



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO P1300.8R
MPP-56
4 OCT 1994

MARINE CORPS ORDER P1300.8R W/CH 1-8

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS PERSONNEL ASSIGNMENT POLICY

Encl: (1) LOCATOR SHEET

1. Purpose. To implement DoD policy and provide definitive guidance on the assignment and permanent change of station (PCS) of Marines.

2. Cancellation. MCO 1300.8P; MCO 7220.41B

3. Background. This Manual will provide guidance on the assignment and PCS transfers and policy for overseas movement of Marines. Reports required by the DoD will be compiled and submitted by CMC (MPP).

4. Summary of Revisions. This Manual has been reformatted and contains major policy changes. Significant changes are as follows:

a. Guidance concerning waiver authority for retainability requirements. Chapter 1, paragraph 1102.5.

b. Policy guidance on the assignment of Human Immunodeficiency Virus (HIV) infected personnel to the FMF. Chapter 1, paragraph 1303.

c. Clarify Consecutive Overseas Tour (COT) leave travel policy for Marines stationed in Hawaii. Chapter 2, paragraph 2109.3e.

d. Eliminate the requirement for a Marine to have 12 months remaining on an overseas tour in order to obtain command sponsorship for an acquired dependent. Chapter 2, paragraph 2404.2.

e. For the purpose of this Manual the term Date Arrived U.S. Dependents Restricted (DAUSDR) will no longer be used and will be replaced by the term Overseas Control Date (OCD). All Marines who are assigned overseas (excluding Hawaii and Alaska) will receive a new OCD. This includes all FMF and non-FMF assignments. This policy will not be retroactive. Chapter 2, paragraph 2500.

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

f. Women assignment and classification policy which opens additional MOS's and increases the number of FMF units to which women Marines can be assigned. Chapter 5.

g. Delete the guidance concerning the discharge of sole surviving son/daughter. Chapter 6, paragraph 6009.

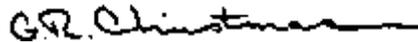
h. Definitions have been revised and are contained in Appendix A.

5. Recommendation. Recommendations concerning the Marine Corps Personnel Assignment Policy are invited and will be submitted to the CMC (MPP) via the appropriate chain of command.

6. Reserve Applicability. This Manual is not applicable to the Marine Corps Reserve.

7. Navy Applicability. In the absence of superseding Navy directives, this Manual is applicable to Navy (officer and enlisted) personnel assigned in support of the Fleet Marine Forces and supporting establishment. Refer any conflicts between Navy directives and this Manual to the CMC (MPP-56) for resolution.

8. Certification. Reviewed and approved this date.



G. R. CHRISTMAS
Deputy Chief of Staff for
Manpower and Reserve Affairs

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SUBJ/MCO P1300.8R CH 1. MARINE CORPS PERSONNEL ASSIGNMENT POLICY//
RMKS/1. THIS CHANGE IS APPLICABLE TO MARCOR ACTIVITIES ON PCN
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2. EFFECT THE FOL CHANGE TO PARAGRAPH 2109.3B ON PAGE 2-19 OF THE
SUBJ ORDER:

A. DELETE: CURRENT PARAGRAPH 2109.3B

B. REPLACE WITH THE FOL:

"B. THE TRAVEL AND TRANSPORTATION ALLOWANCES AUTHORIZED FOR
CONSECUTIVE OVERSEAS TOURS ARE SEPARATE AND DISTINCT FROM THE
INCENTIVES OFFERED IN CONNECTION WITH OVERSEAS TOUR EXTENSIONS.
ENLISTED MARINES APPROVED FOR OTEIP WHO AGREE TO SERVE THE RESULTING
VOLUNTARY EXTENSION ARE NOT ELIGIBLE FOR COT/IPCOT TRAVEL ALLOWANCES
(SEE PARAGRAPH 2109.3D). INCENTIVE OPTIONS FOR OTEIP ARE ONLY
APPLICABLE TO ENLISTED MARINES SERVING AN AUTHORIZED EXTENSION PER
OTEIP AND ARE NOT APPLICABLE TO MARINES SERVING COT/IPCOTS.
ENLISTED MARINES REQUESTING VOLUNTARY EXTENSIONS, TO INCLUDE
EXTENSIONS UNDER OTEIP, WILL BE COUNSELED CONCERNING THE DIFFERENCE
IN TRAVEL OPTIONS BETWEEN VOLUNTARY EXTENSIONS AND COT/IPCOT PER
PARAGRAPH 2108.2E."

3. EFFECT THE FOL CHANGE TO PARAGRAPH 2109.3C:

DELETE CURRENT PARAGRAPH 2109.3C AND REPLACE WITH THE FOL:

"BOTH ENLISTED MARINES AND OFFICERS ARE ELIGIBLE FOR COT/IPCOT
TRAVEL ALLOWANCES WHEN AUTHORIZED TO SERVE COTS/IPCOTS."

4. RENUMBER CURRENT SUBPARAGRAPH 2109.3D(5), PAGE 2-20 TO READ:

"2109.3D(6)"

5. ADD THE FOL NEW SUBPARAGRAPH 2109.3D(5), PAGE 2-20:

"IF A MARINE ON A PCS IS REQUIRED TO TRAVERSE CONUS WHILE
TRAVELING TO HIS NEXT DUTY STATION, COT LEAVE TRAVEL MAY BE
PERFORMED AFTER PCS TRAVEL IS PERFORMED ONLY IF DEFERRING THE
PERFORMANCE OF THE COT LEAVE TRAVEL HAS BEEN AUTHORIZED OR APPROVED
BY THE CMC (MMOS). REQUESTS MUST CONTAIN THE REASON WHY THE MARINE
CONCERNED IS NOT ALLOWED TO TAKE LEAVE BETWEEN THE TWO TOURS OF
DUTY."

6. ADD THE FOL NEW SUBPARAGRAPH 2409.3C, PAGE 2-39:

"TRANSPORTATION OF EX-FAMILY MEMBERS UNDER THIS PARAGRAPH MUST
BE SPECIFICALLY AUTHORIZED BY THE CMC (MMOS)."

7. EFFECT THE FOL CHANGE TO PARAGRAPH 2409.4, PAGE 2-39:

(1) DELETE THE FOL SENTENCE: "THE CMC (MMOS) IS APPROVAL
AUTHORITY FOR THE EARLY RETURN OF COMMAND-SPONSORED FAMILY MEMBERS."

(2) ADD THE FOL NEW SENTENCE: "APPROVAL AUTHORITY FOR THE EARLY
RETURN OF COMMAND-SPONSORED DEPENDENTS IS DELEGATED TO COMMANDERS OF
INSTALLATIONS, MOBILE UNITS, AND AFLOAT STAFFS PROVIDED THE COMMANDER
IS THE RANK OF COLONEL OR ABOVE. CMC (MMOS) IS APPROVAL AUTHORITY
FOR ALL OTHER REQUESTS. NOTWITHSTANDING THE ABOVE, ALL REQUESTS/
ORDERS FROM U.S. COURTS FOR THE RETURN OF DEPENDENTS TO THE U.S.
SHALL CONTINUE TO BE PROCESSED PER SECNAVINST 5820.9."

(3) DELETE SUBPARAGRAPH 2409.4D AND RENUMBER SUBSEQUENT
SUBPARAGRAPHS AS APPROPRIATE.

8. EFFECT THE FOL CHANGE TO PARAGRAPH 5002.4, PAGE 5-4:

BETWEEN MOS'S 2146 AND 2149 ADD THE FOL:

"2147 LIGHT ARMORED VEHICLE REPAIRER/TECHNICIAN"

9. FILING INSTRUCTIONS: FILE THIS CHANGE IMMEDIATELY FOLLOWING
THE SIGNATURE PAGE OF THE BASIC MANUAL.

10. POC THIS HQTRS IS MAJ J.G. SCHWANKL, MPP-56, AT DSN: 224-3440.//

R 071630Z JUN 95 ZYB
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ALMAR 172/95

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SUBJ/MCO P1300.8R CH 2. MARINE CORPS PERSONNEL ASSIGNMENT POLICY//
RMKS/1. THIS CHANGE IS APPLICABLE TO MARCOR ACTIVITIES ON PCN
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2. EFFECT THE FOL CHANGES TO PARAGRAPH 2501.7A ON PAGE 2-43 OF THE
SUBJ MANUAL.

