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MARINE CORPS ORDER 1235.1A

From: Commandant of the Marine Corps
To: Distribution List

Subj: ADMINISTRATION AND MANAGEMENT OF THE INDIVIDUAL READY
RESERVE (IRR)

Ref: See enclosure (1)

Encl: (1) References
(2) Categories and Service While in the Individual Ready Reserve (IRR)
(3) Individual Ready Reserve (IRR) Readiness Levels for Involuntary Mobilization Potential
(4) Reserve Counterpart Training (RCT) Program Procedures and Instructions for Commanders and Inspector-Instructors
(5) Responsibilities of the Individual Ready Reserve (IRR) Marine

1. Situation. This Order contains policy and procedures regarding administration and management of the Individual Ready Reserve (IRR) In Accordance With (IAW) references (a) through (x). The IRR is a strategic manpower pool comprised primarily of Marines who no longer serve in the Active Component (AC) or in the Selected Reserve (SELRES). These Marines may or may not have Military Service Obligation (MSO) remaining. Every Marine who enters military service by enlistment or appointment incurs an MSO of 8 years from their entry date. IAW reference (c), IRR Marines are not required to meet the same Annual Training (AT) and Inactive Duty Training (IDT) requirements as SELRES Marines. These Marines may participate in training or Active Duty (AD) for retirement points and promotion, with or without pay. Marines in the IRR may be involuntarily called to perform Muster Duty (MD) or AD In Support Of (ISO) contingencies.

2. Cancellation. MCO 1235.1

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3. Mission. On an enduring basis, the Marine Corps will conduct proactive management and engagement with Marines in the IRR in order to ensure their availability for activation throughout the full range of military operations.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Purpose. To promulgate policies and procedures that directly affect the availability of qualified IRR Marines to support large scale mobilization requirements.

(b) Method. Establish the criteria and procedures necessary to ensure trained and qualified individuals are available for activation throughout the full range of military operations.

(c) Endstate. An available population of qualified IRR Marines ready to augment and reinforce the AC.

(2) Concept of Operations. Marines in the IRR will be continuously screened via phone contact, electronic contact, in-person musters and/or any other available and appropriate means. Select IRR Marines may be provided the opportunity to conduct Reserve Counterpart Training (RCT) to refresh skills and to enhance mobilization readiness.

b. Subordinate Element Missions

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

(a) Per references (c) and (e), ensure that, on transfer to the IRR, AC Marines understand their obligations for satisfactory participation in the annual IRR screening program.
(MF)

(b) Per reference (e), and in concert with enclosure (2), monitor the makeup of the IRR and direct appropriate actions to ensure that sufficient numbers, ranks, and Military Occupational Specialites (MOS) of Marines in the IRR are available for AD to promptly meet emergent service requirements.
(MP)

(c) Per reference (e), ensure that sufficient resources are programmed for the Ready Reserve screening program. (RA)

(d) Per reference (e), ensure the Marine Corps Total Force System (MCTFS) retains the capability to maintain information on the status of each member of the IRR. Specifically the physical condition, dependency status, military qualifications, civilian occupational skills, availability for service, primary residence (as required by reference (g), Chapter 5, Section 1, para 3), Billet Identification Code (BIC) or other Provisional Individual Mobilization Augmentee Program (PIP) assignment/alignment. (MI)

(e) Provide system integration support to Commander, Marine Forces Reserve (COMMARFORRES) to enable IRR management activities (e.g. Readiness Level functionality). (MI)

(f) Per reference (f), during Reserve Component (RC) utilization under Title 10 U.S.C. 12301(a), 12302, or 12304, publish guidance on continuation or cessation of personnel actions related to the screening program. The same publication or a closely aligned publication shall address delay, deferment and exemption procedures. (MP)

(g) Per reference (f), coordinate with the Assistant Secretary of Defense for Reserve Affairs (RA) to resolve conflicts (identified by COMMARFORRES, but not resolved through the screening process) between the civilian sector's emergency response manpower needs and the military's mobilization manpower needs. (RA)

(h) Serve as the service IRR program manager responsible for the update of this Order. Ensure coordination of Deputy Commandant, Manpower & Reserve Affairs (DC M&RA) actions emanating from this Order and advocacy of IRR issues throughout the total force. (RA)

