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MARINE CORPS ORDER 1300.8

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS PERSONNEL ASSIGNMENT POLICY

Ref: See Enclosure (1)

Encl: (1) References
(2) Regulations for Personnel Assignment Policy

1. Situation. This Order provides policy for the permanent assignment of Marines. This is a complete revision of previous policy; review in its entirety.

2. Cancellation. MCO P1300.8R.

3. Mission. To implement Department of Defense (DoD) policy and to provide definitive guidance on the permanent assignment of Marines.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Marine Corps will limit the number of Permanent Change of Station (PCS) moves to those required to achieve/maintain combat readiness or to ensure equitable treatment and career development of individual Marines. This policy further improves combat readiness by controlling personnel turnover, increasing the stability of Marine families, and reducing PCS costs.

(2) Concept of Operations. A valid staffing requirement is the basis for transferring a Marine anywhere worldwide. Fully funded PCS orders will be directed only when necessary to meet specific requirements. Within the Continental United States (CONUS), Marines will be reassigned within the same geographic area when possible through a judicious combination of Low Cost PCS and No Cost Permanent Change of Assignment (PCA) orders.

b. Subordinate Element Missions. Commanders and Officers-in-Charge (OIC) will ensure that all Marines under their charge understand the intent of this Order.

c. Coordinating Instructions. This Order incorporates changes in DoD procedures and responsibilities pertaining to the assignment and reassignment of service members. Recommendations are invited and will be submitted to the Commandant of the Marine Corps (CMC) (Military Policy Branch (MPO)) via the chain of command.

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

5. Administration and Logistics

a. Summary of Revisions. This revision contains a substantial number of changes. The major modifications to this Order are as follows:

(1) Chapter 1, Paragraph 5. Removes Marine Corps Air Station (MCAS) El Toro and MCAS Tustin as Low Cost Moves from Camp Pendleton and adds Fort Meade and Indian Head to the list of Low Cost PCS Moves from Washington DC Metropolitan Area. Additionally clarifies policy for requesting Basic Allowance for Housing (BAH) waivers for Low Cost PCS Moves.

(2) Chapter 3, Paragraph 3. Defines tour lengths for officers serving in Critical Acquisition Positions and as Program Managers for Major Acquisition Programs.

(3) Chapter 3, Paragraph 7. Adds policy for slating of Active Component Sergeants Major.

(4) Chapter 4. Provides updated policy on assignment of Female Marines.

(5) Chapter 5, Paragraph 4. Adds policy for assignment of Marines in Temporary Limited Duty (TLD) Status.

(6) Chapter 5, Paragraph 6. Reflects policy for assignment to Marine Helicopter Squadron One (HMX-1).

(7) Chapter 5, Paragraph 7. Adds policy for expedited transfer of military Service members who file unrestricted reports of sexual assault.

(8) Chapter 5, Paragraph 8. Adds policy for administrative reassignment or transfer of Marines accused of sexual assault or related offense.

(9) Chapter 5, Paragraph 9. Adds policy for assignment of registered sex offenders.

(10) Chapter 5, Paragraph 10. Reflects updated assignment policy in regards to Marines infected with Human Immunodeficiency Virus (HIV).

(11) Chapter 6, Paragraph 14. Clarifies procedures for Overseas Control Date (OCD) Update and Adjustment.

b. This Order can be accessed on-line via the Marine Corps Publications Electronic Library (MCPEL) at:
<http://www.marines.mil/News/Publications/ELECTRONICLIBRARY.aspx>

c. Hard copy and CD-ROM versions of Marine Corps directives can be obtained through Marine Corps Publications Distribution System (MCPDS).

d. Navy/Marine Corps (NAVMC) forms with instructions are available at <https://navalforms.documentservices.dla.mil>.

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

f. 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 (ai) and (aj). Any unauthorized review, use, disclosure or distribution is prohibited.

6. Command and Signal

a. Command. This applies to the Active Component and members of the Active Reserve Program.

b. Signal. This is effective upon signature.



R. E. MILSTEAD, Jr.
Deputy Commandant for
Manpower and Reserve Affairs

DISTRIBUTION: PCN 10200820000

References

- (a) DODI 1315.18, "Procedures for Military Personnel Assignments,"
January 12, 2005
- (b) MCO 1320.11F
- (c) MCO 1000.6
- (d) MCO 1301.25C
- (e) MCO 1300.64A W/CH 1
- (f) 10 U.S.C. Chapter 39, Section 671
- (g) MCO 7220.56
- (h) MCO 1900.16
- (i) MCO 1050.3J
- (j) DON Defense Acquisition Workforce Improvement Act (DAWIA)
Operating Guide
- (k) MCO P1070.12K W/CH 1
- (l) MCO P1326.6D W/CH 1-2
- (m) MCO 5000.12E
- (n) Joint Federal Travel Regulations (JFTR)
- (o) MCO 1740.13C
- (p) MCO 1754.4B
- (q) SECNAVINST 5300.30E
- (r) MCO 1543.2D
- (s) MCO 1326.7E W/CH 1
- (t) MCO 1752.5B
- (u) SECNAV Policy Memo for CMC and CNO dtd 7 Oct 2008
- (v) SECNAVINST 1850.4E
- (w) MCO 1306.16F
- (x) DODI 1315.15 W/CH 1, "Special Separation Policies for Survivorship,"
January 1, 2012
- (y) OPNAVINST 1300.14D
- (z) MCO 5300.17
- (aa) DODD 4500.54E, "DOD Foreign Clearance Program," December 28, 2009
- (ab) SECNAVINST 5820.9A
- (ac) MCO 1520.11F
- (ad) DIAD 1350.100
- (ae) DoD Directive 7000.14-R, "Department of Defense Financial Management
Regulation (DoD FMR)," June 2011
- (af) SECNAV M-5210.1
- (ag) 37 U.S.C. 481b
- (ah) 10 U.S.C., Chapter 38
- (ai) 5 U.S.C. 552a
- (aj) SECNAVINST 5211.5E
- (ak) MCBUL 5314
- (al) DOJ National Guidelines for Sex Offender and Registration, July 2008
- (am) NavPers 15559
- (an) NavPers 15909
- (ao) MCO 1800.11

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Chapter 1

Overarching Assignment Policy

1. General. The Deputy Commandant, Manpower and Reserve Affairs, (DC, M&RA) fulfills Marine Corps manpower requirements determined by the Deputy Commandant for Combat Development and Integration (DC, CD&I). Compliance with this policy improves combat readiness by controlling unit personnel turnover and ensuring equitable treatment and career development of individual Marines. Combat readiness is further improved by increasing stability of Marine families and reducing PCS costs. Additionally, policies contained within this Order may be replaced with temporary policies required to best support periods of contingency.

a. A valid Marine Corps staffing requirement must exist as the basis for transferring a Marine anywhere worldwide. Marines will be assigned to valid requirements based on their qualifications and ability to fill them. Factors such as availability, volunteer status, Time on Station (TOS) and other criteria are secondary in nature.

b. PCS orders will be directed only when it becomes absolutely necessary to meet requirements within one of the following categories: Outside Continental United States (OCONUS), Global Force Management, Special Duty Assignments, Formal Schools Training, Retention, Joint, Promotions/Command, and Inspector/Instructor Staffs. With respect to assignments within the Continental United States (CONUS), Marines will be reassigned within the same geographic area whenever possible through judicious use of a combination of Low Cost Permanent Change of Station (PCS) and No Cost Permanent Change of Assignment (PCA) Orders.

c. Qualified volunteers may be considered for all assignments. Volunteers not meeting the TOS requirements may be considered before qualified non-volunteers who meet TOS requirements.

d. Normally, Marines complete prescribed tours of duty. When possible, on a case-by-case basis, Marines may be allowed to extend any assignment voluntarily beyond the prescribed tour upon approval of Commandant of the Marine Corps (CMC) (Officer Assignments, MMOA; Enlisted Assignments, MMEA; or Reserve Affairs Personnel Management, RAM).

e. The Marine Corps will ensure equal opportunity in assignments for all Marines without regard to color, race, ethnicity, religion, age, national origin, marital status (except for military couples), gender and orientation (except where prohibited).

f. The assignment of Marines to and from Monitored Command Codes (MCCs) will only be made by the CMC (MMEA/MMOA/RAM).

g. Except when required for actual separation from the Marine Corps, PCS transfers and reassignments must not be made for the sole purpose of retirement/transfer to the Fleet Marine Corps Reserve (FMCR). Refer to Chapter 1, Paragraph 7 for further guidelines concerning retirement/transfer to the FMCR.

h. Promotion through the grades of lieutenant colonel for officers and gunnery sergeant for enlisted Marines, must not be the sole reason for PCS

transfer before tour completion if a valid requirement for that specific rank and MOS exists within the local geographic area.

i. In accordance with reference (a), service members who are former members of the Peace Corps (includes former Peace Corps volunteers, volunteer leaders and staff members) must not be permanently assigned to the intelligence occupational field for a four year period following service in the Peace Corps. Applicable Marines who are later classified into the intelligence occupational field must not be assigned duties in any foreign country the Marine previously served in the Peace Corps. Marines will not be assigned duties in an intelligence capacity to any foreign country where he or she was trained to serve in the Peace Corps, whether overseas service with the Peace Corps was conducted or not.

j. Where other considerations are not overriding, each PCS transfer requirement must be met with the least use of PCS funds. Further, only one PCS involving Dislocation Allowance (DLA) is authorized during a fiscal year unless the CMC (MMAA/MMEA/RAM) determines an additional PCS move is required. This limitation does not apply to Marines ordered to, from, or between formal courses of instruction conducted, controlled or managed by one or more of the Uniformed Services.

k. Marines in receipt of PCS orders requiring them to fill billets requiring a security clearance who are also in receipt of a Letter of Intent or Determination (LOI or LOD) to deny or revoke security clearance eligibility should not PCS until either the Department of the Navy Central Adjudication Facility (DONCAF) mitigates all issues and issues a letter to that effect, or the appeals process is completed. Failure to delay such PCS orders risks transferring Marines into positions requiring clearance eligibility when Marines may not have the required eligibility for a length of time or may be stripped of clearance eligibility entirely if the Personnel Security Appeals Board (PSAB) rejects the appeal.

l. When practical within operational and other military requirements, PCS moves for Marines in the process of adopting an unrelated child under 18 years of age should occur at a time that allows for completion of the adoption proceedings, or avoids disruption of the proceedings.

m. Assignments of Marines must not be affected by the employment, educational, or volunteer service activities of a member's spouse, or solely because of a member's marital status. Reference (a) provides specific exceptions.

n. Gaining commands will assign appropriate sponsors to inbound Marines per reference (b).

2. Time on Station (TOS)

a. TOS requirements are established to stabilize the movement of Marines and their family members, and to reduce PCS costs. TOS is computed from the month of arrival to month of departure at a permanent duty station, inclusive. When filling CONUS requirements, qualified Marines with the longest TOS must be considered. In all PCS moves, TOS requirements must have been met by the departure month, unless waived by the CMC (MMA/MMEA/RAM) prior to the Marine's departure.

b. There is no maximum tour length prescribed for CONUS tour lengths. The minimum TOS requirement for all assignments within or from the CONUS is 36 months. Waivers may be issued individually on a case-by-case basis by the CMC provided it is determined that the Marine is the most qualified person available. For assignments within or from CONUS, TOS requirements may be waived by CMC (MMEA/MMA/RAM) for Marines who have or will have less than three, but more than two years of TOS. The Director, Manpower Management Division (MM) and Director, Reserve Affairs (RA) retains waiver authority for Marines having less than two years TOS. This authority may not be delegated.

c. Exceptions to the TOS requirements may be authorized only by the CMC (MM/RA). The Marine Corps may, under certain circumstances, transfer Marines prior to completing the minimum TOS requirements. Examples include, but are not limited to the following:

(1) Marines transferred to an overseas, at sea, or deployment-designated Operating Forces unit/tour.

(2) Marines accessed, transferred to a different duty station for initial training, or separated. The specific TOS requirement for retirement/resignation is one year if the former command was overseas or two years if the former command was in CONUS. Hawaii and Alaska are considered overseas for this purpose.

(3) Marines transferred to a different duty station for training or educational purposes, or upon completion or elimination of a training or education program.

(4) Marines transferred as a result of a major weapons system change or unit conversion (e.g., a change from one type of aircraft to another). Moves associated with replacing a Marine selected to operate a new weapons system or unit moves are not covered by this exception authority.

(5) Marines assigned to either the Office of the Secretary of Defense (OSD), the Chairman of the Joint Chiefs of Staff (JCS), or a Defense Agency where the tenure is limited by statute or the provisions of this Order to a shorter tour.

(6) Marines transferred for humanitarian reasons, including sponsors requesting TOS waivers due to the needs of their Exceptional Family Member.

(7) Marines transferred to a different duty station in preparation for a unit deployment.

(8) Marines disqualified for duty as a result of loss of security clearance, professional certification, Personnel Reliability Program certification, or medical qualification to perform where it has been determined that no vacant position exists within the limits of the same geographic location in which the Marine may serve pending re-qualification or re-certification or as prescribed by reference (c).

(9) Marines rendered as excess due to changes in manpower requirements may be reassigned to other activities located in the same geographic area or be transferred to the nearest installation having a requirement for their respective skills.

(10) Marines transferred following Human Immunodeficiency Virus (HIV) positive diagnosis.

(11) Tour lengths for Marine aviators assigned to duty as Forward Air Controllers (FAC) will be modified per reference (d).

(12) Marines reassigned as prisoners including assignments to and from confinement or for purposes of standing trial.

(13) Marines reassigned from patient status.

(14) Marines whose tour is curtailed within the best interests of the Marine Corps, i.e. lack of required medical care. Note: in the case of overseas assignments, when dependents return to CONUS prior to completion of the prescribed overseas tour length, the Marine is still required to complete the prescribed overseas tour length. Refer to Chapter 6 for requirements regarding Early Return of Dependents.

(15) Marines involved in incidents that cause serious adverse publicity or embarrassments for the U.S. Government that may jeopardize the mission, or that indicate that the Marine is a potential defector.

(16) Marines or their dependents that are threatened with bodily harm or death and circumstances are such that military and civilian authorities are unable to provide for their continued safety (verified by appropriate authority).

(17) Assignment to or from Commanding Officer Billets in accordance with reference (e).

(18) Marines appropriately relieved for cause.

3. Retainability Requirements

a. CONUS-to-CONUS. Prior to the execution of PCS orders, Marines must have a minimum of two years obligated active service commencing upon arrival at the gaining duty station. Marines being assigned from shore to sea duty, must have a minimum of one year obligated military service. Upon execution of PCS orders, Marines incur a two-year service obligation.

b. CONUS-to-Overseas. Marines must not depart CONUS or other departure ports unless they have the retainability or obligated military service for serving the prescribed tour, whether on an accompanied or unaccompanied tour unless waived by the CMC (MMEA/MMOA/RAM) per this Order.

c. Overseas-to-Overseas. Marines must not be approved for a Consecutive Overseas Tour (COT) unless they have the retainability or obligated military service for serving the prescribed overseas tour length at the subsequent overseas location.

d. Overseas-to-CONUS. Career Marines are required to have a minimum of 12-months retainability or obligated military service to execute orders from overseas to CONUS. Marines stationed overseas, who upon their scheduled return to the CONUS have more than one-month but less than 12-months obligated military service remaining, may receive an early separation. Requests for early separation must be in conjunction with an approved early-release program. To better employ those Marines with limited retainability or obligated military service, the CMC (MMEA/MMOA/RAM) is authorized to extend involuntarily the Marine's overseas tour. Refer to Chapter 6, paragraph 13 for further guidance regarding involuntary extension of overseas tours).

e. Marines assigned CONUS-to-CONUS or overseas-to-CONUS as a result of humanitarian reasons, or as prisoners or patients who cannot effectively be used at, or in the vicinity of, the installation.

f. Waivers may be granted on a case-by-case basis or on a group basis when a unit moves or deactivates or in the event of a base closure or when surplus personnel are involved. Waiver authority has been delegated in the same manner as for TOS requirements, as outlined in Chapter 1, Paragraph 2.

4. PCS Assignment Limits. Reference (f) stipulates that no member of the Armed Forces must be assigned to active duty on land outside the United States, and its Territories or Possessions, until he or she has completed basic training requirements of the Armed Force of which he or she is a member. First term Marines are further limited by DoD regulation to the number of PCS assignments they may be given during their initial active duty obligation.

a. Marines with an initial active duty obligation of four years or more may be assigned to no more than two duty stations following the completion of Recruit Training or The Basic School and initial skill training (i.e. primary MOS qualification).

b. Marines with an initial active duty obligation of less than four years will be assigned to no more than one duty station following the completion of Recruit Training or The Basic School and initial skill training (i.e. primary MOS qualification). These Marines may be assigned to a maximum of two duty stations (following primary MOS qualification) if one of the two PCS assignments is either as 12-month overseas tour or a deployment-designated Operating Force unit tour.

c. The following circumstances are excepted:

(1) Reassignment to a different duty station to or from training based on the needs of the Marine Corps.

(2) Joint Spouse assignments.

(3) Marines reassigned for humanitarian reasons, to include needs of their Exceptional Family Member.

(4) Marines disqualified for duty as a result of security clearance, professional certification, nuclear certification or medical qualification.

(5) Marines reassigned to or from Prisoner or Patient status.

d. The criteria listed above may be waived by CMC (MMOA/MMEA/RAM).

5. Permanent Change of Assignment (PCA) and Low Cost Move (LCM) PCS Orders

a. Effective management of available resources requires that the Marine Corps issue either no cost PCA or low cost move (LCM) PCS orders directing a change of duties when possible.

(1) PCA is a transfer between MCCs, usually aboard the same military installation, wherein the authority to move household goods or the entitlement to travel payment does not exist.

(2) LCM orders are a reassignment to a new permanent duty station (PDS) within close proximity of the previous PDS. These orders do not authorize a household goods (HHG) shipment at Government expense, and the entitlement to travel payment does not exist. For purposes of this policy, the PDSs must be connected by either a common commuter system, base housing directorate, or bases within proximity (approximately 50 miles) of each other. The distance will be measured from the front gate of the old PDS to the front gate of the new PDS and is calculated by using the Defense Table of Official Distances (DTOD), which is the only authorized source for computing mileage. Where the Marine resides in relation to the PDS is not a factor in this calculation. A Marine's gaining command may submit a request to CMC (Manpower Management Integration Branch; MMIB or RAM) on behalf of Marines identified in Base Orders or SOPs as filling time-sensitive, mission critical billets, for such orders to be modified to fully funded orders. The movement of HHG must be mission essential, in the best interest of the Government and not primarily for the Marine's personal convenience. When a military housing directorate determines that a member currently residing in military housing who is in receipt of LCM orders cannot remain in current military housing due to location of the new PDS, local Operation and Maintenance (O&M) funds will be used to allow the member to vacate housing and move to a new location convenient to the new PDS.