A. DELETE THE PERIOD AT THE END OF SENTENCE IN PAR 2501.7A.

B. ADD THE FOL TO THE END OF THE SENTENCE IN PAR 2501.7A:

IF THE PERIOD IS LESS THAN 10 CONSECUTIVE DAYS.

3. ADD NEW PAR 2502.5 ON PAGE 2-43 AS FOLLOWS:

5. JOINT DUTY AND UNITED NATIONS (UN) DUTY. MARINES
PARTICIPATING IN OR IN SUPPORT OF JOINT/UN DEPLOYMENTS
OVERSEAS, JOINT/UN OPERATIONS OR FIELD EXERCISES ARE
AUTHORIZED TO COLLECT ADT UNDER THE SAME CRITERIA AS
THE FMF IN PARAGRAPH 2501.2B. FUNDED TAD RESTRICTIONS IN
PARAGRAPH 2501.7C DO NOT APPLY IF THE MARINE IS OTHERWISE
ELIGIBLE FOR ADT AS A RESULT OF JOINT/UN OPERATIONS OR
FIELD EXERCISES.

4. ADD THE FOL TO PAR 2101 ON PAGE 2-6 ON THE LINE IMMEDIATELY
BELOW PANAMA:

	ACCOMPANIED	UNACCOMP
US SOUTHERN COMD	36	24

5. FILING INSTRUCTIONS. FILE CHANGE IMMEDIATELY AFTER CH 1 OF
THE BASIC MANUAL.

6. POC THIS HQTRS IS MAJ J.G. SCHWANKL, MPP-56, AT DSN: 224-3440.//

R 101600Z SEP 96 ZYB
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ALMAR 319/96

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SUBJ/MCO P1300.8R CH 3. MARINE CORPS PERSONNEL ASSIGNMENT POLICY//
RMKS/1. THIS CHANGE IS APPLICABLE TO MARCORPS ACTIVITIES ON PCN
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2. THE PURPOSE OF THE ALMAR IS TO ANNOUNCE AN INCREASE IN TOUR
LENGTHS FOR DRILL INSTRUCTORS FROM 24 TO 36 MONTHS. ONGOING
PLANS TO ENHANCE OUR ENLISTED ENTRY LEVEL TRAINING PROCESS MAKE
IT IMPERATIVE THAT THE DRILL INSTRUCTOR HAVE MORE TIME AND
EXPERIENCE TO ACCOMPLISH HIS OR HER PART OF THE TRANSFORMATION.
WE WILL WORK WITH THE RECRUIT DEPARTS TO ENSURE THAT THERE ARE
SUFFICIENT SENIOR AND ASSISTANT DRILL INSTRUCTORS AVAILABLE TO
SUPPORT THEIR MISSION.

3. EFFECT THE FOLLOWING CHANGE TO PARAGRAPH 1201 ON PAGE 1-13 OF
THE SUBJECT ORDER: CHANGE "24 MONTHS" TO READ "36 MONTHS".

4. AMPLIFYING REMARKS: THIS CHANGE AFFECTS ONLY THOSE MARINES
GRADUATING FROM DRILL INSTRUCTOR SCHOOL ON OR AFTER 12 DEC 96.
MARINES ON DI DUTY PRIOR TO 12 DEC 96 MAY REQUEST EXTENSION OF
TOUR IAW THIS AUTHORITY; REQUESTS WILL BE GIVEN CONSIDERATION
BASED UPON THEIR PRIMARY MOS STRENGTH AND NEEDS OF THE MARINE
CORPS.

5. FILING INSTRUCTIONS: FILE CHANGE IMMEDIATELY AFTER CH 2 OF
THE BASIC MANUAL.

6. POC IS MAJ D.A. DICKS, CMC(MPP-56), DSN 224-3440.

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SUBJ/MCO P1300.8R CH 4. MARINE CORPS PERSONNEL ASSIGNMENT POLICY//
RMKS/1. PURPOSE. TO DIRECT PEN CHANGES TO THE BASIC ORDER AND
PROVIDE AMPLIFYING INSTRUCTIONS PERTAINING TO THE ASSIGNMENT OF
RESTRICTED OFFICERS. THIS CHANGE IS APPLICABLE TO MARCORPS
ACTIVITIES ON PCN DISTRIBUTION 10200820000.

2. ACTION. ON PAGE 1-10 OF THE BASIC ORDER, DELETE PARA 1107 IN
ITS ENTIRETY AND REPLACE WITH THE FOLLOWING:

"1107. OFFICER ASSIGNMENTS

1. MONITORS MAKE ASSIGNMENTS BASED ON THE FOLLOWING PRIORITIES
(LISTED IN ORDER OF PRECEDENCE):

- A. NEEDS OF THE MARINE CORPS;
- B. MOS/BILLET VARIETY -- COMMAND VERSUS STAFF TOUR;
- C. AVAILABILITY OF THE INDIVIDUAL;
- D. OVERSEAS CONTROL DATE (OCD);
- E. SENIORITY; AND
- F. INDIVIDUAL PREFERENCE.

2. RESTRICTED OFFICERS (WARRANT OFFICERS AND LIMITED DUTY
OFFICERS) SHALL ONLY BE ASSIGNED TO RESTRICTED OFFICER BILLETS
WITHIN THEIR MOS."

3. FILING INSTRUCTIONS. FILE THIS CHANGE IMMEDIATELY AFTER CH 3
OF THE BASIC MANUAL.

4. POC IS MAJ D.A. DICKS, CMC(MPP-56), DSN 224-3440 OR COML
(703) 614-3440.//

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SUBJ/MCO P1300.8R CH 5. MARINE CORPS PERSONNEL ASSIGNMENT POLICY//
RMKS/1. PURPOSE. TO DIRECT PEN CHANGES TO THE BASIC ORDER IN
ORDER TO CLARIFY THAT MARINES RETURNING TO CONUS FROM HAWAII AND
ALASKA FOR RETIREMENT/RESIGNATION ARE REQUIRED TO SERVE ONE YEAR
TIME-ON-STATION. THIS CHANGE ALSO MODIFIES THE TOUR LENGTH FOR
THAILAND. THIS CHANGE IS APPLICABLE TO MARCORPS ACTIVITIES ON PCN
DISTRIBUTION 100200820000.

2. ACTION. ON PAGE 1-5 OF THE BASIC ORDER, PAR 1101.4B, AT THE
END OF THE LAST SENTENCE, ADD: "(HAWAII AND ALASKA ARE CONSIDERED
OVERSEAS FOR THIS PURPOSE)." ON PAGE 2-7, PAR 2101.1, UNDER
THAILAND "ALL OTHER MCC'S," "ACCOMPANIED BY FAMILY MEMBERS" COLUMN,
CHANGE "36" TO "24." UNDER THAILAND "UNACCOMP" COLUMN, CHANGE "24"
TO "18."

3. FILING INSTRUCTIONS. FILE THIS CHANGE IMMEDIATELY AFTER CH 4
OF THE BASIC MANUAL.

4. POC IS MAJ D.A. DICKS, CMC(MPO-46), DSN 224-3440 OR COML
(703) 614-3440.//

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SUBJ//MCO P1300.8R CH 6. MARINE CORPS PERSONNEL ASSIGNMENT POLICY

REF/A/DOC/DOD/NDAA//

REF/B/DOC/DOD/DODFMR//

NARR/REF A IS THE FY98 NATIONAL DEFENSE AUTHORIZATION ACT (NDAA).

REF B IS THE DOD FINANCIAL MANAGEMENT REGULATION, VOLUME 7A.//

POC/D A DICKS/MAJ/PRIPHN:(703) 614-3440/-/-/SECPHN:DSN 224-3440/-//

RMKS/1. BACKGROUND

A. THIS ALMAR ANNOUNCES A SIGNIFICANT CHANGE TO THE INCENTIVES WE CAN OFFER OUR MARINES WHO ELECT TO EXTEND THEIR 12 MONTH DEPENDENTS RESTRICTED TOUR. PRIOR TO FY98, THE ONLY MONETARY INCENTIVE WE COULD OFFER WAS A SPECIAL PAY OF \$80.00 PER MONTH FOR 12 MONTHS. NOW WE CAN OFFER A BONUS OF UP TO \$2,000.00, PAID IN 12 EQUAL INSTALLMENTS OF 166.66.