(i) Publish annual IRR engagement guidance including screening criteria (e.g. medical, training and physical fitness standards) and establish goals/priorities and muster population targets. (MP)

(j) Provide access to the Marine Corps Force Augmentation Processing System (MCFAPS) to COMMARFORRES and support the integration of this system into IRR management as appropriate. (MM)

(k) Per reference (g), provide guidance and direction when utilizing IRR Marines ISO Joint and Service Individual Augment (IA) requirements as well as a Shortfall IA as part of the Global Force Management (GFM) process during a contingency. (MM)

(l) Per reference (b), publish and update applicable training/participation requirements for Marines transferred to the IRR. (RA)

(m) Promulgate service-level Manpower Activation Guidance, as required, to include appropriate refresher training requirements for Marines in the IRR as determined by Marine Corps Combat Development Command. (MP)

(n) Provide educational materials (video/slides, etc.) on IRR participation requirements and options to train AC Marines transitioning to the IRR on their responsibilities. (RA)

(o) Provide training venue and time, to train AC Marines on their IRR participation requirements and options (typically during Transition Seminars). (MF)

(p) Advocate for funding for mobilization training (IRR MD Stipend) and RCT during the Reserve Personnel, Marine Corps (RPMC) Program Objective Memorandum process. (RA)

(q) Per reference (c), establish the criteria and procedures necessary to ensure adequate funding is programmed and budgeted to support annual screening of the IRR. (RA)

(r) Per reference (e), ensure that sufficient resources are programmed for the Ready Reserve screening program. (RA)

(2) Deputy Commandant, Plans Policy & Operations (DC PP&O)

(a) Per references (d) and (e), prepare activation, mobilization and demobilization plans.

(b) Per reference (e), assess and identify individual personnel requirements to DC M&RA (these requirements inform DC M&RA's management actions relating to the IRR).

(c) Coordinate, develop, and monitor the execution of USMC Plans and policies supporting the deployment and employment of RC capabilities.

(d) Coordinate with Office of the Under Secretary of Defense for Personnel and Readiness (OSD P&R), CJCS (J-4), Assistant Secretary of the Navy (ASN) (M&RA) and supported COMMARFOR during crisis action planning/execution and sustained operations to ensure RC requirements are identified, sourced, and supported.

(e) Monitor the activation process to ensure that support directed in the activation message is being provided.

(f) Monitor status of RC integration and force deployment, employment, and redeployment.

(g) Monitor the deactivation process to ensure that support directed in redeployment and deactivation messages is being provided.

(h) Coordinate, develop, and monitor the execution of Marine Corps plans and policies supporting the deactivation process.

(3) Deputy Commandant, Installations & Logistics (DC I&L)

(a) Per references (d), (e) and (i), support activation, mobilization and demobilization planning, exercising and execution ISO service and contingency requirements.

(b) BPT coordinate logistical support to the supporting commands during an IRR mobilization event.

(4) Commanding General, Marine Corps Combat Development Command (CG MCCDC). In coordination with the Supported Combatant Commander, be prepared to determine the Service's refresher training requirements for Marines in the IRR and provide those requirements to DC M&RA for inclusion in the promulgation of service-wide Manpower Activation Guidance.

(5) Commanding General, Marine Forces Reserve (CG MARFORRES)

(a) Per references (d) and (f), and IAW this Order and the annual IRR guidance, conduct continuous screening of

Marines in the IRR to ensure mobilization readiness ISO service requirements. Maintain the capability to conduct in-person screening of targeted IRR populations. Electronic mustering is authorized to increase readiness of the IRR for members where in-person screening is impractical.

(b) Per reference (e), notify all Marines in the IRR (by appropriate means) of possible repercussions for failure to report or respond when ordered to participate in IRR screening.

(c) Per reference (c), provide means and opportunities that encourage Marines in the IRR to conduct voluntary training to keep skills relevant and maintain their mobilization readiness within resource limitations. Ensure this information is recorded in MCTFS.