(3) LCM orders will be issued when assignments are directed between:

(a) California: MCAS Miramar, MCRD San Diego, Coronado, or North Island and Camp Pendleton.

(b) MCCs on Okinawa, Japan if certified that the Marine's work site changes from the northern to southern housing areas or vice versa.

(c) North Carolina: Camp Lejeune or MCAS New River and Cherry Point.

(d) Washington DC Metropolitan Area: Pentagon, VA and Annapolis, MD; Fort Meade, MD; Indian Head, MD; or Quantico, VA.

(e) Other PDSs that are located 50 miles or less from each other.

(4) No cost PCA orders will be issued when assignments are directed between or within:

(a) MCCs located within the same city, town, base, air station, or metropolitan area.

(b) MCCs on Oahu, Hawaii.

(c) MCCs on Okinawa, Japan if the Marine's work site does not change or changes only one housing zone, e.g., southern to central, central to northern, etc.

(d) Washington DC Metropolitan Area.

(5) Marines assigned LCM and PCA orders will be authorized to apply for government housing at the new base/installation regardless of the type of orders issued. There is no requirement that the Marine have fully funded PCS orders to be eligible to occupy these quarters. If Government housing is approved, and CMC (MM) has denied the movement of HHGs, the HHGs must be moved at personal expense or a request can be sent to the installation commander that controls the housing Operations and Maintenance (O&M) funds.

(6) Incident to issuance of LCM orders, a Marine may request a Basic Allowances for Housing (BAH) waiver to retain the higher BAH rate when the Marine is assigned to a new permanent duty station in a location where the BAH rate is lower than the rate at their last permanent duty station for the Marine's rank and dependent status. This request must be submitted to the CMC (MMIB or Reserve Affairs Personnel Plans and Policy (RAP)) per reference (g). For BAH waivers for other circumstances, refer to reference (g) as well.

b. Other LCM and PCA orders and waivers to the above, may be authorized on a case-by-case basis by the CMC (MMIB/RAP).

c. Generally, TOS for LCM and PCA assignments is a continuation of TOS having commenced from the initial PCS assignment to the current area.

6. Operating Forces. Personnel stability within the Operating Force is of paramount concern due to the debilitating effect on combat readiness caused by excessive turbulence. All Commanders, U.S. Marine Forces (COMMARFOR) staffs are considered non-operating force commands for assignment purposes.

7. Retirement/Transfer to Fleet Marine Corps Reserve (FMCR)

a. CONUS-CONUS. Prior to leaving active service, retirement/FMCR eligible Marines must have a minimum of two years TOS following a PCS within CONUS. Marines who retire/transfer to FMCR in lieu of PCS orders execute retirement/transfer to the FMCR no later than the last day of the month following the estimated date of arrival to the new duty station. Otherwise, the Marine will be retained at the present CONUS duty station until separated.

b. Overseas-CONUS

(1) Marines returning from overseas assignments (including Alaska and Hawaii) who desire to retire/transfer to the FMCR in CONUS must do so within 60 days of return to CONUS or will be required to serve for a minimum of one year at the new CONUS duty station prior to retirement/transfer to the FMCR. A Marine may extend the overseas tour in order to fall within the 60-day period. Marines to be retired involuntarily or under selective early (mandatory) retirements may not extend overseas; however, the 60 day period in CONUS may be extended to include periods of permissive temporary additional duty (PTAD) and accrued leave (i.e., terminal leave). Marines may take pre-separation leave per references (h) and (i).

(2) In accordance with reference (h), Marines serving overseas whose permanent residence is overseas may request separation from the Marine Corps activity nearest their home rather than returning to the United States.

(a) Marines who are residents of and stationed in Alaska or Hawaii shall separate from Alaska or Hawaii.

(b) Marines stationed in Alaska who are not state residents of Alaska will separate from Alaska. Approval authority to separate from an alternate separation site rests with CMC (MMIB).

(c) All Marines stationed in Hawaii shall be separated from Hawaii, regardless of state residency.

c. Marines eligible to retire/transfer to the FMCR who are issued PCS orders, but who do not accept the orders, must request to retire/transfer to the FMCR. Notification will be provided to CMC (MMOA/MMEA/MMSR) no later than 10 working days after receipt of orders. The effective date for the retirement/transfer to the FMCR may not be later than the last day of the month the Marine would otherwise arrive at the next assignment or upon completion of any obligated service, whichever is earlier per reference (h). Marines not eligible to retire, but who will be eligible within 12 months of their expected date of arrival at the new duty station, may request a retirement/transfer to the FMCR date on the last day of the month after initial eligibility per reference (h).

(1) A Marine will not be required to accept PCS orders if a request to retire or transfer to the FMCR has been approved.

(2) When a request to retire/transfer to the FMCR results in the cancellation or non-issuance of PCS orders, a later request to withdraw the retirement/transfer request will not be given favorable consideration.

(3) Marines with more than 12 months before initial eligibility for retirement/transfer to the FMCR will be required to execute PCS orders and complete the required minimum tour at the new duty station.

d. Refer to Chapter 6 for further guidance regarding special provisions applicable to Marines serving overseas who are accompanied by their family members.

e. Policy and procedures for Reserve Marines on active duty may be found within references (h) and (ao).

Chapter 2

Officer Assignments

1. General. Monitors make officer assignments based on the following priorities (listed in order of precedence):
 - a. Needs of the Marine Corps.
 - b. Career Progression (Operating Forces, Supporting Establishment, Seniority).
 - c. Overseas Control Date (OCD).
 - d. Individual preference.
 - e. Restricted officers (warrant officers and limited duty officers) must only be assigned to restricted officer billets within their respective MOSs.
2. Assignment to the Office of the Secretary of Defense, the Organization of the Joint Chiefs of Staff, and the Defense Agencies. Policy and procedures for these assignments are contained in reference (a).
3. Assignment to Acquisition Positions
 - a. Assignment to a Critical Acquisition Position (CAP) requires a tenure agreement to remain in that position for at least three years. Assignment to a CAP must be indicated in the officer's PCS orders and acceptance of these orders constitutes acceptance of tenure agreement for the required service obligation. Officers assigned to CAP must meet tour length provisions prescribed by reference (j). Early release of officers assigned to such billets requires approval by the Director Acquisition Career Management (DACM), ASN (RD&A).
 - b. Per reference (a), officers who are assigned as program managers of major defense acquisition programs and assigned to Key Leadership Positions (KLP) are required by law to serve a tour of duty of not less than four years, or completion of a major program milestone. Waivers may only be granted by the Assistant Secretary of the Navy (RD&A).
4. Officer Resignations. Resignation eligibility is contained in reference (h). Resignations will normally not be approved if:
 - a. PCS orders have been issued to the officer prior to the date of the officer's request. Officers who are eligible to resign and have been issued PCS orders may request cancellation of the pending assignment provided a request for resignation be submitted at least four months prior to the effective date of arrival at the new duty station. Notification will be provided to CMC (MMOA/MMSR) no later than 10 working days after receipt of orders. The requested effective date of resignation must be no later than the last day of the month of the scheduled arrival at the new duty station.
 - b. The officer is assigned (joined or attached) to a unit located within CONUS which is scheduled to deploy outside its immediate geographical location in excess of three months, and the officer submits a resignation request within four months, or in the case of a carrier deployment within nine months, of the date that deployment is scheduled to commence.

c. The officer is serving overseas and desires separation prior to completion of the minimum tour length prescribed by this Order (Note: an officer is required to serve only one year at a CONUS duty station, for the retainability requirement, after serving overseas). Officers who voluntarily extend their overseas tour will not be eligible to resign prior to completion of that extension.

5. Overseas Key Billets

a. Unrestricted or warrant officers assigned to key billets at overseas duty stations are required to serve a 24 month tour length, regardless of marital/dependent status or choice for dependents to accompany the Marine or not. Marines ordered to these positions will be apprised of this requirement by the CMC (MMOA/RAM). A position will not be designated as a key billet unless:

- (1) Government-furnished quarters are available.
- (2) Concurrent travel of family members is authorized.
- (3) The accompanied tour length is at least 24 months.
- (4) The tour meets the criteria and is designated as a key billet by reference (a).

b. Requests to designate key billets will be forwarded to the CMC (MP).

Chapter 3

Enlisted Assignments

1. General Retainability Requirements. The retainability requirement for the transfer of Marines requires that they reenlist or extend prior to the execution of a Permanent Change of Station (PCS) move if they do not have sufficient obligated military service to complete the prescribed tour length.

a. Marines receiving retention on station as their reenlistment incentive are guaranteed that they will not be transferred for a one-year period from their present geographic location code.

b. Marines who received a Selective Reenlistment Bonus (SRB) who are serving out of their Primary Military Occupational Specialty (PMOS) during the reenlistment for which they received SRB, who desire to extend their tour, must request approval from the CMC (MMEA).

c. Marines permitted to conduct a lateral move into a different Occupational Field or Primary Military Occupational Specialty (PMOS) must have a minimum of one year TOS prior to executing PCS orders.

d. First-Term Marines. If required by expiration of active service (EAS) circumstances, first-term Marines must execute either an extension of enlistment for obligated service, or an early reenlistment prior to execution of PCS orders. First Term Marines reenlist or extend during the fiscal year of their EAS. The extension or early reenlistment will guarantee, contractually, that the obligated military service or retainability requirement will be satisfied. However, reenlistment is preferred and encouraged over extension, as an extension exhausts and only temporarily fills a boat space that would have otherwise been filled by a Marine committing to a reenlistment. Requests for extension of enlistment must be carefully scrutinized by CMC (MMEA/RAM) especially if the extension of the Marine's EAS crosses the new fiscal year.

e. Career Marines. The CMC assumes all career enlisted Marines will remain on active duty until Enlisted Career Force Controls (ECFCs) are met or until notified by official correspondence that a Marine will separate per the current publication of reference (ak). Career enlisted Marines in receipt of PCS orders issued by the CMC who do not have sufficient obligated service to complete the prescribed tour will be immediately afforded the opportunity to extend/reenlist in order to have the required active service. When Marines state that they do not desire to extend/enlist, the CMC (MMEA/RAM) will be promptly notified within 10 days of the date the orders are received at the command reporting unit level. Career enlisted Marines who do not extend/reenlist in order to qualify for assignment will sign the following page 11 Electronic Service Record (ESR) entry, per reference (k). A signed copy of the page 11 entry will be expeditiously forwarded to the CMC (MMEA/MMRP/RAM):

"I have been assigned reenlistment eligibility code RE-30 per MCO 1900.16. Reason: I will not reenlist/extend to comply with PCS orders. I have been advised that Marines assigned this code are not eligible for promotion, reenlistment, commissioning or warrant officer programs, special education programs, or involuntary separation pay unless specifically authorized by the CMC (MMEA/RAM). I have been given the opportunity to submit a statement and

that statement, if submitted, will be filed in my OMPF. I choose to/not to submit a statement."

(1) In signing, the Marine requests retention at the present duty station until the expiration of current enlistment, because the Marine does not intend to reenlist. The Marine understands that permission to extend a current enlistment will not be granted, and reenlistment without specific approval by the CMC (MMEA/RAM) will not be authorized. This entry does not pertain to Marines on their initial contract. Only CMC (MMEA/RAM) may remove the RE-30 code. If the RE-30 is subsequently removed, the page 11 will remain a permanent part of the Marine's record.

(2) Marines who are on their initial contract or extension thereof will not sign the above page 11 entry and will not be assigned an RE-30 reenlistment code.

2. Retainability Requirements for Deployment-Designated Units

a. First-term Marines assigned to a deployment-designated Operating Forces unit who have an EAS that will occur during the next scheduled unit deployment, or which will occur prior to the "EAS Cutoff Date" as established by the unit's implementation message, will be considered non-deployable for personnel assignment purposes but not unit reporting and will not sign the above page 11 entry and will not be assigned an RE-30 reenlistment eligibility code.

b. Career enlisted Marines in a deployment-designated Operating Forces unit, who have an EAS which will occur during the next deployment of that unit, will be afforded the opportunity to extend/reenlist, if eligible, to have the required obligated service to participate in the entire deployment. Should these Marines express a desire not to extend/reenlist the following instructions apply:

(1) Notify the CMC (MMEA/RAM) no later than 90 days prior to "Lock On" (date unit is to staffed for scheduled deployment).

(2) Enter and have the Marine sign the following statement on page 11 of the Marine's ESR, per reference (k):

"I have been assigned reenlistment eligibility code RE-30. Reason: I will not reenlist/extend to deploy. I have been advised that Marines assigned this code are not eligible for promotion, reenlistment, commissioning or warrant officer programs, special education programs, or involuntary separation pay unless specifically authorized by the CMC (MMEA/RAM). I have been given the opportunity to submit a statement and that statement, if submitted, will be filed in my ESR. I choose to/not to submit a statement."

(3) In signing, the Marine requests reassignment to another unit prior to the deployment of his/her present unit and acknowledges that extension of current enlistment or reenlistment without specific approval of the CMC (MMEA/RAM) will not be permitted.

(4) A signed copy of the page 11 entry will be expeditiously forwarded to the CMC (MMEA/RAM and MMRP).

(5) Career Marines who do not extend/reenlist in order to complete a deployment with their present unit will normally be reassigned within the current duty station and retained until EAS.

3. Involuntary Assignments to Deploying Units Within 12 months of EAS

a. First-term Marines will not normally be involuntarily assigned to a unit deployment within six months of their updated Overseas Control Date (OCD).

b. Career enlisted Marines will not normally be involuntarily assigned to a unit deployment within 12-months of their updated OCD.

4. Marines Completing Only One (Five Months or More) Unit Deployment

a. First-term Marines who have completed only one unit deployment overseas of a minimum five months duration will not normally be considered to serve a 12-month PCS dependents-restricted tour until at least six months have elapsed following return from the unit deployment overseas.

b. Career enlisted Marines who have completed only one unit deployment overseas of a minimum five months duration will normally not be considered to serve a 12-month PCS dependents-restricted tour until at least 12 months have elapsed following return from the unit deployment overseas.

c. Marines with a current OCD may volunteer to participate in additional TAD unit deployments overseas provided they sign the following statement on page 11 of their ESR per reference (k):

(1) "I hereby volunteer to participate in unit deployment with (unit) and I understand the consequences of this action as explained in MCO 1300.8."

(2) In signing, the Marine waives the provisions of Chapter 3, Paragraph 3, as applicable. The Marine further acknowledges that there is sufficient obligated service remaining to complete the subject deployment and he/she will not be removed from the subject deployment by his/her own volition.

5. Special Duty Assignments/Tours. Special Duty Assignments (SDAs) are an integral part of a Marine's career. It is imperative for a Marine who desires an assignment within a specific SDA to either volunteer or ensure the specific SDA is annotated as a Preferred Duty Code within Marine Corps Total Force System (MCTFS)/Marine Online (MOL)/Marine Assignment Support System (MASS). SDA tour lengths commence upon graduation of formal school courses.

a. For details on SDAs refer to reference (1).

b. Marines who successfully complete a tour of duty in a SDA will be given a CONUS assignment. If assigned to an Operating Forces unit, CMC (MMEA) will make every effort to ensure Marines will not be scheduled for a six month or more deployment outside CONUS, or Hawaii/Alaska for the first six months of their Operating Forces tour unless they volunteer.

c. Normally Marines will not be assigned back-to-back special duty assignments as this is detrimental to the Marines' MOS credibility, and limits the number of Marines within a particular MOS the opportunity to compete for a special duty assignment.

d. Transfer of Marines assigned to Marine Corps Districts.

(1) In accordance with reference (c), commanding officers of Marine Corps Districts are authorized, without prior authority of CMC, to transfer enlisted 8411 Marines between personnel procurement activities in their respective districts within the number of moves allocated by the CMC (MCRC) (not applicable to the Active Reserve). This includes ordering these Marines to perform travel in connection with their duties within the allotments authorized by HQMC.

(2) Marines requiring a second Dislocation Allowance within the same Fiscal Year (FY) will not be transferred without prior approval of CMC (MMIB).

6. Equal Opportunity Advisors (EOA). EOAs are assigned to major Marine Corps commands to provide information, assistance, and advice on all equal opportunity (EO) matters. Staff noncommissioned officers (excluding first sergeants and sergeants major) may request assignment as an EOA via Administration Action (AA) Form submitted through the appropriate chain of command to the CMC (MMEA-25). Marines selected for assignment as an EOA will attend the 10-week EOA course at the Defense Equal Opportunity Management Institute (DEOMI), Patrick Air Force Base, Florida. The tour length for EOAs is 36 months.

7. Slating of Active Component Sergeants Major

a. The assignment of active component sergeants major to billets directly working for a general officer will be filled by a slating process.

b. Slating will take place as required per the following criteria:

(1) CMC (MM) will establish criteria for required dates of rank and obligated service.

(2) CMC (MM) will publish billet vacancies, submission and eligibility requirements via MarAdmin.

(3) Eligible sergeants major will submit their prioritized personal preferences to all listed billets via the appropriate sergeants major in their reporting chain. Negative responses are required. Preferences received directly from eligible sergeants major will be forwarded to the appropriate component sergeant major for action. Sergeants major who desire to be considered, but require a waiver of service limits (i.e. 30 years) must submit an administrative action form through their chain of command to CMC Manpower Management Separations and Retirement Branch (MMSR).

(4) Sergeants major in the reporting chain will forward submitted responses with recommendations as required.

(5) The Sergeant Major of the Marine Corps (SMMC) will convene a board to consider all eligible sergeants major. The board will consist of the SMMC, designated component sergeants major and the sergeant major, Manpower Management Division.

(6) The draft slate will be forwarded to the CMC via the Director (MM), D/C M&RA, and Assistant Commandant of the Marine Corps (ACMC). The ACMC will coordinate with the component commanders to obtain their concurrence. Upon final approval, the slate will be published via ALMAR.

(7) SMMC will designate certain O-6 level billets for special consideration due to their high visibility and mission. These billets will be published via the MMEA 8999 hotfill list as required. CMC (MM) will annually publish a MarAdmin advertising those billets designated as high visibility, along with qualification and submission requirements.