B. THE CHANGE IN THE OTEIP WHICH AUTHORIZES THE SERVICES AN ADDITIONAL CASH OPTION (BONUS OF UP TO \$2,000.00) IS VIEWED AS AN OPPORTUNITY TO BENEFIT BOTH OUR COMMANDERS AND MARINES BY BRINGING ABOUT A MORE STABLE AND READY FORCE -- NOT ONLY IN WESTPAC, BUT GLOBALLY. WE SOLICIT THE COOPERATION AND SUPPORT OF COMMANDS AND INDIVIDUAL MARINES IN EMBRACING THE OTEIP AS THE INSTRUMENT OF CHOICE FOR IDENTIFYING AND REWARDING THOSE MARINES THAT BEST REPRESENT THE SKILLS AND ATTITUDES DESIRED BY COMMANDS FOR EXTENDED PERIODS OF SERVICE OVERSEAS.

2. PURPOSE. TO FORMALLY ANNOUNCE AND CLARIFY THE RECENT CHANGE IN LAW PERTAINING TO THE OVERSEAS TOUR EXTENSION INCENTIVE PROGRAM (OTEIP), AND ADDITIONALLY, TO OUTLINE HOW THE MARINE CORPS WILL EXECUTE THIS CHANGE IN LAW. THIS CHANGE IS APPLICABLE TO MARCORPS ACTIVITIES ON PCN DISTRIBUTION 100200S820000.

3. DISCUSSION

A. REFS (A) AND (B) INCLUDED PROVISIONS FOR A CASH OPTION OF EITHER A BONUS OF UP TO \$2000.00 PER YEAR FOR ENLISTED MEMBERS EXTENDING TOURS OF DUTY AT SELECTED OVERSEAS LOCATIONS. SPECIAL LEAVE OR SPECIAL LEAVE/FUNDED TRAVEL, MAY BE ELECTED IN LIEU OF THE CASH OPTION.

B. ALL MARINES EXTENDING OVERSEAS WHO ELECT THE CASH OPTION, WILL BE GRANTED THE \$2000.00 BONUS EXCLUSIVELY, IN MONTHLY INSTALLMENTS OF \$166.66. THIS POLICY CHANGE IS EFFECTIVE RETROACTIVELY FOR MARINES WHO EXECUTED EXTENSIONS ON OR AFTER 1 OCT 1997; THOSE IN RECEIPT OF \$80.00 PER MONTH WILL RECEIVE ADJUSTMENTS TO PAY AS APPROPRIATE. THOSE WHO ELECTED ANOTHER OPTION, BUT HAVE NOT YET BEGUN TO EXERCISE THAT OPTION ARE ELIGIBLE FOR THE \$2,000.00 BONUS INSTEAD. PAYMENTS REFLECTING THIS CHANGE WILL BE DELAYED PENDING SOFTWARE/SYSTEMS CHANGES TO THE PAY SYSTEM; THESE CHANGES ARE PROJECTED TO BE COMPLETED NO LATER THAN 1 MAY 98.

C. VOLUNTARY OR INVOLUNTARY EARLY TERMINATION OF OVERSEAS DUTY OF A MEMBER IN RECEIPT OF AN ANNUAL BONUS REQUIRES REIMBURSEMENT OF THE UNEARNED PORTION; HOWEVER, THE SECRETARY CONCERNED MAY WAIVE THIS OBLIGATION IF CONDITIONS AND CIRCUMSTANCES WARRANT SUCH ACTION.

4. ACTION

A. ON PAGE 2-17 OF THE BASIC ORDER, PAR 2108.4E, REPLACE THE FIRST SENTENCE WITH "MARINES ACCEPTED FOR THIS PROGRAM MAY ELECT TO RECEIVE THE \$166.66 BONUS FOR EACH OF THE 12 MONTHS EXTENDED, OR 30 DAYS SPECIAL LEAVE, OR 15 DAYS SPECIAL LEAVE WITH GOVERNMENT FUNDED, ROUND TRIP TRAVEL TO CONUS."

B. ALSO ON PAGE 2-17, PAR 2108.7, REPLACE ENTIRE PAR WITH THE FOL: "VOLUNTARY OR INVOLUNTARY EARLY TERMINATION OF OVERSEAS DUTY OF A MARINE IN RECEIPT OF AN ANNUAL BONUS WILL NORMALLY REQUIRE REIMBURSEMENT OF THE UNEARNED PORTION. FINAL DETERMINATION ON WHETHER RECOUPMENT IS WARRANTED RESTS WITH CMC (MMOS). SHOULD RECOUPMENT BE REQUIRED, THE AMOUNT SHALL BE 1/12 OF THE BONUS AMOUNT FOR EACH MONTH OR PORTION OF A MONTH NOT SERVED. A MEMBER RECEIVES CREDIT ONLY FOR FULL MONTHS SERVED. USED SPECIAL LEAVE OR SPECIAL LEAVE/FUNDED TRAVEL ARE NOT SUBJECT TO RECOUPMENT; HOWEVER, UPON TERMINATION OF EXTENSION, ALL RIGHTS TO SPECIAL LEAVE OR SPECIAL LEAVE/FUNDED TRAVEL ENTITLEMENTS ARE VACATED."

5. FILING INSTRUCTIONS. FILE THIS CHANGE IMMEDIATELY AFTER CH 5 OF THE BASIC MANUAL.

6. POCs ARE MAJ D. A. DICKS, CMC (MPP-56), DSN 224-3440 OR COML (703) 614-3440 AND/OR GYSGT N. A. FRANCISCO, CMC (MMOS), DSN 224-2159/5554 OR COML (703) 614-2519/5554.//

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SUBJ/MCO P1300.8R CH 7. MARINE CORPS PERSONNEL ASSIGNMENT
POLICY//

POC/D A DICKS/MAJ/PRIPHN: (703) 614-3440/-/-/SECPHN:DSN 224-3440/-//
RMKS/1. PURPOSE. TO DIRECT PEN CHANGES TO THE BASIC ORDER.

2. ACTION

A. ON PAGE 2-11, PAR 2103.1 REPLACE THE THIRD SENTENCE WITH THE
FOLLOWING, "THOSE WHO OPT TO SERVE WITH FAMILY MEMBERS MUST SERVE NO
LESS THAN THE PRESCRIBED ACCOMPANIED TOUR, UNLESS SLATED TO A CONUS
COMMAND THROUGH THE COMMAND SCREENING PROGRAM, OR SELECTED FOR TOP
LEVEL SCHOOL (TLS). OFFICERS ON A 36 MONTH ACCOMPANIED TOUR SHALL BE
ELIGIBLE TO SLATE FOR CONUS COMMAND AND/OR TLS AFTER COMPLETING 24
MONTHS OF SAID TOUR."

B. ON PAGE 2-19, PAR 2109.3B ADD THE FOLLOWING AS THE LAST
SENTENCE, "IF ANY LEAVE IS TAKEN WHILE TRAVERSING CONUS, COT TRAVEL
SHALL BE DEEMED EXECUTED AND DEFERRED COT LEAVE TRAVEL SHALL NOT BE
AUTHORIZED."

3. THIS CHANGE IS APPLICABLE TO MARINE CORPS ACTIVITIES ON PCN
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4. FILING INSTRUCTIONS: FILE THIS CHANGE IMMEDIATELY AFTER CH 6
OF THE BASIC MANUAL.

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REF/A/ MARADMIN 021/98//
SUBJ/MCO P1300.8R CH 8. MARINE CORPS PERSONNEL ASSIGNMENT POLICY//
POC/MAJ S.J. KELLY/-/MPO-46/-/TEL:DSN 278-9386/TEL:(703) 784-9386//
RMKS/1. PURPOSE. TO DIRECT PEN CHANGES TO THE BASIC ORDER. THIS
CHANGE REFLECTS THE TRAINING REQUIREMENTS AND THE REQUIREMENT FOR
LOSING COMMANDS TO CERTIFY (CERTIFICATION STATEMENT ON ORDERS) TO
GAINING COMMANDS THAT LEVEL I TRAINING HAS BEEN CONDUCTED PER
MARADMIN 21/98.
2. ACTION. ON PAGE B-5 OF APPENDIX B, ADD ADDITIONAL ITEM 28 TO
READ: "28. MARINE HAS COMPLETED LEVEL I ANTI-TERRORISM - FORCE
PROTECTION (AT-FP) TRAINING _____."
3. FILING INSTRUCTIONS. FILE THIS CHANGE IMMEDIATELY AFTER CH 7 OF
THE BASIC MANUAL.//
BT

LOCATOR SHEET

Subj: MARINE CORPS PERSONNEL ASSIGNMENT POLICY

Location: _____
(Indicate the location(s) of the copy(ies) of this Manual.)