(d) Per reference (f), during the conduct of annual screening, update records on the status of each Marine in the IRR's physical condition, dependency status, military qualifications, civilian occupational skills, availability for service, primary residence, IRR Readiness Level, and other necessary information to facilitate activation. As practical, proactively assign/align IRR Marines to known/anticipated mass mobilization requirements.

(e) Per reference (e), in concert with DC M&RA, recommend the transfer of Marines preparing for ministry in an accredited theological or divinity school (other than those participating in a military Chaplain Candidate or Theology Student Program) to the Standby Reserve, Active Status List (ASL) for the duration of their ministerial studies. Marines participating in a military Chaplain Candidate or Theology Student Program may continue their Ready Reserve affiliation and engage in AD and IDT.

(f) Per reference (f), in concert with DC M&RA, recommend the transfer of Marines in the IRR identified as a key employee, or occupying a key position, to the Standby Reserve, the Retired Reserve, or discharge, as applicable.

(g) Per reference (f), identify to DC M&RA any cases of Extreme Community Hardship (ECH). An ECH is a situation in which a Reserve Marine's mobilization may have a substantially adverse effect on the health, safety or welfare of the community. Any request for a determination of such hardship shall be made by the Reserve Marine and must be supported by documentation (See reference (f) for example).

(h) Per reference (b) and enclosure (2), make recommendations to DC M&RA regarding the discharge of Marines in the IRR identified as having no potential for mobilization as prescribed in section 12301 of reference (a). DC M&RA will make a determination on a case-by-case basis and may discharge a Marine in the IRR prior to fulfilling their MSO.

(i) Provide program management for the Reserve Counterpart Training (RCT) program by providing oversight, quality control and funding projections, as appropriate, in the RPMC annual budget.

(j) Per reference (e), ensure proper administration of Marines in receipt of Voluntary Separation Pay, Separation Pay under Involuntary Conditions, the Special Separation Benefit, or the Voluntary Separation Incentive.

(k) Per reference (x), and IAW published Marine Corps guidance, ensure proper administration of AC Marines released from active service and appointed or enlisted in the IRR under the Career Intermission Program (CIP).

(l) Per reference (c), ensure funding for MD is considered and submitted, as appropriate, in the RPMC annual budget.

(m) Per reference (i), maintain the capability at major Continental United States (CONUS) Marine Corps installations to mobilize Marines from the IRR ISO service requirements.

(n) Per reference (h), maintain the capability to conduct IRR personnel management including logistics, individual training, medical readiness, mobilization, demobilization, discipline and other personnel matters not inherently covered by the Gaining Force Commander.

(o) In concert with DC M&RA, be prepared to rapidly expand the capability to mobilize IRR Marines in the event of a large scale national mobilization.

(p) Implement and manage an RCT program targeting Marines in the IRR as informed by DC M&RA's Annual IRR Engagement Guidance.

(q) Per reference (f), screen Marines in the IRR for the presence of a current background investigation.

(r) Maintain accountability and management of Marines placed in the IRR while participating in CIPs, tours with industry or other similar programs.

(s) Per reference (j), maintain and track Marines assigned to the Inactive Status List (ISL) and the ASL.

(t) Per reference (e) and (h), identify and track any changes to Marines' physical condition. Verify and review, DD Forms 2807-1 and 2808 (Report of Medical History and Report of Medical Examination) every two years to determine fitness for military duty or promotion, attendance at a school of the armed forces, reenlistment/extension or other action related to career progression. Maintain these forms and make them available to the Prior Service Recruiters for the purpose of medical screening for join and transfer to the SELRES.

(u) Per reference (k), submit a medical retention package for retention determination to Bureau of Medicine and Surgery on all Marines in the IRR who are medically non-deployable and/or identified as disqualified for affiliation. Ensure Medical Readiness Reporting System (MRRS) and MCTFS are updated as appropriate.

(v) Provide education on IRR requirements and participation options to Marines in the Selected Marine Corps Reserve (SMCR) transitioning to the IRR.

(w) Provide biannual reporting to DC M&RA on the percentage of Marines in the IRR in each readiness category.

(x) Per reference (h), establish, maintain, and publish Mobilization Training Unit (MTU) Standard Operating Procedures.