(8) Sergeants major and first sergeants assigned to intelligence battalions or radio battalions are required to be U.S. citizens and must be eligible for a top-secret security clearance and access to sensitive compartmented information (SCI) predicated upon a single scope background investigation (SSBI).

Chapter 4

Female Marines Classification, Assignment and Deployment

1. General. Female Marines will be eligible for employment in all roles except those explicitly prohibited by this Manual. This Manual will be updated as billets and/or MOSs are opened to female Marines.

2. Classification

a. Female Marines may be classified within any occupational field for which they may be qualified and are not restricted.

b. Female Marines will not be classified within the following combatant occupational fields: 03 (infantry), 18 (tank and assault amphibian vehicle) and certain specialties within 08XX (artillery).

c. Female Marines will not be given any MOS requiring a Necessary MOS (NMOS) that is otherwise restricted.

3. Operating Forces

a. Female Marines will not be assigned to the following units or any sub-element thereof unless the statutory notification to Congress has been satisfied for specific billets resident in these units:

- (1) Infantry Regiment
- (2) Artillery Battalion
- (3) Tank Battalion
- (4) Assault Amphibian Battalion
- (5) Battalion Reconnaissance
- (6) Marine Special Operations Company
- (7) Combat Engineer Battalion
- (8) Light Armored Reconnaissance Battalion
- (9) Low Altitude Air Defense Battalion
- (10) Air/Naval Gunfire Liaison Company
- (11) Force Reconnaissance Company
- (12) Ground Sensor Platoon
- (13) Combat Assault Battalion

b. Female Marines may be assigned to the command element or headquarters of any Marine Air Ground Task Force (MAGTF), division, wing, or logistics group.

c. Female Marines may be assigned to Operating Forces that provide detachments for any element of the MAGTF except for support units/detachments/elements that are expected to maneuver with the infantry regiment or its subordinate units.

d. Female Marines having a PMOS of 1302 (Engineer Officer) or 1371 (Combat Engineer) will not be assigned to billets below the Marine Division.

4. Supporting Establishment. Female Marines may be assigned to any supporting establishment unit or duty station for which qualified by rank, MOS, or other special criteria.

5. Aviation. Female Marines may be designated as pilots/aircrew members and assigned duties aboard any aircraft.

6. Training Exercises. Female Marines may participate in all MAGTF training exercises provided appropriate transportation and berthing are available. Their participation in the training exercises should be a reflection of anticipated employment in wartime, and the training requirement for all Marines to be fully qualified in their MOS.

7. Reserves and Inspector-Instructor Staffs. The assignment or affiliation of female Marines to integrated billets within MARFORRES units must be consistent with the assignment criteria established in this Chapter for "like" active component units with similar missions.

8. Overseas Dependents-Restricted Assignments. Female Marines are eligible for assignment to overseas dependents-restricted tours of duty based on rank and MOS requirements.

9. Pregnancy. The Marine Corps general policy on pregnancy and parenthood is contained in reference (m). Assignment policies and procedures for pregnant Marines are set forth below:

a. Pregnant Marines will not be ordered to dependents-restricted or unaccompanied tours.

b. Pregnant Marines stationed in CONUS and Hawaii will not be detached or reassigned after 36-weeks of pregnancy. Specific instructions relating to PCS orders modifications/cancellation will be obtained from the CMC (MMEA/MMOA/RAM).

c. Pregnant Marines serving overseas may be reassigned at their normal RTD, provided they do not have to fly after the 28th week of pregnancy per reference (m). Where apparent that the overseas tour of a pregnant Marine will be involuntarily extended because of her condition (i.e., delivery date approximates RTD), the CMC (MMEA/MMOA/RAM) may authorize a tour curtailment. Normally, CMC (MMEA/MMOA/RAM) will not approve early return of an overseas-restricted tour because of pregnancy where the female Marine has completed less than nine months of her tour unless justified and substantiated by a Health Care Provider (HCP).

d. A Marine on an unaccompanied overseas tour, who is subsequently confirmed pregnant during her tour, will be reassigned if there are inadequate civilian/military medical facilities with obstetrical capabilities and family housing. The new assignment may be to another overseas location in order to receive credit for an overseas tour. A pregnant Marine has no actual entitlement to family housing until she has an eligible family member, and only then if the CMC (MMOA/MMEA/RAM) converts her unaccompanied tour to an accompanied tour. The reassignment will be requested by the command to the CMC (MMEA/MMOA/RAM) and will state the reasons the reassignment would be in the best interests of the Marine Corps and the individual.

e. Pregnant Marines are non-deployable. Pregnant Marines are afforded a six-month deployment/restricted tour deferment option, from the date of delivery. The option is provided to the Marine, not the commander. The Marine may, however waive the deployment deferment period.

f. Refer to Chapter 6 of this Order for policies regarding overseas command sponsorship of dependents and dependents who are acquired/non-command-sponsored while serving overseas.

g. Refer to reference (m) for other duty restrictions, to include shipboard and aircraft assignments.

Chapter 5

Specific Considerations

1. Dual Military Household Assignment. Although the importance of family unity is recognized, military service by its very nature involves family separation.

a. When both spouses are active duty service members (and either one or both are Marines), efforts will be made to minimize separations that may be longer than those normally encountered by Marines with civilian spouses.

b. Military couples will be provided a reasonable opportunity to establish a joint household with due regard to the requirements of the service. It must be recognized that staffing considerations are paramount; there must be a valid requirement (grade and MOS) for the Marine at the spouse's duty station.

c. Military couples are advised that the Marine Corps' ability to co-locate them is sometimes limited, particularly when one is a member of another service. The manpower assignment representatives of both service members must be contacted prior to orders being issued on either member. Additionally, military couples are advised that decisions relating to further service, career development, or family planning must be based on the assumption that co-location is not guaranteed.

d. Preferential treatment in assignments and duty stations will not be given based on marital status. Military couples may expect normal career assignments to include school, and unaccompanied overseas tours.

e. To ensure members receive a combined household goods weight entitlement, a statement will be included in their PCS orders to indicate the orders establish a joint household per the provisions of reference (n).

f. A Marine's spouse who is also a service member must not be considered a family member for assignment purposes.

g. Military couples who are not stationed within close proximity to each other's duty station may request a transfer for the purpose of establishing a joint household.

(1) Close proximity is defined, for the purpose of this policy as follows: the distance traveled between the military couples' duty stations is approximately 50 miles.

(2) Requests must be submitted to the CMC (MMEA/MMOA/RAM).

(3) A request from either member of the military couple will be considered as a request by both and, as such, the transfer of either or both Marines will be considered.

(4) The service members must be married at the time the request is submitted.

(5) Requests to establish a joint household will be favorably considered provided the following conditions exist:

(a) A valid requirement (grade and MOS) exists for one service member at or in close proximity to the duty station of the other service member.

(b) The Marine transferring must have completed the CONUS TOS requirements contained in Chapter 1, Paragraph 2, or served a minimum of one year from the date of marriage at the current duty station or, if currently assigned to an overseas area, must have completed the prescribed tour.

(6) Married personnel accompanied by their dependents/military spouses may not occupy bachelor housing on a permanent basis.

h. Assignment of a Marine mother to an overseas tour may be deferred for six months from the date of birth of a child when a Marine is directed to a dependents-restricted tour or to an accompanied tour where concurrent travel of the child is denied. In the case of adoption, assignment of one parent of a dual service couple to a dependents-restricted or unaccompanied tour may be deferred for six months following the date the child is formally placed in the home. Marines may waive the deferment if they desire.

2. Single Parents

a. Single parents will be assigned based on the same policies and procedures applicable to all other Marines. The Marine Corps recognizes the unique situations that occur when single parents are assigned to some types of duty and duty stations; however, a preferential assignment policy regarding single parents would create an inequity with other Marines.

b. A Marine may be processed for discharge by reason of parenthood, per reference (h), if it is determined that the Marine is unable to perform his/her duties satisfactorily or is unavailable for worldwide assignment or deployment.

c. Marines who become a single parent as a result of unforeseen circumstances, (i.e., death of a spouse) may apply for an assignment deferment or reassignment based on humanitarian/hardship reasons per reference (c).

d. Assignment of a single Marine mother to an overseas tour may be deferred for six months after the date of delivery when a Marine is directed to a dependents-restricted tour or to an accompanied tour where concurrent travel of the child is denied. Likewise, a single Marine who adopts a child may be deferred from assignment to a dependent-restricted overseas tour or an accompanied overseas tour when concurrent travel is denied, for six months from the date the child was formally placed in the home. Marines may waive the deferment if they desire.

e. Marines with custody of children must establish a childcare plan per reference (o). Single parents that do not establish a family care plan must be processed for separation in accordance with reference (h).

3. Exceptional Family Member Program (EFMP). Per reference (p), enrollment in the EFMP assists CMC in the proper assignment of Marines to meet the mission of the Marine Corps while ensuring continuum of care for family

member(s) enrolled in the program. The Marine Corps recognizes the unique situations of enrolled families in this program and every effort is made to support those members and their families in the assignment process. Enrollment in the EFMP will not prejudice advancement or promotion opportunities.

4. Temporary Limited Duty (TLD) Status

a. Per reference (v), Marines in a TLD status may be eligible for PCS orders if the attending physician produces appropriate documentation addressing the following circumstances:

(1) The Marine can receive the same level of medical treatment at the new Medical Treatment Facility (MTF) as is being received at the current MTF.

(2) Re-locating the Marine will not, in any way, aggravate or worsen the illness/injury.

(3) The Marine will most likely return to full duty within no more than two periods of TLD.

b. Once a Marine has been referred to the Integrated Disability Evaluation System (IDES) for Physical Evaluation Board (PEB) determination, they shall not execute PCS orders, unless approved by CMC (MMSR-4).

5. Formal Military School Instructors. All Marines assigned as instructors at formal military schools are required to have an adjudicated investigation (NAC, NACLCL, SSBI) per reference (q). Additionally, Marines assigned as instructors to any Naval Air Maintenance Training Group (NAMTRAGRU) must comply with reference (r).

6. Assignment to Marine Helicopter Squadron One (HMX-1). Reference (s) outlines the selection and screening criteria for HMX-1. All Marines assigned to HMX-1 must meet specific and very stringent criteria. The Commanding Officer, HMX-1, is solely responsible for evaluating and screening Marines to determine their initial qualification for assignment.

a. Command Element. Marines will be assigned to the HMX-1 Command Element in accordance with Chapter 1 of this Order. The normal tour length for the Command Element at HMX-1 is 36 months. The CMC (MMOA/MMEA) retains the authority to reduce or extend the tour length as necessary.

b. Presidential Support Detachment. The normal tour length for Marines assigned to the Presidential Support Detachment is 48 months. The CMC (MMOA/MMEA) retains the authority to reduce or extend the tour length when necessary. Only Marines capable of receiving a Yankee White security clearance are eligible for assignment to the Presidential Support Detachment. Prior to selection by CMC (MMEA) and the issuance of orders, HMX-1 Internal Security will determine the clearance eligibility for enlisted Marines.

c. Non-Presidential Support Detachment. The normal tour length for Marines assigned to the Non-Presidential Support Detachment is 36 months. The CMC (MMOA/MMEA) retains the authority to reduce or extend the tour length when necessary. Marines assigned to the Non-Presidential Support Detachment will be a direct-assign from CMC (MMEA) but are still required to contact HMX-1 Internal Security per reference (s) for screening and clearance requirements.

d. All individuals in receipt of orders to HMX-1 will be required by orders text to complete a Standard Form 86 (SF86) Questionnaire for National Security Positions and fingerprint card via HMX-1 Internal Security in the timeframe specified by the text and reference (s).

7. Expedited Transfer of Marines Who File Unrestricted Reports of Sexual Assault. Reference (t) outlines the policy and procedures for victims of sexual assault to request temporary or permanent reassignment from their assigned command or base. Upon receipt of the approved request for expedited transfer from CMC (Marine and Family Programs Division, Sexual Assault Prevention and Response (MFB)), the request will be effected by CMC (MMOA/MMEA/RAM).

8. Administrative Reassignment or Transfer of Marines Accused of Sexual Assault or Related Offense. Reference (t) outlines the policies and procedures for administrative reassignment or transfer of Marines accused of sexual assault or related offense. PCS orders should be used to facilitate transfers only in extreme cases, when no other options are available. The Sexual Assault Initial Disposition Authority (SA-IDA) of the accused may authorize and effect intra-unit or unit transfers (i.e. transfers within the same Monitored Command Code (MCC)). Only CMC (MM/RA) may effect PCA or PCS orders. An endorsement from the first General Officer in the chain of command of the accused is required if it is determined that PCA or PCS orders for the accused is appropriate. Endorsed requests will be forwarded to CMC (MM/RA).

9. Assignment of Sex Offenders

a. Per reference (u), for the purposes of this Order, the term "sex offender" is defined as a person having been convicted of a criminal offense according to reference (al), and applies to all persons who are required to be registered as sex offenders according to these same guidelines.

b. Any Marine known as a sex offender per reference (u) must not be assigned outside the 50 United States, and any Marine whose sponsored dependents are sex offenders must not be assigned outside of the 50 United States on accompanied orders, unless waived by the Deputy Commandant, Manpower and Reserve Affairs. This authority may not be delegated. Refer to Appendix B for further guidance regarding screening for overseas assignment.

10. Assignment of Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and Hepatitis C Virus (HCV) Infected Personnel

a. In accordance with reference (q), Marines with serologic evidence of HIV or with evidence of chronic HBV or HCV infection shall be referred for medical evaluation regarding continued service and appropriate treatment. If fitness for continued service is in question, Marines will be processed via the IDES for determination of fitness to continue naval service. If the medical facility does not have a fitness concern or the Marine is found fit for full duty by the IDES, Marines will be returned to their unit for duty. If found unfit for continued service by the IDES, Marines will be processed for medical separation.

b. HIV antibody positive Marines retained on active duty will be assigned to supporting establishment type units within the United States including Hawaii and Alaska, and within one-day ground travel of a Naval Medical Treatment Facility designated by the Surgeon General. Specific assignments will be made on a case-by-case basis taking into consideration medical advice on treatment/evaluation, confidentiality, and humanitarian concerns. Additionally, HIV antibody positive Marines will not be assigned to ship detachments, deployments overseas, extended deployments afloat, individual augments, or special duty assignments. This policy does not prevent HIV antibody positive Marines from embarking on ships for short duration training exercises or from participating in training deployments within the United States or its territories (i.e., a combined arms exercise). The following exception applies per reference (q):

(1) Selected Marines who are considered to have controlled HIV disease, an established history of medical compliance, and a history of professional attitude may, on a case-by case basis in consultation with the treating HIV Evaluation and Treatment Unit (HETU), Navy Bloodborne Infection Management Center (NMIBC), and CMC (MMOA/MMEA/RAM), be assigned to selected large ships and OCONUS commands as agreed on by all three consultants. The following will be considered:

(a) There is no demonstrated risk of transmission of disease in normal daily activities.

(b) An investment in training of these members has been made.

(c) The previous policy of denying deployments has made these personnel less competitive in achieving career milestones.

(2) These Marines will not be considered for individual augmentee (IA) tours given the austere environments where they potentially could be deployed.

c. Marines with untreated chronic HBV or HCV infection are not eligible for assignment to deploying units, OCONUS units, or IA tours. Marines who have received treatment and are found by the evaluating Medical Treatment Facility (MTF) to be cured will have no limits on subsequent assignments.

11. Navy Personnel. Navy personnel assigned to Operating Forces units will be subject to the tour lengths listed in the current edition of reference (am) for officer personnel, and reference (an) for enlisted personnel.

12. Assignment to Hostile Fire Areas and Sole Surviving Sons/Daughters

a. Hostile Fire Area Assignment Restrictions. Assignment to duty in hostile fire or imminent danger areas must be shared equitably, when feasible, by all similarly qualified Marines except as follows:

(1) If a Marine or a service member of the Marine's family is killed or dies while serving in a designated hostile fire area, other service members of the same family must be exempt on request from serving in designated hostile fire areas or, if serving in such an area, must be transferred from there. Similarly, family members must be exempt, on request, when another family member is in a captured or missing status, or is determined by the Department of Veterans' Affairs (DVA) or a military service to be 100 percent physically or mentally disabled.

(2) Marines qualifying as sole surviving sons or daughters per Appendix A of this Order and requesting non-combat duty, or not waiving a request submitted by a parent or spouse, must be subject to the restrictions in Chapter 6, Paragraph 6 of this Order.

(3) Assignment of conscientious objectors must be subject to the restrictions in the current edition of reference (w).

(4) Requests for combat deferment must be submitted in writing to CMC (MM) within 15 days of receiving orders, assignment instructions, unit alert or scheduled movement. Requests for combat exemption may be submitted anytime. Marines submitting either request will be held in place until action on his or her application is finalized.

b. Family Members. For the purposes of assignments per paragraphs 1 and 6 of this Chapter, family members include the following:

(1) Parent. This includes stepfather, father by adoption, stepmother, mother by adoption, or those who have stood in loco parentis for at least five years before death to the service member or former service member.

(2) Brothers and Sisters. This includes stepbrothers, brothers by adoption, half-brothers, stepsisters, sisters by adoption, or half-sisters.

(3) Spouse.

(4) Children

(a) Legitimate child.

(b) Legally adopted child.

(c) Stepchild, if a member of the household at the time of death of the service member or former service member.

(d) A child of a female service member or a female former service member born out of wedlock.

(e) A child born out of wedlock to whose support a male Service member is ordered or decreed judicially to contribute, decreed judicially to be the father, or must acknowledge in writing under oath that he is the father.

(f) A person for whom the Service member stood in loco parentis for at least five years.

c. Wounded Marines

(1) Restrictions

(a) Marines who have been hospitalized outside a hostile fire area 30 days or more due to wounds resulting from combat service must not be returned to such service during the prescribed tour in which they were wounded.

(b) This provision does not apply to personnel hospitalized due to injury, accident, or illness not attributable to hostile fire action. Marines in this category will be returned to the hostile fire area when medically qualified.

(c) Hospitalization aboard a hospital ship stationed within a designated hostile fire area is considered hospitalization within the hostile fire area.

(2) Waivers

(a) Marines may request a waiver of the preceding restriction and volunteer to return to a hostile fire area if medically and mentally qualified. Based on the severity of the injury, psychiatric review will be conducted prior to returning a wounded Marine to combat in the same area where the injury was obtained. The request will be forwarded to the CMC (MMEA/MMOA/RAM) via the Marine's commanding officer. The request will contain a fitness for duty in a combat zone finding by competent medical authorities attesting to the Marine's physical and mental well-being and must contain the following statement signed by the Marine:

"Having been hospitalized (number) days, I request reassignment to (designated hostile fire area) in the same manner as if I had not been wounded."

