



**DEPARTMENT OF THE NAVY**  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON DC 20350-3000

MCO 1001.65A  
M&RA (MPP-30)  
3 Feb 2021

MARINE CORPS ORDER 1001.65A

From: Commandant of the Marine Corps  
To: Distribution List

Subj: ACTIVE COMPONENT OFFICER RETENTION AND PRIOR SERVICE ACCESSIONS

Ref: (a) 10 U.S.C.  
(b) DoD Instruction 1300.04, "Inter-service Transfer of Commissioned Officers," July 25, 2017  
(c) SECNAV 1000.7G  
(d) MCO P1070.12K W/CH 1  
(e) MCO 1900.16 W/ CH 2  
(f) 5 U.S.C. 552a  
(g) SECNAVINST 5211.5F  
(h) MCO 5210.11F  
(i) 5 U.S.C 522a  
(j) SECDEF Memo, "Immediate Actions to Address Diversity, Inclusion, and Equal Opportunity in the Military Services," July 14, 2020

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

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

1. Situation. This Order provides policy and guidelines for the administration of several programs that affect officer retention and inventory in the active and reserve components. This Order is in accordance with references (a) through (j).

2. Cancellation. MCO 1001.65

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

4. Execution

a. Commander's Intent and Concept of Operations

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

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

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

(b) Alternate CD. Alternate CD authorizes junior company grade officer boards to offer CD to officers who accept orders to competitive assignment or program selection. This authority is designed to reward superior performing junior officers while also increasing efficiencies within the officer moving cycle.

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

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

(e) Inter-service Transfer (IST) to the Marine Corps. Per references (b) and (c), the IST Program provides an opportunity for officers of other services to request transfer to the U. S. Marine Corps. Specific policy and guidelines for administration of the IST Program are outlined in enclosure (4).

(f) Redesignation of Limited Duty Officers (LDO) as Unrestricted Officers. The LDO redesignation program allows LDOs to request redesignation

as unrestricted officers. Specific policy and guidelines for administration of the LDO redesignation program are outlined in enclosure (5).

(g) Officer Retention Board (ORB). CMC will convene ORBs as required to consider officers for CD, RAD, IST, and redesignation of LDOs.

1. DC, M&RA may direct that the CD ORB be held in conjunction with the annual Captain Promotion Selection Board or Alternate CD be held independent of the ORB for specified voluntary or involuntary screening boards or panels sponsored by Manpower Management Officer Assignments (MMOA).

2. CD of AC Marine Corps officers, RAD, and IST of officers into the AC shall be made only in accordance with the approved reports of an ORB.

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

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

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

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

7. The selection of eligible officers for CD, RAD, IST, or redesignation, as appropriate, shall be based upon their mental, moral, and professional qualifications as demonstrated by their official records, including completed application for inter-service transfer, as appropriate.

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

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

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

11. CMC may remove the name of any officer from a list of officers recommended for CD; CMC may recommend that the SECNAV or his designee remove the name of any officer selected for RAD or IST into the Marine Corps under this instruction.

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

b. Subordinate Element Tasks

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

(a) Make policy, manage, and administer the officer programs addressed herein.

(b) Convene appropriate selection boards (ORBs) as required to consider officers for retention and/or accession into the AC of the U. S. Marine Corps.

(2) Commanding General, Training and Education Command (CG, TECOM). Ensure procedures are established for the recommendation of lieutenants to be offered meritorious CD upon graduation from The Basic School.

5. Administration and Logistics

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

b. Department of Defense (DD) forms mentioned in this Order are available at <http://www.dtic.mil/whs/directives/infomgt/forms/index.htm> and Navy/Marine Corps (NAVMC) forms are available at <https://navalforms.documentservices.dla.mil>.

c. Recommendations. Recommendations concerning the contents of this order may be forwarded to M&RA (MPP-30).