(6) Marine Corps Service Component Commanders. Per references (d) and (l) and in concert with your respective Combatant Commander, during planning and execution, identify individual Marine requirements as early as operationally feasible (these requirements inform Deputy Commandant, Plans Policy & Operations (DC PP&O) and DC M&RA on management actions relating to the IRR).

(7) Commanding General, Marine Corps Recruiting Command (CG MCRC)

(a) IAW reference (i), solicit volunteers from the IRR to fulfill IA/Service Augment requirements ISO the pre-activation phase (MAID-P Phase 1) of contingency operations.

(b) Screen and recruit IRR Marines for transfer and join to the SELRES IAW reference (g) and applicable Marine Corps Recruiting Command directives.

(8) Commanding General, Marine Corps Installations Command (CG MCICOM). Per reference (i), maintain the capability at major CONUS Marine Corps installations to support the mobilization of Marines from the IRR ISO service requirements.

(9) Supporting Commands

(a) BPT conduct Reception, Staging, Onward Movement and Integration for Marines from the IRR conducting approved and coordinated RCT training.

(b) Commanders tasked to host Marines from the IRR conducting RCT will BPT provide those Marines with necessary support/equipment to facilitate their training.

c. Coordinating Instructions

(1) Minimum participation requirements are as follows:

(a) IAW reference (n), officers with reserve commissions who have attained eligibility to receive non-regular retired pay at age 60 per section 12731 of reference (a), must earn 50 points (including membership points) during each anniversary year or they may be removed from the Reserve Active Status List (RASL).

(b) IAW reference (n), officers with reserve commissions who have reached their MSO and have fewer than 20 years of qualifying service computed as of the date of the screening, must earn at least 27 points (including membership points) each anniversary year to remain in an active status. Officers who fail to earn the required 27 points may be removed from the RASL, and failure to earn 50 points in an anniversary year will result in a non-qualifying year for retirement.

(c) There are no minimum participation requirements for enlisted Marines with fewer than 20 years of qualifying service to remain in an active status. Failure to earn 50 points in an anniversary year will result in a non-qualifying year for retirement.

(2) Unsatisfactory Participation in the Individual Ready Reserve (IRR). Except as codified in reference (b) and IAW reference (n), officers with a reserve commission who have not reached their MSOs and fail to participate satisfactorily in any required reserve training may be discharged; however, that officer may not be removed from the RASL for failure to meet this standard if training during the anniversary year is denied due to lack of funds or facilities or if extenuating circumstances (as determined by COMMARFORRES, Marine Corps Individual Reserve Support Activity (MCIRSA)) preclude the officer from attaining at least 27 retirement points.

(3) Participation options for Marines in the Individual Ready Reserve (IRR)

(a) IAW reference (h), commanders seeking to utilize Marines from the IRR under voluntary, non-paid service may establish a MTU. Activities, functions and training of MTU Marines will be directly related to the sponsoring command's mission and conducted under the oversight of the commander.

(b) IAW reference (o), commanders seeking to establish a PIP may do so by request to DC M&RA, Reserve Affairs Manpower Management (RAM). PIP Marines will serve to provide commanders with pre-assigned, trained and qualified personnel to meet projected wartime manpower requirements. PIP personnel will utilize non-paid IDT for retirement point credit under Associate Duty Orders.

(c) Active Duty for Training (ADT) under the RCT Program is authorized for Marines in the IRR to allow participation at organized and planned specialized skill, professional development, refresher and proficiency training. RCT training funds are limited and will only be used to enhance or refresh existing skills that will be required ISO military operations or mobilization.

(d) IAW reference (o), AD for Operational Support is authorized for Marines from the IRR for projects or operations supporting AC or RC programs when such duties are essential to the military services.

(e) Further details of the duties above are codified in enclosure (1) and opportunities for AD are often posted by COMMARFORRES G-1 at <http://www.marforres.marines.mil/GeneralSpecialStaff/G1/GlobalBillets.aspx>

(f) IAW reference (h), officers and enlisted Marines serving in the IRR are eligible for promotion, retention and Professional Military Education opportunities.

(g) Marines in the IRR also remain eligible to join SMCR units and Individual Mobilization Augmentee (IMA) Detachments, apply to the Active Reserve (AR) program or to return to AD in the AC.