(b) Final determination on requests for waivers will be made by the CMC (MMEA/MMOA) after giving full consideration to the best interests of the Marine Corps and the individual Marine.

(3) Eligibility for Subsequent Hostile Fire Area Assignment. Marines who have been hospitalized as described in Paragraph 3.a.1 of this Chapter are eligible for subsequent combat tours, if required, on an equitable basis with other Marines who have been credited with a combat tour.

d. Reporting Date Last Tour Combat (LAST TOUR CBT). The date LAST TOUR CBT must be entered in the MCTFS per the MCTFSPRIUM.

e. Credit for a Complete Tour Hostile Fire Area. The minimum time to receive credit for a complete tour in a hostile fire area is six consecutive months (180 consecutive days).

f. Assignment of Sole Surviving Sons/Daughters

(1) Eligibility Criteria. A Marine acquiring or retaining sole surviving son or daughter status, as defined in Appendix A, must not depend on the existence of any other living family member, including a sole surviving son with one or more surviving sisters or including a sole surviving daughter with one or more surviving brothers. The continued existence of a family unit must not be required for qualifying as a sole surviving son or daughter. The Marine may qualify as a sole surviving son or daughter through either the Marine's father or mother. The parent through whom the Marine seeks to qualify need not be living, but the Marine must be the only remaining son or daughter, natural or adopted, of that parent.

(2) Assignment Restrictions

(a) A Marine who is a sole surviving son or daughter must not be assigned to any overseas area designated as a hostile fire or imminent danger area or to duties involving actual combat with the enemy including assignment to sea duty aboard ships operating in a sea area designated a hostile fire area, unless he/she volunteers and requests a waiver.

(b) A parent or spouse may request restrictive assignment of a sole surviving son and/or daughter, i.e., assignment to an area outside a designated hostile fire area; however, such a request may be waived by the individual Marine concerned. Upon a request approval, a sole surviving son and/or daughter must not be assigned to any overseas area designated as a hostile fire or imminent danger area or to duties that regularly may subject him/her to combat with the enemy. When a sole surviving son and/or daughter is serving in a hostile fire or imminent danger area or when performing combat duties, the sole surviving son and/or daughter will be reassigned upon request approval for assignment restriction.

(c) A Marine who voluntarily enlists, reenlists, or extends the period of active duty with the Marine Corps after the date of notification of the family casualty on which the sole surviving status is based, must be considered as having waived the rights for the restrictive assignment provisions under this paragraph. Refer to Paragraph f (5) of this Chapter for specifics regarding commissioning, appointments, enlistments, extension of enlistments, or reenlistments.

(d) A Marine who has waived the status as a sole surviving son or daughter may request reinstatement of that status at any time.

(e) This policy does not prevent the assignment of sole surviving sons and/or daughters to overseas areas where combat conditions are nonexistent.

(3) Requests

(a) Requests for restrictive assignment made by a Marine will be submitted to the CMC (MM/RA), via commanding officers, for final action.

(b) Request for restrictive assignment of a Marine made by a parent or spouse will be submitted directly to the CMC (MM/RA). Final action on such requests will be taken only after the Marine concerned is afforded ample opportunity to waive rights as a sole surviving son or daughter.

(c) All requests will include the following:

1. An affirmative statement from the applicant that the Marine concerned is a sole surviving son or daughter as described herein for the purpose of restrictive assignment.

2. Full name, grade or rating, social security number (SSN), date of birth, and branch of service of each member of the Marine's family killed, captured, missing in action, or permanently disabled as a result of hazards incident to service in the armed forces, together with documentation as to date of such occurrence. In the cases of persons other than those killed, the person's present status, e.g., where captured, VA hospital locations, etc., and in cases of natural death, a photo static copy of proof of such death will be required.

(4) Waiver/Reinstatement of Designation as a Sole Surviving Son/Daughter

(a) A Marine may request a waiver of privileges as a sole surviving son or daughter. The request will be submitted to the CMC (MM/RA) via the commanding officer. The request must contain the following statement:

"I hereby waive my rights to restrictive assignment as a sole surviving son/daughter per MCO 1300.8."

(b) A Marine who has waived status as a sole surviving son or daughter may request reinstatement of that status at any time. Requests for reinstatement of that status will not provide a basis for discharge at the Marine's request but will qualify the individual for the assignment restrictions contained in Paragraph 6.b of this Chapter. Final disposition as to assignment/retention of Marines who request reinstatement of sole surviving son or daughter status will be determined by the CMC (MM/RA). The following statement must be signed and submitted to the CMC (MM/RA) by the Marine requesting reinstatement of sole surviving son or daughter status:

"I hereby revoke the waiver of my sole surviving son/daughter status and request reinstatement of that status per MCO 1300.8."

(c) A Marine who has waived rights as a sole surviving son or daughter to qualify for enlistment in the Marine Corps and has not been officially designated a sole surviving son or daughter by the CMC (MM) must include all information required by paragraph 6.c of this Chapter in the request for reinstatement of rights.

(d) Notation in the Service Record. Make appropriate entries concerning the designation as a sole surviving son or daughter and revocation of this designation on page 11 of the service record per reference (k).

(e) Unit Diary. Appropriate unit diary entries reporting the duty limitation must be submitted per the MCTFSPRIUM.

(5) Commissioning, Appointment, Enlistment, Extension of Enlistment, or Reenlistment

(a) A sole surviving son or daughter is not eligible for enlistment, extension of enlistment, or reenlistment unless the privileges provided herein are waived. This policy also applies to commissioned officers.

(b) In all cases where an applicant for enlistment, extension of enlistment, or reenlistment indicates that the individual's father/mother and/or brothers/sisters are deceased, captured, missing, or disabled, the recruiting officer or commanding officer will ensure that the applicant is thoroughly questioned about the circumstances of such deaths and briefed on the contents of this Order to verify the applicant's sole surviving son or daughter status.

(c) Prior to executing an oath of enlistment or agreement to extend, the Marine must execute the appropriate waiver as contained in reference (x) and Paragraph 6.d of this Chapter.

1. A notation of this waiver will be made in the "Remarks" section of the Department of Defense Form 1966/4 (DD Form 1966/4), Record of Military Processing - Armed Forces of the United States, and the Marine's original signed waiver will be forwarded to the CMC (MPP/CMT) with the Department of Defense Form 4 (DD Form 4), Enlistment/Reenlistment Document -- Armed Forces of the United States.

2. The execution of another waiver is unnecessary upon the extension of enlistment or reenlistment if a previously executed waiver has been entered on the DD Form 1966 or page 11 of the service record.

(d) The provisions of this section are intended for the benefit of the Marine Corps only and are not intended to confer any benefits or rights, such as the right to discharge, to an individual who enlisted or extended in violation of requirements set forth in this paragraph.

(6) Discharge. Policy for discharging sole surviving sons or daughters as contained in references (h) and (x).

g. Concurrent Assignment of Family Members to Same Unit or Ship

(1) Same assigning of service members of the immediate family to the same unit or ship in a hostile fire area are not prohibited and may be approved where a military requirement exists and good order and discipline are upheld.

(2) Requests for reassignment to a different unit or ship in a hostile fire area may be approved for all but one member of the same immediate family.

Chapter 6

Overseas Assignments

1. General. Reference (f) stipulates that no member of the Armed Forces must be assigned to active duty on land outside the United States, and its Territories or Possessions, until he or she has completed basic training requirements of the Armed Force of which he or she is a member. The Marine Corps will ensure equitable distribution of overseas assignments. With the exception of unit moves, every effort must be made to minimize the periods of forced family separation and the adverse effects of overseas service that may be encountered by Marines and their dependents. Tour length will be approved before departure of the Marine or their dependents to an overseas location.

2. Overseas Screening. The overseas screening process may take up to 60 days or more; therefore Marines shall commence overseas screening immediately upon receipt of orders. In order to ensure the Marine reports to the overseas station by the required date, the importance of complete and timely screening cannot be over-emphasized. Commanding officers must ensure Marines are qualified for overseas assignment per reference (y) and Appendices B through D of this Order. The commanding officer's recommendation for disposition of orders and availability for worldwide assignment shall not be delegated. Marines and dependents of Marines assigned to Hawaii or Alaska do not require screening. Dependents of Marines assigned to unaccompanied or dependent-restricted tours do not require screening.

a. If the Marine or family member(s) is not qualified to execute the orders, the detaching command will notify the CMC (MMEA/MMOA/RAM) within 5 days of the determination. Commanding officers may not waive requirements for overseas medical and educational screening. Assessments must be as detailed as possible to permit equitable determination.

b. If an accompanied tour is authorized and desired by the Marine, the Marine's dependents must be screened as well. Dependents must become command sponsored in order to officially accompany the Marine to the overseas location. Command sponsorship shall only be granted after completion of overseas suitability screening and include only those dependents who have received a favorable determination regarding their medical and educational suitability. Coordination for both transoceanic travel and transportation for a Marine's dependents and household goods (HHG) will not commence prior to completion of successful screening and granting of area clearance. Note: the average medical screening process for a family takes between 50 and 60 days. Screening is valid for 12 months from the date of completion.

c. Commanding officers must ensure Marines desiring to serve an accompanied tour are family advocacy screened for open Severity Level III and above substantiations of domestic and/or child abuse. This screening enhances the stability for Marines and their units, and can offset the costs of Early Return of Dependents when overseas location services are inadequate to meet the needs of the Marine or family members. Individual Marines who have successfully completed mandated treatment for Level III and above substantiated incidents of domestic and/or child abuse, and have experienced no subsequent incidents of abuse for six months are considered qualified for overseas duty.

d. Marines who have experienced no drug or alcohol-related incidents following successful completion of a formal treatment program are considered qualified for overseas duty. Refer to reference (z).

e. Commanding officers must ensure Marines meet the requisite security clearances for the overseas tour. Marines who are in receipt of a Letter of Intent or Determination to deny or revoke security clearance eligibility should not PCS until either the Department of the Navy Central Adjudication Facility (DONCAF) favorably adjudicates all issues and issues a letter so stating, or the appeals process is completed. Failure to delay such PCS orders risks transferring Marines into positions requiring clearance eligibility when Marines may not have the required eligibility for a length of time or may be stripped of clearance eligibility entirely if the Personnel Security Appeals Board (PSAB) rejects the appeal. Marines slated for an overseas assignment whose personnel security investigation (PSI) will expire while stationed overseas are required to submit a PSI upon receipt of PCS orders. This will allow the U.S. Office of Personnel Management (OPM) to conduct the required PSI prior to the service member's transfer.

f. Commands must comply with the provisions of the EFMP, if applicable. Enrollment in the EFMP does not in itself preclude a Marine from serving an overseas tour.

3. Obligated Service

a. Prior to detachment for transfer overseas, the losing command must ensure a Marine ordered to an overseas duty station has sufficient obligated military service to complete the prescribed tour length. Sufficient obligated military service for an overseas tour means that the Marine must have, on the date departing CONUS or other port of departure, enough active duty service remaining from the date the individual departs CONUS or other port of departure to complete the prescribed day-for-day overseas tour length. For example: a prescribed 12-month tour requires 365 days remaining from the date the individual departs CONUS or other port of departure. A prescribed 36-month tour requires 1,095 days. Refer to Chapter 3 of this Order for further guidance regarding assignment of First-Term Marines.

b. Exceptions to the preceding policy statement must be approved by the CMC (MMEA/MMOA/RAM). Normally, the CMC (MMEA/MMOA/RAM) will waive no more than 30 days of the prescribed day-for-day overseas tour.

c. Career enlisted Marines are expected to reenlist in order to gain required obligated service to serve the specified tour length.

d. If a Marine reports to an overseas duty station without sufficient obligated service to complete the prescribed tour, the joining command will immediately notify the CMC (MMEA/MMOA/RAM) and the detaching command by message. In addition, the following instructions are provided:

(1) Counsel the Marine and afford the opportunity to extend/reenlist in order to have sufficient obligated service to complete the prescribed tour.

(2) Marines declining to extend/reenlist who have an EAS within 30 days of the prescribed tour length will be retained at the overseas duty station for the duration of their obligated service and will be returned to CONUS in enough time for normal separation processing, i.e., 10 days prior to EAS.

(3) For Marines with an EAS of 30 or more days short of the prescribed tour length who decline to extend/reenlist, instructions must be requested by message to the CMC (MMEA/MMOA/RAM) indicating the desires of the individual regarding retention on station.

(4) Career enlisted Marines transferred to CONUS for discharge prior to the completion of the prescribed tour length because they will not extend/reenlist will be informed that they cannot extend/reenlist after their arrival in CONUS. These Marines will sign a page 11 entry per reference (k). A signed copy of the page 11 entry will be expeditiously forwarded to the CMC (MMEA, MMRP, and RAM). Upon separation, career enlisted Marines will be assigned a RE-30 reenlistment code and will be separated per reference (h).

4. Area Clearance. Service-specific travel clearance and entry requirements must be met before requesting personnel travel clearance, if required, through the Aircraft and Personnel Automated Clearance System (APACS) as directed in the Department of Defense Foreign Clearance Guide (FCG). Per reference (aa), requests for personnel travel clearance (i.e., country, theater, and special area clearance) associated with overseas PCS assignments will be processed per the FCG, available at the following website:
<https://www.fcg.pentagon.mil/fcg.cfm>.

a. Normally, personnel in receipt of overseas PCS orders do not require personnel travel clearance. However, each country has unique travel clearance and entry requirements that must be met prior to initiating travel. Losing commands are required to initiate necessary action. Upon receipt of overseas PCS orders and successful overseas suitability determination(s) for dependents, Marines and their servicing Installation Personnel Administration Center (IPAC)/admin office will review and initiate the actions necessary to comply with the personnel travel clearance and entry requirements for the specific country of the pending overseas assignment. In addition, Marines, with support from their IPAC, are also required to comply with any additional specific travel clearance and entry requirements that may be levied by the local activity/installation commander prior to initiating travel.

b. Roles and Responsibilities

(1) CMC (MMOA/MMEA/RAM). Modify or cancel overseas PCS orders if personnel travel clearance and/or entry requirements are not approved. If command sponsorship or dependent entry is denied, orders will be converted from accompanied to unaccompanied or dependent-restricted. If the Marine is denied personnel travel clearance, orders will be cancelled or modified appropriately.

(2) Individual Marine. Upon receipt of overseas PCS orders, immediately complete the requirements contained in Appendices B through D of this Manual and submit required documentation to the losing/detaching command (i.e., current command) IPAC/admin office. In the case of accompanied overseas PCS orders, information for all dependents accompanying the Marine to the new permanent duty station (PDS) must be included.

(3) Losing/Detaching Commands. Upon a Marine's receipt of overseas PCS orders, IPACs/admin offices will review and complete (in coordination with the Marine) the personnel travel clearance and entry requirements contained in the FCG. Immediately contact the appropriate gaining installation G-1 and IPAC in order to identify any additional specific travel clearance and entry requirements that may be levied by the gaining installation commander prior to initiating travel.

(a) If command sponsorship/dependent entry approval is required, submit the request to the gaining installation G-1/S-1 within 60 days of orders receipt.

(b) For accompanied orders, if command sponsorship/dependent entry is denied, notify CMC (MMOA/MMEA/RAM) immediately via naval message.

(c) After notification of command sponsorship/dependent entry approval/disapproval and no later than 60 days prior to arrival at the overseas location, submit request for personnel travel clearance (if required) in accordance with the FCG. Notify the gaining installation IPAC/admin office and CMC (MMOA/MMEA/RAM) via naval message of personnel travel clearance approval/disapproval (if required) via the appropriate MARFOR G-1.

(d) IPACs/admin offices will not generate overseas PCS orders endorsements until requirements of the FCG have been met.

(4) Gaining Installation G-1/S-1. Process all requests for command sponsorship/dependent entry in accordance with locally established procedures. Notify the Marine, losing/detaching command IPAC/admin office and CMC (MMOA/MMEA/RAM) via naval message of approval/disapproval via the appropriate MARFOR/MEF G-1.

5. Command-Sponsorship of Dependents

a. In order to serve an accompanied tour, a Marine's dependents must become command sponsored. Command-sponsored dependents are normally permitted to use available dependent support facilities (exchanges, commissaries, etc.). In addition, command sponsorship entitles the Marine to travel and transportation of dependents at Government expense and station allowances at the with dependent rate.

b. Marines assigned to an accompanied overseas tour may have their dependents endorsed as command-sponsored provided they meet all of the following criteria:

(1) An accompanied overseas tour length for the overseas location is authorized per reference (n).

(2) The Marine has sufficient obligated service to complete the prescribed accompanied tour length or extends/reenlists to obtain the necessary obligated service. Exceptions may be authorized based on the needs of the Marine Corps. Approval authority rests with CMC (MMOA/MMEA/RAM).

(3) The appropriate installation commander has authorized the Marine to have dependents present in the vicinity of the overseas duty station.

(4) The Marine has not elected to serve the unaccompanied tour.

(5) The dependents are found suitable by overseas screening in accordance with Appendices B, D, and E of this Order.

(6) If any special needs are identified that cannot be accommodated at the overseas location, command sponsorship shall not be approved. After overseas screening and/or prior to execution of orders, if medical needs of dependents or the capability of the Medical Treatment Facility (MTF) change, and the MTF can no longer provide adequate medical care, an accompanied or consecutive overseas tour may not be approved.

c. In cases where one member of a dual-military couple separates from the service, the separating member may be command sponsored the day following separation, provided the remaining member is serving the accompanied tour length, and the separating member did not travel back to CONUS at Government expense at the time of separation. Per reference (h), the separating Marine must request, and be approved, for an alternate separation site for the overseas location.

d. Command sponsorship may be denied or revoked for a dependent who fails to respond to a court order per reference (ab).