ENCLOSURE (1)

MARINE CORPS PERSONNEL ASSIGNMENT POLICY

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change
1	28Feb95	28Feb95	Incorp dur review
2	7Jun95		Incorp dur review
3	10Sep96		Incorp dur review
4	20Oct96		Incorp dur review
5	12 May 97	9 Jul 97	Incorp dur review
6	7 Apr 98	23 Jul 98	Incorp dur review
7	9 Jun 98	25 Jul 98	Incorp dur review
8	24 Nov 98	01 Jan 99	Incorp dur review

ERRATUM

to

MCO P1300.8R

MARINE CORPS PERSONNEL ASSIGNMENT POLICY

1. For administrative purposes add the cover and replace pages 1 and 2.

PCN 10200820080

MARINE CORPS PERSONNEL ASSIGNMENT POLICY

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- 3 ASSIGNMENT TO THE FMF
- 4 ASSIGNMENT OF FIRST TERM MARINES
- 5 WOMAN MARINES CLASSIFICATION, ASSIGNMENT, AND
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- 6 ASSIGNMENT TO HOSTILE FIRE AREAS AND SOLE
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MARINE CORPS PERSONNEL ASSIGNMENT POLICY

CHAPTER 1

ASSIGNMENT POLICY

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MARINE CORPS PERSONNEL ASSIGNMENT POLICY

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MARINE CORPS PERSONNEL ASSIGNMENT POLICY

CHAPTER 1

ASSIGNMENT POLICY

SECTION 1: GENERAL ASSIGNMENT POLICY

1100. GENERAL ASSIGNMENT POLICY

1. The policy of the Marine Corps is to limit the number of PCS moves to those required to achieve/maintain combat readiness or to ensure equitable treatment and career development of individual Marines. Compliance with this policy improves combat readiness by controlling personnel turnover, reducing travel costs, and increasing the stability of Marine families.
2. A valid Marine Corps requirement shall exist as the basis for transferring a Marine, whether it be overseas or for duty within the CONUS.
3. Qualified volunteers shall be considered first for all assignments, if they meet the Time On Station (TOS) requirements outlined in paragraph 1101. Volunteers not meeting the TOS requirements shall not be selected before non-volunteers qualifying for the assignment and meeting the TOS requirements.
4. Normally, Marines shall be permitted to complete prescribed tours of duty and, when possible, shall be allowed to extend any assignment voluntarily beyond the prescribed tour. Selective Reenlistment Bonus Program (SRBP) recipients serving out of their SRBP MOS who desire to extend must request approval from the CMC (MMEA).
5. Policy guidelines regarding Marines assigned to the FMF and sea duty are provided in Chapter 3.
6. The Marine Corps will ensure equal opportunity in assignments for all Marines without regard to race, ethnicity, gender, religion, age, or national origin, consistent with laws and regulations.
7. The retainability requirement for the transfer of Marines requires that they reenlist or extend prior to the execution of a PCS move if they do not have sufficient obligated military service to complete the prescribed tour length. Chapter 4 contains additional guidance concerning first term Marines.
8. The assignment of enlisted Marines to and from MCC's and the assignment of officers to and from company grade billets between MCC's will only be made by the CMC (MMEA/MMOA as appropriate).

9. Single parents (male or female) will be assigned on the basis of the same policies and procedures applicable to other Marines. See paragraph 1301.

10. Except when required for actual separation from the Marine Corps, PCS transfers and reassignments shall not be made for the sole purpose of retirement/transfer to the FMCR. Paragraph 1106 provides further guidelines concerning retirement/transfer to the FMCR.

11. Promotion through the grade of lieutenant colonel for officers and master sergeant for enlisted (but not first sergeant) shall not be the sole reason for PCS transfer prior to tour completion.

12. Sequential training activities shall be consolidated geographically to the maximum extent possible to prevent unnecessary PCS moves.

13. Where other considerations are not overriding, each PCS transfer requirement shall be met with the least use of PCS funds.

1101. TOS

1. TOS requirements are established to stabilize the movement of Marines and their dependents, and to reduce PCS costs. When all other factors are equal, TOS is the primary consideration in the selection of Marines for transfer. TOS is computed from the month of arrival to month of departure at a permanent duty station, inclusive.

2. The minimum TOS requirement for all assignments within the CONUS shall be 36 months. Waivers may be granted individually on a case-by-case basis by the CMC provided it is determined that the Marine is the most qualified person available.

3. Unless otherwise indicated, PCS transfers from a CONUS duty station shall not be required solely because of the passage of a stipulated period of time. In other words, while there is a minimum prescribed tour length of 36 months for most CONUS duty stations, there is no maximum tour length prescribed.

4. The Marine Corps may, under certain circumstances, transfer Marines within CONUS prior to completing the minimum TOS requirements. Assignments that may be made under this exception authority are outlined below; however, the Marine Corps is not exempt from meeting other requirements outlined in this Manual.

a. Marines transferred to an overseas, sea, or deployment designated FMF unit/tour.

b. Marines accessed, transferred to a different duty station for initial skill training, or separated. The specific TOS requirement for retirement/resignation is 1 year if the former command was overseas or 2 years if the former command was in CONUS, (Hawaii and Alaska are considered overseas for this purpose.)

c. Marines transferred to a different duty station for training purposes.

d. Marines transferred as a result of a major weapons system change or unit conversion (for example, a change from one type of aircraft to another). Moves associated with replacing a Marine selected to man a new weapons system or unit are not covered by this exception.

e. Marines permitted the incentive to retrain into a new specialty and location in conjunction with reenlistment, in which case a 1 year minimum shall apply.

f. Marines making voluntary lateral moves in conjunction with reenlistment and formal school are not authorized an exception unless training in the new MOS is provided, in which case a 1 year minimum shall apply.

g. Marines permitted the option to select another location in conjunction with an established program to keep military couples together, in which case a 1 year minimum shall apply.

h. Marines assigned to either the Office of the Secretary of Defense, the Office of the Joint Chiefs of Staff, or a Defense Agency where the tenure is limited by statute or the provisions of this Manual to a shorter tour.

i. Marines transferred for humanitarian reasons.

j. Marines transferred to a different duty station in preparation for a unit deployment.

k. Marines disqualified for duty as a result of loss of security clearance, professional certification, Personnel Reliability Program certification, or medical qualification to perform where it has been determined that no vacant position exists within the limits of the same geographic location in which the Marine may serve pending requalification or recertification.

l. Marines rendered as excess by reason of the following may be reassigned to other activities located in the same geographic area or be transferred to the nearest installation having a requirement for their respective skills:

- (1) Unit deactivation/relocation.
- (2) Base closure.
- (3) T/O changes.

(4) Reclassification or actions taken to change the occupational specialty or skill designator of a Marine.

m. First-term Marines who are being considered for reassignment are first termers.

n. Marines transferred following HIV positive diagnosis.

5. After serving 2 years at a CONUS site or 6 months prior to the completion of a prescribed overseas tour, career Marines may request a duty preference from the CMC (MMEA).

6. In addition to those already listed, exceptions to the TOS requirements may be authorized only on a limited case-by-case basis by the CMC. Requests for TOS waivers of 12 months or less may be granted by the CMC (MMEA as appropriate). Requests for TOS waivers of more than 12 months may be granted by the CMC (MM).

7. Critical Acquisition Positions (CAP)

a. Assignment to a CAP requires a signed tenure agreement to remain in that position for at least 3 years.

b. Tenure waivers for CAP assignments will be processed on a limited case-by-case basis. The Assistant Secretary of the Navy (RD&A) is the approval authority for CAP tenure waivers.

