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From: Commandant of the Marine Corps
To: Distribution List

Subj: POLICY AND PROCEDURES FOR RESERVE COMPONENT (RC) MEMBER SERVICE BEYOND
16 YEARS OF ACTIVE DUTY (AD) SERVICE

Ref: (a) Title 10, U.S. Code
(b) MCO 1900.16 CH 2
(c) SECNAVINST 1800.2A
(d) MCO 1001.59A
(e) MCO 1001.61A
(f) DODI 1215.07 CH-2, "Service Credit for Non-Regular Retirement," 24
May, 2016
(g) SECNAVINST 1920.6C CH-5
(h) MCO 1300.8
(i) MCO 5216.19A
(j) MCO 1001R.1L CH-1
(k) JA (JAR4) ltr, 19 November, 2012 (NOTAL)
(l) JA (JPL) ltr, 17 March 2017 (NOTAL)
(m) 5 U.S.C 552a
(n) SECNAVINST 5211.5F
(o) SECNAV M-5210.1 CH-1
(p) MCO 5210.11F

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

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

a. The management of Reserve Component (RC) member Active Duty (AD) beyond 16 years of cumulative AD service.

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

2. Cancellation. MCO 1800.11

3. Mission. This Order establishes policies and procedures governing management of RC member AD beyond 16 years of cumulative AD service. Prudent and effective management of Reserve manpower shall 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.

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

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.

(b) Establish a uniform policy and procedure for those RC Marines who possess unique or critical skills to exceed 18 years of cumulative AD 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 AD service, including those who become eligible for AD sanctuary and a regular retirement.

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

(e) 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 optimize access to the RC in support of Total Force manpower management.

b. Subordinate Element Missions

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

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

(b) At, and within, Deputy Commandant for Manpower and Reserve Affairs (DC M&RA's) sole discretion, convene a Board to screen RC applicants for long-term AD service resulting in AD sanctuary.

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

(d) Act as approval authority for all AD orders that shall 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) Reserve Component (RC) Marines desiring voluntary orders to Active Duty (AD) service that shall result in reaching or exceeding 16 years

of Active Duty (AD) service or that shall result in reaching or exceeding 18 years of Active Duty (AD) service shall:

(a) 16 year threshold: Request a High Active Duty Time (HADT) waiver from DC M&RA per the process outlined in Figure 2-1 of enclosure (1). The HADT waiver request shall contain information outlining unique skills/qualifications possessed that meet critical mission requirements of the Marine Corps. Only RC Marines who meet these requirements shall be eligible for consideration (DC M&RA approval authority) to voluntarily serve beyond 16 years of AD service. The waiver request shall require endorsement by the first General Officer (GO)/Flag Officer (FO)/Senior Executive Service (SES) within the Marine's chain of command.

(b) 18 year threshold: Request a HADT waiver with voluntary waiver of sanctuary from DC M&RA per the process outlined in Figure 2-1 of enclosure (1). The HADT waiver with voluntary waiver of sanctuary request shall contain full justification of critical skills/qualifications possessed that meet critical mission requirements of the Marine Corps. Only RC Marines who meet these requirements shall be eligible for consideration (DC M&RA approval authority) to voluntarily serve beyond 18 years of AD service. The waiver request shall require endorsement by the first GO/FO/SES within the Marine's chain of command.

(c) In accordance with reference (c), sign a Cumulative AD Service Statement, verifying total years and months of AD service. Prior to execution of orders, all Reserve personnel shall review and certify the amount of their cumulative AD service. It is incumbent on RC members to ensure the accuracy of their cumulative AD service to enable proper consideration. If a RC member enters sanctuary during a period of AD before which the member either did not certify that amount, or certified an incorrect amount, that member may be involuntarily released from AD, unless the member possesses a unique and critical skill that is required to meet mission requirements. DC M&RA is delegated the authority to approve a member's involuntary release in such cases.

(d) RC Marines in receipt of involuntary activation orders to AD (other than for training) that shall result in reaching or exceeding 16 years of AD service are not required to submit an individual HADT waiver request. RC Marines in receipt of involuntary activation orders to AD (other than for training) that shall result in reaching or exceeding 18 years of AD service are not required to submit an individual HADT waiver with voluntary waiver of sanctuary. RC Marines ordered to AD (other than for training) shall be systematically identified and automatically screened by DC M&RA prior to the issuance of involuntary activation orders. In summary, individual submission of a HADT waiver request nor a HADT waiver with voluntary waiver of sanctuary are applicable to involuntarily activations. In other words, not submitting a HADT waiver request shall not, in and of itself, prevent or preclude an RC Marine from being issued, or executing, authenticated involuntary activation orders.

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

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

disposition schedules are located on the Department of Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to reference (n) for Marine Corps records management policy and procedures.

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

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.



M. A. ROCCO
Deputy Commandant for
Manpower and Reserve Affairs

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Chapter 1

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

1. General. This chapter provides detailed information on the policy, authority, overarching procedures, and effects associated with the management of RC Marines between 16 years cumulative paid AD points (5,840 paid AD points) and 20 years cumulative paid AD points (7,300 paid AD points). For the purposes of this Order, the terms "AD retirement" and "regular retirement" are used interchangeably.

a. A 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 of total AD service have been accumulated. The sanctuary zone begins at 6,570 paid AD points and ends at 7,300 paid AD points. AD Sanctuary should not be confused with Reserve Sanctuary, which is described in Appendix A.

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

c. Once a Marine has accumulated 20 years AD or 7,300 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 more than 20 years AD but less than 30 years AD transfer to the Fleet Marine Corps Reserve (FMCR) and receive retainer pay; Marines who retire with over 30 years AD transfer to the retired list and receive retired pay; and 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 RC Marine who is on AD (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 reference (a)), may not be involuntarily released from that duty before he or she 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 decision authority for all RC Marines to:

- a. Reach or exceed 16 AD years.
- b. Exceed 18 AD years and enter into AD sanctuary.
- c. Voluntarily waive sanctuary eligibility.

