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From: Commandant of the Marine Corps  
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Subj: POLICY AND PROCEDURES FOR RESERVE COMPONENT (RC) MEMBER SERVICE BEYOND 16 YEARS OF ACTIVE DUTY SERVICE

Ref: (a) 10 U.S.C. 115, 526, 620, 641, 1370, 12301 (a) and (d), 12303, 12304, 12686 (a) and (b), 14002  
(b) MCO P1900.16F Ch 2  
(c) SECNAVINST 1800.2  
(d) MCO 1001.59  
(e) MCO 1001.45J  
(f) DODI 1215.06, "Service Credit for Reserve Retirement," November 18, 2005  
(g) SECNAVINST 1920.6C  
(h) MCO P1300.8R  
(i) MCO 1001.61  
(j) MCO 5216.19  
(k) MCO 1001R.1K

Encl: (1) Management of Reserve Marines Exceeding 16 Years Active Duty (AD)

1. Situation. To provide policy and procedural guidance per references (a) through (k) governing:

a. The management of Reserve Component (RC) member performance of active duty beyond 16 years of cumulative active duty service.

b. The management of reservists within two years of becoming eligible for retired pay or retainer pay under a purely military retirement system, commonly known as Active Duty (AD) Sanctuary.

2. Cancellation. MARADMIN 335/04 and MARADMIN 241/07.

3. Mission. This Order establishes policies and procedures governing Reserve Component (RC) member performance of active duty beyond 16 years of cumulative active duty service. Prudent and effective management of Reserve manpower will prevent unintended impacts of statutory restrictions and position the Marine Corps to meet future mission requirements, especially during periods of high operational tempo experienced during contingencies and other conflicts.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Position the Marine Corps to meet mission requirements by effectively managing Reserve manpower incorporation into the Total Force.

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(b) Establish a uniform policy and procedure for Reserve personnel, who possess unique or critical skills to exceed 18 years of cumulative active duty service, to meet the mission requirements of the Marine Corps.

(c) Ensure a uniform policy for using RC Marines who have accumulated more than 16 years of active duty service, including those who become eligible for AD sanctuary and a regular retirement.

(d) Make timely determination of manpower shortfalls requiring RC sourcing and the RC manpower solution in order to give qualified RC Marines a predictable continuity of service and enables effective long-term assignment.

(e) Encourage the pursuit of Active Component (AC), Active Reserve (AR), or Selected Reserve (SELRES) career paths in support of Total Force requirements.

(f) This Order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity, against the United States, its departments, agencies, entities, officers, employees or agents, or any other person.

(2) Concept of Operations. Establish policies procedures, and guidance to facilitate optimal access to the RC in support of Total Force manpower management.

b. Subordinate Element Missions

(1) The Deputy Commandant for Manpower and Reserve Affairs (DC M&RA) shall:

(a) Establish policy for, manage, and administer those Marines who accumulate 16 years of AD in accordance with reference (c).

(b) within his sole discretion, convene a Board to screen RC applicants for long-term active duty service resulting in AD sanctuary.

(c) Act as the approval/disapproval authority for all AD orders over 29 days that will enable a Reserve Marine to accumulate more than 16 years AD.

(d) Act as approval/disapproval authority for all AD orders that will enable a Reserve Marine to accumulate more than 18 years AD.

(e) In accordance with Section 115 of reference (a), account for Marines in sanctuary who have exceeded 1,095 days of the previous 1,460 days against the appropriate AD end strength category-AC or AR.

(2) Commands of RC Marines desiring AD orders shall endorse the request package via the chain of command per figure 2-1 of enclosure (1) for a Marine to receive a waiver when reaching or exceeding 16 years AD.

(3) RC Marines desiring AD orders during which they will accumulate greater than 16 years total AD during the orders period will:

(a) Apply in writing to DC M&RA stating intent in regards to nature of service. In other words, volunteering for a specific billet with intent to request a waiver to exceed 16 years AD, or volunteering for long-term active duty with the intent to achieve AD sanctuary.

(b) Prepare the request package announcing intent in regards to long-term or short-term participation, per enclosure (1) and detail the unique or critical skills qualifications possessed to satisfy a validated requirement, or to request approval for sanctuary eligibility.

(c) In accordance with reference (c), sign a Cumulative Active Duty Service Agreement, verifying the Marines' total years and months of active duty service.

5. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to DC M&RA via the appropriate chain of command.

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.



R. S. COLEMAN  
Deputy Commandant for  
Manpower and Reserve Affairs

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LOCATOR SHEET

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## Chapter 1

### Management of Reserve Marines Exceeding 16 Years Active Duty

1. General. This chapter provides detailed information on the policy, authority, overarching procedures, and effects associated with the management of Reserve Component (RC) Marines between 16 years cumulative paid Active Duty (AD) points (5,844 paid AD points) and 20 years cumulative paid AD points (7,305 paid AD points). For the purposes of this Order, the terms "AD retirement" and "regular retirement" are used interchangeably.

a. An RC Marine within two years of becoming eligible for AD retired pay is referred to as entering AD sanctuary or in "sanctuary" until 20 years AD has been accumulated. The sanctuary zone begins at 6,575 paid AD points and ends at 7,305 paid active duty points. AD Sanctuary should not be confused with Reserve Sanctuary which is described in appendix A.

b. An RC Marine within four AD years of becoming eligible for AD retired pay is referred to as "high active duty time" and requires a high active duty time waiver. The number of paid AD points that corresponds to high active duty time is 5,840.

c. Once a Marine has accumulated 20 years AD or 7,305 paid AD points, the Marine is eligible for an AD retirement and is no longer considered in the sanctuary zone.

d. Per reference (b), enlisted Marines who retire with 20 years AD but less than 30 years AD transfer to the Fleet Marine Corps Reserve (FMCR) and receive retainer pay; Marines that retire with over 30 years AD transfer to the retired list and receive retired pay. Officers who retire with 20 years or more of AD are placed on the retired list and receive retired pay. For the purposes of this Order, both the terms "retainer pay" and "retired pay" are referred to as "retired pay" and all are entitled to an AD retirement.

2. Background. Under the provisions of section 12686(a) of reference (a), and regulations prescribed by the Secretary, a member of a reserve component who is on active duty (other than for training) and is within two years of becoming eligible for retired pay or retainer pay under a purely military retirement system (other than the retirement system under chapter 1223 of this title), may not be involuntarily released from that duty before he becomes eligible for that pay, unless the release is approved by the Secretary of the Navy (SECNAV).

3. Authority. Per reference (c), DC M&RA is the sole approval authority for all RC Marines to:

- a. Reach or exceed 16 active duty years.
- b. Exceed 18 active duty years and enter into AD sanctuary.

#### 4. Policy

a. DC M&RA will conduct a Career Retirement Credit Report (CRCR) audit of all Reserve Marines for whom Active Duty Operational Support (ADOS) orders will take them beyond 15 years of AD. This will allow for verification of total active duty accumulated and identification of discrepancies in the Marine's record before issuing orders that may make the Reserve Marine a candidate for sanctuary status.

b. Beyond 16 years AD service, the individual RC Marine may choose to request (ADOS)-AC (Active Component) or ADOS-CO (Contingency Operations)

orders and continue with traditional service in the RC, or apply for sanctuary eligibility and become a world-wide assignable Marine Corps active duty asset.

c. DC M&RA will approve all AD orders over 29 days for RC Marines who have or will accumulate more than 16 years AD service (5,840 active duty points). This request is referred to as a "High Active Duty Time Waiver."

d. Director Reserve Affairs will approve High Active Duty Time Waivers for AD orders that are for 29 days or less for Reserve Marines who have more than 16 years but less than 18 years of active duty service.

e. For those applying for orders or extensions to orders that may result in sanctuary, a Sanctuary Board may be appointed by DC M&RA in his sole discretion for the purpose of recommending RC Marines for AD sanctuary eligibility as detailed in chapter 3. Based on the needs and priorities of the Marine Corps, selection by the Sanctuary Board as approved by DC M&RA may be a path for RC Marines with unique or critical skills to earn a regular retirement.

f. The Marine Corps has no obligation by any existing law, rule, or regulation to issue an RC Marine orders or extensions to orders that may result in AD sanctuary.

g. Upon accumulating 16 years of AD service (5,840 active duty points), RC Marines may request orders or extensions to orders that may result in AD sanctuary. Identifying qualified RC Marines as early as 16 years AD service will prevent unintended impacts of statutory restrictions, enable long-term manpower planning for the Marine Corps, and provide the RC Marine continuity of orders and increased stability for his or her family.