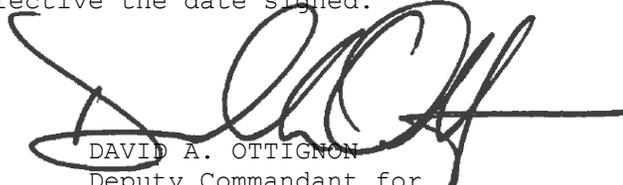
d. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

e. Records Management. Records created as a result of this directive shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per SECNAV M-5210.1 CH-1 to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management

Division (DRMD) portal page at:  
<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx> . Refer to MCO 5210.11F for Marine Corps records management policy and procedures.

6. Command and Signal

- a. Command. This Order is applicable to the Marine Corps Total Force.
- b. Signal. This Order is effective the date signed.



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Policy and Guidelines for the Career Designation Program

1. Description. Career designation (CD) is the competitive process used to determine which company grade officers will be offered the opportunity for continued active service beyond their initial active service obligation. Qualified officers may be offered CD upon graduation from The Basic School (TBS), selection by the Officer Retention Board (ORB), selection by CMC (MMOA) sponsored boards identified in subsection (c) of this paragraph, or through the Commanding General (CG) Remedial CD Program.

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

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

c. Alternate CD Program. This is the secondary program for selecting officers for retention on the ADL. When authorized by DC M&RA, officers selected for duty on the Marine Corps Recruiting Command (MCRC) Company Grade Officer Panel, the Commandant's Career Level Education Board (CCLEB), the Marine Officer Instructor Board, and the United States Naval Academy Slate may be career designated in conjunction with acceptance of orders to that duty. Other MMOA sponsored boards or panels that meet specified eligibility criteria in paragraph 4 (f) of enclosure (1) may use Alternate CD authority upon approval by DC M&RA; these boards will be promulgated by MARADMIN as necessary. An officer who accepts orders to the aforementioned special duty programs shall be automatically career designated upon acceptance of orders to that duty.

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

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

3. Eligibility Criteria for the TBS Meritorious CD Program

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

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

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

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

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

#### 4. Eligibility Criteria for the General, Alternate, and CG Remedial CD Programs

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

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

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

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

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

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

(2) Officers selected for the Aviation Field Accession Program who are in a student naval aviator (NA) status are ineligible for consideration for General CD. Once these officers graduate and are designated NAs, they will be given a contractual obligation that provides sufficient opportunity to screen for General CD as a pilot. Officers who fail to complete flight training, and have not had a previous opportunity to apply to an ORB, will receive a new primary MOS and will be extended as necessary to allow at least one CD opportunity.

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

(4) Officers must have served continuously on active duty since appointment as a second lieutenant to be eligible for the Alternate CD program. The requirement to obtain 540 days observed fitness report time will be waived for officers who accept Alternate CD as a result of specific competitive assignment or program selection.

f. Alternate CD. The Alternate CD board is designed to incentivize high-performing junior officers who are selected for specific competitive assignments or programs sponsored by CMC (MMOA). These assignments and programs include, but are not limited to, the MCRC Company Grade Officer Panel, the CCLEB, the Marine Officer Instructor Board, and the United States Naval Academy Slate. The Alternate CD eligibility requirements shall mirror the General CD requirements as specified in this order and amplified in each board precept. These criteria include the board president being a colonel, board membership includes at least five commissioned officers serving in the grade of major or higher in the AC of the Marine Corps, a process that continues practices and procedures performed by the General CD board, and a precept favorably endorsed by CMC (MPP) and approved by the DC M&RA. This process will be managed by the appropriate board sponsor within CMC (MMOA).

(1) The 540 days of observed fitness report time eligibility requirement in paragraph 4 (e) of this order does not apply to the Alternate CD program.