4. Policy

a. DC M&RA (MMSR) shall conduct a Career Retirement Credit Report (CRCR) audit of all Reserve Marines for all types of orders that would take the Marine beyond 15 years of AD. This shall allow for verification of total AD

accumulated and identification of discrepancies in the Marine's record before issuing orders that may make the Reserve Marine a candidate for sanctuary eligibility status. This screening shall also review a Marine's record for their Mandatory Removal Date (MRD).

b. Beyond 16 years AD service, an individual RC Marine may choose to volunteer for Active Duty Operational Support (ADOS) orders and continue with traditional service in the RC, or apply for AD sanctuary via an AD sanctuary board as outlined in Chapter 3 and become a world-wide assignable Marine Corps AD asset.

c. DC M&RA shall be the approving authority for all AD orders over 29 days for RC Marines who have or shall accumulate more than 16 years AD service (5,840 AD points). This request is referred to as a HADT Waiver.

d. Director, Reserve Affairs shall be the approving authority for HADT Waivers for AD orders that are for 29 days or less for RC Marines who have more than 16 years but less than 18 years of AD service. This does not include Annual Training (AT) nor Inactive Duty Training (IDT) orders because these two types of orders are mandated by statute and cannot result in a sanctuary status during that period of duty.

e. For those applying for ADOS orders or extensions to existing ADOS orders that would result in becoming AD sanctuary eligible, an AD Sanctuary Board may be appointed by DC M&RA, at his sole discretion, for the purpose of recommending RC Marines for AD sanctuary as detailed in Chapter 3. Based on the needs and priorities of the Marine Corps, an RC Marine's selection by the Sanctuary Board, approved by DC M&RA, may be a path for RC Marines with unique or critical skills to earn a regular retirement. These sanctuary eligibility boards can be suspended at any time at the sole discretion of DC M&RA.

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 AD points), RC Marines may request ADOS orders or extensions to ADOS orders that may result in AD sanctuary. Identifying qualified RC Marines as early as 16 years AD service shall 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. A RC Marine's request for ADOS orders or extensions to ADOS orders that may result in AD sanctuary is a request to continue AD service to 20 years AD and to become a world-wide assignable Marine Corps AD asset.

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

j. RC Marines who are Board selected and approved as "sanctuary eligible" must accept their selection within 30 days of the issuance of the selection MARADMIN by email or in writing. Those RC Marines who 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 GO/FO/SES endorsement. Unless the Marine has already reached 18 years of AD service, failure to accept orders shall 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 shall 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 shall be placed in the RC Marine's OMPF by DC M&RA (MM). If the RC Marine fails to accept his/her sanctuary eligibility or accepts and then declines orders, the RC Marine may continue service in the RC, in accordance with applicable statutory and career limitations. However, he/she shall be excluded from applying to future sanctuary eligibility boards for the duration of his/her RC career as his/her declination forfeits his/her future ability to apply.

k. AD sanctuary protection begins with 18 years of AD service (6,570 AD points) and ends with 20 years AD service (7300 AD 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, or pursuant to an involuntary activation, who shall then have an end of active service (EAS) date that shall result in the accumulation of more than 18 years of paid AD points (6,570 paid AD points) must be screened and approved by DC M&RA, or they shall not be activated under those orders. ADOS orders or extensions to ADOS orders resulting in 18 years or more of AD shall not be issued to any RC Marine without an approved HADT waiver with voluntary waiver of sanctuary or an approved sanctuary board result in accordance with this Order. RC Marines who inadvertently execute orders or extensions to orders that place them in sanctuary without DC M&RA approval are advised that DC M&RA may involuntarily release the RC Marine from AD during the sanctuary period.

m. RC Marines approved for sanctuary orders or extensions to orders that exceed 18 years AD may (but are not guaranteed to) remain in their assigned billet through an AD regular retirement, based on the needs and priorities of the Marine Corps, and shall not be screened for RC command or resident Professional Military Education (PME) opportunities. This provision does not apply to those RC Marines on orders utilizing a high AD time waiver with voluntary waiver of sanctuary.

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 HADT waiver with voluntary waiver of sanctuary request must include the Statement of Understanding (Waiver of Sanctuary / NAVMC 11668), Cumulative AD Service Statement (NAVMC 11677), 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. RC Marines in receipt of involuntary activation orders that shall result in reaching or exceeding 16/18 years of AD service are not required to submit a HADT waiver request. RC Marines who are involuntarily activated shall be systematically identified and automatically screened by DC M&RA prior to the issuance of involuntary activation orders. Absence of an approved HADT waiver for Marines in this

category does not prevent/preclude an RC Marine from executing orders issued under an involuntary activation authority.

o. A RC Marine who is selected as sanctuary eligible shall normally be placed on orders with an EAS of the last day of the month in which 20 years of paid AD points is attained, as FY funding allows. Duty beyond 20 AD years shall 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 meet a validated Marine Corps manning requirement. The process for requesting such approval is detailed in reference (b), and must be endorsed through the chain of command to DC M&RA (MMIB-2). This request must include the endorsement of the first GO/FO/SES in the chain of command.

q. A RC Marine who accumulates 20 years of AD may voluntarily request regular retirement per reference (b). Absent such a request, the Marine shall be released from AD. RC Marines with approved orders providing for AD 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 shall not be retained beyond 20 years of AD to effect promotions or meet retirement Time In Grade (TIG) requirements. Any waiver requests shall be processed in accordance with current laws, rules, regulations and policies with a keen eye towards 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 type of billet to which the Marine is being assigned following an approved sanctuary waiver shall determine the type of orders used to keep RC Marines on AD while in sanctuary. Reference (d) provides additional information regarding AD (other than for training).

a. Active Duty Operational Support (ADOS-CO). These types of orders are funded through Military Personnel Marine Corps (MPMC) and Operations and Maintenance Marine Corps (O&MMC) supplemental funding and used for RC Marines who voluntarily serve on AD as Individual Augmentees (IA) in support of contingency operations or for those members serving in a Selected Marine Corps Reserve (SMCR) unit or Individual Mobilization Augmentee (IMA) billet beyond the continuous AD statutory limitations of involuntary activations of reference (a). Upon completion of the initial orders providing for more than 18 years AD, RC Marines shall 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. In time of war or national emergency, RC Marines who either voluntarily or involuntarily mobilize under reference (a) 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 Future Years Defense Program (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, the RC Marine 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 shall be issued ADOS-AC, MPMC-funded orders by DC M&RA (RA) 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 shall be issued ADOS-RC, Reserve Personnel, Marine Corps (RPMC) funded orders by DC M&RA (RA) to allow the Marine to complete the current set of orders.