6. Acquired Dependents

a. Marines who acquire dependents after the effective date of PCS orders during an overseas tour through marriage, birth, adoption or other measure may have them command sponsored in order to serve an accompanied tour if desired. Marines and acquired dependents must meet the requirements of paragraph 5 of this chapter in order to serve the accompanied tour. In order to serve the accompanied tour length, Marines must have or gain the required obligated service to serve the accompanied tour and have a minimum of 12 months remaining on his/her overseas tour after arrival of dependents or approval of command sponsorship, whichever is later.

b. While serving the accompanied tour at the overseas station, children born to Marine mothers or command-sponsored dependent spouses are command sponsored at birth. Additionally, children born to female Marines while assigned to an unaccompanied or dependent-restricted tour are command sponsored as of the date of the birth.

c. Children born to other command sponsored dependents (not the spouse of the Marine) are not eligible for command sponsorship unless they become legal dependents through separate action.

d. In cases of adoption, command sponsorship is effective on the date of placement in the house, including pre-adoptive placement prior to final adoption.

e. Commands will notify CMC (MMA/MMEA/RAM) upon awarding command sponsorship to acquired dependents. Note: only the CMC (MMA/MMEA/RAM) may approve conversion to an accompanied tour.

7. Non-Command-Sponsored Dependents

a. Non-command-sponsored dependents are those who reside with the Marine at the overseas location without command sponsorship endorsement by the appropriate command.

b. If desired, Marines and non-command sponsored dependents must meet the requirements of paragraph 5 of this chapter in order to gain command sponsorship and serve the accompanied tour. Marines must have a minimum of 12 months remaining on his/her overseas tour after arrival of dependents or approval of command sponsorship, whichever is later.

c. Commands will notify CMC (MMOA/MMEA) upon awarding command sponsorship to non-command-sponsored dependents. Note: only the CMC (MMOA/MMEA) may approve conversion to an accompanied tour.

8. Tour Lengths. Prescribed overseas tour lengths are listed in the Joint Federal Travel Regulations (JFTR), reference (n). Exceptions to tour lengths may only be authorized by the CMC (MMOA/MMEA/RAM). For overseas locations where accompanied tours are authorized, Marines with dependents are initially issued accompanied orders. Marines without dependents are initially assigned the unaccompanied tour length. All Marines assigned to dependent-restricted tours serve dependent-restricted tour lengths, regardless of dependent status. The tour length for first-term enlisted Marines serving at MCESG locations, and MCSF companies will be 24 months or the prescribed tour length, whichever is shorter.

9. Tour Election. Marines with dependents may elect the accompanied or unaccompanied tour. If an unaccompanied tour is elected, commanding officers must notify the CMC (MMEA/MMOA/RAM) via message within 20 days of receipt of orders.

a. Accompanied. Marines who serve accompanied tours are accompanied by command-sponsored dependents. The standard accompanied tour length is 36 months, unless otherwise noted in reference (n). Accompanied tours reduce the number of Marines assigned to shorter tours and enhance stability.

(1) Marines, and their dependents, who desire the accompanied tour must be screened for overseas assignment. Assignment to Hawaii or Alaska do not require overseas screening.

(2) Marines who select the accompanied tour must serve not less than the prescribed accompanied tour length. Exceptions include but are not limited to: slating to a CONUS command through the Command Screening Program, slating through the Acquisition Command Selection Board, selection for Top Level School (TLS), enlisted Marines who are selected for officer programs, or slating of sergeants major.

(3) Marines who are assigned the accompanied tour are entitled to transportation of command sponsored family members or household goods (HHG) at government expense to the overseas duty station, and to station entitlements at the "with dependents rate."

(4) Marines stationed overseas who acquire dependents may be authorized to serve the accompanied tour if their dependents are eligible for and approved for command sponsorship. If the dependents were acquired after the effective date of the PCS orders, dependents and HHGs cannot be transported to the overseas location at Government expense.

(5) Marines with dependents enrolled in EFMP may not serve the accompanied tour if CMC (Family Care Branch (MFY)) determines that required care is not available in the OCONUS location. These Marines may serve a 12 month unaccompanied tour. The tour would be considered dependent-restricted for entitlement purposes (member unable to take dependents overseas through no fault of his/her own).

b. Unaccompanied. Marines who serve unaccompanied tours are not accompanied by command-sponsored dependents at locations where dependents are authorized. The standard unaccompanied tour length is 24-months unless otherwise noted in reference (n).

(1) Marines who elect the unaccompanied tour must submit requests through their chain of command to CMC (MMOA/MMEA/RAM) within 20 days of receipt of orders.

(2) Marines assigned an unaccompanied tour are not required to have their family members screened for overseas assignment.

(3) Marines who are assigned the unaccompanied tour are not entitled to transportation of family members or household goods (HHG) at government expense to the overseas duty station.

c. Dependent-Restricted. The dependent-restricted tour is generally 12 months in length at overseas locations or units where dependents of Marines are not authorized. Since dependent-restricted tours are conducted at overseas locations where dependents are not authorized, Marines are not afforded the opportunity to make a tour election when issued dependent-restricted orders.

(1) Marines will not normally be involuntarily assigned to a subsequent dependents-restricted tour until at least 24 months have passed since last return from a dependents-restricted tour. This provision includes personnel who receive a new Overseas Control Date (OCD) in conjunction with an Operating Forces CONUS tour, overseas duty, or an accompanied tour. Refer to Paragraph 14 of this Chapter for further guidance regarding OCD policy.

(2) Upon completion of an overseas accompanied tour, Marines will not normally be subsequently assigned to an unaccompanied or dependents-restricted tour.

(3) Marines assigned a dependents-restricted tour are not required to have their family members screened for overseas assignment.

(4) Priority for Assignment to Dependents-Restricted Tours

(a) Enlisted (in order of precedence)

1. Volunteers upon completion of the prescribed overseas tour or a minimum of 24 months at a CONUS duty station, as applicable.

2. Marines with no prior overseas assignment. Within this category, priority will be given to those Marines who have been on station the longest.

3. Marines of the same grade and MOS who have served longest in the United States since last overseas assignment per their OCD. Within this category, priority will be given to those Marines who have been on station the longest.

(b) Officers (In Order of Precedence)

1. Volunteers (upon completion of the prescribed overseas tour or a minimum of 24 months at a CONUS duty station), as applicable.

2. Officers with no prior overseas assignment.

3. Officers who have served longest in CONUS or on accompanied assignments since their last dependents-restricted assignment.

4. As a general rule, all officers will be assigned to dependents-restricted tours per their TOS, OCD, grade, and occupational field.

(5) Volunteers

(a) Marines may volunteer for a dependents-restricted tour per the preceding assignment policies. It is further understood that the current prescribed overseas tour or a minimum of 24-months at the current CONUS duty station must be completed prior to the new overseas assignment.

(b) Volunteers are advised that approval of their request may be contingent on the ability of the CMC (MMEA/MMOA) to order a replacement to the Marine's present command without involving the short touring of another Marine.

d. First Term Marines. First-term Marines with dependents must have sufficient obligated service remaining to complete the prescribed overseas accompanied tour in order to qualify for command-sponsorship of family members and authorized overseas travel. In most cases, first-term Marines will not be allowed to extend beyond the fiscal year of their current EAS.

(1) First term Marines with dependents that have sufficient obligated service remaining without extending/reenlisting, have the option to elect either the accompanied tour or the unaccompanied tour. Those Marines declining to serve the accompanied tour will be ordered to serve the unaccompanied tour. See the election of tour length provisions contained in reference (n).

(2) First-term Marines with dependents who do not have sufficient obligated service remaining to serve the accompanied tour, will not be ordered to serve any prescribed unaccompanied tour that exceeds 24 months. At their request, these Marines may volunteer to extend in order to qualify for the accompanied tour as long as it does not extend the Marine's initial contract beyond the fiscal year of their current EAS. Marines may reenlist to serve the accompanied tour.

(3) Assignment of first-term Marines to overseas dependents-restricted tours will be such that, upon RTD, Marines will have 13 or more months to EAS, or 90 days or less to EAS.

e. Changing the Tour Election

(1) Unaccompanied to Accompanied. A Marine with dependents prior to the effective date of the PCS orders who desires to change the tour election from an unaccompanied tour to an accompanied tour, after being detached from the old duty station, must forward a request to the CMC (MMEA/MMOA/RAM) for decision.

(a) To qualify for this change, the Marine must have sufficient obligated service to complete the prescribed accompanied-by-family member's tour length or extend/reenlist to obtain the necessary obligated service from the date that the CMC approves the request and grants command sponsorship of family members. The new tour length commences upon CMC approval of the new election. Dependents shall not be command sponsored unless the Marine serves the accompanied tour length for that duty station and has at least 12 months remaining on his/her overseas tour after arrival of dependents or approval of command sponsorship, whichever is later.

(b) The request will contain full justification to warrant the change, with a statement that family members travel and/or shipment of HHG to a designated place have or have not occurred and, if appropriate, the location to which family members travel/household goods (HHG) shipment was accomplished at Government expense. If dependents have traveled and/or HHG shipped, no further travel/ shipment is authorized.

(c) If dependents are acquired after the effective date of PCS orders, The Marine may still request a tour conversion, however the dependents and HHG cannot be moved at Government expense.

(d) The effective date of the tour conversion is the date that CMC (MMOA/MMEA/RAM) approves the request. The Marine must serve the full accompanied tour length commencing from this date. Exceptions may be requested to the CMC (MMOA/MMEA/RAM) but normally will not be receive favorable consideration.

(2) Accompanied to Unaccompanied

(a) Prior to Government travel of command sponsored family members and shipment of HHG, a Marine who desires to change the election from an accompanied tour to an unaccompanied tour after being detached from the previous duty station or upon arrival at the new station may request approval from the CMC (MMEA/MMOA/RAM).

(b) Upon approval by CMC (MMOA/MMEA/RAM), the command to which the Marine is assigned will endorse the orders to the effect that Government transportation of family members to the new permanent station is not authorized and that reference (n) applies. In those cases where family member travel overseas or HHG shipment overseas has been accomplished, requests to change to the unaccompanied tour length will normally not be approved.

(c) If the tour conversion is approved after the dependents and/or HHG have arrived to the overseas station at Government expense, return of dependents and/or HHG must be at personal expense. Commanding officers shall counsel Marines to determine if circumstances fall within the guidelines of Early Return of Dependents (ERD) prior to requesting the tour conversion. See paragraph 16 of this chapter for policy concerning ERD.

(d) For entitlement purposes (housing allowance and cost of living allowance (COLA), the effective date of the tour conversion is the date that the CMC (MMOA/MMEA/RAM) approves the request. For tour length purposes, the Marine will only be required to serve the unaccompanied tour length from the date the accompanied tour began.

f. Marine Corps Embassy Security Group (MCESG)

(1) Enlisted Marines assigned to the various regional commands overseas will serve the tour length for the country/area wherein located as listed in reference (n). Marines in the grade of sergeant and below assigned to a regional command headquarters overseas must agree to remain single throughout their tour.

(2) Marines in the grades of sergeant and below serving as Marine Security Guards (BMOS 8156) who are assigned to regional commands overseas will have a minimum obligated service of 38 months in order to perform three 12-month assignments after 6 weeks of formal instruction. Tour lengths for designated countries are established jointly by the Marine Corps and the Department of State.

(3) SNCOs assigned to MCESG serving as detachment commanders (BMOS 8156) will have a minimum obligated service of 38 months, allowing every SNCO to serve as a detachment commander at two separate locations for 18 months each after eight weeks of formal instruction. Requests for extensions, although not encouraged, will be considered on a case-by-case basis contingent on the needs of the Marine Corps and the performance of the individual. Marines must submit tour extension requests via the chain of command to the CMC (MMEA) six months prior to Rotation Tour Date (RTD).

(4) MCESG regional officers will serve a standard tour length as listed in reference (n). The tour length may be extended up to an additional 12 months if desired by the officer, endorsed by MCESG, and approved by CMC (MMOA).

(5) Marines who have received their commanding officer's permission to marry are authorized transportation of their family members at Government expense from their old duty station to their new duty station, including necessary transoceanic travel only if they receive command sponsorship of their acquired dependents and have 12 months remaining at their new duty station. When a Marine desires to be married at the end of the MCESG tour and meets the requirements stated in the first sentence of this paragraph, the area commanding officer will issue statements authorizing the family members to be present at the overseas duty station per reference (n). Upon issuance of statements authorizing family members to be present at the overseas duty station, eligible MSG's are authorized transportation of family members at Government expense from the CONUS Port of Departure (POD) to their new duty station in the CONUS.

g. Marine Corps Security Force (MCSF). Assignment to the MCSFs will be per the tour lengths listed in reference (n).

(1) First-term enlisted Marines assigned to CONUS MCSF units serving in "B" billets (i.e., MOS 8152 Guard) may be eligible for transfer upon completion of 12 months in a guard billet. A standard tour for all (guards MOS 8152, lance corporal and below) is 24 months.

(2) Requests for transfer to the Operating Forces may also be submitted after 12-months on station to the CMC (MMEA) to arrive six months prior to the requested month of transfer. Marines who agree to extend their enlistment to qualify for such assignments will receive priority consideration. The DoD restrictions on first-term PCS moves noted in this Order apply. Final determination will, of necessity, be based on the availability of replacement personnel. This provision does not apply to first-term Marines serving accompanied overseas tours with command-sponsored family members.

h. Marine Corps International Affairs Program (IAP)

(1) Policy for the IAP is contained in reference (ac).

(2) IAP establishes and promulgates policy and procedures for Foreign Area Officer (FAO)s, Foreign Area Staff Non Commissioned Officers (FAS), Personnel Exchange Programs (PEP) and Afghanistan Pakistan Hands Program (APH).

(3) Tour lengths for Marines participating in the MCFPEP are based on a Government-to-Government agreement and are normally limited to 24 months.

i. Attaché Posts. Tour lengths for Marines ordered to attaché posts may be located in the current edition of reference (ad).

j. Assignment to Alaska and Hawaii. Unless otherwise indicated in this Order, Marines assigned to Alaska and Hawaii must serve a minimum tour of 36 months, accompanied or unaccompanied. These Marines will not have a mandatory rotation date established. Refer to the reference (n) for those entitlements that pertain to Alaska and Hawaii. The following applies to Marines assigned to Hawaii:

(1) Will be assigned an operational PCS move.

(2) Not considered overseas for overseas screening.

(3) Will not be eligible for an updated OCD, unless the Marine completes requisite deployments.

k. Recommendations to change any overseas tour length listed in reference (n) must be forwarded to the CMC (MP) per the instructions in reference (a) to receive appropriate action.

10. Entitlements. PCS orders will indicate category and type of tour assignment to provide transportation officers the necessary information to determine entitlements. Marines assigned to an overseas command who are eligible to serve the accompanied tour must be counseled regarding the consequences of electing an unaccompanied tour. Prior to electing the unaccompanied tour, Marines must be certain that the travel of their dependents and/or shipment of HHG to the overseas location is not desired and will not be desired prior to transfer from the overseas location. Additionally, Marines have no travel entitlement to the overseas location for dependents acquired after his/her effective date of PCS orders to the overseas location, even if the dependents are subsequently command sponsored. Further, sole parenthood, itself, is not sufficient justification for transportation of dependents at Government expense. Situations involving the transportation of family members or the shipment of personal property which

are not addressed by this Order, reference (n), or other applicable directives should be referred to CMC (MMIB) for determination. Refer to Appendix E for quick reference of basic entitlements incident to overseas assignment.

a. Accompanied Tour

(1) Marines with dependents prior to the effective date of PCS orders who execute accompanied orders are entitled to transoceanic travel of authorized dependents and transportation of HHG to and from the overseas duty station, and to station allowances at the "with dependents" rate upon gaining command sponsorship of dependents.

(2) If the Marine elects an accompanied tour and concurrent dependent travel is denied, the Marine may request authorization for delay of family member travel through CMC (MMIB/RAP). A Marine may move their dependents on a fully-funded set of orders at any time until the next fully funded orders are issued; however, in order to receive the housing allowance for the old PDS or previously approved dependent location, delay of dependent travel must be approved. If approved, the Marine will keep the BAH at the old PDS, or previously approved dependent location, until the dependents arrive at the overseas duty station or the delay authorization has expired, whichever is earlier. This delay is normally limited to 60 days unless the request is supported by documentation (legal and/or medical). The delay is only authorized due to medical, legal or reasons caused by the Government, and not solely for personal convenience (refer to reference g) for circumstances specifically precluded from consideration in paying a housing allowance other than that of the PDS). If the delay is expected to be 20 weeks or greater, the Marine must request that the tour be modified to an unaccompanied tour. If the unaccompanied tour is approved, the dependents may be located to a designated place at Government expense. CMC (MMIB/RAP) maintains final approval authority on all designated place move requests. Limitations are as follows:

(a) Designated place moves may be made only to a location within CONUS unless the sponsor (or spouse) was domiciliary before entering active duty (or marriage to the Marine) and continues to be a domiciliary of Hawaii, Alaska, the Commonwealth of Puerto Rico, or a territory or possession of the United States (i.e. overseas non-foreign locations). In these cases, dependents may elect a designated place to move to their domicile.

(b) Only one DLA payment is authorized.

(3) Marines serving an accompanied tour who are subsequently ordered to a dependents-restricted tour may choose to have their dependents remain at their current overseas duty station. Approval rests with CMC (M&RA). While such dependents are eligible for subsequent Government transportation and entitle the Marine to station allowances at the "with dependents rate," the dependents shall not be considered command sponsored. In these cases, the Marine and his/her dependents must be counseled that they may no longer be covered by the Status of Forces Agreement (SOFA).

(4) Marines ordered to remote areas must be counseled that transportation in the case of a medical evacuation for their command-sponsored family members is authorized per reference (n). This includes the return of the dependent to the Marine's duty station. Conscientious efforts in this direction will minimize unnecessary expenditures of personal travel funds and should ensure that facilities are available to meet the special needs of Marines and their family members.

b. Unaccompanied Tour

(1) Orders for Marines electing the unaccompanied tour must contain a statement that Government transportation of family members or HHG to the assigned overseas duty station is not authorized per reference (n). These Marines are not entitled to Family Separation Allowance (FSA), and orders will so state.

(2) Designated Place Move

(a) If a Marine serving an unaccompanied tour elects to re-locate dependents and/or HHG to a designated place at Government expense, dependents are not be eligible for further Government transportation until the Marine is assigned PCS orders from the overseas duty station or receives an approved-in-place COT (IPCOT).

(b) Marines serving the unaccompanied tour and relocating their dependents at Government expense to a designated place, may at their own expense further relocate their dependents to their overseas duty station. Unless the Marine is eligible for and requests command sponsorship of his or her dependents, the dependents must be considered non-command sponsored (individually sponsored). If dependents, subsequent to their arrival overseas, are command-sponsored, the Marine becomes eligible for Government transportation for his/her dependents from the overseas location upon reassignment.

(c) Designated moves for foreign born spouses are not authorized if the Marine elects the unaccompanied tour.