(2) Officers previously screened for and not selected for the General CD Program are not eligible for Alternate CD.

g. EAD. Officers may be extended on active duty for the purpose of attaining the requisite observed time to be considered for General CD or to ensure sufficient time for transition from the Marine Corps if not selected for CD. All officers on active duty, regardless of category, must have at least four months of active duty time remaining after the ORB convening date. Specific cut-off dates will be prescribed in the announcing MARADMIN. Alternate CD officers are ineligible for EAD. Additional guidelines for EAD are found in enclosure (2) of this Order.

5. General CD Consideration Opportunities. Active component officers on the ADL serving their initial tour of active duty shall be provided at least one opportunity to be considered for General CD before reaching their EAS. Officers who do not meet the eligibility requirements before reaching their EAS may request an administrative extension of their EAS to CMC (MMOA-3) in order to have at least one consideration opportunity. Officers eligible for General CD who request not to be considered by the ORB, and officers selected for General CD by the ORB who decline to accept an offer of CD, shall not be granted an administrative extension in order to receive additional General CD opportunities. Those officers not selected for career designation will have their names forwarded for reappointment to the Reserve Active Status List (RASL) to complete their obligated service requirements.

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

if a primary CD selectee declines CD or is removed from the selection list. CMC (MMOA-3) will fill CD vacancies with alternates as vacancies become available.

7. Lateral Move. CMC (MPP-30) may require officers to execute lateral moves to another PMOS upon acceptance of CD to manage inventory requirements. If an involuntary lateral move is required during the conduct of an ORB, CMC (MMOA-3) will manage this process with input from CMC (MPP-30) and Training Command.

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

9. ORB Results. Officers selected for General or Alternate CD by the ORB or authorized board will incur a two-year active duty obligation of service from the date specified in the announcement MARADMIN. Alternate CD CCLEB selectees will incur a service obligation upon completion of the school (typically 24 months but depends on the program). Officers will be required to notify CMC (MMOA) of their intent to accept CD within 30 days after release of the ORB results. Officers who either fail to respond or decline CD after the 30-day window has elapsed will be separated at their EAS. Officers who fail to be selected for CD will normally be separated at their EAS (per initial service obligation). All officer separations are conducted in accordance with reference (e). Officers who either fail to be selected for or decline CD will not be eligible for reconsideration for CD without CMC (MMOA-3) approval. Officers who decline Alternate CD as a result of competitive assignment or program selection will not be eligible for reconsideration for General CD without CMC (MMOA-3) approval.

10. Separation Pay. Per reference (e), officers not selected for CD will not normally be entitled to separation pay. Per section 1174 of reference (a), an officer is "not eligible for separation pay under this section if the member is discharged or released from active duty during an initial period of obligated service, unless the member is an officer discharged or released under the authority of section 647 of reference (a)."

11. Photographs. Per reference (k), the Secretary of Defense prohibits photographs from consideration by a selection board effective 1 September 2020.

Policy and Guidelines for the Extended Active Duty Program

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

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

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

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

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

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

(3) Humanitarian reasons (including pregnancy).

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

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

3. Eligibility Criteria

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

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

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

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

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

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

g. Alternate CD. Officers projected to be screened for Alternate CD are not eligible for EAD as EAD policy is an administrative extension to meet the circumstances outlined in paragraph 2 of this section.

Policy and Guidelines for the Return to Active Duty Program

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

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

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

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

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

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

d. RC Lieutenants and Captains

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

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

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

(4) During review of the applicants for RAD, the following must be considered:

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

(b) Currency of Skills. Lieutenants and captains recommended for RAD are expected to have primary MOS proficiency commensurate to their active duty contemporaries. RAD Boards will compare reserve accomplishments using active component experiences as a baseline. Appropriate consideration should be given to those officers who, through their own initiative, maintained and developed MOS proficiency through the Marine Corps Institute (MCI) or other military/civilian education opportunities. Other skill-related training includes assignment opportunities in the RC and AC, outside normal drill requirements for which the officer volunteered.