(1) Active Duty Operational Support-Active Component (ADOS-AC). These types of orders are funded by MPMC appropriations and are programmed for by the service throughout the FYDP.

(2) Active Duty Operational Support-Reserve Component (ADOS-RC). These types of orders are funded by RPMC appropriations and are programmed for by the service throughout the FYDP.

6. Marine Resource Order Writing Service (MROWS). In support of Total Force manning, the RC developed a software application to facilitate all RC order writing. This application is known as Marine Resource Order Writing Service (MROWS). All orders that are written on RC Marines that shall 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 shall not receive funding. Per reference (d), commands shall not authorize RC Marines to perform AD without authenticated MROWS Orders.

7. End Strength. The type and duration of orders shall determine whether a RC Marine approved for orders to exceed 16 years AD, or for orders that provide for AD throughout the sanctuary period, shall count against AC, Selected Reserve, or Active Reserve (AR) end strength. Per Section 115 of reference (a), a RC Marine whose cumulative AD time exceeds 1,095 days in the previous 1,460 days shall count against AC or AR end strength consistent with pay appropriations cited on the most recent ADOS orders. Involuntary activation orders issued under 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 (GOs). 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 the Joint Travel Regulations.

b. In accordance with section 526 of reference (a), 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. Involuntary activation orders issued under reference (a) are exempt from AC GO grade strength considerations. If, however, sanctuary eligibility results in ADOS orders in excess of 179 days, the GO shall count against AC GO grade strength.

9. Eligibility for Promotion. Marines may be considered for promotion from the RASL. RC Marines remain on the RASL, regardless of sanctuary or end strength accounting rules. All members of the RASL, comprised of members from the SMCR, IMA, Individual Ready Reserve (IRR), AR and the active-status list of the Standby Reserve, shall compete for promotion from either the Unrestricted Reserve (UR) or 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 Active Duty List (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 shall 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 AD 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 AD 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 (AD) Retirement. Officers who have more than 20 years (at least 20 years and one day) total AD service, and enlisted Marines who have 20 or more years of total AD service, are entitled to an AD retirement. If a 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 shall commence. Retired grade considerations shall be based upon AD TIG eligibility and not years of active service TIG.

d. Reserve Retirement. This type of retirement entitles a RC Marine that has served for 20 years of qualifying service in either component or combination of both to 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 retiring RC Marine.

(1) Once a 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 shall then be eligible to receive retired pay.

(2) If a RC Marine chooses to retire before the age of 60, the member shall 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 AD 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 AD except as specifically prescribed by SECNAV in accordance with reference (g).

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

11. Sanctuary Orders and Assignment. A RC Marine may fill a validated enduring IA/ SA, a SMCR unit or IMA mobilization, or a structured AD or AR billet that did not draw staffing. A RC Marine approved for sanctuary eligibility shall normally remain in their current billet until reassignment to an AD or AR BIC. Under Section 12686(a) of reference (a), RC Marines who are conducting AT or IDT 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, a RC Marine may be authorized to enter sanctuary by filling a validated IA/SA requirement for which no other global sourcing is available.

(1) Depending on the amount of AD time previously accumulated, the member may be sourced to a valid IA/SA requirement in the Marine Corps Force Augmentation Processing System (MCFAPS) for the entire duration of the sanctuary request. DC M&RA (MMIB-2) shall issue appropriate orders for IRR and IMA Marines. For SMCR Marines, orders issuance shall be coordinated with MARFORRES, 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 shall make assignment consistent with reference (h).

b. Selected Marine Corps Reserve (SMCR) Unit and Individual Mobilization Augmentee (IMA) Mobilization. In the event a 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) Selected Marine Corps Reserve (SMCR) Unit Members

(a) Commander, Marine Forces Reserve, (COMMARFORRES) is responsible for screening SMCR Marines whose receipt of involuntary activation orders shall take them beyond 18 total AD years, and identify them by-name to DC M&RA. This by-name submission shall contain the deployed billets they shall fill, the type orders, the duty location, the Marines' total AD service prior to the receipt of the involuntary orders, the contingency operation the deployment is in support of, and the duration of the expected orders (to include all pre and post-mobilization periods). This negates the individual RC Marine from submitting an individual request for sanctuary when part of an involuntary unit activation (other than for training).

(b) This information shall be sent to DC M&RA (MMIB-2) via naval message traffic for DC M&RA decision regarding these RC Marines' ability to remain with their units for the deployment. If approved, DC M&RA acknowledges that they shall cross 18 years into a sanctuary status and, after their deployment, shall become part of the assignable population of MMOA or MMEA until they reach 20 years of total AD service. If such Marines are not approved to enter sanctuary, but still desire to deploy with their unit, they must submit a voluntary waiver of sanctuary eligibility to the DC M&RA for decision, and if approved, be issued voluntary activation orders under Section 12301(d) of reference (a).

(c) This COMMARFORRES submission to DC M&RA (MMIB-2) must occur NLT 60 days prior to the minimum involuntary notification timelines as set forth by the Secretary of Defense (SECDEF).