(d) CMC (MMIB/RAP) maintains final authority for approval of all designated place move requests.

(3) Visits by Family Members

(a) Non-command-sponsored family members who visit sponsors on dependents-restricted Operating Forces tours may not be endorsed as command-sponsored. Reference (ae) contains information on entitlement to Family Separation Allowance (FSA) and conditions under which this allowance may be terminated. Reference (n) contains information on the appropriate overseas housing allowance rate when family members arrive at or in the vicinity of a Marine's permanent duty station overseas when the family members are not command-sponsored.

(b) Visits by family members, which result in prolonged stays, may affect some entitlements, such as FSA. Consequently, Marines are cautioned to ensure allowances associated with family separation are terminated when required by law and applicable regulations. This is an individual as well as command responsibility.

(c) Space-available transportation to the member's overseas duty station during the course of an overseas tour of duty may not be furnished to non-command-sponsored dependents. Exceptions may be authorized only under the following conditions:

(1) Dependents acquired in an overseas location, if not authorized travel and transportation at Government expense, are eligible for transportation on a space-available basis with the Marine's PCS move from the overseas location, if the requirements of the U.S. Immigration and Naturalization Service for entry into the United States have been met.

(2) On a case-by-case basis, CMC (LPD) may authorize non-command sponsored dependents to compete for space-available transportation from the overseas location with the Marine's PCS move, when clearly in the best interest of the Marine and the U.S. Government.

c. Dependent-Restricted Tour

(1) The Marine's dependents may be relocated to a designated place at Government expense. CMC (MMIB/RAP) maintains final approval authority for all designated place move requests.

(2) If an accompanied tour for that location is authorized after the Marine's arrival, the Marine will be given the opportunity to serve the accompanied tour. Upon approval to serve the accompanied tour, dependents shall be provided Government transportation to the Marine's duty station as long as the dependents were acquired before the effective date of PCS orders, regardless if they were previously relocated to a designated place. For the Marine's dependents to be command sponsored, entitling Government travel for dependents and shipment of HHG, the Marine must serve the full, accompanied tour starting when the dependents are command sponsored.

(3) Designated Place Move for Foreign Born Spouses

(a) Marines with foreign-born spouses who are assigned to overseas dependent-restricted locations may request that the spouse and other dependents be relocated at Government expense to the spouse's native country while the Marine is assigned to the dependent-restricted location. Approval authority rests with CMC (MMIB/RAP). This authorization applies only to the dependent-restricted tour (not authorized for Marines who elect an unaccompanied tour).

(b) Requests must contain documented evidence justifying that the spouse's native country is the appropriate location for dependents to reside during the Marine's dependent-restricted assignment. It is important to carefully consider each Marine's request for family member transportation with a view toward the morale of the Marine and the family member(s). In considering requests for transportation under "unique conditions and circumstances," a basic question that must be considered is whether the separation of the family members from the sponsor has created a unique situation that causes a valid hardship for the family members and whether this hardship can be alleviated by approving the requested transportation. Full documentation, to include medical records and notarized affidavits, as appropriate, will be submitted to substantiate each request. Limited command of the English language, in itself, is considered insufficient justification to warrant family member's transportation and limited shipment of HHG to an overseas location for a dependents-restricted tour.

(c) When the dependents' residence must be in a country other than where the Marine is assigned, the Marine must serve the prescribed tour length for his or her duty station. If the dependents and the Marine are residing in the same country, the Marine will serve a minimum of 24 months at his or her duty station.

(d) Dependents will be considered non-command sponsored, however, the Marine will be authorized cost of living and temporary lodging allowances at the "with dependents" rate based on the dependents' location.

(4) Visits by Family Members

(a) Non-command-sponsored family members who visit sponsors on dependents-restricted Operating Forces tours may not be endorsed as command-sponsored. Reference (ae) contains information on entitlement to Family Separation Allowance (FSA) and conditions under which this allowance may be terminated. Reference (n) contains information on the appropriate overseas housing allowance rate when family members arrive at or in the vicinity of a Marine's permanent duty station overseas when the family members are not command-sponsored.

(b) Visits by family members, which result in prolonged stays, may affect some entitlements, such as FSA and housing allowances. Consequently, Marines are cautioned to ensure allowances associated with family separation are terminated when required by law and applicable regulations. This is an individual as well as command responsibility.

(c) Space-available transportation to the member's overseas duty station during the course of an overseas tour of duty may not be furnished to non-command-sponsored dependents. Exceptions may be authorized only under the following conditions:

1. Dependents acquired in an overseas location, if not authorized travel and transportation at Government expense, are eligible for transportation on a space-available basis with the Marine's PCS move from the overseas location, if the requirements of the U.S. Immigration and Naturalization Service for entry into the United States have been met.

2. On a case-by-case basis, CMC (LPD) may authorize non-command sponsored dependents to compete for space-available transportation from the overseas location with the Marine's PCS move, when clearly in the best interest of the Marine and the U.S. Government.

d. Acquired Dependents

(1) Marines who acquire dependents after the effective date of PCS orders to the overseas location have no entitlement to transoceanic travel of dependents and transportation of HHG to the overseas station, even if the dependents are subsequently granted command sponsorship. An exception is if an IPCOT is requested and approved by CMC (MMA/MMEA/RAM). If conversion to an accompanied tour is approved, the Marine is personally financially responsible for transporting his/her dependents and HHGs to the overseas location. Children born to command sponsored spouses or to Marine mothers, whether married or single, are excepted.

(2) Upon command sponsorship of acquired dependents and arrival at the overseas station, Marines become entitled to station allowances at the "with dependent rate" effective the date of command sponsorship, along with transoceanic travel of dependents and transportation of HHG at Government expense from the overseas station to the new PDS. Retroactive entitlement of station allowances is not authorized. Note: dependents may only become command sponsored if the Marine agrees to serve the accompanied tour length and has a minimum of 12 months remaining on his/her tour.

(3) Single female Marines who give birth overseas are entitled to station allowances at the "with dependents rate" and dependent travel at Government expense from the overseas station upon the Marine's PCS.

(4) If approved for IPCOT, see para see para 12.b of this chapter.

e. Non-Command-Sponsored Dependents

(1) Marines having non-command-sponsored dependents residing with them at the overseas station are not entitled to station entitlements at the "with dependents rate" or transoceanic travel of dependents and transportation of HHG at Government expense to or from the overseas location.

(2) Depending on individual SOFAs, laws or policies, these dependents may be denied access to certain dependent support facilities.

(3) Marines whose non-command-sponsored dependents subsequently become command sponsored after the effective date of PCS orders may become eligible to receive the same entitlements as a Marine who acquires dependents that subsequently become command sponsored.

f. CMC (MMIB/RAP) may grant exceptions on an individual basis and in cases involving unit PCS moves.

11. Tour Completion

a. Overseas tours commence on the date a Marine departs a CONUS port or other port of departure, and ends the day of return (regardless of whether their family members travel concurrently or join them later).

b. Compute/adjust the RTD per the MCTFSPRIUM.

(1) Authorized leave taken overseas enroute to an overseas duty station must be excluded from computation.

(2) Authorized leave taken in CONUS while enroute from one overseas duty station to another overseas duty station must be excluded from computation.

(3) Marines enrolled in the EFMP, who are reassigned from overseas in accordance with reference (p) must be credited with having completed the overseas tour provided they otherwise meet the minimum tour requirements prescribed in paragraph 6.d of this Chapter.

c. Marines will depart within the 10-day period prior to their RTD. Where the circumstances of a particular case so warrant, commanders may request authority from the CMC (MMEA/MMOA/RAM) to rotate an individual earlier.

d. The minimum time to receive credit for any overseas assignment is the tour length stated in the PCS orders. CMC (MMOA/MMEA/RAM) may waive up to 60 days of the stated tour length and the Marine will still receive credit for tour completion.

e. Marines who, due to a service requirement, are involuntarily transferred or reassigned from one MCC to another MCC within the same geographic area will retain their original RTD. Voluntary tour length extensions by these Marines are encouraged.

12. Consecutive Overseas Tours (COTs). Marines are encouraged to volunteer for and serve COTs to help reduce PCS turbulence. While it is preferred that COTs be voluntary, the CMC, based upon the demands of military service, may direct involuntary COTs. The initial tour obligation should be met when possible before transferring/reassigning Marines to a COT. To be eligible for a COT, a Marine must agree to serve the equivalent of at least the total minimum prescribed tour lengths for the old and new permanent duty station (PDS). If an unaccompanied tour length is not prescribed for a PDS, then the accompanied tour length pertains. For example: A Marine is assigned an unaccompanied tour in Germany (24-month tour) and is then reassigned to Hawaii (36-month tour). The Marine must agree to serve at least a total of five years overseas between the two PDSs to be eligible for the COT.

a. Marines stationed overseas who are selected to serve a COT have the following tour-election options:

(1) Unaccompanied-to-Unaccompanied Tour. Relocating dependents and/or HHG from a previously approved designated place to a newly designated place can only be approved only by the CMC (MMIB/RAP) when it has been clearly shown that the movement is in the best interest of the Government. Authority cannot be delegated.

(2) Unaccompanied-to-Accompanied Tour. Relocating dependents and/or HHG from a previously approved designated place to the Marine's new duty station (current duty station for those selected for an In-Place COT (IPCOT)) may be approved only if CMC approves introduction of the Marine's dependents in to the country. CMC (MMIB/RAP) maintains final approval authority for all designated place move requests.

(3) Accompanied-to-Unaccompanied Tour. Marines either electing to serve the unaccompanied tour or directed to serve a dependent-restricted tour shall be given the opportunity to relocate their dependents and/or HHG to a designated place within the United States, the Commonwealth of Puerto Rico, a territory or possession of the United States. CMC (MMIB/RAP) maintains approval authority for all designated place move requests.

(4) Accompanied-to-Accompanied Tour. Upon approval of CMC (MMOA/MMEA) Marines electing or required (assigned to key billet) to serve the accompanied tour length when reassigned, PCS, or selected to an IPCOT must be given the opportunity to relocate their dependents and/or HHG to their new duty station. Marines assigned to key billets may elect to serve without their dependents and relocate their dependents and/or HHG to a designated place within the United States, the Commonwealth of Puerto Rico, or a territory or possession of the United States; however the Marine must serve the accompanied tour length. Marines being reassigned PCS or COT under this option must be given concurrent travel. CMC (MMIB) maintains approval authority for all designated place move requests.

b. In-Place Consecutive Overseas Tours (IPCOTs). Marines serving on either an accompanied, unaccompanied, or dependents-restricted tour may, upon completion of their initial tour, to include voluntary extensions to that tour, request an IPCOT. By doing so, the Marine agrees to serve another complete tour at the same geographic location whether it is an accompanied, unaccompanied, or dependents-restricted tour. Regardless of either initial tour obligation or subsequent tour obligation, the Marine must serve the minimum prescribed tour lengths.

c. Intra or Inter-Theater COTs

(1) Such assignments require the PCS movement of the Marine and the Marine's family, if accompanied. When transferred on a COT, Marines must be given the opportunity to serve either the accompanied-by-family members tour, if authorized at the new duty station, or the unaccompanied tour. Marines being transferred or reassigned on intra or inter-theater COTs must serve the prescribed tour lengths at both duty stations.

(2) Exceptions to the requirement may be authorized on a case-by-case basis by the CMC (MMEA/MMOA/RAM). Requests to waive this requirement must be endorsed at the command level. The CMC (MMEA/MMOA/RAM) may only approve exceptions that will result in the Marine serving at least the equivalent of two unaccompanied tours prior to being transferred from the Marine's last duty station. If it is determined that the Marine must serve less than the equivalent of two unaccompanied tours, then such exceptions may only be authorized by the CMC (MMOA/MMEA/RAM).

(3) In those cases where Marines who are accompanied by authorized dependents are involuntarily relocated from one overseas location to another overseas location because of base closure or similar action by the military service concerned, transportation of dependents at Government expense and command-sponsorship at the new overseas duty location will be authorized, provided that the new location is authorized dependents, regardless of time remaining on the Marine's tour. This exception applies only to intra-theater COTs.

d. Leave Travel in Connection with Consecutive Overseas Assignments

(1) Approval rests with CMC (MMIB) only.

(2) Reference (ae) states military personnel stationed outside the CONUS ordered to a consecutive tour of duty at the same duty station or transferred to another overseas duty station may be paid travel and transportation allowances in connection with authorized leave from their last duty station. The intent is to allow Marines the opportunity to attend to personal affairs at their home of record prior to beginning a consecutive tour outside the CONUS. Travel and transportation allowances also may be paid for the Marine's family members. Tours of duty whether at the same duty station or a new duty station must be the authorized tours as listed in reference (n). Travel allowances must not exceed those authorized by reference (n).

(3) To receive authorized travel and transportation allowances, a Marine permanently assigned to another overseas duty station must serve the prescribed tour at the new permanent duty station. The total time to be served between the two locations must equal at least the sum of the unaccompanied tour lengths for those locations.

(4) The travel and transportation allowances authorized for consecutive overseas tours are separate and distinct from the incentives offered in connection with overseas tour extensions. Incentive options for OTEIP are only applicable to Marines serving an authorized extension per OTEIP and are not applicable to Marines serving COTs/IPCOTs. If any leave is taken while traversing CONUS in conjunction with executing PCS orders, COT travel must be deemed executed and deferred COT leave travel must not be authorized.

(5) Both enlisted Marines and officers are eligible for COT/IPCOT travel allowances when authorized to serve a COT/IPCOT.

(6) The following rules apply to COTs/IPCOTs:

(a) Marines serving an IPCOT must complete their initial tour, to include voluntary extensions, and agree to authorization by the CMC (MMEA/MMOA) to serve the prescribed tour length elected. Marines must have required obligated service to serve the prescribed tour length.

(b) For the Marine's family members to be eligible for the allowances outlined in reference (n), the Marine must be serving an IPCOT or be transferred to an accompanied tour, and the Marine's family members must be command-sponsored and reside with the Marine at both the old and new PDS.

(c) Travel for which the member is paid travel and transportation allowances in conjunction with an approved COT or IPCOT may be deferred until not later than the completion of Marine's second overseas tour, except as provided in reference (n).

(d) If a Marine is required to traverse CONUS while executing PCS travel to his or her next duty station, COT leave travel must be performed during this time. If due to operational requirements the Marine is not authorized leave between the two tours, a request to defer COT leave may be submitted to CMC (MMIB) identifying the circumstances requiring deferment.

(e) A Marine must serve the entire prescribed length of the first tour prior to the commencement of the leave travel. In the case of one-year dependent-restricted tours, this would normally be 365 days from the date the Marine departed CONUS. Prescribed dependents-restricted tours are considered completed in situations where the tour length has been reduced up to 60 days for the needs of the Service.

(7) The following guidance applies to those Marines stationed in Hawaii and Alaska:

(a) Those Marines who are transferred from an overseas location (other than Hawaii/Alaska) to Hawaii/Alaska or from Hawaii/Alaska to an overseas location may be eligible for COT leave travel.

(b) Marines who served three years TOS in Alaska or Hawaii and who subsequently agree to remain at their present duty location for another three years may be placed on COT orders and be authorized travel and transportation allowances in conjunction with COT leave.

(8) Marines assigned to MCESG may be eligible for COT leave travel when transferred between embassy posts overseas, provided they comply with the other provisions outlined in this Order. Marines that do not complete the required tour lengths listed in reference (n) may be eligible for the leave incentive travel between their second and third posts

(9) Forward requests for COT leave incentive travel to CMC (MMIB) at least 30 days prior to travel date.

e. Marines already stationed overseas with command-sponsored dependents that are issued Consecutive Overseas Tour (COT) orders for an unaccompanied tour may elect to have their dependents remain at their current overseas duty station. Marines are cautioned that dependents will no longer be considered command-sponsored, and that SOFA may no longer cover dependents remaining in a foreign country.

13. Extensions of Overseas Tours

a. Involuntary Extensions

(1) Marines may be involuntarily retained beyond their normal RTD for investigation or trial by U.S. military or foreign authorities, or for completion of administrative actions such as, but not limited to, non-judicial punishment, separations processing, or host-country custom regulations. CMC (MMOA/MMEA/RAM) maintains decision authority on Marines to be retained under these circumstances.

(2) Accompanied Tours. Any Marine serving an accompanied tour may be involuntarily extended provided that:

(a) If, at normal RTD, the Marine is within six months of EAS/retirement/transfer to the FMCR and is serving at a location where the prescribed accompanied-by-family members tour is less than 36 months, the Marine's tour may be involuntarily extended by the overseas commander to EAS/retirement/transfer to the FMCR.

(b) If, at normal RTD, the Marine is within 11 months of EAS/retirement/transfer to the FMCR and is serving at a location where the prescribed accompanied-by-family members tour length is 36 months, the Marine's tour may be involuntarily extended to EAS/retirement/transfer to the FMCR.

(3) Unaccompanied Tours. Marines within 6 months of separating and stationed at a duty station where they are assigned to an unaccompanied tour may be retained at that duty station until their scheduled date of separation.

(4) Tour lengths will not be involuntarily extended if the Marine extends/reenlists for a length of time sufficient to enable the Marine to serve 12 months or more upon arrival at a new CONUS duty station.

(5) Before an involuntary overseas extension is imposed per this Order, enlisted Marines will be given the opportunity to extend their enlistment, when otherwise eligible, by a time sufficient to increase remaining service to more than the minimum period indicated above. Officers will be afforded the opportunity to extend overseas tours or serve one year at a CONUS duty station prior to retirement or separation.

(6) In certain other extraordinary cases, Marines (including those with command-sponsored family members) may be involuntarily extended by the CMC (MM/RA) to meet the needs of the Marine Corps.

b. Voluntary Extensions. Eligible Marines are encouraged to voluntarily extend their overseas tours as they provide a high degree of unit continuity, stability for Marine families, and reduction of PCS costs. Commanders will forward requests for extensions by Marines, with specific recommendations, for approval to CMC (MMEA/MMOA/RAM). Commanders, certifying that retention of the individual is in the best interest of the command, will personally endorse extension requests that will cause a Marine to remain overseas in excess of six years. These requests must include a CG's endorsement, whether as the result of consecutive accompanied or unaccompanied tours. Guidance for forwarding requests is as follows:

(1) Requests should be received by the CMC (MMEA/MMOA/RAM) at least 180 days prior to RTD to be given favorable consideration.

(2) All requests for extensions demonstrating hardship or humanitarian situations that meet the criteria established in reference (c) will be considered at any time.

