) Applications shall contain the information and comply with the format prescribed by the parent-uniformed Service.

   b. Applicants shall submit a cover letter that includes the statement of understanding in reference (e).

   c. Applications should be forwarded through the appropriate chain of command for screening and endorsements. Endorsements are required for all IST applicants. The appropriate commanding officer or his/her designated representative will provide endorsements. Forwarding endorsements shall include one of the following recommendations: recommended with enthusiasm; recommended with confidence; recommended with reservation; or not recommended. Endorsements other than recommended with enthusiasm will include amplifying comments about the officer’s qualifications and reason for the endorsement.

   d. Applicants shall ensure their packages include all items prescribed in references (b) and (e) as well as the following:

      (1) Certified true copies of all fitness reports via paper copies, microfiche, or CD.

      (2) Conditional release from parent Service.

      (3) Statement that the officer has neither been deferred from promotion nor failed selection for promotion in present grade.

      (4) Source of commission.

      (5) Original and duplicate copy of report of medical examination (Standard Form 88).

      (6) Original and duplicate copy of current report of medical history (Standard Form 93).
7. Résumé of flying experience, when applicable, including date member entered training for original aeronautical rating, rating held, and date it was awarded, total flying time, and flight time breakdown by type aircraft.

8. A verified statement of service.

9. Results of a Marine Corps physical fitness test (PFT) and combat fitness test (CFT) administered and certified by a Marine representative above the rank of the applicant. The PFT and CFT must be completed within six months prior to the ORB convening date.

10. A recent photograph, in the service equivalent of the Marine Corps Service “C” uniform, full length, uncovered front view, left shoulder forward. Include on the photo the individual’s name, EDIPI, MOS, height, weight, and date of picture.

11. The applicant shall be interviewed by two AC or Active Reserve Marine Corps officers above the member’s current rank, and the applicant shall include, as part of the application, these officers’ written observation and recommendations, with justification.

e. The parent Service should send applications as detailed within the announcement ORB MARADMIN to CMC (MMOA-3) for review and evaluation per references (b) and (e).

1. CMC (MMOA-3) will review applications for eligibility and forward them to the appropriate occupational field sponsor. Additionally, CMC (MMOA-3) will answer inquiries concerning IST.

2. Occupational field sponsors will screen IST applications to validate transferable skills from other Services and will recommend Marine Corps unique schooling as required.

3. CMC (MMOA-3) will consolidate validated packages for presentation to the ORB.

4. The ORB will select IST applicants based solely on the needs of the Marine Corps and with due regard to Marine officers competing for the same retention requirements. MMOA-3 will recommend appropriate level school as required (i.e., TBS for lieutenants, EWS for captains, Command and Staff for majors).

5. Officers selected for IST will automatically be career designated.

6. CMC (MMOA-1 or MMOA-2) will schedule, as required, attendance at appropriate Marine Corps formal schools.

7. If the transfer is approved by both the parent and gaining Services, CMC (MMOA) will prepare active duty orders, obtain appointment documents from CMC (MCRC-OA), and coordinate the transfer with the parent Service.

3. Eligibility Criteria. All officers of other Services are eligible to transfer to the Marine Corps as outlined by references (b) and (e).
4. **Appointment of Approved Applicants.** Appointment of selected and approved IST applicants in the AC Marine Corps shall be accomplished in accordance with section 531 of reference (a) and references (b) and (e). Appointment shall be at the grade and date of rank as determined in accordance with reference (b). Transfer between Services will be accomplished once appointments are approved.
Policy and Guidelines for the Redesignation of Limited Duty Officers as Unrestricted Officers

1. Description. This program allows limited duty officers (LDOs) to apply for redesignation as unrestricted officers in order to meet the needs of the Marine Corps.

2. Application Procedures. Applications for redesignation shall be submitted to CMC (MMOA-3) when solicited and will follow the format provided in Figure 5-1 of this enclosure.