(d) In the case of involuntary activation, an individual request by the RC Marine for sanctuary is not required. Rather, COMMARFORRES shall screen the members of the organization being involuntarily activated and provide the list of sanctuary eligible names to DC M&RA for review and decision.

(e) Reservists who are approved for sanctuary eligibility may remain with their SMCR unit until that unit deactivates, if applicable. Upon demobilization, the Marine shall be reassigned to an enduring requirement commensurate with the needs of the Marine Corps in accordance with reference (h). If not part of a unit activation, then their new billet shall be determined by MMOA/MMEA/RA. Those Reservists serving as a unit's Commanding Officer shall be reassigned at demobilization unless they opt to forego sanctuary protection and voluntarily release from AD to retain command of the SMCR unit.

(f) 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 request a new waiver per Chapter 2. If the RC Marine does not elect to waive sanctuary, he/she shall be transferred from the activating SMCR unit.

(2) Individual Mobilization Augmentee (IMA) Members

(a) Reservists who are approved for sanctuary eligibility as an IMA member shall remain activated in their IMA billet until their new billet is determined by MMOA/MMEA/RA. Their current set of orders shall end and their new orders shall be 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 request a new voluntary waiver per Chapter 2. If the RC Marine does not elect to waive sanctuary, he/she shall 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. COMMARFORRES, under the direction of DC M&RA (MM) shall transfer the member to the IRR upon SMCR unit or IMA demobilization. DC M&RA (MM) shall 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 the involuntary activation orders in reference (a) is reached.

c. Structured Active Duty (AD) Billet. Once approved for sanctuary eligibility, and depending on the amount of AD service previously accumulated and the qualifications of the RC Marine, the appropriate Monitor from MMOA/MMEA/RA shall place the RC Marine into an AD or AR billet and notify MMIB-2 for orders issuance.

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 shall result in exceeding 18 or more total AD years contingent upon executing a waiver of the sanctuary protection as set forth in reference (a) section 12686(b). This request for waiver of sanctuary protection should contain an endorsement from the first GO/FO/SES in the chain of command.

a. Voluntary ADOS orders requiring a waiver of sanctuary protection must be for 179 days or less pursuant to Sections 12301(d) and 12686 of reference (a).

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 AD years. Voluntary waiver of sanctuary protection does not apply to a member of the RC who is on involuntary activation orders (other than for training).

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 Reserve Component (RC) Marine Assignments. DC M&RA (MM/RA) 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 (e), Colonels shall 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 (e), Sergeants Major and First Sergeants shall 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 shall not be assigned to fill a Master Gunnery Sergeant, Master Sergeant, or Gunnery Sergeant or below billet. Additionally, a Sergeant Major shall not normally be assigned to fill the billet of a First Sergeant.

14. Post-Sanctuary Options. Once a 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 retired/retained or retired/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 elects to retire, the Marine has two options:

(1) Request a regular retirement (AD) in the highest grade satisfactorily served on AD. Retirement pay shall 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 shall only be approved by DC M&RA to meet a validated requirement that cannot 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 retirement date resident in the Marine Corps Total Forces System (MCTFS) may be concurrently retired and voluntarily retained on AD filling an actual AD billet.

b. The period of retention on AD shall be of a fixed duration, determined on a case-by-case basis, not to exceed one year.

c. Recall or retention of retirees shall be for the sole purpose of meeting requirements that cannot be met by the active or reserve force, not

to benefit the retiree. The DC M&RA (MM) shall first solicit the active force, then the reserve force, and then the retiree population, in that order. If approved, DC M&RA (MM) shall transfer the member to the Retired Reserve in the grade for which qualified under paragraph 10.e of this Order with an SPD code of "RBD8" for officers and "NBDX" for enlisted and issue retire-retain/recall orders.

d. Sanctuary eligibility is only extended to those RC Marines on the RASL. Retirees are not eligible to apply for a sanctuary eligibility board.

e. At the discretion of DC M&RA, the utilization of retirees in a retain or recall status may be suspended at any time due to end strength considerations.

16. High Active Duty Time (HADT) and/or Waiver of Sanctuary Eligibility (Medical & Legal Hold). The Office of the Judge Advocate of the Marine Corps has provided legal opinions that have reinforced and upheld the Service's authority to require the waiver in medical and legal hold cases, references (k) & (l) apply.

a. For those instances where a Reserve Marine is on medical hold, and shall exceed 16 years of total AD service, the Marine shall be required to submit a HADT Waiver. If the situation arises where a Reserve Marine's initial placement or subsequent extension on medical hold shall cause the member to exceed 18 years of total AD service, the DC M&RA can withhold the issuance of ADOS orders if the Reservist fails to execute a waiver of sanctuary eligibility as part of his/her consent to be continued on AD for medical observation, evaluation or treatment. The applicable statute grants the authority to require waivers directly to the Secretary of a Military Department. The Secretary of the Navy has promulgated guidance that is consistent with that of the Secretaries of the other Military Departments.

b. For those instances where a Reserve Marine is on legal hold, and shall exceed 16 years of total AD service, the Marine shall be required to submit a HADT Waiver. If the situation arises where a Reserve Marine's initial placement or subsequent extension on legal hold shall cause the member to exceed 18 years of total AD service, the DC M&RA can withhold the issuance of ADOS orders if the reservist fails to execute a waiver of sanctuary eligibility. The applicable statute grants the authority to require waivers directly to the Secretary of a Military Department. The Secretary of the Navy has promulgated guidance that is consistent with that of the Secretaries of the other Military Departments.

Chapter 2

Process for Orders Exceeding 16 Years Active Duty (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 IA or IMA requirements commensurate with Overseas Contingency Operations (OCO). Sourcing of any contingency requirements using a RC Marine who would enter sanctuary shall be approved by DC M&RA through a formal board process, which is delineated in chapter 3.

2. Validated Requirement Sourcing Process. As outlined in reference (e), 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, Individual Mobilization Augmentee, and AR.