5. Administration and Logistics

a. COMMARFORRES retains administrative control of all Marines in the IRR until they are transferred to gaining commands.

b. Reference (h) provides overall guidance for the administrative support of members of the Marine Corps Reserve. Administration of the IRR not specifically addressed within this Order will be conducted IAW reference (h).

c. Marines in the IRR and Operational Sponsors (OpSponsors), in the case of MTUs, will submit all requests for administration support (i.e. muster sheets, orders requests, travel claims, etc.) to COMMARFORRES MCIRSA via Marine On-Line, ePAR or MARFORRES Customer Service Center.

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

e. 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 IAW the Privacy Act of 1974, as amended (reference (r)) and implemented per reference (s).

6. Command and Signal

a. Command. MARFORRES is the supported command for IRR Activation and Movement. This Order is applicable to the Total Force.

b. Signal. This Order is effective the date signed.



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Deputy Commandant for,
Manpower and Reserve Affairs

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References

- (a) 10 U.S.C. Section 10144
- (b) DoDI 1304.25, "Fulfilling the Military Service Obligation (MSO)," October 31, 2013
- (c) DoDI 1215.06, "Uniform Reserve, Training, and Retirement Categories," March 11, 2014
- (d) DoDI 1235.12, "Accessing the Reserve Components (RC)," June 7, 2016
- (e) DoDI 1235.13, "Administration and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING)," October 18, 2013
- (f) DoDD 1200.7, "Screening the Ready Reserve," November, 18 1999
- (g) MCO 1001.61A
- (h) MCO 1001R.1L CH-1
- (i) MCO 3000.19B
- (j) DoD Instruction 1235.09, "Management of the Standby Reserve," February 12, 2014
- (k) Manual of Medical Department NAVMED P-117
- (l) 36th Commandant's Planning Guidance
- (m) DC M&RA Annual Publication Memo-1
- (n) SECNAVINST 1920.6C CH-4
- (o) MCO 1001.62B
- (p) MCO 1001.59A
- (q) SECNAV M-5210.1 CH-1
- (r) 5 U.S.C. 552a
- (s) SECNAVINST 5211.5F
- (t) MCO 1200.17A
- (u) MCO 5000.12E
- (v) SECNAV Notice 5210
- (w) MCO 5210.11F
- (x) DoDI 1327.07, "Career Intermission Program (CIP) for Service Members," October 18, 2018

Categories and Service While in the Individual Ready Reserve
(IRR)

1. Background

a. The IRR is a strategic manpower pool comprised primarily of Marines who no longer serve in the AC or in the SELRES.

b. This Enclosure will cover the various ways in which IRR Marines may continue to serve.

2. Provisional Individual Mobilization Augmentee Program (PIP)

a. IAW reference (o), the PIP program allows IRR Marines who have been identified as possessing a skill or skills critical to mobilization billets to drill using non-paid IDT for retirement point credit in an AC unit unfunded IMA BIC.

b. PIP Marines drill under the authority of associate duty orders, written to cover a period of one (1) year, and are issued by the OpSponsor. PIP Marines must perform a minimum of twenty-four (24) non-paid IDT periods per year.

c. Additionally, PIP Marines may request up to twenty-eight (28) days of RCT per Fiscal Year (FY) via their OpSponsor to COMMARFORRES.

3. Mobilization Training Unit (MTU)

a. IAW reference (h), MTUs provide IRR Marines with RC training opportunities with either AC or RC units using non-paid IDT for retirement point credit in an unfunded IMA BIC.

b. MTU personnel drill under associate duty orders issued by MCIRSA for a period of one (1) year or less.

c. MTU Marines will perform forty (40) non-paid IDT periods per year. However, MTU Marines must attend at least ninety (90) percent of all scheduled non-paid IDT periods.

4. Reserve Counterpart Training (RCT)

a. The RCT program provides IRR Marines the opportunity to maintain or improve upon their military skills and/or conduct other required Marine Corps training (e.g. rifle/pistol range, Physical Fitness Test (PFT)) through paid ADT periods at designated AC commands or AT with SMCR units. Additionally, IRR

Marines assigned on RCT orders may also serve as augmentees to various exercises when participation improves the Marine's readiness.

b. Qualified IRR Marines are limited to executing one (1) period of RCT per FY. IRR Marines are limited to a maximum of twenty-eight (28) days of ADT on RCT appropriate duty orders issued by MCIRSA per FY.

c. Specific roles, responsibilities, and instructions for RCT are captured in enclosure (3) of this Order.