1102. RETAINABILITY REQUIREMENTS. The application of this requirement will cause, if required by EAS circumstances, first-term Marines to execute either an extension of enlistment for obligated service, or an early reenlistment prior to execution of PCS orders. The extension or early reenlistment will guarantee, contractually, that the obligated military service or retainability requirement will be satisfied.

1. Career enlisted Marines in receipt of PCSO's issued by the CMC who do not have sufficient obligated service to complete the prescribed tour will be immediately afforded the opportunity to extend/reenlist in order to have the required active service. When Marines state that they do not desire to extend/reenlist, the CMC (MMEA) will be promptly notified, i.e., within 10 days of the date the orders are received at the command reporting unit level. Career enlisted Marines who do not extend/reenlist in order to qualify for assignment will sign the following page 11 SRB entry.

A signed copy of the page 11 entry will be expeditiously forwarded to the CMC (MMEA and MMSB):

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

a. In signing, the Marine requests retention at the present duty station until the expiration of current enlistment, because it is the Marine's intention to not reenlist. The Marine understands that permission to extend a current enlistment will not be granted, and reenlistment without specific approval by the CMC (MMEA) will not be authorized.

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

2. CONUS-to-CONUS Moves. Each Marine is required to have 2 years obligated military service after arrival at the gaining duty station. (Marines being assigned from shore to sea duty, changing MOS or skill designator, or as a result of retraining must have a minimum of 1 year obligated military service.)

3. CONUS-to-Overseas and Overseas-to-Overseas Moves. Marines shall not depart CONUS or other departure ports unless they have the obligated military service for serving the prescribed tour, whether on an accompanied or unaccompanied tour unless waived by the CMC (MMAO/MMEA as appropriate) in accordance with this Manual.

4. Overseas-to-CONUS. Each career Marine is required to have a minimum of 12 months obligated military service. Marines stationed overseas, who upon their scheduled return to the CONUS have more than 1 month but less than 12 months obligated military service prior to their expiration of active service, may not receive an early separation from the Marine Corps unless their separation is in conjunction with an approved early-release program authorized by the Secretary of the Navy, or it has been determined by the Marine Corps that the Marine is surplus to the Marine Corps manpower requirements. To better employ those Marines with limited retainability, the CMC (MMEA/MMAO as appropriate) is authorized to extend involuntarily the Marine's overseas tour (see Chapter 2, paragraph 2108).

5. Waivers may be granted on a case-by-case basis, or on a group basis when unit moves, deactivations, base closures or surplus personnel are involved. This waiver authority has been delegated in the same manner as for TOS requirements, as outlined in paragraph 1101.6.

1103. LOW COST PCS/PERMANENT CHANGE OF ASSIGNMENT (PCA) ORDERS

1. The increasing demand for effective control of PCS costs and a reduction in the authorized number of fully-funded PCS moves made by Marines requires the judicious use of low-cost PCS and PCA (no-cost) orders. PCA is a transfer between MCC's when the authority to move household goods or the entitlement to travel payment does not exist.

a. Low cost PCS orders, per the Marine Corps Personal Property Manual, restricts the transportation of household goods unless the Marine's new commander states the movement of household goods is necessary.

b. Appropriation data for per diem and mileage when commands are not located within the same geographic location may be required.

2. Low cost PCS and PCA orders versus fully-funded PCS orders will be directed whenever Marines are assigned between commands and the movement of dependents and household goods are not required.

a. Low cost PCS orders will be issued when assignments are directed between:

- (1) Washington DC Metropolitan Area and Quantico.
- (2) Washington DC Metropolitan Area and Annapolis.
- (3) Camp Lejeune or MCAS New River to or from Cherry Point.
- (4) MCAS El Toro/MCAS Tustin and Camp Pendleton.
- (5) MCRD San Diego, Coronado, or North Island and Camp Pendleton.

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

b. No cost PCA orders will be issued when assignments are directed between or within:

- (1) Washington DC Metropolitan Area.

(2) MCC's located within the same city, town, base, air station, or metropolitan area.

- (3) Camp Lejeune and MCAS New River.
- (4) MCAS El Toro and MCAS Tustin.
- (5) MCRD Parris Island and MCAS Beaufort.
- (6) MCRD San Diego, Coronado, and North Island.

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

(8) MCC's within the Norfolk area.

(9) MCC's on Oahu, Hawaii.

3. Other low cost PCS and PCA orders, not to exceed 150 miles, and waivers to the above, may be authorized on a case-by-case basis by the CMC (MMA/MMEA as appropriate).

4. REENLISTMENTS. Marines receiving retention on station as their reenlistment incentive are guaranteed that they will not be transferred for a 1 year period from their present geographic location code. Retention on station for career Marines will begin upon 3 years on station or the date of reenlistment, whichever occurs later.

1105. ASSIGNMENT OF FIRST TERM MARINES. See Chapter 4.

1106. RETIREMENT/TRANSFER TO FMCR

1. Retirement eligible Marines must serve a minimum of 2 years at the new CONUS duty station before retirement. The preceding does not apply to involuntary retirements.

2. Marines eligible to retire/transfer to the FMCR who are issued PCS orders, but who do not accept the orders, must request to retire/transfer to the FMCR. The effective date for the retirement/transfer to the FMCR may not be later than the last day of the month the Marine would otherwise arrive at the next assignment or upon completion of any obligated service, whichever is earlier.

a. A Marine will not be required to accept PCS orders if a request to retire/transfer to the FMCR has been approved. Service beyond present eligibility will not be granted once orders have not been accepted.

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

3. For CONUS-to-CONUS moves subject to service limitations and provided the foregoing is complied with (i.e., effective date of retirement/transfer to the FMCR will be no later than the last day of the month following scheduled arrival at the new duty station), the Marine will be retained at the present CONUS duty station until separation processing.

4. Marines returning from overseas assignments who desire to retire/transfer to the FMCR must do so within 60 days of return to CONUS or will be required to serve for a minimum of 1 year at a new duty station. An individual may extend the overseas tour in order to fall within the 60-day period. The preceding does not apply to involuntary retirements or selective early retirements where this period may be extended 100 days to include permissive temporary additional duty (PTAD). The individual may take pre-separation leave per MCO P1900.16.

5. See Chapter 2 regarding special provisions applicable to Marines serving overseas who are accompanied by their dependents.

1107. OFFICER ASSIGNMENTS

1. Monitors make assignments based on the following priorities (listed in order of precedence):

- a. Needs of the Marine Corps.
- b. MOS/billet variety - command versus staff tour.
- c. Availability of the individual.
- d. Overseas Control Date (OCD).
- e. Seniority.
- f. Individual preference.

2. Restricted officers (warrant officers and limited duty officers) shall only be assigned to restricted officer billets within their MOS.

1108. FIELD GRADE OFFICER COMMAND TOURS

1. Field grade officers assigned at major shore commands will serve a 36 month tour.

2. Field grade officers assigned as commanders of MCAS's will serve a 36-month tour length. Tour lengths less than or greater than these bounds will be approved by the CMC (MM).

3. Officers Assigned to CAP. Officers assigned to CAP must meet tour length provisions prescribed by 10 U.S.C. 87. Early release of officers assigned to such billets requires approval by the Assistant Secretary of the Navy (RD&A). See paragraph 1101.7 for TOS requirements.

1109. OFFICER RESIGNATIONS. Resignations will normally not be recommended for approval if:

1. PCS orders have been issued to the officer prior to the date of the officer's request. Officers who are eligible to resign and have been issued PCS orders may request cancellation of the pending assignment provided a request for resignation is submitted at least 120 days prior to the effective date of arrival at the new duty station. The requested effective date of resignation must be no later than the last day of the month of the date of arrival at the new duty station.

2. The officer is assigned (joined or attached) to a unit located within CONUS which is scheduled to deploy outside its immediate geographical location in excess of 90 days, and the officer submits a resignation request within 4 months, or in the case of a carrier deployment within 9 months, of the date that deployment is scheduled to commence.

3. The officer is serving overseas and desires separation prior to completion of the minimum tour length prescribed by this Manual.
Note: An officer is required to serve only 1 year at a CONUS duty station, for the retainability requirement, after serving overseas. Officers who voluntarily extend their overseas tour will not be eligible to resign prior to completion of that extension.

4. The officer has not completed 2 years at a current CONUS duty station, if the previous duty station was also in CONUS.