3. Policy

a. Activation/extension of RC Marines beyond 16 years of AD is a DC M&RA manpower function delegated by the Assistant Secretary of the Navy (M&RA). A separate waiver is required for each set of voluntary activation orders beyond 16 years AD and is referred to as a HADT waiver. HADT waivers shall only be granted in cases where the Marine under consideration possesses critical skills or is determined to be irreplaceable by either an AC member or another RC member with less accrued time. Any subsequent orders extension requests shall be reviewed to ensure that the HADT waiver is on file. Figure 2-1 shows the process for requesting HADT waivers. These requests for HADT waivers must be endorsed by the first GO/FO/SES in the requesting RC Marine's chain of command. These requests must contain verbiage that clearly articulates the specific and critical skills that the RC member has and is required for the orders which shall carry him/her over 16 years AD.

b. SMCR, IMA and IRR Reservists who desire to request a HADT waiver shall not be transferred, joined to, or issued orders for pre-deployment training with activating units or as IAs without prior DC M&RA (MMIB-2) administrative screening and DC M&RA approval. This is not applicable in those cases when COMMARFORRES submits a list of involuntary activations to M&RA for review and decision.

b. Those Marines requesting to exceed 18 years of AD without sanctuary protection require the same screening and approval process that is required for the HADT waiver with the DC M&RA as the approving authority. These requests for HADT waivers must be endorsed by the first GO/FO/SES in the requesting RC Marine's chain of command. These requests must contain verbiage that clearly articulates the specific and critical skills that the RC member has and is required for the orders which shall carry him/her over 16 years AD.

d. RC Marines who utilize the sanctuary waiver shall be closely monitored to accommodate the needs and priorities of the Marine Corps. The intent of the sanctuary waiver is to allow a RC 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 an opportunity to achieve an AD retirement by crossing 20 years of total AD service. Each submission shall be viewed on its own merits based on needs and priorities of the Marine Corps.

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 for Individual Augmentees (IAs)

a. Reserve Marines must submit a NAVMC 10274 (see reference (i)) request for a HADT waiver to DC M&RA (MMIB-2) via the chain of command no less than 60 days prior to the requested orders start date for a specific billet. The request for a HADT waiver must be endorsed by the first GO/FO/SES in the requesting RC Marine's chain of command and contain verbiage that clearly articulates the specific and critical skills possessed by the RC member and that are required for the orders which shall carry him/her over 16 years AD. The RC Marine is required to cite a specific billet in the AA Form commensurate with their grade and MOS. In the case of O-6s and E-9s, they cannot request a billet other than their grade; one-up/one-down is not authorized for these grades.

b. Requests for the use of ADOS-AC or ADOS-RC funds shall be received and staffed by DC M&RA (RA). Reserve Marines requesting the use of ADOS-CO funds shall be received and staffed by DC M&RA (MMIB-2).

c. Completed NAVMC 10274 Forms with command level endorsements (to include the first GO/FO/SES in the RC Marine's chain of command along with specific critical skills required that this RC Marine possesses) can be mailed to the letterhead address (attention RA or MMIB-2 depending on the funding source) or sent as an attachment to the Force Augmentation mailbox at Force_Augmentation@usmc.mil (for ADOS-CO orders). The most current NAVMC 10274 Example AA Forms/enclosures (NAVMC 11668 Statement of Understanding / 11677 Cumulative AD Service Statement) are available for download from:

(1) Marine Corps Electronic Forms (MCEFS) website at:
<https://forms.documentservices.dla.mil/order/>

(2) DC M&RA (MMIB-2) website at: <https://www.manpower.usmc.mil/>;
Navigate to "Active Marine" link and then to "Manpower Management Integration Branch (MMIB)", then to "Force Augmentation," then "HADT" and locate the "NAVMC 10274" Examples: High Time AD Request, High Time AD 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 shall notify the Marine via naval message. If approved, DC M&RA (MMIB-2/RA) shall generate appropriate orders (based upon the funding source [ADOS-CO, ADOS-AC or ADOS-RC]).

e. The following non-standard paragraph shall be inserted into orders for Marines who shall voluntarily waive their right to sanctuary:

"I voluntarily accept these orders to AD 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 10, U.S.C., Section 12686(a) to the period of AD 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 shall orders be issued until the Marine has signed the sanctuary waiver. Scanned copies can be utilized for processing to the DC M&RA for decision. Prior to the issuance of any orders, all original documents shall need to be received by DC M&RA (MMIB-2).

g. All Marines with 16 or more years of AD service shall review, verify, and acknowledge in writing the accuracy of their cumulative AD service prior to execution of orders.

h. RC Marines who are part of a unit activation and in receipt of involuntary activation orders under Title 10, U.S.C. are not eligible to submit a voluntary waiver of sanctuary eligibility. The voluntary waiver provision does not apply to involuntarily activation authorities as the Section 12686 portion that governs the waiver of sanctuary eligibility applies to RC personnel who are ordered to AD (other than for training) under Section 12301(d). Note that involuntary activation orders that fall under AD Training categories (i.e., AT, Initial Active Duty for Training (IADT), and Other Training Duty) do not trigger sanctuary eligibility and therefore do not require a sanctuary waiver request.

i. Title 10, U.S.C., Section 12686 limits the duration that can be voluntarily waived to 179 days. Per the Joint Travel Regulations (JTR), 181 days is the required minimum amount of time to execute PCS orders. Due to this limitation, RC Marines whose voluntary waiver of sanctuary eligibility was approved by the DC M&RA shall receive TAD funded orders due to not being able to meet the minimum time mandated by the JTR.

j. Any High Active Duty Time (HADT) waiver or HADT with waiver of sanctuary eligibility that is contingency based and under ADOS-CO funded orders, must meet the exact same criteria that any other ADOS-CO orders must meet; that the requirement/billet needs to be in direct support of OCO and the preponderance of their duties be contingency related in order to receive ADOS-CO funded orders. The Deputy Commandant Programs & Resources (DC P&R) Fiscal Year OCO guidance allows for a case-by-case authority for CONUS based approvals, as long as they meet the OCO criteria. Regardless of whether a HADT waiver is requested or not, it is important to note that sufficient justification must be provided for all orders requesting OCO funding.