(3) Extension requests for both first term and career enlisted Marines will not be approved when there is insufficient obligated service for the new CONUS RTD. Marines may submit a Reenlistment Extension Lateral Move (RELM) request via the Total Force Retention System (TFRS) to the CMC (MMEA-6) requesting reenlistment/extension to obtain sufficient obligated service.

c. Overseas Tour Extension Incentives Program (OTEIP). The intent of the OTEIP is to increase the personnel stability of Marines at overseas locations. Program requirements will be identified by CMC (MM) who will periodically solicit applicants via MarAdmin for certain overseas MCCs that are forecasted to be under-staffed. Approval authority rests with CMC (MMOA/MMEA/RAM). Commanding officers will counsel Marines requesting extensions under OTEIP, concerning the difference in travel options between voluntary extensions and COT/IPCOT. Marines approved for OTEIP who agree to serve the resulting voluntary extension are not eligible for COT/IPCOT travel allowances. Conversely, incentive options for OTEIP are not applicable to Marines serving COTs/IPCOTs.

(1) Eligibility

(a) Enlisted Marines and career-designated officers serving overseas (including Alaska and Hawaii) are eligible for OTEIP.

(b) Enlisted Marines must have at least 12 months remaining on their current contract, and agree to extend for an additional 12 months past their original RTD. Extension requests must be for at least 12 months beyond the Marine's prescribed RTD. Multiple extensions of less than 12 months having a sum total of 12 months or greater do not qualify an enlisted Marine for the incentive program.

(c) All MOSs are eligible for the incentive.

(d) Enlisted Marines who reenlist for a deferred option and will spend at least 12 additional months at the overseas station.

(e) Marines assigned to dependent-restricted tours may request an in-place extension or reassignment to another dependent-restricted MCC within the same geographical location.

(2) Incentives

(a) Marines accepted for OTEIP may elect to receive a \$166.66 bonus for each of the 12 months extended, or 30-days special rest and recuperative leave, or 15-days special rest and recuperative leave with government funded, round trip travel to the nearest point of debarkation in CONUS. These incentives must be in addition to any other leave or transportation to which the member may be entitled. Marines requesting the OTEIP are not eligible for home of record travel.

(b) For Marines electing 15-days special leave and Government funded round trip travel to CONUS, leave will commence/terminate at the nearest port of debarkation/embarkation in CONUS.

(c) Marines electing the 15-days special leave plus Government paid round trip transportation must arrange all travel through an available Commercial Travel Office (CTO)/Distribution Management Office (DMO).

(d) For Marines electing the 30-days special leave, leave will commence/terminate at the permanent station.

(e) If recommended by the commanding officer, Marines may change their election prior to the execution of the incentive/extension. Requests for all approved incentive/extension changes must be forwarded to the CMC (MMA/MMEA/RAM).

(3) Marines whose overseas locations are not included in the current program, but are later added subsequent to the effective date of their extensions, are ineligible to receive any of the incentives for their extensions.

(4) Voluntary or involuntary early termination of overseas duty of a Marine in receipt of an annual bonus will normally require reimbursement of the unearned portion. Final determination on whether recoupment is warranted rests with the CMC (MMIB). Should recoupment be required, the amount must be \$166.66 for each month or portion of a month not served. Used special leave or special leave/funded travel are not subject to recoupment; however, upon termination of extension, all rights to special leave or special leave/funded travel entitlements are vacated. Normal return to CONUS (within 10 days of RTD) per paragraph 6.c of this chapter does not disqualify a Marine from receiving the final month's bonus.

(5) Commanding officers will ensure the following:

(a) Marines requesting voluntary extensions, to include extensions under OTEIP, are counseled concerning the difference in travel options between voluntary extensions and COT/IPCOT.

(b) The Marine's extension is forwarded to the CMC (MMEA/RAM). Approval will be contingent on the needs of the Marine Corps.

(c) Upon the CMC approval of the extension, file a copy of the approved request on the document side of the Marine's OMPF. This copy will be retained in the OMPF throughout the period of extension.

(d) On the effective date of extension, annotate the approval message as appropriate: "Extend overseas for (No. months) months." "Elects \$166.66 monthly extension bonus" or "30-days special leave" or "15-days special leave with transportation." If election is for monthly extension bonus, the supporting IPAC/Administrative Unit will report the start of an Overseas Extension Bonus with TTC 491-000 (START EXT PAY). If the election is for 15 days special leave with transportation, forward the approval message to CMC (MMIB) to receive a travel line of accounting (LOA).

(e) The special leave is entered into MCTFS using Marine Online (MOL).

(f) When an effective extension is canceled, report the cancellation via TFRS. If the Marine had elected the extension bonus, report the effective date of cancellation of extension bonus utilizing TTC 492-000 (STOP EXT PAY).

(6) Records Disposition. A record of all extension incentive requests, to include all supporting documentation, will be maintained by the CMC (MMEA/MMIB/RAM) archives for a period of two years per reference (af).

14. Overseas Control Date (OCD). OCDs are Marine Corps-unique and governed solely by Marine Corps policy. The Marine Corps administratively uses OCDs internally to manage the assignment of Marines between overseas and CONUS and between deployment-designated and non-deployment designated unit assignments. Personnel Tempo (PERSTEMPO), also known as Deployment Tempo (DEPTEMPO), is used to adjust and update the OCDs of Marines. Refer to Chapter 9 of the MCTFSPRIUM for definitions and detailed reporting guidance for PERSTEMPO and DEPTEMPO. The requirement to serve 270 consecutive days to receive credit for the completion of the dependents-restricted tour is an administrative control used by the Marine Corps for awarding an OCD.

a. The accrual of PERSTEMPO and the consequent adjustment or update of a Marine's OCD applies to all Marines, regardless of family member status, the type of unit the Marine is assigned to, whether assigned to a deployment-designated unit, the location of the assignment (overseas or CONUS), etc.

b. OCDs are used to determine who within the pool of Marines available for assignment will be considered first for reassignment overseas. Further, to assist in the application of an equitable rotation or reassignment policy between overseas and CONUS assignments and between deployment-designated units (units that routinely support major deployments, e.g., MEUs and UDPs) and units that do not normally deploy. The intent is to fair share the burden of major overseas deployments and overseas assignments among Marines.

c. OCDs allow a queuing and prioritization of the Marines within the queue. The Marine with the oldest OCD will normally be the first considered for an overseas assignment. An OCD is only one of several factors considered by assignment monitors in making assignment decisions.

d. OCD Adjustments and Updates

(1) OCDs may be changed by two distinct methods, either by adjustment or by update. An adjustment is a one-day for one-day adjustment (i.e., increase) of a Marine's OCD, based upon their accrual of creditable deployment days. For example: a Marine's OCD is 13 February 2000. The Marine deploys (creditable days) for three days during June of 2016. The Marine's OCD is then adjusted to 16 February 2000. OCDs are automatically adjusted in the Marine Corps Total Force System (MCTFS) upon an administrative DEPTTEMPO transaction reporting deployed days. Marines are credited for OCD purposes for each creditable day they deploy, regardless of the location or duration of that deployment, whether it was incident to a deployment to an Imminent Danger Pay (IDP) or Hostile Fire Pay (HFP) area, or whether the Marine was assigned to a deployment-designated unit. The MCTFSPRIUM states what creditable PERSTEMPO days are. For OCD purposes, the only PERSTEMPO days that are not creditable are those categorized as "Mission Support TAD" (code DDZ).

(2) A Marine's OCD may also be updated (given a current OCD) to reflect the date the Marine completed one of four creditable events listed below. Example: a Marine's OCD is 13 February 1998. The Marine completes a 12-month dependent-restricted tour on 24 July 2016. The Marine's OCD is manually updated to 24 July 2016 by the Marine's administrative reporting unit. OCDs must be manually updated by commands since MCTFS data alone does not explain the complete circumstances and does not recognize when a creditable event occurred. For example: MCTFS does not recognize when a Marine completes the second of two major overseas deployments during the same Operating Forces (OPFOR) tour, which would require an update to the Marine's OCD. Manual updating of OCDs maintains positive control and service-wide equity over the updating of the OCD. All events listed below are either permanent assignment overseas or an equivalent:

(a) Completion of permanent overseas assignment, dependents-restricted, accompanied or unaccompanied, including Marines on dependent-restricted assignments completing a minimum of 270 consecutive days overseas.

(b) Completion of at least 270 consecutive days deployed overseas, regardless of the type of unit the Marine is assigned to and regardless of whether deployed to an IDP or HFP area or not.

(c) Completion of two consecutive major overseas deployments (e.g., MEU and/or UDP or equivalent) of at least five months (150 days, not waiverable) duration each, during the same or continuous OPFOR tour.

(d) Completion of at least 180 consecutive days (not waiverable) deployed to a "hostile fire area".

(3) "During the same or continuous operating force tour" means the Marine remained assigned to the OPFOR for both deployments, vice having an intervening permanent reassignment to a non-operating force tour (e.g., DI, recruiting, HQMC, etc.). A Marine may complete the two major deployments with two separate units and even separate MEFs, DIVs, MAWs, etc. For example: a Marine completes a UDP deployment while assigned to 1st Battalion, 2nd Marine Regiment, 2nd Marine Division. The Marine is subsequently permanently reassigned to 1st Marine Division, and there completes a MEU deployment with 3rd Battalion, 7th Marine Regiment. The Marine is considered to have completed two consecutive major deployments during continuous OPFOR assignments and is eligible to have his/her OCD updated.

(4) A major deployment may be used only once to update a Marine's OCD. This includes deployments to hostile fire areas. For example: a Marine completes two consecutive major deployments while assigned to Combat Logistics Battalion (CLB)-11. The first deployment is a MEU deployment from 1 January 2016 thru 30 July 2016 and the second deployment is to a hostile fire area from 1 January 2017 thru 30 July 2017. Upon completion of the second deployment, the Marine's OCD would be updated to 30 July 2017. If the Marine completes a third consecutive major deployment while still assigned to CLB-11 (for example: another deployment to a hostile fire area from 1 January 2018 thru 30 July 2018), the second deployment cannot be used in conjunction with the third deployment to update and Marine's OCD a second time. However the OCD will be adjusted via DEPTempo reporting to reflect a new OCD of 26 February 2018 (OCD of 30 July 2017 + 211 days DEPTempo = adjusted OCD of 26 February 2018).

(5) The following specified temporary absences count as continuous days deployed for OCD purposes: emergency leave, rest and recuperation leave, annual leave, funded TAD, convoy duties, special liberty, and the absence of casualties who are hospitalized away from their deployment but are returned to their deployment. Such temporary absences must be inclusive of a deployment in order to count as continuous. Temporary absences that occur at the beginning or end of the deployment to shorten it (i.e., transit time) does NOT count for the purpose of updating OCDs. The criteria for adjusting and updating a Marine's OCD rest with the commander and must reflect a policy that the vast majority of a Marine's time was deployed at the deployed location.

(6) The updating of a Marine's OCD will NOT result in an automatic reassignment to a non-deploying unit and does not preclude consideration for an overseas assignment. When required, Marines may remain stabilized in their current deploying unit, may be reassigned to another deploying unit, or may even be reassigned overseas on an accompanied tour.

e. The above OCD policies apply to all Marine Corps personnel, including Marines assigned to Sea Duty and external to the Marine Corps (e.g., Mobile Construction Battalion, Joint Duty, United Nations (UN) Duty, etc.).

f. Marines with family members who are assigned to an accompanied tour, who, although eligible for command-sponsorship of family members, elect an unaccompanied tour, will receive a new OCD upon completion of the unaccompanied tour.

15. Joint Household Tour Lengths

a. Tour lengths for Marines having Service member spouses are as follows:

(1) Military couples accompanied or joined by command-sponsored dependents must serve the accompanied tour.

(2) Military couples assigned to or living in the same overseas location or locale (e.g. reside together in Government-approved family quarters) must serve the accompanied tour when such a tour length is authorized for either Service member's duty station.

b. Military couples, assigned to different overseas locations, must serve the unaccompanied or dependents-restricted tour length, but if/when joint residence is established (e.g. reside together in Government-approved family quarters) they must serve the accompanied tour, if such a tour is authorized for the location or locale where they are residing. For the purpose of this Order, all MCCs on Okinawa are considered the same location.

c. For military couples who are not concurrently assigned to the same overseas location where a joint residence is planned to be established or maintained, the following applies:

(1) The first arriving spouse will serve, at a minimum, the accompanied-by-family member's tour.

(2) The tour length of the first arriving spouse may be extended to coincide with the tour completion date of the second arriving spouse who will also serve the accompanied-by-family members tour. The tour length of the second spouse to arrive overseas will not be curtailed to coincide with the tour completion date of the spouse who arrived first.

d. If a Marine marries another service member while on duty in an overseas area, the originally assigned tour lengths will be maintained unless one or both members request a tour conversion to serve the longer (accompanied) tour at that location.

e. When a Marine is married to another Service member, PCS orders to a dependents-restricted tour will normally be delayed up to 1 year in cases where one spouse has just completed a dependents-restricted tour. A delay in PCS orders, however, will not normally be approved if the couple was not married prior to the beginning of the first spouse's dependents-restricted tour.

16. Curtailement of Overseas Tours. While the nature of military service may require the transfer of Marines prior to completion of their prescribed tours, such actions will be kept to the absolute minimum. Of note, tour curtailements are separate and distinct from conversion of an accompanied tour to an unaccompanied tour. Curtailements may be granted on a case-by-case basis by the CMC (MMEA/MMOA/RAM) provided that it is the only recourse available and is clearly in the best interest of the Marine Corps. Requests must be endorsed by the first colonel in the Marine's chain of command. Approval authority for curtailements greater than 12 months rests with the Director, Manpower Management (MM/RA). Approval authority for curtailements less than 12 months rests with MMOA/MMEA/RAM.

17. Early Return of Dependents. Early return of dependents should be considered a last resort. If dependents are approved for early return from overseas, the Marine must complete his/her original accompanied tour length. In most cases, Marines must gain final approval prior to moving dependents from the overseas location. Final approval authority rests with CMC (MMIB/RAP).

a. Command-sponsored dependents of Marines stationed outside the United States, or in a territory or possession of the United States, may be transported at Government expense from the Marine's duty station to a designated place in the United States before completion of the Marine's overseas tour, for the following reasons:

(1) Documented behavior is an embarrassment to the U.S. Government.

(2) Documented behavior is prejudicial to order, morale, and discipline in the command.

(3) The safety of the family members can no longer be ensured because of adverse public feelings or civil unrest in the area.

b. Marines stationed outside the CONUS may request, for personal reasons, that their command-sponsored family members be transported at Government expense to a designated place in the United States, or a territory or possession of the United States, before completion of their overseas tour. The circumstances when such transportation may be authorized are:

(1) If individual medical treatment is not available at the Marine's duty station or not readily available in the theater. The Marine's request must be supported by medical documentation, including a statement by the attending physician, indicating the treatment is essential to the well-being of the family member patient.

(2) When death, serious illness, or incapacitation of a family member normally caring for the Marine's minor family members, in the opinion of the approval authority, requires that such family members be transported to a place where proper care may be maintained. Marines should review reference (p) to determine if enrollment to the Exceptional Family Member Program is required.

(3) When adequate educational facilities or housing for family members no longer exists and such conditions were caused by conditions beyond the control of the Marine. Conditions must have arisen after the family member began traveling to the Marine's overseas duty station. Conditions affecting individual Marines and their family members must be supported by documented evidence showing that the factors involved were beyond the Marine's control and cannot be resolved in a reasonable time period by either the Marine or the Marine Corps. Such conditions affecting other Marines accompanied by command-sponsored family members must be evaluated by the COC (MMAO/MMEA/RAM) to determine whether a request to change the tour length is appropriate per reference (a).

(4) When conditions are such that the international situation leads the Marine to be justifiably concerned for the safety and well-being of the family members. Such determinations must be made by the Combatant Commander based on the recommendation of the commander of the unit concerned.

(5) When determined that the best interests of the Government would be served by the transportation of one or more of the Marine's family members for compelling personal reasons that cannot be resolved by the Marine. Furthermore, it must be shown that such conditions have adversely affected the Marine's duty performance. Early return of dependents should be a last resort. Every effort by the command and the Marine must be taken to rectify the situation before submitting a request for early return of dependents. In order to ensure that early return of dependents is authorized as a last resort, CMC (MMIB/RAP) closely scrutinizes each submission. The following, at a minimum, must be included in each request:

(a) The circumstance must be evidenced by the command endorsement. This endorsement must outline the situation, attest to the fact that it is a last resort, and demonstrate that the situation is affecting the Marine's duty performance.

(b) If the situation deals with marital issues, it is mandatory to include recommendations from family counseling and legal counseling. Mental health and religious counseling is recommended.

(6) When a dependent receives orders from the Selective Service System directing them to report to a location in the United States for induction into the Armed Forces of the United States.

(7) When Marines have been sentenced by court-martial to be confined, dismissed, or to receive a punitive discharge and it has been shown that the early return of the Marine's family members is in the best interest of the Government. Similar considerations may be given to Marines sentenced to a civil confinement facility. Except as otherwise provided, approval authority for early return of family members rest with the CMC only, and may be further delegated within HQMC to colonels and above for routine matters, and no lower than the general officer level for decisions to deny the request for return.

(8) When it has been shown that acceptable employment opportunities for dependent children aged 18 years or older are not available. Such requests may only be considered when the Marine and dependents are residing outside the United States, the Commonwealth of Puerto Rico, or a territory or possession of the United States and the dependent children meet the definition in reference (ag).

c. Marines stationed overseas whose marriage is terminated by divorce or annulment may receive Government transportation for their ex-family members to a designated place in the United States, or in a territory or possession of the United States.

(1) To be eligible for such transportation the family members must have been residing with the Marine, must have been command-sponsored, and the divorce or annulment occurred while the Marine and the family members were overseas.

(2) Requests for such transportation may be made by either the Marine or the former spouse. Requests by the former spouse may only be made when the Marine (former sponsor) is not available or when the Marine has refused to initiate such requests.

(3) Transportation of ex-family members under this paragraph must be specifically authorized by the CMC (MMIB/RAP).

d. All requests/orders from United States courts for the return of family members to the United States must continue to be processed per the Marine Corps Travel Instructions Manual (MCTIM) located at the MISSA website at <https://eis.usmc.mil/sites/missa/default.aspx>.

(1) Commands may only endorse the early return of eligible family members when the Marine has clearly shown that a valid need to return the family members exists, the problem or situation occurred after arrival at the overseas duty station, and local resources (on or off base) cannot resolve the problem.