1110. OFFICERS ON THE JOINT DUTY ASSIGNMENT LIST (JDAL). Officers assigned to billets on the JDAL must meet the tour length provisions prescribed by 10 U.S.C. 38. The early release of officers assigned to such billets requires approval from the Secretary of Defense. Coordination will be made with the Joint Officer Management Officer, the CMC (MMOA), prior to reassignment of officers detailed to positions on the JDAL.

MARINE CORPS PERSONNEL ASSIGNMENT POLICY

CHAPTER 1

ASSIGNMENT POLICY

SECTION 2: SPECIAL ASSIGNMENTS/TOURS

1200. RECRUITERS

1. Marines who successfully complete a tour of duty as a recruiter will be given a CONUS assignment in accordance with paragraph 1101 of this Manual. If assigned to an FMF unit, they will not be scheduled for a 6 month or more TAD deployment outside CONUS, or Hawaii/Alaska for the first 6 months of their FMF tour unless they volunteer.

2. Career recruiters (MOS 8412) will not be considered for Western Pacific (WESTPAC) assignments; however, should they request a 1 year tour out of the 8412 MOS, they may be assigned to a WESTPAC dependents-restricted tour.

1201. DRILL INSTRUCTORS. Tour lengths for Marines assigned as drill instructors (BMOS 8511) at a Marine Corps Recruit Depot will be 36 months starting from the date the current tour begins.

1202. SEA DUTY ASSIGNMENTS

1. The following are considered assignments to sea duty. (Marines assigned to nuclear powered vessels must be U.S. citizens.)

- Flag Allowance, commander, 2d Fleet
- Flag Allowance, Commander, 3d Fleet
- Flag Allowance, Commander, 7th Fleet
- Flag Allowance, Commander, 6th Fleet
- Flag Allowance, COMPHIBGRU 1
- Flag Allowance, COMMIDEASTFOR
- Officer Allowances, all TACGRU Units
- Officer Allowances, all TACRON Units
- All Assistant Air Operations Officers, LPH/LHA/LHD
- All Ship and Amphibious Squadrons (CPR's) Combat Cargo Officers/ Assistants (CCO/CCA) (does not include administrative CPR's)
- All communications and Aviation Ordnance Permanent Personnel (LHA/LHD)
- Permanent Landing Force Staff and Communications Detachments (LCC's)
- All Marine Detachments

2. Tour of Duty. The normal tour of duty for sea duty assignments is 24 months regardless of the homeport location or whether the Marine is accompanied or not accompanied by family members.

3. Type Duty. Marines assigned to sea duty tours are not considered to be serving a dependents-restricted tour of duty except as noted above. Therefore, the provisions of "continued occupancy of Government quarters" as provided in MCO P11000.22 do not apply. The Marine and his/her family members will only rate Government quarters at the new duty station/homeport location if available.

4. Tour Completion. In order to reduce transfer costs and retain a degree of equity for those Marines nearing the completion of their sea duty tour, the following general guidelines are provided:

a. Marines completing a normal tour of sea duty during the initial 30 days of a scheduled deployment will be transferred from sea duty prior to the deployment.

b. Marines who have not voluntarily extended their tour of sea duty to complete a scheduled deployment and who will complete a normal tour of sea duty after the 30th day of a deployment will be transferred upon completion of their normal tour:

5. OCD Guidance. See Chapter 2, paragraph 2500.

1203. SPECIAL OVERSEAS ASSIGNMENTS. Marine Security Guard (MSG), Marine Corps Security Force (MCSF), and Marine Corps Foreign Personnel Exchange Program (MCFPEP) are all discussed in chapter 2, section 2 of this Manual. Paragraph 2101 covers tour lengths. Paragraph 2109.3f covers consecutive overseas tours for MSG. Policy for the management of the MCFPEP is contained in MCO 5700.4.

1204. MOBILE CONSTRUCTION BATTALIONS. The normal prescribed tour of duty for Marines assigned to duty with the Seabees in a mobile construction battalion is 24 months.

1205. SUBSTANCE ABUSE COUNSELORS. Considering the limited number of qualified personnel with this specialty, special assignment provisions are necessary. The CMC (MMEA-85) will direct assignment of substance abuse counselors. Once assigned, counselors will be retained on station in the designated T/O line number for a minimum of 36 months.

1206. NAVY PERSONNEL. Navy personnel assigned to FMF units will be subject to the tour lengths prescribed in the current edition of NavPers 15559 for officer personnel, and NavPers 15909 for enlisted personnel.

1207. CAREER PLANNERS. Marines will be assigned to the career planning force per MCO P1040.31, Enlisted Career Planning and Retention Manual. The normal tour length for Marines assigned as Career Planners is 36 months. At the end of this tour, Marines will return to their primary MOS.

1208. EQUAL OPPORTUNITY ADVISORS (EOA). Billets for EOA's have been established at 21 major installations. Staff noncommissioned officers may request assignment as EOA's via AA Form through the appropriate chain of command or naval message to the CMC (MMEA-85). Marines selected must complete initial training through the Defense Equal Opportunity Management Institute (DEOMI) EO Correspondence Course. Upon completion of the correspondence course, the Marine will attend a 16-week EOA Residence Course at DEOMI. The tour length for advisors is 36 months.

MARINE CORPS PERSONNEL ASSIGNMENT POLICY

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SECTION 3: HOUSEHOLD ASSIGNMENT POLICY

1300. JOINT HOUSEHOLD ASSIGNMENT POLICY. Although the importance of family unity is recognized, military service by its very nature involves family separation.

1. When both spouses are service members (and either one or both are Marines), every effort will be made to prevent separations which may be longer than those normally encountered by Marines with civilian spouses.

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

3. Military couples are advised that the Marine Corps ability to collocate them is sometimes limited, particularly when one of the spouses is a member of another service. Additionally, military couples are advised that decisions relating to further service, career development, or family planning must be based on the assumption that joint assignment is not guaranteed.

4. Preferential treatment in assignments/duty stations will not be given based on marital status. Each spouse can expect normal career assignments to include school, TAD, and unaccompanied overseas tours.

5. The order issuing process is initiated through the Marine Corps Total Force System (MCTFS). To identify Marines having military spouses, spouses SSN's must be entered via unit diary per MCO P1080.35.

6. A spouse of a Marine who is also a service member shall not be considered a family member for assignment purposes.

7. Dual-military parents must refer to MCO 1740.13 for establishing a child care plan.

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

a. Close proximity is defined, for the purpose of this policy, as follows: the distance traveled between the spouses' duty stations does not exceed 50 miles.

b. Requests will be submitted to the CMC (MMEA/MMOA as appropriate) by either Marine spouse. The request, via AA Form, will list the following for each service member: name, grade, SSN, MOS, duty station, date current tour began, OCD, end of active service (EAS), branch of service, and date of marriage.

c. A request from one Marine spouse will be considered as a request by both and, as such, the transfer of either or both Marine spouses will be considered.

d. The service members must be married at the time the request is submitted.

e. Requests to establish a joint household will be favorably considered provided the following conditions exist:

(1) A valid requirement (grade and MOS) exists for one military spouse at or in close proximity to the duty station of the other military spouse.

(2) The Marine transferring must have completed the CONUS TOS requirements (see paragraph 1101) or served a minimum of 1 year, from the date of marriage, at the current duty station or, if currently assigned to an overseas area, must have completed the prescribed tour.

f. Quarters (on or off base) are available to establish a joint residence. Bachelor housing may not be occupied on a permanent basis by married personnel accompanied by their dependents/military spouses.

1301. SINGLE PARENTS

1. Single parents will be assigned on the basis of the same policies and procedures applicable to other Marines. The Marine Corps recognizes the unique situations that occur when single parents are assigned to some types of duty/duty stations; however, a preferential assignment policy regarding single parents would be discriminatory toward other Marines.

2. A Marine may be processed for discharge by reason of parenthood, per MCO P1900.16, if it is determined that the Marine is unable to perform his/her duties satisfactorily or is unavailable for worldwide assignment or deployment.

3. Marines who become a single parent as a result of unforeseen circumstances, (e.g., death of a spouse) may apply for an assignment deferment or reassignment based on humanitarian/hardship reasons per MCO P1000.6.