5. Responsibilities

a. Reserve Marine. In accordance with reference (j), prepare an AA Form requesting a high a time waiver (to include any voluntary waiver of sanctuary eligibility protection when exceeding 18 years and provide it to DC M&RA (MMIB-2) via the chain of command. For ADOS-AC or ADOS-RC waivers, the final destination is DC M&RA (RA). Enclosures are different for each waiver request and shall 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).

b. Parent Command. The command must include an endorsement that explains the unique skills possessed by the Marine and how the Marine's AD service shall meet critical needs of the command. The first GO/FO/SES in the chain of command shall need to endorse this request. Additionally, the command shall screen the Marine's medical records: a Naval medical

professional shall review 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 shall also be required in the command endorsement.

(1) Selected Marine Corps Reserve (SMCR) Units. Commander, Marine Forces Reserve, shall identify SMCR unit members who have or shall 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 shall submit supporting justification for unique qualification via the chain of command to DC M&RA (MMIB-2) for individual case-by-case consideration. Current billet title/performance are not inherently unique qualifiers for activation/extension approval. The overall operational requirements of the commander shall be balanced against the long-term impact of retaining these Marines until they qualify for a regular retirement. The requirement request and identified member shall be submitted via the MCFAPS.

(2) Commanders shall request the activation or extension of Reserve Marines to DC M&RA (MMIB-2) via the chain of command in MROWS (ADOS-AC/RC) and MCFAPS (ADOS-CO).

High Active Duty Time Waiver Request

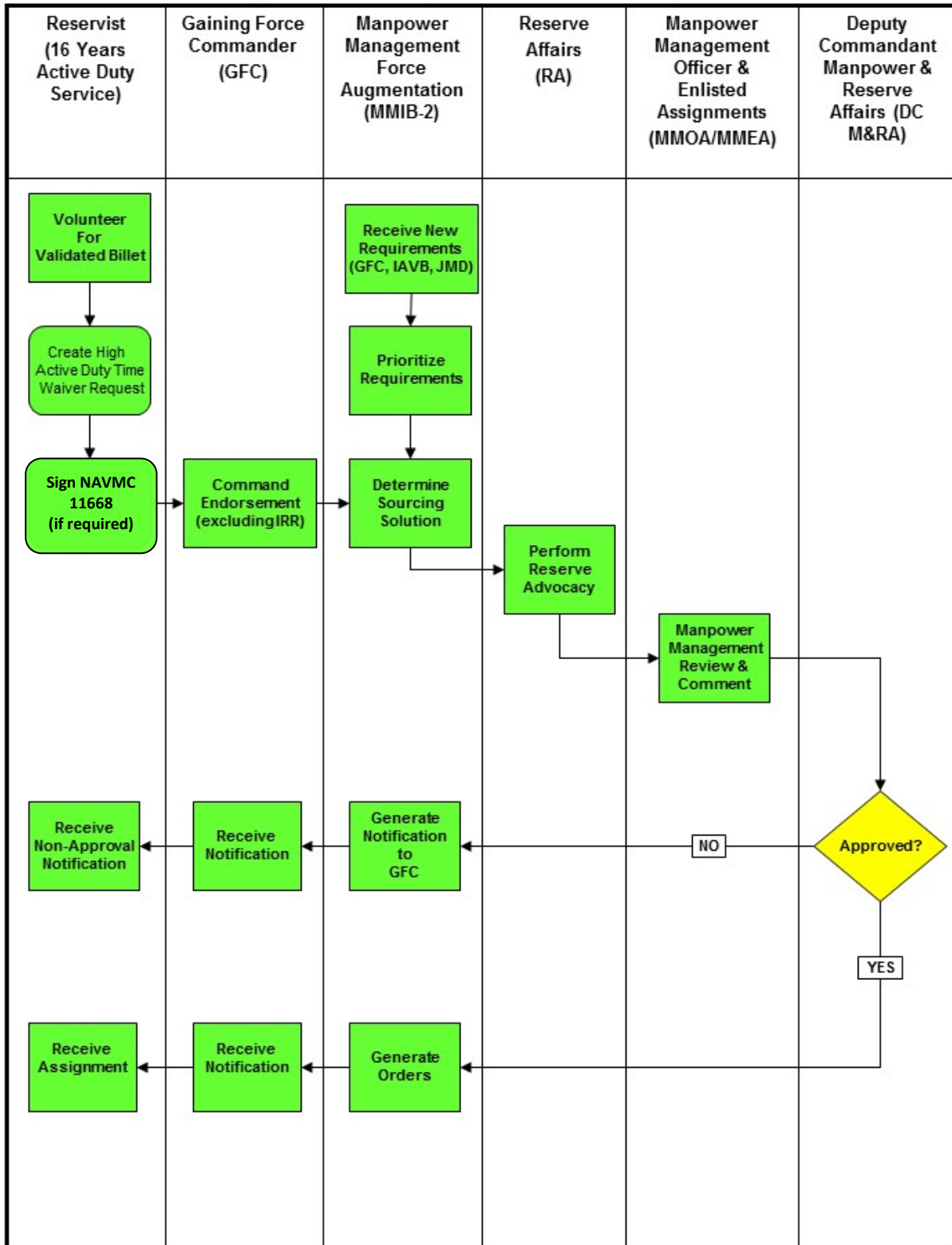


Figure 2-1.--Process Map for HADT Waiver Requests

Chapter 3

Active Duty (AD) Sanctuary Board

1. General. Pursuant to direction from DC M&RA, the Director, Manpower Management Division (MM) may convene 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 shall determine the frequency and output of the AD Sanctuary Boards. The DC M&RA has the discretion to convene a formal Board or allow individual cases to be reviewed by the appropriate divisions and routed for decision by the DC under separate staffing actions. Those RC Marines selected by the board shall be considered Sanctuary Eligible. The DC M&RA can suspend the Sanctuary Eligibility Boards at any time.