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

(5) Lieutenants and captains who have twice been passed for promotion to the next higher grade in either the RC or AC are not eligible for consideration for RAD. Waivers for the promotion requirement will not be considered. Lieutenants and captains who were previously screened for, but not offered CD within the AC, are not eligible for consideration for RAD. Waiver policy for officers not offered CD within the AC will be promulgated in the announcement MARADMIN and approved on a case-by-case basis by the Dir (MM) in accordance with the precept. Applicants and their chain of command will certify not having been twice passed for promotion to the next higher grade in either the RC or AC and/or the aforementioned CD policy requirements on the first page of their application to CMC (MMOA-3).

(6) RC lieutenants and captains not previously screened for CD while on active duty shall be screened once eligible as detailed within enclosure (1) of this Order.

e. RC Majors

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

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

(3) When evaluating the qualifications of RC majors for RAD, it must be considered that, upon approval, these officers will normally be assigned to duty within their PMOS in the operating forces. RC majors who are returned to active duty must be prepared to assume management and leadership responsibilities within their PMOS, both in combat and peacetime operations or exercises. Accordingly, the records of these officers must unequivocally establish their qualifications and abilities to competently perform the duties of that MOS, for the grade of major, in the operational forces.

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

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

(b) Currency of Skills. Majors recommended for RAD are expected to have primary MOS proficiency commensurate with their active duty contemporaries. RAD Boards will compare reserve accomplishments using active component experiences as a baseline. Appropriate consideration should be given to those officers who, through their own initiative, maintained and developed MOS proficiency through the Marine Corps Institute (MCI) or other military/civilian education opportunities. Other skill-related training includes assignment opportunities in the RC and AC, outside normal drill requirements, for which the officer volunteered.

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

(5) Majors who have twice been passed for promotion to the next higher grade in either the RC or AC are not eligible for consideration for RAD. Waivers for the promotion requirement will not be considered. Majors who were previously screened for, but not offered CD within the AC, are not eligible for consideration for RAD. Waiver policy for officers not offered CD within the AC will be promulgated in the announcement MARADMIN and approved on a case-by-case basis by the Dir (MM) in accordance with the precept. Applicants and their chain of command will certify not having been twice passed for promotion to the next higher grade in either the RC or AC and/or the aforementioned CD policy requirements on the first page of their application to CMC (MMAA-3).

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

f. RC Lieutenant Colonels & Colonels. Senior RC officers are not considered eligible for the RAD program. Senior RC officers wishing to return to the AC can apply for Active Duty Operational Support (ADOS)/sanctuary through DC, M&RA (MP).

g. Physical. Applicants must be certified as medically qualified by their Commanding Officer or by the Commander, Marine Forces Reserve in the case of RC officers in the Individual Ready Reserve (IRR), or in a Selected Marine Corps Reserve (SMCR) status under the administrative control of the Commander, Marine Forces Reserve. When an application/nomination is initiated, the commanding officer will direct that a review of the health record be made by local medical authority. In the forwarding endorsement, the commanding officer will indicate if the nominee is medically qualified based on this review. No physical examination is necessary. If the applicant/nominee is serving in a medically restricted status, or is in any other way considered physically unfit for duty, the nomination with supporting medical information will be submitted to CMC (MMOA-3) via the Commander, Naval Medical Command.

4. Lateral Move. CMC (MPP-30) may require officers to execute lateral moves to another PMOS upon acceptance of RAD to manage inventory requirements. CMC (MMOA-3) will manage this process with input from CMC (MPP-30) and Training Command while considering the applicants previous billet assignments and qualifications.

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

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

7. Photographs. Per reference (j), the Secretary of Defense prohibits photographs from consideration by a selection board effective 1 September 2020.

Policy and Guidelines for the Inter-service Transfer Program

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

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

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

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

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

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

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

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

(1) Certified true copies of all fitness reports via portable document format (pdf).

(2) Conditional release from parent Service.

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

(4) Source of commission.