4. Assignment of a single Marine to an overseas tour shall be deferred for 6 months from the effective date of adoption of a child when a Marine is directed to a dependents-restricted tour or to an accompanied tour where concurrent travel of the adopted child is denied. Only one member of a military couple may be assigned to a dependents-restricted tour or an accompanied tour where concurrent travel of the adopted child is denied. The other member of a military couple will be deferred for 4 months from the effective date of adoption. These deferments also apply to temporary duty or temporary assignment away from the permanent duty station or home port, and to involuntary activation of reservists. Marines may waive the deferment if they desire.

5. Single parents with custody of children must establish a child care plan per MCO 1740.13.

6. To ensure members receive a combined household goods weight entitlement, a statement will be included in their PCS orders to indicate the orders establish a joint household per the provisions of U5330A of the JFTR.

1302. EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP). Assignment to the EFMP assists the monitor in the proper assignment of Marines with family member(s) enrolled in the program. For details on the EFMP see MCO P1754.4.

1303. ASSIGNMENT OF HUMAN IMMUNODEFICIENCY VIRUS (HIV) INFECTED PERSONNEL

1. Personnel who test HIV antibody positive during routine screening will be directed by the Chief, Bureau of Medicine and Surgery (BUMED) to an appropriate medical facility for evaluation and determination of fitness for duty. If found unfit for continued service, they will be processed for medical separation via the physical disability system. If found fit for full duty, they will be returned to their unit for duty.

2. HIV antibody positive personnel retained on active duty will be assigned to non-deploying, non-FMF units. They must be assigned within the United States including Hawaii and Alaska, and within 300 miles of a Naval Medical Treatment Facility designated by the Surgeon General. Specific assignments will be made on a case-by-case basis taking into consideration medical advice on treatment/evaluation, confidentiality, and humanitarian concerns.

3. HIV antibody positive Marines may require reassignment. If an individual tests HIV antibody positive while assigned to an FMF unit, he/she will be reassigned to a non-FMF unit for duty.

4. HIV antibody positive personnel will not be assigned to ships detachments, deployments overseas, or extended deployments afloat. This policy does not prevent HIV antibody positive personnel from embarking on ships for short duration training exercises or from participating in training deployments within the United States or its territories (e.g., a combined arms exercise).

1304. ASSIGNMENT DURING CONTINGENCIES SHORT OF MOBILIZATION. During contingencies that do not require the mobilization of the total force and especially during contingencies that do necessitate the mobilization, the assignment policies outlined in this Manual may be temporarily replaced with policies implemented to support the contingency. Should this occur, new assignment policies will be published by the CMC per the Marine Corps Mobilization Plan (M-Plan).

MARINE CORPS PERSONNEL ASSIGNMENT POLICY

CHAPTER 2

OVERSEAS ASSIGNMENTS

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MARINE CORPS PERSONNEL ASSIGNMENT POLICY

CHAPTER 2

OVERSEAS ASSIGNMENTS

SECTION 1: GENERAL OVERSEAS ASSIGNMENT POLICY

2100. GENERAL OVERSEAS ASSIGNMENT POLICY

1. All Marines will receive a minimum of 12 weeks training on active duty (exclusive of time spent in a hospitalized, leave, delay, transient, or absentee status) prior to an overseas assignment. This restriction does not apply for assignment to Hawaii, Alaska, and the territories and possessions of the United States.

2. Prior to detachment for transfer overseas, commanding officers will ensure that all Marines are medically and dentally qualified for overseas assignment per NAVMEDCOMINST 1300.1. Commanding officers are responsible for ensuring all required medical/dental screening is complete prior to the movement of household goods overseas. Commanding officers will ensure that service members are promptly referred for medical and dental screening. The average medical screening process for a family takes between 50 to 60 days. Appendix C provides a list of requirements for family member screening. The importance of complete and timely screening cannot be over-emphasized. A Marine's family members cannot be command sponsored for travel overseas unless successfully screened. Once the screening is complete, it is valid for 12 months from the date of completion. Commanding officers must certify a Marine's qualification for overseas assignment per the checklist contained in Appendix B. Family members of Marines assigned to Hawaii will not be screened. Family members of Marines assigned to overseas unaccompanied tours of 24 months or less do not require screening. If it is decided that the Marine is not qualified to execute the orders, the detaching command will notify the CMC (MMEA/MMOA as appropriate) within 5 days of the determination. Commanding officers may not waive requirements for overseas medical screening.

3. Individual Marines who have successfully completed a formal alcohol rehabilitation program, to include required aftercare, and have experienced no alcohol involvement for 6 months are considered qualified for overseas duty. Marines assigned to FMF deployment designated units are considered eligible to go overseas with their units immediately after the inpatient portion of formal alcohol rehabilitation is completed.

4. The unaccompanied tour and dependents-restricted tour are two types of unaccompanied overseas assignments.

a. The unaccompanied tour is the unaccompanied tour length for an overseas location where family members are authorized. Marines with family members who are ordered to an accompanied overseas tour but elect not to have their family members accompany them serve an unaccompanied tour.

b. The "dependents-restricted" tour is a tour at overseas locations or units where family members of Marines are not authorized.

2101. TOUR LENGTH POLICY

1. Prescribed DoD overseas tour lengths are listed below:

<u>Country or Area</u>	<u>Accompanied by Family Members</u>	<u>Unaccomp</u>	<u>Depn Restr</u>
ALASKA			
I-I Anchorage	36	36	
ARGENTINA			
MarCorSchools	36	24	
MCFPEP	24		
AUSTRALIA			
MCFPEP	24		
BAHRAIN	24		12
BELGIUM			
SACEUR	36-48*	24	
NATO HQ	36-48*	24	
BRAZIL			
MCFPEP	24		
CYPRUS			
Co B, MSGBn	24	18	
CANADA			
MCFPEP	24		
COLOMBIA			
U.S. Mil Grp	24	18	

<u>Country Or Area</u>	<u>Accompanied by Family Members</u>	<u>Unaccomp</u>	<u>Dean Restr</u>
CUBA (Guantanamo)			
CO L MarSptBn	30	18	
All Other MCC's	24	12	
DENMARK			
HQ Allied Forces Baltic	36-48*	24	
DIEGO GARCIA			
All MCC's			12
DOMINICAN REPUBLIC			
JUSMAG	36-48*	24	
EL SALVADOR		12	
(non-attaché)			
GERMANY			
Co A, Co E MSGBn	36	24	
All Other MCC's	36-48*	24	
GREECE			
JUSMAG	24	15	
MCSF Suda Bay		12	12
GUAM			
All MCC's	24	24	
HAWAII			
All MCC's (Except MCSFCo Pearl Harbor)	36	36	
HAWAII			
MCSFCo HI	36	24 (MOS 8152 E-3 & Below)	
ICELAND			
MCSF Keflavik	24	12	
INDONESIA			
U.S. DefLnGrp	24	12	
ISRAEL			
MilObsGrp	24	12	
IVORY COAST			
Co G MSGBn	24	24	

<u>Country or Area</u>	<u>Accompanied by Family Members</u>	<u>Unaccomp</u>	<u>Depn Restr</u>
ITALY			
MCSF NAPLES	36	24	
1st Term Marines			18
All Other MCC's	36-48*	24	
JAPAN (Honshu)			
MCC's in Tokyo, Yokosuka & Sasebo	36-48*	24	
MCAS Iwakuni	36	24	12
1st MAW, Iwakuni	36	24	12
Co E, MarSptBn (Misawa)	36	24	
KENYA			
Co F MSGBn	36	24	
KOREA			
Pohang			12
All Other MCC's	24	12	
NETHERLANDS			
HQ Allied Forces, Central Europe	36-48*	24	
MCFPEP	24		
NORWAY			
HQ Allied Forces, Northern Europe	36-48*	24	
MCFPEP	24		
U.S. EUROPEAN CMD LOGISTICS COOR. CMD (ULCC), OSLO	36-48*	24	
PANAMA			
Co D, MarSptBn/MCSFCO	24	12	
All Other MCC's	24	12	
U.S. Southern Cmd	36	24	
PERU			
MCFPEP	24		
PHILIPPINE ISLANDS			
JUSMAG	24	12	
PUERTO RICO			
All MCC's	36-48*	24	
1st Term Marines MCSFCo			18

<u>Country Or Area</u>	<u>Accompanied by Family Members</u>	<u>Unaccomp</u>	<u>Dean Restr</u>
RYUKYU ISLANDS (Okinawa)			
All MCC's	36	24	12
SPAIN			
All MCC's	36-48*	24	
1st Term Marines MCSFCo		18	
SWEDEN			
MCFPEP	12		
THAILAND			
CO C, MSGBn (Bangkok)	24	24	
All Other MCC's	24	18	
UNITED KINGDOM			
All MCFPEP	24		
All Other MCC's	36-48*	24	
1st Term Marines MCSFCo		18	
VENEZUELA			
U.S. MilGrp	24	18	

* Normally, Marines who are accompanied by family members will serve at least a 36 month tour.