(2) The command should, if appropriate, obtain recommendations from religious, mental health, financial management, family counseling, or legal agencies.

e. Except where authorized by this Order, family members must begin travel prior to the Marine being notified of PCS orders from the overseas duty station. Notification of a forthcoming assignment from the overseas duty station must take precedence over unexecuted "early return" family member orders. An exception is for divorce. ERD must be completed within one year of divorce or six months after member completed PCS, whichever occurs first.

f. Except for family members relocating in accordance with paragraph 17.b.4, family members returning early at Government expense subsequently may not be further transported at Government expense until such time as the sponsor is issued the next set of fully funded orders. Although the Marine's family members may relocate early, the Marine must complete the prescribed accompanied overseas tour length.

g. If the family members subsequently returned to the Marine's overseas duty station at the Marine's expense, they may be again command-sponsored, for the purpose of return Government transportation and station allowances at the "with dependent" rate, if the following conditions are met:

(1) The Marine was not notified that receipt of PCS orders from the overseas duty station was to be expected. (Notification must have been through channels normally used and receipt of PCS orders must not be required).

(2) The Marine must have at least 24 months remaining on the overseas tour after approval of command-sponsorship. Requests for waivers may be submitted to CMC (MMIB).

(3) The Marine and/or family members will be counseled by the Transportation Management Office on the limits of their transportation entitlement.

h. Early Return of Foreign-Born Dependents

(1) Command-sponsored foreign-born dependents authorized travel may be allowed Government-funded transportation to the dependent's native country. Approval rests with CMC (MMIB).

(2) Requests must contain documented evidence justifying that the spouse's native country is the appropriate location for dependents to reside during the Marine's overseas assignment.

(3) Dependents will be considered non-command sponsored; however, the Marine will be authorized cost of living and temporary lodging allowances at the "with dependents" rate based on the dependents' location.

18. Evacuation of Dependents from Overseas Area

a. Neither a Marine's commanding officer, nor the Marine Corps may require family members to evacuate a foreign country. Such action may be taken only by the U. S. Department of State or the Government of the host nation under normal diplomatic protocol. Nevertheless, the Marine Corps may take steps under its authority, including the revoking of command-sponsorship, to restrict the access of family members to installations and facilities.

b. When family members in an overseas area are evacuated to a safe haven or returned to CONUS and the sponsors are required to remain in the overseas area, the overseas commander will request instructions by message to the CMC (MMEA/MMOA/RAM) regarding the adjustment of tour lengths. The evacuation allowances for family members are contained in reference (n).

19. Overseas Integrated Disability Evaluation System (IDES) Referrals

a. PCS Orders. Per reference (h), all Marines permanently assigned overseas who require referral into the IDES after initial screening by the DoN Physical Evaluation Board (PEB) will receive PCS orders to a CONUS location where they can be entered into, and processed through the IDES.

b. CONUS Location Determination. PCS orders will be issued in order to provide CONUS-based medical services to the Marine while being processed through the IDES. PCS orders to a Supporting Establishment command will be issued to one of the following locations: Henderson Hall, VA, MCB Quantico, VA, Camp Pendleton, CA, MCAS Miramar, CA or Camp Lejeune, NC. PCS orders will direct the Marine to an appropriate Medical Treatment Facility (MTF) of each individual case. If there are multiple appropriate MTFs, the geo-location desires of the Marine will be considered.

Appendix A

Definitions

1. Accompanied Overseas Duty Station (Unrestricted Duty Station). Overseas duty station where an accompanied-by-dependents tour is authorized. This means the Marine can be accompanied by command-sponsored family members.
2. Acquired Dependents. Dependents acquired through marriage, birth, adoption, or other action during the course of a Marine's current overseas tour of duty. This term does not include those individuals dependent upon the Marine or children born of a marriage that existed before commencement of the current overseas tour.
3. Active Duty. Full-time duty in an active service of a military branch of the armed forces. The term does not apply to active Reserve duty for training or inactive Reserve duty.
4. Advanced Geo-Location Code (AGLC). A three-digit MCTFS code that identifies the projected geographical location (in CONUS or Hawaii) of a Marine's duty station following a dependents-restricted tour. The use of an AGLC is for HQMC planning purposes only and is not a guarantee or commitment by CMC (MM). It should not be used as grounds for making commitments; e.g., the purchasing of a home, semi-movement of family members, or HHG.
5. Advance Monitored Command Code (AMCC). A MCTFS code that identifies the projected command to which a Marine will be assigned following a dependents-restricted tour.
6. Career Marines
 - a. Enlisted. For assignment purposes, Marines who have completed their initial enlistment.
 - b. Officers. Captains and above, all warrant officers, and all limited duty officers.
7. Command-Sponsored Dependents. Dependents of a Marine residing with the Marine at a location outside the CONUS, where the accompanied-by-dependents tour is authorized and the Marine is authorized to serve the prescribed tour, and where family members meet the following conditions:
 - a. Authorized by the appropriate authority to be at the Marine's duty station.
 - b. As a result of their residence in the vicinity of the Marine's duty station, entitles the Marine to station allowances at the "with dependents" rate.
8. Consecutive Overseas Tour (COT). The PCS transfer of a Marine from one overseas duty station to another, regardless of whether it is within the same country or inter-theater. Completion of the initial overseas tour is expected.
9. Continental United States (CONUS). The contiguous 48 states and the District of Columbia.

10. Dependents-Restricted Duty Station. An overseas location/unit/activity where Marines' family members are not authorized.
11. Deployment Designated Operating Forces Unit. An Operating Forces unit that participates in operational deployments including UDP to WESTPAC, MEU deployments, and squadrons deploying with carrier battle groups.
12. Designated Hostile Fire Area. An area so designated by the Secretary of Defense and specified as such in paragraph 100201 of reference (ae).
13. Designated Place. A location in the United States, the Commonwealths of Puerto Rico, and the Northern Mariana Islands, Guam, or a territory or possession of the United States named by Marines or their family members as the place where the Marine's family members will establish their residence until further Government transportation of family members is authorized. Can also include:
 - a. the native country of a foreign born spouse if specifically authorized to travel while member serves a dependent restricted tour or if dependents early returned.
 - b. The previous foreign OCONUS PDS dependents remain while member serves an unaccompanied/restricted tour.
 - c. The foreign OCONUS PDS member is scheduled to PCS after serving an unaccompanied/ restricted tour.
14. Effective Date of PCS Orders
 - a. For a Marine to be separated or retired, the last day of active duty.
 - b. For all others, the date the Marine is required to begin travel from the old PDS, home, place entering active duty (PLEAD), last TDY station, safe haven location or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD on the date authorized by the transportation mode authorized and/or used. Refer to Appendix A of this Order for further definition.
15. First-Term Marines
 - a. For assignment purposes, enlisted personnel serving on active duty under their initial active duty obligation including extensions.
 - b. Unrestricted Regular or Reserve Component second and first lieutenants.
 - c. New accessions to the Active Reserve (AR) Program serving on their initial assignment.
16. Geo-Location Code (GLC). A three-digit code that identifies the geographic location of a Marine's present duty station.
17. In-Place Consecutive Overseas Tours (IPCOT). Upon completion of an initial overseas tour, to include voluntary extensions, the Marine agrees to serve another complete tour at the same duty station to qualify for IPCOT leave travel entitlements. No PCS movement is involved; however, reassignment orders may be issued within the same duty station.

18. Inter-theater Consecutive Overseas Tour. A PCS transfer between theaters (i.e., from Pacific to European theater).
19. Intra-Theater Consecutive Overseas Tour. A PCS transfer within a particular theater (i.e., from Japan to Korea).
20. Joint Duty Assignments (JDA). An assignment to a designated position in a multi-service command or activity. Assignment to a JDA is a nominative process managed by the Joint Staff and CMC (MM/RA) and the provisions of reference (ah).
21. Key Billet. An overseas position (officers or warrant officers only) of extremely unusual responsibility, where it has been determined that the continued presence of the incumbent is essential to the mission of the activity or unit or to the United States presence in that area.
22. Low Cost Move (LCM). A reassignment to a new permanent duty station (PDS) within close proximity of the previous PDS. For purposes of this policy, the PDSs must be within 50 miles or less of each other. The distance is measured from the front gate of the old PDS to the front gate of the new PDS and is calculated by using the Defense Table of Official Distances (DTOD), which is the only authorized source for computing mileage. Where the Marine resides in relation to the PDS is not a factor in this calculation. These orders are no cost to the government, do not authorize a household goods (HHG) shipment at Government expense, and the entitlement to travel payment does not exist.
23. Non-Command-Sponsored Dependents. Dependents of a Marine residing with the Marine at a location outside the CONUS, where the accompanied-by-dependents tour may or may not be authorized. These dependents shall not be provided transportation to and from the Marine's overseas duty station at Government expense. Their presence shall not authorize the Marine to station allowances at the "with dependents" rate. These dependents may be either "acquired dependents" or "individually sponsored by the service member" into the command without endorsement by the appropriate authority. Depending upon individual SOFA, United States statutes, DoD policy, or military service regulations, these dependents may not be entitled to or may be denied access to certain dependent support facilities.
24. Operations Tempo (OPTEMPO). The rate at which units of the armed forces are involved in all military activities, including contingency operations, exercises, and training deployments.
25. Overseas Duty. Military duty performed at permanent duty stations outside CONUS or in vessels home-ported outside CONUS. Regarding Marines assigned to Hawaii and Alaska, they:
 - a. Will be assigned operational PCS move orders.
 - b. Will have the same minimum time-on-station requirements as CONUS sites.
 - c. Will not be eligible for an updated OCD, unless the Marine completes requisite deployments.

26. Permanent Change of Assignment (PCA). A transfer between MCCs at the same Permanent Duty Station when the authority to move HHG or the entitlement to travel payment does not exist. An example would be the transfer of a Marine from the 2d Marine Division to MCB Camp Lejeune.
27. Permanent Change of Station (PCS). The transfer of a Marine or unit from one permanent station to another; includes the assignment from home or from the place from which ordered to active duty, to first station upon appointment, call to active duty, enlistment, or induction and from last duty station to home or to the place from which the Marine entered the service, placement upon the temporary disability retired list, release from active duty, or retirement. It also includes a duly authorized change in homeport of a vessel or mobile unit. A PCS may either be fully funded (movement of HHG is authorized), or low-cost (movement of HHG is not authorized).
28. Personnel Tempo (PERSTEMPO), AKA, Deployment Tempo (DEPTEMPO). The amount of time a Marine is engaged in their official duties, including official duties at a location or under circumstances that make it infeasible for the Marine to spend off-duty time in the housing in which the Marine resides when on garrison duty at the Marine's permanent duty station.
29. Prescribed Tour Length. Standard tour of duty (in months) for a specific geographic location.
30. Reassignment. A movement normally within the same geographic location within or between MCCs. It may be accomplished by either PCA or low-cost PCS.
31. Retainability. Required obligated service prior to executing PCS orders to a new duty station.
32. Restricted Area. Any area into which the entry of family members has been prohibited, temporarily or permanently, by order of competent authority.
33. Rotation Tour Date (RTD). The year, month, and day that a Marine is scheduled to transfer from an overseas duty station (This is no longer applicable to Hawaii and Alaska as designated in this Order).
34. Sequential Assignment. A sequential PCS transfer to an AMCC, AGLC, or MCC.
35. Single Parent. A Marine who has no spouse but has family member(s), incapable of self-care, physically residing in the Marine's household per reference (o).
36. Sole Surviving Son/Daughter. The sole remaining son/daughter in a family where the father, or mother (or one or more sons or daughters) while serving in the Armed Forces was killed or died in the line of duty as a result of wounds, accident, or disease; or is in a captured or missing-in-action status; or is permanently 100 percent physically disabled (to include 100 percent mental disability) as determined by the Department of Veterans' Affairs or one of the military services, and is hospitalized on a continuing basis and not gainfully employed by virtue of such disability. Unless in conjunction with the foregoing requirements, being an only child does not constitute sole surviving son/daughter status.

37. Tour Conversion. When a Marine with dependents prior to the effective date of the PCS orders is currently serving a dependents-restricted or accompanied overseas tour and the current tour is changed to another type of overseas tour; i.e. dependents-restricted tour to accompanied tour.

38. Tour of Duty. The duration of military duty performed when assigned to a military installation or activity permanently located at a land stations either CONUS or overseas or when assigned to a ship or unit during a prescribed sea tour.

39. Unaccompanied Tour. An overseas tour where the Marine is afforded an accompanied tour, yet elects not to have his/her family members accompany him/her.

40. Vicinity of Duty Station. Family members will be considered as residing in the vicinity of a Marine's overseas duty station for any period during which they actually reside in the country within which the Marine's duty station is located.

Appendix B

Overseas Screening Checklist

Located at: <https://navalforms.documentservices.dla.mil>

Appendix C

Financial Statement for Corporals and Below Ordered to an Overseas Tour

Located at: <https://navalforms.documentservices.dla.mil>

Appendix D

Documents Required for Preliminary Overseas Screening

The Marine must make sure the following documents, if applicable, are available to the overseas screening coordinator when the Marine reports for preliminary medical screening for overseas or isolated duty stations. The Marine should bring a copy of orders if available. The Marine's compliance will speed up completion of screening with a minimum of inconvenience. Family members are not required to be present for this preliminary screening. For Marines being assigned to unaccompanied tours of 24 months or less, documents for family members are not required.

Records collected on Marines and each family member contain privacy sensitive information that must be managed in accordance with the Privacy Act of 1974, as amended, per references (ai) and (aj), and standards for health information in accordance with DoD Instruction 6025.18-R and parts 160 and 164 of title 45, Code of Federal Regulations.

1. The Marine and each family member should bring the following:
 - a. Health record (military).
 - b. Civilian medical records (copies from civilian health care providers, including mental health care providers).
 - c. Medical history (Standard Form 93).
 - d. Latest immunizations.
 - e. Identifying information and address of family member if not collocated with Marine.
2. Each female's record should include results of:
 - a. Pelvic exam (including PAP test), if over age 18.
 - b. Baseline and latest mammogram, if over age 40.
3. Each Marine's record should include results of last:
 - a. Physical exam.
 - b. Asbestos screen.
 - c. Hearing exam.
 - d. Vision exam.
 - e. HIV test results.
 - f. Blood type.
 - g. G6PD (tuberculosis test).
 - h. Sickle Cell.

4. For Marines enrolled in the Exceptional Family Member Program (EFMP), include copies of the most recent Department of Defense Form 2792 (DD Form 2792), Family Member Medical Summary and Department of Defense Form 2792-1 (DD Form 2792-1), Special Education/Early Intervention Summary when applicable.
5. For a child receiving special education, medically related or early intervention services, include the following:
 - a. Copy of Individual Family Support Plan (IFSP) for 0 to 2 years old, inclusive and receiving early intervention services.
 - b. Copy of Individualized Education Plan (IEP) for child receiving special education related services.
6. Once completed, the screening is valid for 12 months from the date of completion provided there has not been significant changes to the family member(s)' health status.
7. The Marine must notify his/her commanding officer of any significant changes to the family member(s)' health status.

Appendix E

Quick Reference Table: Basic Entitlements Incident to Overseas Assignment

Circumstances Entitlement	Marine Executes Accompanied PCSO and is Living on Economy at Overseas PDS	Marine Executes Accompanied PCSO and is Living in Government Housing at Overseas PDS	Marine Executes Unaccompanied or Dependent-Restricted PCSO and is Living on Economy at Overseas PDS	Marine Executes Unaccompanied or Dependent-Restricted PCSO and is Living in Barracks (BOQ/BEQ) at Overseas PDS
Travel and Transportation of Dependents to and from Overseas Location	X Note 1	X Note 1		
Designated Place Move			X Note 2	X Note 2
Temporary Lodging Allowance	X Note 3	X Note 3	X Note 3	X Note 3
Overseas Housing Allowance (OHA) @ w/ dependent rate	X			
OHA @ w/o dependent rate			X	
OCONUS Cost of Living Allowance (COLA) @ w/ dependent rate	X	X		
OCONUS COLA @ w/o dependent rate			X	
OCONUS COLA @ barracks rate				X
Basic Allowance for Housing (BAH) Partial				X
BAH @ w/dependent rate			X Note 4	X Note 4
COLA @ w/ dependent rate			X Note 5	X Note 5
Family Separation Allowance (FSA)			X Note 6	X Note 6

Figure E-1.--Basic Overseas Entitlements.

This table is a basic guide for quick reference only and does not supersede existing and actual entitlements contained within the JFTR. Refer to the JFTR for actual eligibility criteria and entitlements.

Note 1: Marine is entitled to travel and transportation at Government expense to and from the overseas station for command-sponsored dependents acquired prior to the effective date of PCS orders (includes children born to command-sponsored spouses and Marine mothers during the overseas tour). There is no entitlement to travel to the overseas PDS for dependents acquired after the effective date of PCS the orders reassigning the Marine to the overseas PDS. If desired, travel and transportation to the overseas station for dependents acquired after the effective date of PCS orders is at the Marine's personal expense. Marine becomes entitled to travel and transportation from the overseas station to another location for dependents acquired after the effective date of PCS orders that become command-sponsored and join the member at the overseas location provided eligibility criteria contained in Paragraph 5 of this Chapter are met. Marines converting from unaccompanied to accompanied tours must have their dependents command sponsored in order to become entitled to Government travel and transportation for the dependents.

Note 2: Marine is entitled to move dependents acquired prior to the effective date of PCS orders to a designated place in CONUS. Move to a designated place for dependents acquired after the effective date of PCS orders is at the Marine's personal expense. Designated place moves to overseas locations for foreign-born spouses (spouse's native country) are authorized only when the Marine is initially ordered to a dependent-restricted tour (not authorized if the Marine elects an unaccompanied tour when an accompanied tour is authorized). Alternatively to moving dependents to a designated place, Marines may leave their dependents at the last place moved at Government expense prior to their reassignment to the overseas PDS. CMC (MMIB maintains final approval authority on all designated place move requests.

Note 3: As required/applicable.

Note 4: Determined by location of dependents in CONUS (or overseas in case of foreign-born spouses).

Note 5: Determined by location of dependents in CONUS (or overseas in case of foreign-born spouses) only if dependents reside in a COLA location.

Note 6: Only if Marines with dependents are initially ordered to an unaccompanied or dependent-restricted tour. If a Marine with dependents elects an unaccompanied tour when an accompanied tour is authorized, there is no entitlement to FSA.

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