5. Mobilization/Activation Authorities. Depending upon the needs of the Marine Corps, IRR Marines have the opportunity to serve in a voluntary/involuntary capacity. These authorities and corresponding Title 10 United States Code (USC) statutes are shown in Figure 1.

Statute	Requirement & Executing Agent	Affected Reserve Population	Personnel Limitations	Duration Limitations
Full Mobilization 10 USC § 12301	Declaration of war or national emergency by Congress	Ready Res (SelRes and IRR)	No limit	Duration of war + 6 months
10 USC §12306	Declaration of war or national emergency by Congress	Standby Res	No limit	Duration of war + 6 months
10 USC §12307	Declaration of war or national emergency by Congress	Retired Res	No limit	Duration of war + 6 months
Partial Mobilization 10 USC § 12302	Declaration of national emergency by the President (Not requiring Congressional notification or approval)	Ready Res (SelRes and IRR)	Not more than 1M	No longer than 24 months
Presidential Reserve Call-Up (PRC) 10 USC §12304	Executive order of the President (Not requiring Congressional approval)	Ready Res (SelRes and IRR)	Not more than 200K (not more than 30K from the IRR)	No longer than 365 Days
10 USC §12304a	SecDef authority, requires request for Federal disaster/emergency assistance from the Governor affected	Ready Res (SelRes and IRR)	No limit	No longer than 120 Days
10 USC §12304b	Service Secretary decision ISO preplanned CCOM requirements	Ready Res (SelRes and IRR)	60K	No longer than 365 Days
Retiree Call-Up 10 USC §688	Service Sec with SecDef approval	Retired Res	No limit	Not more than 12 months
Voluntary Active Duty 10 USC §12301(d)	Voluntary Service - authority designated by the Secretary	Ready Res (SelRes and IRR)	3000	Varies

Figure 1.--Title 10 USC Mobilization/Activation Authorities

Individual Ready Reserve (IRR) Readiness Levels for Mobilization
Potential

1. The following Readiness Levels include criteria that will be identified during screening and once documented facilitate identification of the relative readiness of IRR Marines. Parameters may be modified as necessary with approval of DC M&RA.

a. Readiness Level 1. Marine has 24 months or more on contract and no caveats except as may be introduced in (1) and (2) below.

(1) Reserved for Future Use

(2) Reserved for Future Use

b. Readiness Level 2. Marine has one or more of the below caveats.

(1) 12 to 24 months on contract MSO/RECC

(2) Conscientious objector

(3) Sole survivor

(4) Dual military spouse w/dependants

(5) Reserved for Future Use

(6) Reserved for Future Use

c. Readiness Level 3. Marine has any of the below caveats.

(1) Less than 12 months remaining on MSO/RECC

(2) Within 24 months of sanctuary

(3) Extreme hardship

(4) Currently on the ASL

(5) Attending Theology/Divinity school

(6) Sole Parent

(7) A medical condition exists that is temporary in nature (i.e. pregnancy)

(8) Reserved for Future Use

d. Readiness Level 4. Marine has any of the below caveats.

(1) 90 days or less remaining on MSO/RECC

(2) RE Code of 3B, 3C, 3F, 3H, 3P, 4 or 4B

(3) Pending conditional release to join another branch

(4) Pending Legal/Administrative Separation

(5) Facing civilian charges/under arrest/IHCA

(6) Currently on the ISL

(7) Marine has not completed initial training

(8) In high school (Delayed Entry Program)

(9) Member of a CIP

(10) Reserved for Future Use

(11) Reserved for Future Use

(12) A medical condition exists which is permanently disqualifying in nature

2. In instances where the Marine has several caveats, they will typically be assigned to the lower Readiness Level.

Reserve Counterpart Training (RCT) Program Procedures and
Instructions for Commanders and Inspector-Instructors

1. Purpose. To provide members of the IRR an opportunity to maintain or upgrade their MOS skills and participate in other required Marine Corps training (e.g. PFT/Combat Fitness Test/Marine Corps Martial Arts Program) per reference (t). Further, the program affords IRR Marines the opportunity to improve technical skills considered for assignments to ADT at designated Marine Corps AC commands or for AT with the SMCR. Marines assigned to ADT on RCT orders can also serve as augmentees to various exercises when participation improves Marines' readiness.