a. RC Marines with greater than 16 years AD service (5,840 AD points) may submit a written request to DC M&RA (MMIB-2) for consideration to continue AD service orders that would allow them to reach 18 years of AD service and be eligible for sanctuary protection per section 12686(a) of reference (a). All RC Marines found Sanctuary Eligible shall become an AD or AR asset and be eligible for world-wide assignment based on the needs of the Marine Corps.

b. Requests must be submitted by the RC Marine via the Marine's chain of command for forwarding to the Board President via DC M&RA (MMIB-2). The request process is detailed in figure 3-1.

c. The RC Marine may submit a package to the Board for consideration with or without the intent to apply for valid billet shortfall advertised by a command or agency. If the request is for a specific billet and/or if the RC Marine is currently on AD orders, the request should arrive at DC M&RA (MMIB-2) no fewer than 120 days prior to the intended orders start date. This shall allow time for processing and is keeping with the intent of no gap in orders for RC Marines.

d. The intent to apply for a specific billet shall 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 shall be considered by the appropriate MMOA/MMEA/RA monitor. However, in each case, all assignments shall be based on the unique and critical skills qualifications of the individual Marine and needs and priorities of the Marine Corps.

e. Possessing an MRD that would fall within the remaining time between acceptance as a sanctuary eligible Marine and the date in which 20 total AD years is attained shall not preclude the RC Marine from applying to a sanctuary eligibility board. However, the Board President retains the right to consider the MRD in their board deliberations, taking into consideration the Marine's ability to fill an AD billet assignment, subsequent PCS/PCA obligation, and ability to fulfill the needs and priorities of the Marine Corps. Marines with an MRD that falls within the remaining time between acceptance as a sanctuary eligible Marine and the date on which 20 total AD years is attained must indicate to the board whether they intend to request transition to the active component. The Board President is authorized to

consider whether the Marine is competitive for transition to the active component and if the Marine desires to transition when determining if sanctuary is appropriate for the Marine.

f. RC Marines who twice fail selection as a sanctuary eligible Marine are prohibited from applying to future sanctuary eligibility boards.

2. Actions by Deputy Commandant for Manpower and Reserve Affairs (DC M&RA) Divisions and Branches

a. MMIB-2 shall receive the request and screen, process and forward it to MMEA (Enlisted Marine requests) or MMOA (Marine Officer requests) for boarding. MMIB-2 shall provide the Recorder for the Board.

b. As needed, MMOA and MMEA shall chair AD Sanctuary Eligibility Boards to review all pending sanctuary cases and provide approval/declination recommendations to Director, Manpower Management Division, who shall forward to the DC M&RA for final decision.

c. For enlisted Marines requesting sanctuary, the Reserve Sanctuary Board shall consist of representatives from MMEA (Board President), MMIB-2, MP and RA.

d. For officers requesting sanctuary, the Reserve Sanctuary Board shall consist of representatives from MMOA (Board President), MMIB-2, MP, and RA.

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

f. The assigned briefer shall:

(1) Validate the package is complete.

(2) Coordinate with MMSR to certify the accuracy of the Career Retirement Credit Report (CRCR), including the applicant's certification of cumulative AD 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 MMIB-2 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 MMIB-2 to ascertain the MOS/grade match for an available/vacant IA deployable requirement.