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

(6) Original and duplicate copy of current report of medical history (Standard Form 93).

(7) Résumé of flying experience, when applicable, including date member entered training for original aeronautical rating, rating held, and date it was awarded, total flying time, and flight time breakdown by type aircraft.

(8) A verified statement of service.

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

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

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

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

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

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

(4) The ORB will select IST applicants based solely on the needs of the Marine Corps and with due regard to Marine officers competing for the same retention requirements.

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

(6) MMOA-3 will recommend appropriate level school as required (i.e., TBS for lieutenants, EWS for captains, Command and Staff for majors). CMC (MMOA-1 or MMOA-2) will schedule, as required, attendance at appropriate Marine Corps formal schools.

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

3. Eligibility Criteria. All officers of other Services are eligible to transfer to the Marine Corps as outlined by references (b) and (c).

4. Appointment of Approved Applicants. Appointment of selected and approved IST applicants in the AC Marine Corps shall be accomplished in accordance with section 531 of reference (a) and references (b) and (c). Appointment shall be at the grade and date of rank as determined in accordance with

reference (b). Transfer between Services will be accomplished once appointments are approved.

5. Photographs. Per reference (k), the Secretary of Defense prohibits photographs from consideration by a selection board effective 1 September 2020.

Policy and Guidelines for the Redesignation of Limited Duty Officers as Unrestricted Officers

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

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

3. Eligibility Criteria. LDOs must meet the following requirements to be eligible to apply for redesignation as Regular unrestricted officers:

a. Be qualified to hold a Category I (unrestricted) MOS that is in the same occupational field (OccFld) as the applicant's primary MOS. This requirement may be waived for LDOs whose OccFld identified by their primary MOS does not contain a Category I MOS, provided they can demonstrate qualifications to hold a Category I MOS as a primary MOS.

b. Have a baccalaureate degree from a regionally accredited college or university. Applicants shall include all official college transcripts in their application.

c. Have served at least two years in their current LDO grade by the convening date of the ORB.

d. Not be on a promotion list.

e. Be able to complete 20 years of active commissioned service before reaching age 62. Commissioned service begins upon promotion to CWO-2.

f. Be recommended for redesignation by the commanding officer/commanding general.

g. Have sufficient remaining service (before mandatory retirement) to be considered by the ORB and approved by the Secretary of the Navy.

h. Applicants shall be certified as medically qualified by their commanding officer.

4. Redesignation Selection Process

a. Upon receipt by CMC (MMOA), the application is referred to the appropriate OccFld sponsor for comment on the officer's qualifications in the Category I MOS in which the officer desires to serve as an unrestricted officer, and on the officer's qualifications in the primary MOS held as an LDO and to CMC (MPP-30) for comment on the status of the restricted and unrestricted MOSs concerned.

b. The ORB will review the officer's application along with CMC (MPP-30) and OccFld sponsor's comments in addition to the OMPF. The Officer Retention Board (ORB) will recommend for redesignation only those for whom redesignation is in the best interests of the Marine Corps. The ORB will consider not only the officer's performance and educational background, but also overall career characteristics (previous assignments, competitiveness for promotion as an unrestricted officer, etc.) that may render the individual better suited to unrestricted officer status than to LDO status. The names of officers recommended for redesignation by the ORB will be included in the board report to the Secretary of the Navy.

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

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

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

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

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

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

6. Photographs. Per reference (k), the Secretary of Defense prohibits photographs from consideration by a selection board effective 1 September 2020.

UNIT HEADING

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

Subj: REQUEST FOR REDESIGNATION AS A REGULAR UNRESTRICTED OFFICER

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

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

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

2. The following information is submitted:

- a. Current primary and additional MOS's.
- b. Date of birth: YYMMDD
- c. Date promoted to CWO-2: YYMMDD
- d. Date of LDO appointment: YYMMDD

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

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

Signature  
Initials, Last Name

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