h. An RC Marine request for orders or extensions to orders that may result in AD sanctuary is a request to continue active duty service to 20 years AD and to become a world-wide assignable Marine Corps active duty asset.

i. Total Force manning requirements affect the competitiveness of the AD sanctuary program. Failure to be selected for sanctuary eligibility will not be recorded in the RC Marines' Official Military Personnel File (OMPF) and will not impact a reserve career.

j. RC Marines who are Board selected by the Sanctuary Board, as approved by DC M&RA as "sanctuary eligible" and elect to decline officially assigned Permanent Change of Station/Permanent Change of Assignment (PCS/PCA) orders are required to decline those orders in writing, through their appropriate chain of command, with a General Officer endorsement. Unless already in sanctuary, failure to accept orders will cause a forfeiture of sanctuary eligibility. It is in the RC Marine's best interest to include any extenuating circumstances in these letters of declination. Letters of declination will be placed in the RC Marine's OMPF. If the Marine fails to submit a letter of declination, within the required time period, a letter detailing the omission will be placed in the RC Marine's OMPF by DC M&RA (MM). The RC Marine may continue service in the RC, in accordance with applicable statutory and career limitations, and will not be excluded from further applying for sanctuary eligibility in accordance with this Order.

k. Active duty sanctuary protection begins with 18 years of AD service (6,570 active duty points) and ends with 20 years AD service (7305 active duty points). Only the individual Marine may request the termination or modification of AD sanctuary orders that would result in discharge from AD prior to obtaining 20 years of AD, unless the discharge is approved by the Secretary of the Navy pursuant to section 12686(a) of reference (a), or the



member has waived the sanctuary protection pursuant to section 12686(b) of reference (a).

l. RC Marines requesting AD orders, to include mobilization orders, who have an end of active service (EAS) that will accumulate more than 18 years of paid AD points (6,570 paid AD points) must have their request for orders approved by the DC M&RA, or they will not be placed on orders. Orders or extensions to orders resulting in 18 years or more of active duty shall not be issued to any RC Marine without a sanctuary request approved in accordance with this order. RC Marines who inadvertently receive orders or extensions to orders that place them in sanctuary without DC M&RA approval are advised that the DC M&RA may request that the SECNAV involuntarily release the RC Marine from active duty during the sanctuary period.

m. RC Marines approved for sanctuary orders or extensions to orders that exceed 18 years active duty will normally remain in their assigned billet through an AD regular retirement and shall not be screened for RC command or resident professional military education opportunities. This provision does not apply to those RC Marines on orders utilizing a high active duty time waiver or voluntary waiver of sanctuary protection.

n. RC Marines may request to waive sanctuary protection for voluntary orders beyond 18 years AD service. Voluntary waiver of sanctuary protection as set forth in section 12686(b) of reference (a) is only applicable to orders not to exceed 179 days. The high active duty time waiver request must include the voluntary waiver of sanctuary protection form as detailed in figure 2 of chapter 2 and must be approved by DC M&RA prior to the execution of orders. Voluntary waiver of sanctuary protection should not set an expectation of continued AD service through to a regular retirement.

o. An RC Marine who is selected as Sanctuary Eligible will normally be placed on orders ultimately with an EAS of the last day of the month in which 20 years of paid AD points is attained. Duty beyond 20 AD years will be approved by DC M&RA only to meet a specific validated Marine Corps manning requirement. RC Enlisted Marines may be required to reenlist or extend prior to execution of a PCS move to ensure sufficient obligated service is available to complete the prescribed tour length. RC Officers may incur an additional obligation by accepting and executing the issued orders.

p. RC Marines may also be approved by DC M&RA to serve on AD beyond the last day of the month in which 20 years of AD is attained via retire-retain orders but the request must be to meet a validated Marine Corps manning requirement. The process for requesting such approval is detailed in paragraph 14 and reference (b), and must be endorsed through the chain of command to DC M&RA (MMFA).

q. An RC Marine who accumulates 20 years of AD may voluntarily request regular retirement per reference (b). Absent such a request, the Marine will be released from AD. RC Marines with approved orders providing for active duty through sanctuary must, no less than four months prior to the end of those orders, elect in writing to either receive AD retired pay or continue to serve as an unrestricted RC Marine on the Reserve Active-Status List (RASL), in accordance with service and career limitations.

r. RC Marines will not be retained beyond 20 years of AD to effect promotions or meet retirement Time In Grade (TIG) requirements. Any waiver requests will be processed in accordance with current laws, rules, regulations and policies and the needs of the Marine Corps.

s. Upon release, those Marines who do not request voluntary AD retirement may continue service in the RC in accordance with applicable statutory and

career limitations that are consistent with the needs of the Marine Corps. Per reference (b), Marines who served 20 years of AD, yet elected to remain on the RASL, may request an AD retirement at any time while on the RASL.

5. Types of Orders. The initial sanctuary funding source will normally determine the type of orders used to keep RC Marines on AD while in sanctuary. The primary type of orders for the utilization of high-time reservists will be ADOS-CO. Reference (d) provides additional information regarding AD (other than for training).

a. ADOS-CO. This type of order is funded through MPMC and O&MMC supplemental funding and is used for RC Marines who voluntarily serve on AD as an individual augment in support of contingency operations or for those members serving in an SMCR unit or IMA billet beyond the continuous AD statutory limitations of sections 12302 or 12304 of reference (a). Upon completion of the initial orders providing for more than 18 years active duty, RC Marines will continue on ADOS-CO orders and funding until the orders terminate (in cases where the sanctuary protection was waived), completion of 20 years AD or termination of supplemental funding, whichever is earlier.

b. Mobilization. RC Marines mobilized under reference (a), section 12301(a) (war or national emergency declared by Congress), or section 12301(d) (RC volunteers when war or national emergency is declared by the President) or section 12302 (partial mobilization), or section 12304 (Presidential Reserve Call-up (PRC) receive mobilization orders. These orders are funded through MPMC and O&MMC supplemental funding and are therefore not programmed for by the service throughout the FYDP. Once the continuous AD statutory limitations of mobilization are reached or the member is voluntarily transferred to an Individual Augment (IA)/Service Augment (SA) billet, Marines may be issued ADOS-CO orders for continued activation in support of contingency operations.

c. Termination of Mobilization Authority. If supplemental funding is no longer available and the RC Marine is within 18 to 20 years of AD when the current set of orders expire, the RC Marine will be issued ADOS-AC, MPMC-funded orders by CMC (MM) to allow the Marine to attain 20 years of AD unless the expiring orders included a waiver of sanctuary protection. In other situations, the RC Marine will be issued ADOS-RC, RPMC-funded orders by CMC (RA) to allow the Marine to complete the current set of orders.

(1) ADOS-AC. This type of orders is funded by Military Personnel, Marine Corps (MPMC) appropriations and is programmed for by the service throughout the Future Years Defense Plan (FYDP).

(2) ADOS-RC (Reserve Component). This type of orders is funded by Reserve Personnel, Marine Corps (RPMC) appropriations and is programmed for by the service throughout the FYDP.

6. Marine Reserve Order Writing System (MROWS). In support of Total Force manning, the RC developed a software application to facilitate all RC order writing. This application is known as MROWS. All orders that are written on RC Marines that will result in over 15 years cumulative paid AD points are uniquely identified within MROWS. This systematic identification allows various levels of review, tracking, and restricts approval of these orders to DC M&RA. Orders that are not approved will not receive funding. Per reference (d), commands will not authorize RC Marines to perform AD on orders with no appropriation data. However, orders that cross fiscal years (FY) may be authorized without appropriation data covering the outlying FYs.

7. End Strength. The type and duration of ADOS orders will determine whether an RC Marine approved for orders to exceed 16 years active duty, or for orders that provide for active duty throughout the sanctuary period, will count

against AC, Selected Reserve, or Active Reserve (AR) end strength. Per reference (a), an RC Marine who exceeds 1,095 days of the previous 1,460 days on ADOS orders will count against AC or AR end strength consistent with pay appropriations cited on the most recent ADOS orders. Orders issued under sections 12301(a), 12302 and 12304 of reference (a) are exempt from AC or AR end strength considerations. Reference (d) outlines the checks and balances that are in place to monitor end strength numbers.