3. Eligibility Criteria. LDOs must meet the following requirements to be eligible to apply for redesignation as Regular unrestricted officers:
   a. Be qualified to hold a Category I (unrestricted) MOS that is in the same occupational field (OccFld) as the applicant’s primary MOS. This requirement may be waived for LDOs whose OccFld identified by their primary MOS does not contain a Category I MOS, provided they can demonstrate qualifications to hold a Category I MOS as a primary MOS.
   b. Have a baccalaureate degree from a regionally accredited college or university. Applicants shall include all official college transcripts in their application.
   c. Have served at least two years in their current LDO grade by the convening date of the ORB.
   d. Not be on a promotion list.
   e. Be able to complete 20 years of active commissioned service before reaching age 62. Commissioned service begins upon promotion to CWO-2.
   f. Be recommended for redesignation by the commanding officer/commanding general.
   g. Have sufficient remaining service (before mandatory retirement) to be considered by the ORB and approved by the Secretary of the Navy.
   h. Applicants shall be certified as medically qualified by their commanding officer.

4. Redesignation Selection Process
   a. Upon receipt by CMC (MMOA), the application is referred to the appropriate OccFld sponsor for comment on the officer’s qualifications in the Category I MOS in which the officer desires to serve as an unrestricted officer, and on the officer’s qualifications in the primary MOS held as an LDO and to CMC (MPP-30) for comment on the status of the restricted and unrestricted MOSs concerned.
b. The ORB will review the officer’s application along with CMC (MPP-30) and OccFlf sponsor’s comments in addition to the OMFF. The ORB will recommend for redesignation only those for whom redesignation is in the best interests of the Marine Corps. The ORB will consider not only the officer’s performance and educational background, but also overall career characteristics (previous assignments, competitiveness for promotion as an unrestricted officer, etc.) that may render the individual better suited to unrestricted officer status than to LDO status. The names of officers recommended for redesignation by the ORB will be included in the board report to the Secretary of the Navy.

c. An officer designated for limited duty may not be considered for redesignation more than twice in the same commissioned grade. When an LDO is designated as an unrestricted officer, their status as a LDO is permanently terminated.

d. Each Regular permanent LDO recommended and approved for redesignation will be assigned to unrestricted officer duty status. The officer’s grade, date of rank, and position on the active duty list shall remain the same.

e. Officers selected for redesignation shall be automatically career designated.

5. Commanding officer endorsements shall include one of the following recommendations: recommend with enthusiasm; recommend with confidence; recommend with reservations; or not recommended. Endorsements shall include amplifying comments about this officer’s qualifications and reason for the endorsement. Additionally, commanding officer endorsements shall include information related to the following:

a. The applicant’s potential for service as an unrestricted officer.

b. The applicant’s qualifications in the Category I MOS in which the officer is requesting redesignation.
UNIT HEADING

From: Grade, Name, EDIPI
To: Commandant of the Marine Corps (MMOA-3)
Via: Chain of Command

Subj: REQUEST FOR REDESIGNATION AS A REGULAR UNRESTRICTED OFFICER

Ref: (a) 10 U.S.C.
(b) MCO 1001.65
(c) MCO P1070.12K W/CH 1

Encl: (1) Official College Transcripts and Proof of Degree
(2) Photograph

1. In accordance with references (a) and (b), I request that my status as a limited duty officer be terminated and I be redesignated as an unrestricted officer in MOS XXXX.

2. The following information is submitted:
   a. Current primary and additional MOS’s.
   b. Date of birth: YYMMDD
   c. Date promoted to CWO-2: YYMMDD
   d. Date of LDO appointment: YYMMDD

3. Enclosure (1) is proof of my baccalaureate degree.

4. Enclosure (2) is a current photograph submitted in accordance with paragraph 2002 of reference (c).

5. I understand that if selected for redesignation as an unrestricted officer, I will be subject to the laws governing promotion, tenure, and retirement for Regular unrestricted officers.

   Signature
   Initials, Last Name

   Figure 5-1.--Sample Application for Redesignation.