2. Roles and Responsibilities

a. Commander, Marine Forces Reserve (COMMARFORRES). Fund, approve, and authenticate RCT orders for qualified IRR Marines that volunteer to fill validated RCT requirements.

(1) Direct IRR Marines to report to the Commander of the requesting unit.

(2) Coordinate changes in reporting dates and/or specific periods of RCT with the appropriate requesting commands.

(3) Upon unit notification of termination for cause, initiate action to screen the member for transfer to the Standby Reserve.

(4) Upon unit request to modify and/or extend existing RCT, give due consideration to authorizing up to 28 days of ADT only when such duty enhances the Marine's mobilization readiness.

(5) Provide an annual report to CMC (RAP) including the number of billet requests received by command and pay group along with the number of RCT assignments made by command and pay group.

b. Requesting Unit Commanders. Request and generate RCT orders via Marine Reserve Order Writing system (MROWS).

(1) All requests for orders must include a point of contact, electronic mail address, and commercial telephone number.

(2) Provide training and medical readiness updates for IRR Marines executing RCT orders. Upon completion of the ADT period, the IRR Marines should have received training and readiness support contributing to their overall mobilization readiness.

3. Coordinating Instructions

a. RCT program is designed for Marines between the rank of Lance Corporal thorough Gunnery Sergeant, Warrant Officer through Chief Warrant Officer-3 and Second Lieutenant through Major.

b. Requests for RCT support in conjunction with SMCR unit AT exercises are favorably considered.

c. SMCR, IMA and members of the Standy Reserve are not eligible for RCT.

d. Marines with 60 days or more of AD in the preceeding six months are not eligible.

e. RCT assignments will normally be two weeks in duration. Requests for durations exceeding two weeks will be considered on an individual basis.

f. Units requesting RCT support must have the requested MOS in their respective unit or I-I Table of Organization (T/O).

g. Requesting commands will base the RCT billet description on the Marine's MOS.

h. Requests must arrive at least 30 days prior to the requested report date.

4. Medical and Legal

a. Legal

(1) Marines on RCT are subject to legal hold for violations of the Uniform Code of Military Justice (UCMJ).

(2) Gaining commands may involuntarily extend a Marine who commits an offense under the UCMJ for the purpose of investigation and punishment. Parent command is responsible for entering the appropriate unit diary entries. For Officers,

Manpower Information System Support Office (MISSO) will provide the appropriate unit diary entry.

(3) Gaining Commander has the authority to administer NJP subject to the limitations contained in the UCMJ.

(4) The Secretary of the Navy may involuntarily recall a Marine who served on RCT when discovery of a UCMJ offense occurred.

(5) RCT funds will cover the expenses associated with retaining a Marine on legal hold.

b. Medical

(1) Prior to acceptance and initiation of RCT orders, Marines must be physically fit for duty.

(2) A Medical Department Representative (MDR) must screen the service member's medical records prior to issuing orders. The MDR will determine the type of medical assessment required. Members may contact their MDR, a unit corpsman, local military medical facility, authorized provider, or MFR for assistance.

(3) Acceptable forms of documentation for physical fitness include a Preventive Health Assessment (PHA) completed within the last year and documented in the MRRS. Without a qualified PHA, these forms of documentation are also acceptable:

(a) Form DD 2807-1 (Report of Medical History) completed within the past six months if separated from AD or within two years if separated from SMCR.

(b) A complete physical examination completed within the last six months if separated from AD or within two years if separated from SMCR.

(4) A negative HIV test within the last two years must be resident in MCTFS.

(5) Pregnant Marines desiring to perform RCT must comply with the provisions contained in reference (u).