8. General Officers (GO). Due to the potential long-term effect of entering sanctuary on AC GO grade-strength, RC GOs with 16 years of AD service are severely limited from serving on AD orders of greater than 179 days.

a. Per section 526 of reference (a), an RC GO may only serve on ADOS a total of 179 consecutive days before being counted against AC GO grade strength. Consecutive sets of 179 day orders may be authorized in the event of exceptional circumstances, but caution must be taken in cases where per diem is authorized in conjunction with conventional ADOS orders (ADOS-AC or ADOS-RC) because of limitations on that entitlement set forth in paragraph U7150 of the Joint Federal Travel Regulations.

b. In accordance with section 526 of reference (a), the Secretary of the Navy (SECNAV) may waive up to ten percent of the RC GO grade strength authorization to serve on ADOS a total of 365 consecutive days before being counted against AC grade strength.

c. Orders issued under sections 12301(a) or (d), 12302 and 12304 of reference (a) are exempt from AC grade strength considerations. If, however, sanctuary eligibility results in ADOS orders in excess of 179 days, the GO will count against AC GO grade strength.

9. Eligibility for Promotion. Marines may be considered for promotion from the Active Duty List (ADL) or the Reserve Active Status List (RASL). RC Marines remain on the RASL, regardless of sanctuary or end-strength accounting rules; RC Marines are not transferred to the ADL unless they are accessed into the AC as detailed in reference (e). All members of the RASL, comprised of members from the SMCR, IRR, AR and the active-status list of the Standby Reserve, will compete for promotion from either the Unrestricted Reserve (UR) or Active Reserve (AR) competitive categories. RASL members are eligible for promotion if during the one year period before the board, the member has continuously performed service on the RASL or ADL or on a combination of both lists. Members with an approved retirement within 90 days of the promotion board convening date may not be considered for promotion. Enlisted members who have voluntarily requested retirement awaiting pay at age 60 (or reduced eligibility age per reference (f)) prior to the adjournment of the appropriate selection board will not be considered for promotion.

10. Retirement. A Marine may request retirement at any time once qualifying service has been met. Marines having 20 years of active duty service are eligible for a regular retirement and must request a date of retirement along with a request to receive retired pay.

a. In accordance with Department of the Navy policy, Marines shall only be retired under one retirement system, either active duty with immediate annuity or Reserve with pay at age 60 (or reduced eligibility age per reference (f)).

b. Funding. Retirements for RC Marines are funded through contributions to the Department of Defense Military Retirement Fund (MRF) and Department of Defense Medicare Eligible Retiree Health Care Fund based on Normal Cost Percentages (NCP), determined by the MRF Board of Actuaries and provided for in appropriations to RPMC. Unplanned program retirement liabilities result in

an increased NCP rate amortized over a 30-year period to be appropriated from RPMC funding.

c. Active Duty Retirement. Officers who have more than 20 years (at least 20 years and one day) total active duty service, and enlisted who have 20 or more years of total active duty service, are entitled to an AD retirement. If an RC Marine accumulates enough AD to be entitled to an AD retirement and chooses to continue to serve as an unrestricted RC Marine on the RASL, the member may later voluntarily request retirement at which time regular retired pay will commence. Retired grade considerations will be based upon AD time in grade (TIG) eligibility and not years of active service TIG.

d. Reserve Retirement. This type of retirement entitles an RC Marine that has served for 20 years of qualifying service in either component or combination of both receipt of retired pay at the age of 60 (or reduced eligibility age per reference (f)). This retired pay has to be actively requested by the retired Reserve member.

(1) Once an RC Marine reaches the age of 60 (or reduced eligibility age per reference (f)), the member must request transfer to the Reserve Retired List with pay and will then be eligible to receive retired pay.

(2) If an RC Marine chooses to retire before the age of 60, the member will be transferred to the retired Reserve awaiting pay at age 60 (or reduced eligibility age per reference (f)). This category is referred to as the Reserve Retired Awaiting Pay. A retiree who is recalled to active duty is eligible for sanctuary if he/she reaches 18 years of AD.

e. Time-In Grade (TIG)

(1) Refer to section 1370 of reference (a) and chapters 2, 3, and 7 of reference (b) for further guidance on TIG requirements.

(2) ADOS orders are voluntary orders and their termination does not qualify as an involuntary release from active duty except as specifically prescribed by SECNAV in accordance with reference (g).

(3) Any period of retire-retain or retire recall will not count towards TIG requirements.

11. Sanctuary Orders and Assignment. An RC Marine may fill a validated enduring Individual Augment (IA)/Service Augment (SA), an SMCR unit or IMA mobilization, or a structured active duty billet that did not draw staffing. An RC Marine approved for sanctuary eligibility will normally remain in their current billet until reassignment to an enduring requirement. Under Section 12686(a) of reference (a), RC Marines who are conducting annual training or ADT are not eligible for sanctuary regardless of how many AD years of service they accumulate at the completion of the orders. In all cases, the individual Marine must request sanctuary eligibility directly to DC M&RA as detailed in chapter 3.

a. Individual Augment (IA)/Service Augment (SA). Once approved for sanctuary eligibility, an RC Marine may be authorized to enter sanctuary by filling a validated individual/service augment requirement for which no other global sourcing is available.

(1) Depending on the amount of active duty time previously accumulated, the member may be sourced to a valid IA/SA requirement in the Marine Corps Mobilization Processing System (MCMPMS) for the entire duration of the sanctuary request. DC M&RA (MMFA) will issue appropriate orders, in

accordance with reference (h), for the period of service normally terminating on the last day of the month in which 20 years AD is attained.

(2) If follow-on orders are required to complete 20 years AD, the appropriate Monitor will make assignment consistent with reference (h).

b. SMCR Unit and IMA Mobilization. In the event an SMCR unit or IMA member is mobilized, and receipt of mobilization orders would carry SMCR unit members or IMA members into sanctuary, the following applies:

(1) SMCR Unit Members

(a) Reservists who are approved for sanctuary eligibility may remain with their SMCR unit until that unit deactivates. Upon demobilization, the Marine will be reassigned to an enduring requirement commensurate with the needs of the Marine Corps in accordance with reference (h). Those reservists serving as a unit's commanding officer will be reassigned at demobilization unless they opt to forego sanctuary protection and voluntarily release from AD to retain command of the SMCR unit.

(b) Reservists not approved for sanctuary eligibility may voluntarily waive sanctuary as detailed in chapter 2 and receive mobilization orders not to exceed 179 days. If the mobilization period requires an extension, the RC Marine must voluntarily request a new waiver per chapter 2. If the RC Marine does not elect to waive sanctuary, he/she will be transferred from the activating SMCR unit.

(2) IMA Members

(a) Reservists who are approved for sanctuary eligibility as an IMA member may remain activated in their IMA billet until their current set of activation orders end. Upon demobilization, the Marine will be reassigned to an enduring requirement commensurate with the needs of the Marine Corps in accordance with reference (h).

(b) Reservists not approved for sanctuary eligibility may voluntarily waive sanctuary as detailed in chapter 2 and receive mobilization orders not to exceed 179 days. If the mobilization period requires an extension, the RC Marine must voluntarily request a new waiver per chapter 2. If the RC Marine does not elect to waive sanctuary, he/she will be transferred from the IMA unit.

(3) Regardless of entering sanctuary with a SMCR unit or as an IMA member, Sanctuary Marines who do not attain 20 AD years in their mobilized billet are considered world-wide deployable. Marine Corps Mobilization Command under the direction of CMC (MM) will transfer the member to the IRR upon SMCR unit or IMA demobilization. DC M&RA (MM) will then issue appropriate orders. A change in the type of orders may be required prior to the end of a unit mobilization if the maximum continuous mobilization authorized under Sections 12302 or 12304 of reference (a) is reached.

c. Structured Active Duty Billet. Once approved for sanctuary eligibility, and depending on the amount of active duty service previously accumulated and the qualifications of the RC Marine, the appropriate Monitor will determine if long-term orders to fill a structured AD billet are appropriate in accordance with reference (g).

12. Waiver of Sanctuary Protection. If the RC member does not elect to apply for sanctuary eligibility or failed to be selected by a Sanctuary Board, RC Marines may be permitted to volunteer for a validated requirement which will result in exceeding 18 or more total active duty years contingent upon

executing a waiver of the sanctuary protection as set forth in reference (a) section 12686(b).

a. Orders requiring waiver of sanctuary protection must be for 179 days or less and pursuant to authority of 10 U.S.C. 12301.

b. When sanctuary protection is to be waived, the Marine must do so in writing as detailed in chapter 2 prior to executing the orders providing for 18 or more total active duty years.

c. Voluntary waiver of sanctuary protection should not set an expectation of future AD service which would result in a regular retirement.