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

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

Request for Sanctuary Eligibility

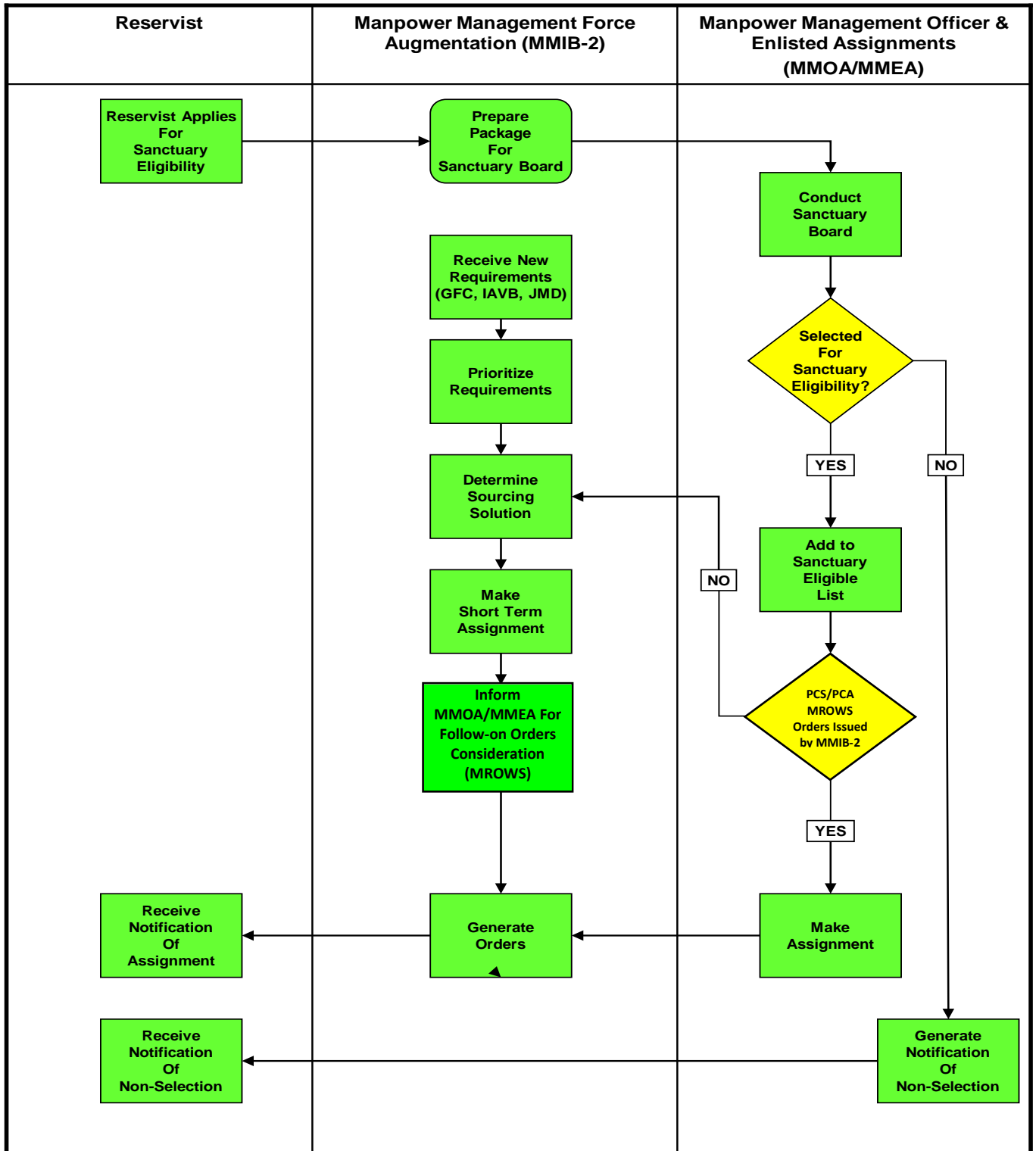


Figure 3-1.--Process Map Request for Sanctuary Eligibility

APPENDIX A

Definitions

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

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, AT 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 Active Duty Training (ADT) and Active Duty Other Than For Training (ADOT). A general term applied to all active military service with either the Regular or RC.
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 ADOS, Active Guard and Reserve (AGR or AR) duty, and involuntary AD in accordance with reference (a). 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 courses to RC members. Included in the ADT category are AT, 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 AD under reference (a), Sections 10211 or 12310, or reference (j), for the purpose of organizing, administering, recruiting, instructing, or training the RC and to facilitate Total Force integration of the RC into AC operations during times of war or national emergency.
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 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. See reference (j) for additional details.
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 AR 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 shall 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 section 12646 of reference (a). 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 AD Sanctuary which only considers AD service. This order provides guidance for AD sanctuary only.

17. Selected Reserve (SELRES). That portion of the Marine Corps Ready Reserve consisting of Marines assigned to SMCR units, IMA detachments, Reserve Marines serving on the AR Program, and Reserve Marines serving on IADT.

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.

APPENDIX B

MARINE RESOURCE ORDER WRITING SERVICE (MROWS) TIMING CHART

Item	Description	Order length	Current # of Days per Order	Suggested # of Days	Approving Authority	Reference
Basic ADOS Orders Request	"Requests for ADOS orders shall be submitted via the chain of command to the appropriate funding source at least 30 days prior to the effective date.	180 days or less	30	30	Normal order routing	MCO 1001.59A pg 3-1 para 2.a.(4)
Medical Hold	All Medical Hold orders	31 days or more (ADOS)	not mentioned	30	WWR	MCO 1001.59A pg 3-8 para f.(1)
Medical Hold (per diem waiver)	For per diem waiver	over 180 days with per diem	not mentioned	60	DC M&RA (MMIB-3)	MCO 1001.59A pg 3-9 para f.(6)
PCS waiver	All PCS orders	over 180 days		30		
Extended AT waiver	If the number of days of duty exceeds 12(IMA) or 14(SMCR) and TEEP funds were not selected.			30		
Additional AT waiver	If a member has an AT already in the system for a given FY and an additional AT period is planned.			30		
Age 59 or Older waiver	If the member is 59 years or older, or will turn 59 during the course of the order.			30		
Augmentee Overlap	If an "IA" Tracking Number is input in the request, the system will edit the dates of the request. If they overlap with another order with the same "IA" Tracking number, and the overlap period is greater than 120 days, the request will be flagged for RA Waiver.			30		
Exceeding 365 days of continuous active duty	MROWS waiver text says: "ADOS with over 365 order days in previous 396." Note: per MCO 1001.59A pg 2-1 para 3.f, "AD service with breaks of 30 days or less is considered continuous AD service." [a.k.a. must have at least a 31 day break].	over 365 days	not mentioned	30	Dir RA	MCO 1001.59A pg 4 para (c).3 & pg 2-1 para 3.e
1095 waiver	1,095 days AD within 1,460 (3 out of 4 years)		60	30	Dir RA	MCO 1001.59A pg 4 para (d) & pg 2-2 para 5.e
HADTW, Over 16 Years, under 18 years	For all active duty orders, including training orders, if the members Accumulated Active Duty Days is greater than 5662 (15.5 years).	29 days or less	30	30	Dir RA	MCO 1800.11 pg 1-2 para c & d.
HADTW, Over 16 Years, under 18 years	For all active duty orders, including training orders, if the members Accumulated Active Duty Days is greater than 5662 (15.5 years).	over 29 days	60	60	DC M&RA	MCO 1800.11 pg 1-2 para c & d.
HADTW, over 18 years	For all active duty orders, to include mobilization orders, who have accumulated more than 18 years of paid AD points (6570).	any orders	60	60	DC M&RA	MCO 1800.11 pg 1-3 para l
End strength exclusions, 5 years continuous AD (including mobilization)		End strength exclusions, or 5 yrs AD (including mob)	60	60	DC M&RA	MCO 1001.59A pg 3-1 para 2.a.(5)
Over 139/180 Days (Per Diem Waiver)	If the number of duty days at one location is greater than 180 days, or on training orders greater than 139 days, per diem is not authorized. Should be PCS.	over 180 days with per diem	not mentioned	60	DC M&RA (MMIB-3)	MCO 1001.59A pg 3-3 para 4.c.(2) & (3)

APPENDIX C

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