Responsibilities of the Individual Ready Reserve (IRR) Marine

1. Be prepared to serve one day of MD each year to accomplish continuous screening requirements to ensure readiness ISO mobilization. The following exceptions are for Marines who:
 - a. Have served on AD during the CY
 - b. Reside outside geographic limitations for the muster
 - c. Are pay grades E-8, E-9 and O-4, or above, and have no remaining MSO
 - d. Were successfully screened in the preceding CY
 - e. Are in a program such as the Provisional PIP or MTU requiring participation in the program.
2. Submit reenlistment/extension requests to COMMARFORRES MCIRSA.
3. Officers who received a Reserve commission during their initial period of AD shall,
 - a. Notify COMMARFORRES MCIRSA of their desire to remain in the IRR within two years of completion of their MSO (failure to do so will result in discharge) or,
 - b. Notify COMMARFORRES MCIRSA of their desire to resign their commission upon completion of their MSO.
4. Per reference (f), notify COMMARFORRES MCIRSA, via Marine On-Line Personal Information Tab, of any changes in employment information, personal contact information, family readiness or emergency data. Notify COMMARFORRES MCIRSA via an ePAR in Marine On-Line or via the MARFORRES Customer Service Center at (800)-255-5082 of any change of primary residence, mailing address, marital status, number of dependents, a case of ECH or any other change that would prevent you from meeting mobilization requirements.
5. Per reference (f), inform your employer of your reserve military obligation.
6. Per reference (f), inform COMMARFORRES MCIRSA if your employment is considered a key position or key employee. (Note

21 NOV 2019

- you may be transferred to the Standby Reserve, the Retired Reserve or discharged, as appropriate).

7. Per reference (h), maintain standards of conduct expected of a United States Marine.

8. Per reference (h), maintain the basic physical fitness and uniform standards.

9. Submit a completed DD Form 2807-1, Report of Medical History, every two years to COMMARFORRES MCIRSA to determine fitness for duty.

APPENDIX A

Glossary of Terms and Abbreviations

AC	Active Component
AD	Active Duty
ADT	Active Duty for Training
AR	Active Reserve
ASL	Active Status List
AT	Annual Training
ASN (M&RA)	Assistant Secretary of the Navy Manpower and Reserve Affairs
BIC	Billet Identification Code
CIP	Career Intermission Program
CG MCCDC	Commanding General, Marine Corps Combat Development Command
CG MCICOM	Commanding General, Marine Corps Installations Command
CG MCRC	Commanding General, Marine Corps Recruiting Command
COMMARFORRES	Commander, Marine Forces Reserve
CONUS	Continental United States
DON	Department of the Navy
DC I&L	Deputy Commandant, Installations & Logistics
DC M&RA	Deputy Commandant, Manpower & Reserve Affairs
DC PP&O	Deputy Commandant, Plans Policy & Operations
ECH	Extreme Community Hardship
FY	Fiscal Year
GFM	Global Force Management
IAW	In Accordance With
ISO	In Support Of
IDT	Inactive Duty Training
ISL	Inactive Status List
IA	Individual Augment
IMA	Individual Mobilization Augmentee
IRR	Individual Ready Reserve
MI	Manpower Information
MM	Manpower Management
MP	Manpower Plans and Policy
MF	Marine and Family
MCFAPS	Marine Corps Force Augmentation Processing System
MCIRSA	Marine Corps Individual Reserve Support Activity
MCTFS	Marine Corps Total Force System
MARFORRES	Marine Forces Reserve

MDR	Medical Department Representative
MROWS	
MRRS	Medical Readiness Reporting System
MOS	Military Occupational Specialites
MSO	Military Service Obligation
MTU	Mobilization Training Unit
MD	Muster Duty
NARA	National Archives and Records Administration
OSD P&R	Office of the Under Secretary of Defense for Personnel and Readiness
PII	Personally Identifiable Information
PFT	Physical Fitness Test
PHA	Preventive Health Assessment
PIP	Provisional Individual Mobilization Augmentee Program
RASL	Reserve Active Status List
RA	Reserve Affairs
RAM	Reserve Affairs Manpower Management
RC	Reserve Component
RCT	Reserve Counterpart Training
RPMC	Reserve Personnel, Marine Corps
SMCR	Selected Marine Corps Reserve
SELRES	Selected Reserve
UCMJ	Uniform Code of Military Justice