13. Sanctuary Eligible RC Marine Assignments. DC M&RA (MM) shall manage, assign, and coordinate the assignment of all RC Marines Board selected as sanctuary eligible.

a. Sanctuary eligible RC Marines may be issued PCS/PCA orders in accordance with reference (h). Upon execution of PCS orders, RC Marines approved for sanctuary incur a minimum two year AD service obligation, not normally to exceed 20 years AD, unless there is a validated Marine Corps requirement.

b. In accordance with reference (i), colonels will not normally fill billets assigned by T/O to the grade of lieutenant colonel or below unless the needs of the Marine Corps dictate it.

c. In accordance with reference (i), sergeants major and first sergeants will normally only be assigned to senior enlisted advisor billets and are prohibited from overstaffing a senior enlisted billet. Unless the needs of the Marine Corps dictate it, a sergeant major/first sergeant will not be assigned to fill a master gunnery sergeant, master sergeant, or gunnery sergeant or below billet. Additionally, a sergeant major will not normally be assigned to fill the billet of a first sergeant.

14. Post-Sanctuary Options. Once an RC Marine has completed 20 years AD and is entitled to a regular retirement, per reference (b) the following options apply:

a. Retire at 20 years AD in the highest grade satisfactorily served on AD.

b. Retire at 20 years AD in the highest grade satisfactorily served and request to be retire/retained or retire/recalled on AD to fill an open validated requirement per paragraph 15 of this order.

c. Release from AD orders and defer regular retired pay to continue service on the RASL, thus retaining promotion eligibility, and ability to attain TIG Reserve retirement requirements. Once the RC Marine reaches service limitations or theretofore elects to retire, the Marine has two options:

(1) Request a regular retirement (AD) in the highest grade satisfactorily served on AD. Retirement pay will begin immediately.

(2) Request a Reserve retirement awaiting pay at age 60 (or reduced eligibility age per reference (f)) in the highest grade satisfactorily served on the RASL.

d. Continue on current AD orders as per assignment practices in accordance with reference (h). Follow-on AD orders will only be approved by

DC M&RA to meet a validated requirement that can not be met by the active component.

15. Retire-Retain/Recall. Per reference (b), an RC Marine can be approved to fill an open validated requirement and extend beyond 20 years AD in a retire-retain/recall status.

a. Officers with an approved mandatory retirement date resident in the Marine Corps Total Force System (MCTFS), may be concurrently retired and voluntarily retained on active duty in billets.

b. The period of retention on active duty shall be of a fixed duration, determined on a case-by-case basis.

c. Retention of retired officers will be for the sole purpose of meeting requirements that cannot be met by the active force, not to benefit a member or retiree. If approved, DC M&RA (MM) will transfer the member to the Retired Reserve in the grade for which qualified under paragraph 10e of this Order with an SPD code of "RBD8" for officers and "NBDX" for enlisted and issue retire-retain or recall orders.

## Chapter 2

### Process for Orders Exceeding 16 Years AD Service

1. General. This chapter provides information and guidance regarding RC Marines who were not approved for sanctuary or who did not apply but still desire to participate in requesting orders allowing them to meet or exceed 16 years AD through mobilization. The key criterion for these RC Marines is the activation to meet Individual Augment (IA) or IMA requirements commensurate with Overseas Contingency Operations (OCO). Sourcing of any contingency requirements using an RC Marine who would enter sanctuary will be approved by DC M&RA through a formal board process which is delineated in chapter 3.

2. Validated Requirement Sourcing Process. Approved Marine Corps IA/SA requirements are tasked for sourcing by DC M&RA (MM) to operational and supporting establishment commands drawing from the Active Component, Retired List, IRR, IMA, and Active Reserve.

### 3. Policy

a. Activation/extension of Reservists beyond 16 years of AD is a DC M&RA manpower function delegated by the Assistant Secretary of the Navy (RA). A separate waiver is required for each set of orders beyond 16 years AD and shall be referred to as a "High Active Duty Time" waiver. Figure 2-2 shows the process for requesting high active duty time waivers.

b. SMCR, IMA and IRR Reservists who desire to request a high active duty time waiver will not be transferred, joined to, or issued orders for pre-deployment training with activating units or as IAs without prior DC M&RA (MMFA) administrative screening and DC M&RA approval. Figure 2-3 shows the NAVMC 10274 example format (AA Form) for a high active duty time waiver including the language contained in the command endorsements (height/weight verification and fitness for full duty and worldwide assignment).

c. Those Marines requesting to exceed 18 years of AD without sanctuary protection requires the same screening and approval process that is required for the high active duty time waiver with the DC M&RA as the approval authority. Figure 2-4 shows the example NAVMC 10274 (AA Form) and Statement of Understanding (Waiver of Sanctuary) specific language that must be used, including the language contained in the command endorsements (height/weight verification and fitness for full duty and worldwide assignment).

d. Marines who utilize the sanctuary waiver will be closely monitored to accommodate the needs and priorities of the Marine Corps. The intent of the sanctuary waiver is to allow a Reserve Marine who chooses not to apply for sanctuary, or applied and was not selected for sanctuary the opportunity to continue serving in the Marine Corps. The utilization of the sanctuary waiver is not normally an opportunity to achieve an active duty retirement by crossing 20 years of total active duty service by waiving 179 day increments.

e. DC M&RA (MM) may coordinate alternate staffing of SMCR unit, IMA and IA/SA manning requirements from available total force manpower sources.

### 4. Submission Process

a. Reserve Marines must submit a NAVMC 10274 (AA Form) request for a high active duty time waiver to DC M&RA (MMFA) via the chain of command no less than 60 days prior to the requested orders start date. Example NAVMC 10274 Forms are found in this Order.



b. Reserve Marines requesting the use of ADOS-AC or ADOS-RC funds will be received and staffed by CMC (RA). Reserve Marines requesting the use of ADOS-CO funds will be received and staffed by CMC (MMFA).

c. Completed NAVMC 10274 Forms with command level endorsements can be mailed to the letterhead address (attention RA or MMFA depending on the funding source) or sent as an attachment to the Force Augmentation mailbox at [ForceAugmentation@usmc.mil](mailto:ForceAugmentation@usmc.mil) (for ADOS-CO orders). The most current NAVMC 10274 Example AA Forms/enclosures and NAVMC 11668/11677 (SOU) are also available for download from:

(1) Marine Corps Electronic Forms (MCEFS) website at:  
<http://192.156.19.109/ar/MCEFS.nsf>

(2) DC M&RA (MMFA) website at: <https://www.manpower.usmc.mil/>;  
Navigate to the "Force Augmentation Cell (FAC)" link and then locate the "NAVMC 10274" Examples: High Time Active Duty Request, High Time Active Duty Request with Waiver of Sanctuary, Application for AD Sanctuary Eligibility, and "NAVMC 11668" (Statement of understanding) links. Choose the appropriate link, complete, save (as new file), and print.

d. Upon decision, DC M&RA notifies the Marine via naval message. If approved, DC M&RA (MMFA/RA) will generate appropriate orders (based upon the funding source [ADOS-CO, ADOS-AC or ADOS-RC]).

e. Per reference (k), the following non-standard paragraph will be inserted into orders for Marines who will voluntarily waive their right to sanctuary:

"I voluntarily accept these orders to Active Duty Operational Support. In doing so, I understand that I may become eligible for sanctuary zone protection under Title 10 U.S.C. section 12686(a). As a condition to acceptance of these orders, however, pursuant to section 12686(b) I hereby waive the applicability of Title U.S.C. section 12686(a) to the period of Active Duty covered by these orders. I understand that the effect of this waiver is to remove any sanctuary zone protection that might have otherwise applied as a result of the execution of these orders."

f. Under no circumstances will orders be issued until the Marine has signed the sanctuary waiver.

g. All Marines with 16 or more years of active duty service will review, verify and acknowledge in writing (figure 2-5) the accuracy of their cumulative active duty service prior to execution of orders.

## 5. Responsibilities

a. Reserve Marine. In accordance with reference (j), submit an AA Form requesting a high active duty time waiver (to include any voluntary waiver of sanctuary protection when exceeding 18 years AD) to DC M&RA (MMFA) via the chain of command to include battalion/squadron-level and all higher headquarters endorsements. For ADOS-AC or ADOS-RC waivers, the final destination is DC M&RA (RA). The subject line will mirror the example AA Forms shown in the figures to this Order. Enclosures are different for each waiver request and will include at a minimum a photo in Summer Service "C" uniform (submit only if the photo in the OMPF is not current within the last calendar year). The example AA Forms show the specific information in block 12 as well as the block 13 command endorsement language to use as a guide.

b. Parent Command. The command will screen the Marine's medical records, by a Naval medical professional in reviewing either the DD Form 2807-1 (Report

of Medical History) and SF 600 (Chronological Record of Medical Care) or NAVMED 6120/4 (Periodic Health Assessment). The command needs to state that the Marine is fit for full duty and worldwide assignment. A statement verifying the Marine's height and weight will also be required in the command endorsement. Figure 2-3 and figure 2-4 provide the specific command endorsement language.

(1) SMCR Units. Commander, Marine Forces Reserve will identify SMCR unit members who have or will potentially exceed 18 years of AD in all units designated/identified for activation. If a member is identified as uniquely qualified or critical to fill a unit requirement, the requesting command will submit the supporting justification for unique qualification in AA Form format via the chain of command to CMC (MM) for individual case-by-case consideration. Current billet title/performance is not inherently unique qualifiers for activation/extension approval. The overall operational requirements of the commander will be balanced against the long-term impact of retaining these Marines until they qualify for a regular retirement. The requirement request and identified member will be submitted via the Marine Corps Mobilization Processing System (MCMPS).

(2) In addition to the AA Form, commanders will request the activation or extension of Reserve Marines to DC M&RA (MMFA) via the chain of command in ROWS (ADOS-AC/RC) and MCMPS (ADOS-CO).

### High Active Duty Time Waiver Request

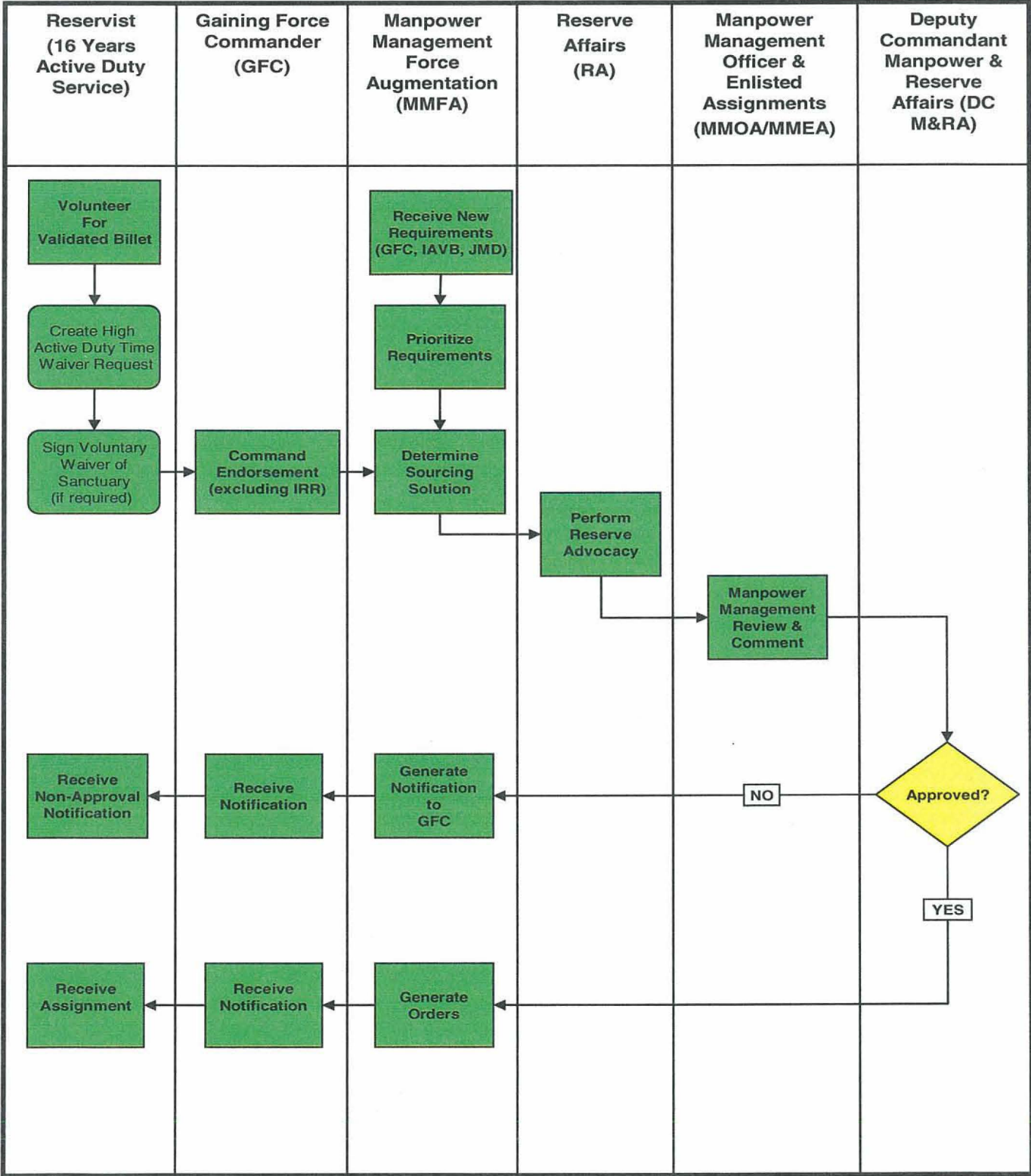


Figure 2-1.--Process Map for High Active Duty Time Waiver Requests

**ADMINISTRATIVE ACTION (5216)**  
**NAVMC 10274 (REV. 3-93) (EF)**  
 Previous editions will be used

1. ACTION NO.	2. SSIC/FILE NO. 1800
3. DATE 2009 12 01	

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.)  LtCol Lewis B. Puller XXX XX 6789/0180		5. ORGANIZATION AND STATION (Complete address) Commanding General II MEF PSC Box 20080 Camp Lejeune, NC 28542	
6. VIA (As required) (1) Commanding General, II MEF (2) Commander, MARFORCOM			
7.  TO: [ Commandant of the Marine Corps (MMFA) Headquarters U. S. Marine Corps 3280 Russell Road Quantico, VA 22134 ]		8. NATURE OF ACTION/SUBJECT  HIGH ACTIVE DUTY TIME WAIVER REQUEST	
9. COPY TO (As required)			
10. REFERENCE OR AUTHORITY (if applicable) (a) MCO 1800.11 (b) ALMAR 002/007 (c) MARADMIN 057/07 (d) MARADMIN 622/09		11. ENCLOSURES (if any)  (1) Reserve Qualification Summary (RQS) (2) Photo (if not in OMPF or over 1 year old) (3) Military Biography (optional)	

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. Per the references, I hereby request a high active duty time waiver. The following information is provided and the enclosures are submitted for consideration:

a. Desired Billet: 123456 (RTN)/LNO (Billet Description)/Afghanistan (Location). POC for billet is: SgtMaj John Quick at MARCENT, DSN 651-7000.

b. I certify that I meet the current height and weight standards: Height/Weight; 69"/185 lbs (include body fat % if applicable)

c. Current PFT and CFT Score with dates: 235/062809, 210/100109

d. Security Clearance: Secret/PR 070107

e. I certify that my last physical exam/physical health assessment (PHA) was 080108 and I have been found physically fit for full duty and worldwide assignment.

f. Total Active Duty Points/Years: 5,840=16 years

g. If approved, I understand that this waiver is only valid for the duration of the orders requested.

h. Cumulative Active Duty Service Statement: I have reviewed my cumulative active duty service and certify that my cumulative active service is \_\_\_ years and \_\_\_ months. I understand that if this is less than my actual cumulative active service my active duty orders are subject to termination. I understand the additional active duty time is creditable towards my reserve retirement.

LEWIS B. PULLER

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

Adobe Designer 8.0

FIRST ENDORSEMENT on LtCol Puller's AA Form dtd 20091201

20091215

From: Commanding General, II MEF  
To: Commandant of the Marine Corps (MMFA)  
Via: Commander, MARFORCOM

Subj: HIGH ACTIVE DUTY TIME WAIVER REQUEST

1. Forwarded, recommending approval of the waiver request to exceed 16 years of active duty service.
2. LtCol Puller's height and weight has been verified by this command. A Naval medical professional has reviewed the DD Form 2807-1 (Report of Medical History) and SF 600 (Chronological Record of Medical Care) or NAVMED 6120/4 (Periodic Health Assessment) and found that LtCol Puller is fit for full duty and worldwide assignment.

CLIFTON B. CATES

SECOND ENDORSEMENT on LtCol Puller's AA Form dtd 20091201

20011219

From: Commander, MARFORCOM  
To: Commandant of the Marine Corps (MMFA)

Subj: HIGH ACTIVE DUTY TIME WAIVER REQUEST

1. Forwarded, recommending approval of the waiver request to exceed 16 years of active duty service.
2. LtCol Puller has been mobilized with this command for the last year in the S-1 billet and has performed his duties in an exemplary manner. His administrative acumen is far reaching and his ability to tackle complex personnel issues has been a great resource for the commander. His continued service is vital to the administrative success of the S-1 section.

JOHN MACKEY

**ADMINISTRATIVE ACTION (5216)**  
**NAVMC 10274 (REV. 3-93) (EF)**  
 Previous editions will be used

1. ACTION NO.	2. SSIC/FILE NO. 1800
3. DATE 2009 12 01	

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.)  LtCol Lewis B. Puller XXX XX 6789/0180		5. ORGANIZATION AND STATION (Complete address) Commanding General II MEF PSC Box 20080 Camp Lejeune, NC 28542		
6. VIA (As required)  (1) Commander, MARFORCOM				
7.  TO: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Commandant of the Marine Corps (MMFA) Headquarters U. S. Marine Corps 3280 Russell Road Quantico, VA 22134</td></tr></table>		Commandant of the Marine Corps (MMFA) Headquarters U. S. Marine Corps 3280 Russell Road Quantico, VA 22134	8. NATURE OF ACTION/SUBJECT HIGH ACTIVE DUTY TIME WAIVER REQUEST WITH VOLUNTARY WAIVER OF SANCTUARY	
Commandant of the Marine Corps (MMFA) Headquarters U. S. Marine Corps 3280 Russell Road Quantico, VA 22134				
		9. COPY TO (As required)		
10. REFERENCE OR AUTHORITY (if applicable)  (a) Title 10 U.S.C. § 12686 (b) MCO 1800.11		11. ENCLOSURES (if any)  (1) Reserve Qualification Summary (RQS) (2) NAVMC 11668 (SOU Waiver of Sanctuary) (3) Military Biography (optional) (4) Photo (if not in OMPF or over 1 year old)		

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. Per the references, I hereby request a high active duty time waiver. I am requesting to exceed 18 years of total active service and have signed the statement of understanding, waiving my right to sanctuary protection. The following information is provided and the enclosures are submitted for consideration:

a. Desired Billet: 123456 (RTN)/LNO (Billet Description)/Afghanistan (Location), Dates. POC for billet is: SgtMaj John Quick at MARCENT, DSN 651-7000.

b. I certify that I meet the current height and weight standards: Height/Weight; 69"/185 lbs (include body fat % if applicable)

c. Current PFT and CFT Score with dates: 235/062809, 210/100109

d. Security Clearance: Secret/PR 070107

e. I certify that my last physical exam/physical health assessment (PHA) was 080108 and I have been found physically fit for full duty and worldwide assignment.

f. Total Active Duty Points/Years: 6,387=17.5 years

g. I understand that in order for me to service on active duty during the period specified above, which would bring me within the sanctuary protection, I voluntarily waive my right to sanctuary protection in accordance with 10 U.S.C. § 12686(b). The signed waiver in enclosure (1) is the full sanctuary waiver.

LEWIS B. PULLER

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

Figure 2-3.--NAVMC 10274 Example High AD Time Waiver with Waiver of Sanctuary (Front)

FIRST ENDORSEMENT on LtCol Puller's AA Form dtd 20091201

20091215

From: Commanding General, II MEF  
To: Commandant of the Marine Corps (MMFA)  
Via: Commander, MARFORCOM

Subj: SANCTUARY WAIVER REQUEST TO EXCEED 18 YEARS OF TOTAL ACTIVE SERVICE

1. Forwarded, recommending approval of the waiver request to exceed 18 years of active duty service. I support the action to waive their sanctuary protection to perform the above voluntary ADOS orders of active duty.
2. LtCol Puller's height and weight has been verified by the command. A Naval medical professional has viewed the DD Form 2807-1 (Report of Medical History) and SF 600 (Chronological Record of Medical Care) or NAVMED 6120/4 (Periodic Health Assessment) and found that LtCol Puller is fit for full duty and worldwide assignment.

CLIFTON B. CATES

SECOND ENDORSEMENT on LtCol Puller's AA Form dtd 20091201

20011219

From: Commander, MARFORCOM  
To: Commandant of the Marine Corps (MMFA)

Subj: SANCTUARY WAIVER REQUEST TO EXCEED 18 YEARS OF TOTAL ACTIVE SERVICE

1. Forwarded, recommending approval of the high active duty time waiver request. I support the action to waive his/her sanctuary protection to perform the above voluntary ADOS orders of active duty.
2. LtCol Puller has been mobilized with this command for the last year in the S-1 billet and has performed his duties in an exemplary manner. His administrative acumen is far reaching and his ability to tackle complex personnel issues has been a great resource for the commander. His continued service is vital to the administrative success of the S-1 section.

JOHN MACKEY

Statement of Understanding  
(Waiver of Sanctuary)

1. I understand that under the sanctuary protection provided to me by 10 U.S.C. section 12686(a), if I serve the period(s) of AD that is the subject of this waiver from \_\_\_\_\_ (date) to \_\_\_\_\_ (date), I may then be serving on AD within 2 years of becoming eligible for retired pay under the military retirement system. After I enter that 2-year sanctuary, I cannot be involuntarily released from AD, without approval by the Secretary of the Navy (SECNAV), before I become eligible for retired pay unless I have voluntarily waived sanctuary protection as set forth in 10 U.S.C. section 12686(b).
2. I understand that in order for me to serve on AD during the period specified above, which would bring me within the sanctuary protection, I must voluntarily waive my right to sanctuary protection, IAW 10 U.S.C. section 12686(b) as a precondition to receiving orders to active duty.
3. This waiver, shown by my signature below, means I will not receive sanctuary protection. Therefore, I will be released from AD without SECNAV approval even though serving on AD within two years of becoming eligible for retired pay on or before the ending date specified above.
4. I also understand neither my waiver nor any order request submitted here requiring me to perform further voluntary AD service is effective until this waiver is acknowledged and orders approved by DC M&RA (MM).

I, \_\_\_\_\_ voluntarily waive  
(Grade, Full Name and MOS)  
my right to invoke sanctuary protection as provided under Title 10 U.S.C.  
section 12686(a).

(Marine Initial)

\_\_\_\_\_ I have read the above explanation and have been fully counseled on the impact that it has on my participation.

\_\_\_\_\_ I understand that by waiving my right to sanctuary for an AD retirement I am allowed to perform on ADOS orders not to exceed 179 days.

\_\_\_\_\_ I understand that while performing the approved orders I may not claim sanctuary.

\_\_\_\_\_ I understand that for each ADOS orders (not to exceed 179 days) a new set of orders must be accomplished in conjunction with a new waiver.

\_\_\_\_\_ I understand that my AD orders will not begin until I have proper acknowledgement/approval from the DC M&RA.

\_\_\_\_\_ I understand that this written document will be filed in my OMPF by DC M&RA (MMSE) as evidence that I have voluntarily waived my right to sanctuary protection.

\_\_\_\_\_ I understand that I will continue to accrue active duty points while performing this tour with a waiver in place.

\_\_\_\_\_ I understand this sanctuary waiver is irrevocable for the voluntary period of active duty for which the waiver has been requested.

\_\_\_\_\_  
Marine's Signature (Date)

NAVMC 11668 (09-09) (EF)  
FOUO - Privacy sensitive when filled in

Figure 2-4.--Statement of Understanding (Waiver of Sanctuary) NAVMC 11668  
(09-09) (EF) (Front)



### PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

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**AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN).

**PRINCIPAL PURPOSE:** Information collected by this form will be used to waive your active duty sanctuary protection.

**RETENTION AND SAFEGUARDS:** The information collected on this form will be filed within a Privacy Act Systems of Records collection governed by Privacy Act System of Records Notice M01070-6: MARINE CORPS OFFICIAL MILITARY PERSONNEL FILES (OMPFs) which can be downloaded at <http://www.defenselink.mil/privacy/notices/usmc/M01070-6.shtml>. OMPF records are maintained in secure, limited access, and/or monitored areas. Physical entry by unauthorized persons is restricted through the use of locks, guards, passwords, and/or other administrative procedures. Access to personal information is limited to those individuals who require the records to perform their official assigned duties.

**ROUTINE USES:** To various officials outside the Department of Defense specifically identified as a Routine Use in Privacy Act System of Records Notice M01070-6 for the stated specific purpose in addition to those set out in the blanket routine uses established by the Department of Defense Privacy Office and posted at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

**DISCLOSURE:** Providing information on this form is voluntary. Failure to provide the requested information may result in you retaining sanctuary protection as set forth in Title 10 U.S.Code.

NAVMC 11668 (09-09) (EF)  
FOUO - Privacy sensitive when filled in

Cumulative Active Duty Service Statement

"I have reviewed my cumulative active duty service and certify that my cumulative active duty service is \_\_\_\_\_ years and \_\_\_\_\_ months. I understand that if this is less than my actual cumulative active service my active duty orders are subject to termination. I understand the additional active duty time is creditable towards my Reserve retirement."

\_\_\_\_\_  
Signature Date

**PRIVACY ACT STATEMENT**

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

---

---

**AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN).

**PRINCIPAL PURPOSE:** Information collected by this form will be used to ensure you acknowledge, validate, and certify your cumulative active duty service and the conditions connected with the service statement.

**RETENTION AND SAFEGUARDS:** The information collected on this form will be filed within a Privacy Act System of Records collection governed by Privacy Act System of Records Notice M01070-6: MARINE CORPS OFFICIAL MILITARY PERSONNEL FILES (OMPFs) which can be downloaded at <http://www.defenselink.mil/privacy/notices/usmc/M01070-6.shtml>. OMPF records are maintained in secure, limited access, and/or monitored areas. Physical entry by unauthorized persons is restricted through the use of locks, guards, passwords, and/or other administrative procedures. Access to personal information is limited to those individuals who require the records to perform their official assigned duties.

**ROUTINE USES:** To various officials outside the Department of Defense specifically identified as a Routine Use in Privacy Act System of Records Notice M01070-6 for the stated specific purpose in addition to those set out in the blanket routine uses established by the Department of Defense Privacy Office and posted at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

**DISCLOSURE:** Providing information on this form is voluntary. Failure to provide the requested information may preclude you from executing orders as set forth in SECNAVINST 1800.2.

NAVMC 11677 (09-09) (EF)  
FOUO - Privacy sensitive when filled in

Figure 2-5.--Cumulative Active Duty Service Statement NAVMC 11677  
(09-09) (EF) (Back)

### Chapter 3

#### Active Duty (AD) Sanctuary Board

1. General. Pursuant to direction from DC M&RA, the Director, of Manpower Management Division (MM) may convene Active Duty (AD) Sanctuary Boards to determine those Reserve personnel who possess unique or critical skills to meet mission requirements. The board results shall be approved in the sole discretion of the DC M&RA. Approved selection for AD sanctuary eligibility may result in the issuance of orders or extensions to orders that may result in AD sanctuary. The needs of the Marine Corps and Total Force staffing requirements will determine the frequency and output of the AD Sanctuary Board. Those RC Marines selected by the board will be considered Sanctuary Eligible.

a. RC Marines with greater than 16 years active duty service (5,840 active duty points) may submit a written request to the DC M&RA (MMFA) for consideration to continue active duty service orders that would allow them to reach 18 years of active duty service and be eligible for sanctuary protection per section 12686(a) of reference (a). All RC Marines found Sanctuary Eligible will become an active duty asset and be eligible for world-wide assignment based on the needs of the Marine Corps.

c. Requests must be submitted directly from the RC Marine to the Board President via DC M&RA (MMFA). Command endorsements will not be accepted. The request process is detailed in figure 3-1 and must include all items described in figure 3-2 or an explanation as to why the item is not applicable to the request.

d. The RC Marine may submit a package to the Board for consideration with or without the intent to apply for valid billet shortfall advertized by a command or agency. If the request is for a specific billet and/or if the RC Marine is currently on active duty orders, the request should arrive at DC M&RA (MMFA) no fewer than 120 days prior to the intended orders start date. This will allow time for processing and is keeping with the intent of no gap in orders for RC Marines.

e. The intent to apply for a specific billet will not be considered during board deliberations. If the RC Marine is determined to be Sanctuary Eligible, then the billet shortfall for which he or she volunteered for will be considered by the appropriate manpower monitor. However, in each case, all assignments will be based on the unique and critical skills qualifications of the individual Marine and needs and priorities of the Marine Corps.

#### 2. Actions by DC M&RA Divisions and Branches

a. MMFA will receive the request and forward to MMEA (Enlisted Marine requests) or MMOA (Marine Officer Requests) for boarding.

b. MMOA and MMEA will chair bi-monthly (6 times per year) or as needed, Active Duty Sanctuary Boards to review all pending sanctuary cases and provide approval/declination recommendations to Director, Manpower Management Division, who will forward to the DC M&RA for final decision.

c. For enlisted Marines requesting sanctuary, the Reserve Sanctuary Board will consist of representatives from MMEA (Board President), MMFA, MPP and RA.

d. For officers requesting sanctuary, the Reserve Sanctuary Board will consist of representatives from MMOA (Board President), MMFA, MPP, and RA.

e. MMOA and MMEA shall designate a briefer for each request.

f. The assigned briefer will:

(1) Validate the package is complete using figure 3-2.

(2) Coordinate with MMSR to certify the accuracy of the Career Retirement Credit Report (CRCR), including the applicant's certification of cumulative active duty service, and to provide a statement of service.

(3) Coordinate with MPP-20 (Enlisted) or MPP-30 (Officers) to determine potential manpower impacts on end strength and applicable enlisted/officer inventories.

(4) Coordinate with MPP-40 to ensure funding is available.

(5) Coordinate with the Monitor on the appropriate assignment of the Marine based on background and performance.

(6) Coordinate with MMFA to ascertain the MOS/grade match for an available/vacant IA deployable requirement.

(7) Once the board convenes, the Briefer will present the Marine's request, recommend approval/disapproval, and provide recommended assignment.

g. The Board President will consolidate the board's recommendation to Director, MM for recommendation to the DC M&RA for final decision and subsequent assignment by MMOA/MMEA/MMFA.

### Request for Sanctuary Eligibility

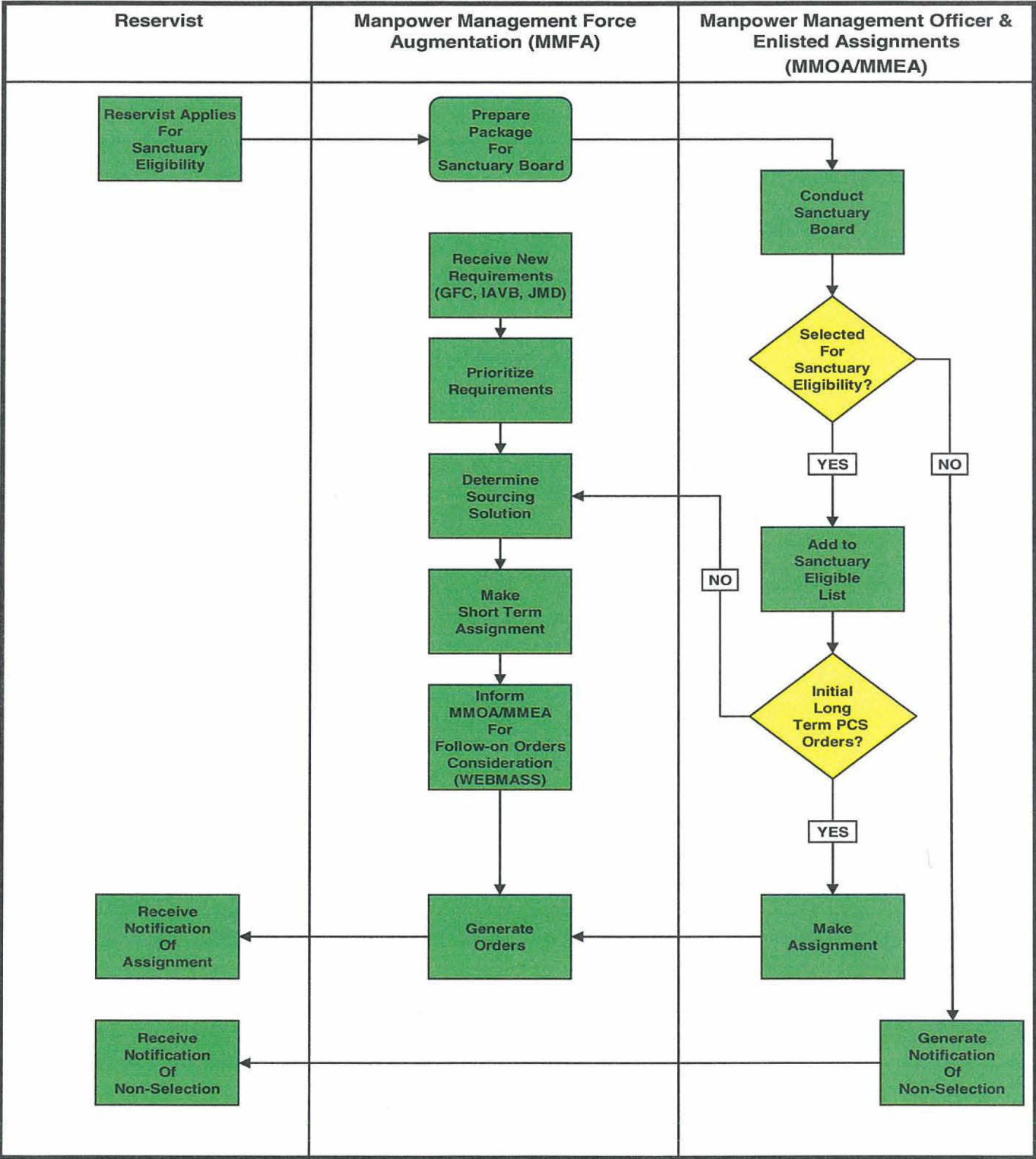


Figure 3-1.--Process Map Request for Sanctuary Eligibility

**ADMINISTRATIVE ACTION (5216)**  
**NAVMC 10274 (REV. 3-93) (EF)**  
 Previous editions will be used

1. ACTION NO.	2. SSIC/FILE NO. 1800
3. DATE 2009 12 01	

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.)  LtCol Lewis B. Puller XXX XX 6789/0180		5. ORGANIZATION AND STATION (Complete address) Commanding General II MEF PSC Box 20080 Camp Lejeune, NC 28542	
6. VIA (As required)		8. NATURE OF ACTION/SUBJECT  APPLICATION FOR AD SANCTUARY ELIGIBILITY	
7.  TO: [ Commandant of the Marine Corps (MMFA) Headquarters U. S. Marine Corps 3280 Russell Road Quantico, VA 22134 ]		9. COPY TO (As required)	
10. REFERENCE OR AUTHORITY (if applicable)  (a) Title 10 U.S.C. § 12686 (b) MCO 1800.11		11. ENCLOSURES (if any)  (1) Reserve Qualification Summary (RQS) (2) Photo (if not in OMPF or over 1 year old) (3) Military Biography (optional)	

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. Per the references, I hereby request to be considered for sanctuary eligibility. The following information is provided and the enclosures are submitted for your review:

- a. I certify that I meet the current height and weight standards: Height/Weight; 69"/185lbs (include body fat % if applicable)
- b. Current PFT and CFT Score with dates: 235/062809, 210/100109
- c. Security Clearance: Secret/PR 070107
- d. I certify that my last physical exam/physical health assessment (PHA) was 080108 and I have been found physically fit for full duty and worldwide assignment.
- e. Total Active Duty Points/Years: 5,840=16 years
- f. If approved sanctuary eligible, I understand I will be world-wide assignable based on the needs and priorities of the Marine Corps.
- g. I understand failure to accept orders will cause a forfeiture of sanctuary eligibility. I will be required to decline orders in writing through my chain of command. My letter of declination will be placed in my Official Military Personnel File (OMPF).
- h. Cumulative Active Duty Service Statement: I have reviewed my cumulative active duty service and certify that my cumulative active service is \_\_\_\_years and \_\_\_\_months. I understand that if this is less than my actual cumulative active service my active duty orders are subject to termination. I understand the additional active duty time is creditable towards my reserve retirement.

LEWIS B. PULLER

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

Appendix A

List of Long Titles and Definitions

The following is a list of long titles, definitions, and acronyms used frequently in this order and are further detailed in reference (k).

1. Active Component (AC). Any Marine serving in the Regular Marine Corps who is not serving on a Reserve Extended Active Duty (EAD) or a Standard Written Agreement (SWAG).
2. Active Duty (AD). Full-time duty in the active military service of the United States. It includes full-time training duty, annual training duty, and attendance, while in active military service, at a school designated as a service school by law and the Secretary of the military department concerned. It does not include full-time National Guard Duty. For the RC, AD is comprised of the categories of ADT and ADOT. A general term applied to all active military service with either the Regular or Reserve Component.
3. Active Duty List (ADL). Separate lists of Navy and Marine Corps officers, required to be maintained by SECNAV under section 620 of reference (a) of all officers (other than officers described in section 641 of reference (a)) who are on AD in the Navy and Marine Corps.
4. Active Duty Operational Support (ADOS). Authorized voluntary AD (other than for training) for RC personnel funded through applicable military or Reserve personnel appropriations (ADOS-Active Component (AC) funded or ADOS-RC funded) to support AC or RC programs, respectively pursuant to section 12301(d) of reference (a). The purpose of ADOS is to provide the necessary skilled manpower assets to provide personnel augmentation for both Active and Reserve forces to accomplish special projects, and to meet operational, administrative, and exercise support requirements of short-term duration.
5. Active Duty Other Than For Training (ADOT). A category of AD used to provide RC support to either AC or RC missions. It includes categories of active duty for special work (ADSW), Active Guard and Reserve (AGR) (AR) duty, and involuntary AD in accordance with reference (a), Sections 12301, 12302, and 12304. Training may occur in the conduct of ADOT.
6. Active Duty Training (ADT). A category of AD used to provide structured individual and/or unit training, or educational course to RC members. Included in the ADT category are annual training (AT), initial active duty for training (IADT), and other training duty (OTD). The primary purpose of ADT is to provide individual and/or unit readiness training, but ADT may support AC missions and requirements. Support to mission requirements, i.e., operational support, may occur as a consequence of performing ADT.
7. Active Reserve (AR). Marines who are part of the SELRES on full-time active duty under reference (a), Sections 10211, 12310(d) or reference (k), A-2 enclosure (1) 12310 for the purpose of organizing, administering, recruiting, instructing, or training the RC.
8. Active Service. Service in any component of the armed forces of the United States, except that on the Standby Reserve-Inactive Status List (ISL), or in the Retired Reserve.
9. Active Status. The status of all Reserves, except those in an inactive status list of the Standby Reserve or in the Retired Reserve. Reservists in an active status may train with or without pay, earn retirement points, and may earn credit, and be considered, for promotion.

10. Extended Active Duty (EAD). AD performed by a member of the RC when strength accountability passes from the RC to the AC contingent upon funding source.
11. Inactive Duty Training (IDT). IDT is authorized training performed by members of the Ready Reserve not on AD and performed in connection with the prescribed activities of the units of reference (k), A-6 enclosure (1) which they are members. IDT consists of regularly scheduled unit training periods, additional IDTs periods, and equivalent training (associate and appropriate duty). The primary purpose of IDT is to provide individual and/or unit readiness training.
12. Inactive Status List (ISL), Standby Reserve. That part of the Standby Reserve, which is comprised of reservists who are not required by law or regulation to remain in an active Reserve status but desire to retain their Reserve affiliation in a nonparticipating status and whose skills may be of future use to the Marine Corps. Members on the ISL may not participate for points or pay and will not be considered for promotion.
13. Individual Mobilization Augmentee (IMA). An individual member of the SELRES who receives training and is pre-assigned to an AC organization, the Selective Service System (SSS), or a Federal Emergency Management Agency (FEMA) billet that must be filled to meet the requirements of the organization to support mobilization (including pre- and/or post-mobilization) requirements, contingency operations, operations other than war, or other specialized or technical requirements. IMAs train with these organizations on a regular/scheduled basis. The IDT requirement can vary from 0 to 48 IDTs per year. A minimum of 12 days AT (13 including travel) is required of all IMAs.
14. Individual Ready Reserve (IRR). A trained manpower pool of Ready Reservists who are not in the SELRES. The IRR consists of: (1) Marines who have had training and served previously in the AC or in the SELRES and have some period of Military Service Obligation (MSO) remaining, (2) Marines who have completed their MSO and are in the IRR by choice, and (3) Marines of the Delayed Entry Program.
15. Reserve Active-Status List (RASL). A single list required to be maintained by Section 14002 of reference (a) which includes the names of all Reserve officers in the Marine Corps in an active status except warrant officers (including commissioned warrant officers) and are not on an ADL.
16. Reserve Sanctuary. This provision provides exceptions to mandatory retirement or separation for RC Members with greater than 18 years of qualifying service and is detailed in enclosure (b). Reserve sanctuary is applicable to a reserve retirement for non-regular service awaiting pay at age 60 or sooner as adjusted per reference (j). Reserve sanctuary applies to qualifying service (reserve and AD) accumulated during a normal reserve career and should not be confused with Active Duty Sanctuary which only considers active duty service. This order will provide guidance for AD sanctuary only.
17. Selected Reserve (SELRES). That portion of the Marine Corps Ready Reserve having an IDT and AT requirement. SMCR members are in MARFORRES units, IMA status or the AR program.
18. Standard Written Agreement to Train (SWAT). A contractual agreement between the Marine Corps and a non-mandatory enlisted participant which obligates the Reservist to participate in Reserve training in an SMCR unit.



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