2. The tour lengths for Marines assigned to defense attaché posts are listed below:

<u>Location</u>	<u>Tour Length</u> (all billets are designated as accompanied by family members)
Australia	36
Barbados	36
China	24
Denmark	36
Dominican Republic	36
Egypt	24
El Salvador	24
Fiji	36
France	36
Greece	36
Guatemala	36
Indonesia	36
Italy	36
Jamaica	36
Lebanon	18 Unaccompanied

Location	Tour Length
	(all billets are designated as accompanied by family members)
Mexico	24
Morocco	36
Norway	36
Oman	24
Senegal	24
Tunisia	36
Turkey	36
United Kingdom	36
Russia	24

3. First-Term Marines. See Chapter 4.

4. Assignment to Hawaii and Alaska. Hawaii and Alaska area considered to be CONUS for assignment purposes. Unless otherwise indicated in this Manual, Marines assigned to Alaska and Hawaii must serve a minimum tour of 36 months. These Marines will not have a mandatory rotation date established. See Chapter 4 for assignment of first-term Marines. Refer to the JFTR for those overseas entitlements which pertain to Hawaii and Alaska. The following applies to Marines assigned to Hawaii:

- a. Will be assigned a rotational overseas PCS move due to the transoceanic cost variables involved.
- b. Will have the same minimum TOS requirements as CONUS sites.
- c. Not considered overseas for station allowance purposes or medical screening.
- d. Will not automatically be eligible for an OCD. An OCD may be attained through accrual of Accumulated Deployed Time (ADT), or by completing two deployments of 5 months or more.

5. MSG Officer. See chapter 2, paragraph 2200.5.

6. Recommendations to change any overseas tour length prescribed in Chapter 2, paragraph 2101 should be forwarded to the CMC (MPP) for appropriate action. Recommendations shall include:

- a. Number of military personnel involved, both officer and enlisted, and family members (where authorized).

b. Where applicable, recommendations should address the general desirability of the area and comparison with acceptable patterns of American living, measured by such factors as climate; available standards of living; political climate; availability and adequacy of medical, dental, schooling, housing, and other forms of support; off-duty pursuits and recreational activities; and transportation.

c. The effect of the above on personnel serving in either an accompanied or unaccompanied status will be described.

2102. OBLIGATED SERVICE

1. Prior to detachment for transfer overseas, a Marine ordered to an overseas duty station must have sufficient obligated military service to complete the prescribed tour-length. Sufficient obligated military service for an overseas tour means that the Marine must have, on the date departing CONUS or other port of departure, enough active duty remaining to complete the prescribed day-for-day overseas tour length. A prescribed 12 month tour requires 365 days. A prescribed 36 month tour requires 1,095 days obligated military active service remaining from the date the individual departs CONUS or other port of departure. See Chapter 4 concerning the assignment policy for first-term Marines.

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

3. Career enlisted Marines are expected to reenlist. Those in receipt of PCS orders overseas who do not have sufficient obligated service to complete the prescribed tour will be immediately afforded the opportunity to extend/reenlist in order to have the required active service. When Marines state that they do not desire to extend/reenlist, the CMC (MMEA) will be promptly notified, i.e., within 10 days of the date the orders are received at the command reporting unit level. Career enlisted Marines who do not extend/reenlist in order to qualify for overseas assignment will sign the following page 11 entry in their SRB (a signed copy of the page 11 entry will be expeditiously forwarded to the CMC (MMEA and MMSB)):

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

given the opportunity to submit a statement and that statement, if submitted, will be filed on the document side of my SRB. I choose to/not to submit a statement."

In signing, the Marine requests retention at the present duty station until the expiration of current enlistment, because it is the Marine's intention not to reenlist. The Marine understands that permission to extend a current enlistment will not be granted and reenlistment without specific approval of the CMC (MMEA) will not be authorized.

a. Normally, career Marines who do not extend/reenlist in order to qualify for an overseas assignment will be retained at their present duty station until their EAS.

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

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

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

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

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

d. Career enlisted Marines transferred to CONUS for discharge prior to the completion of the prescribed tour length because they will not extend/reenlist will be informed that they cannot extend/reenlist after their arrival in CONUS. These Marines will sign the below statement on page 11 of their SRB in addition to the page 11 entry required by paragraph 2102.3. copies will be forwarded to the CMC (MMEA and MMSB).

"I hereby accept transfer to the United States for discharge."

Upon separation, career enlisted Marines will be assigned an RE-30 reenlistment code per MCO P1900.16 and will be separated in accordance with that order.

2103. ELECTION OF TOUR LENGTH

1. Marines with family members who are otherwise entitled to transportation of family members may elect to serve the shorter unaccompanied tour when assigned to an accompanied-by-family members tour. The election in this case pertains only to their entitlement to choose whether they are to be accompanied-by-family members or to serve without family members. Those who opt to serve with family members must serve no less than the prescribed accompanied tour, unless slated to a CONUS command through the command screening program, or selected for Top Level School (TLS). Officers on a 36 month accompanied tour shall be eligible to slate for CONUS command and/or TLS after completing 24 months of said tour. Marines who are assigned the unaccompanied or dependents-restricted tour are not entitled to transportation of family members at Government expense to the overseas duty station.

2. Procedure

a. Prior to delivery of PCS orders for an accompanied-by-family members tour, the order-delivering authority may determine whether the Marine desires to serve the accompanied-by-family members tour or the unaccompanied tour as prescribed in Chapter 2, paragraph 2101.

b. Orders for Marines electing the unaccompanied tour shall contain a statement that Government transportation of family members to the assigned overseas duty station is not authorized per the JFTR.

(1) The order-delivering authority will also notify the CMC (MMEA/MMOA as appropriate) by naval message that the Marine has elected an unaccompanied tour.

(2) The following signed statement will be entered on page 11 of the Marine's SRB/OQR with a copy forwarded to the CMC (MMEA/MMOA as appropriate):

"I hereby elect to serve the unaccompanied tour as described in MCO P1300.8R."

c. The provisions of paragraph 2405 regarding visits by family members are applicable to Marines with family members who elect the unaccompanied tour. The DoD Military Pay and Entitlements Manual (DoDPM) contains information on the entitlement to family separation allowance when a Marine is assigned overseas. Marines who elect to serve an unaccompanied

tour will not be entitled to payment of family separation allowance (FSA-R) unless unusual family or operational circumstances exist for which a waiver from the CMC (MPP) has been granted.

2104. CHANGING THE TOUR LENGTH

1. A Marine who desires to change the election from an unaccompanied tour to an accompanied-by-family members tour or a dependents-restricted tour to an accompanied-by-family members tour, after being detached from the old duty station, must forward a request to the CMC (MMAO/MMEA as appropriate) for decision. The request will contain full justification to warrant the change, with a statement that family members travel and/or shipment of HHG's have or have not occurred and, if appropriate, the location to which family members travel/household goods (HHG) shipment was accomplished at Government expense. To qualify for this change, the Marine must have sufficient obligated service to complete the prescribed accompanied-by-family members tour length or extend/reenlist to obtain the necessary obligated service. It is emphasized that the individual must have sufficient obligated service to complete the prescribed accompanied tour length from the date that the CMC approves the request and grants command sponsorship of family members. Final determination will be made by the CMC (MMEA/MMAO as appropriate) based on the needs of the service and consideration of the economical expenditure of Government funds.

2. A Marine who desires to change the election from an accompanied-by-family members tour to an unaccompanied tour after being detached from the old duty station or upon arrival at the new station may have the request approved by the CMC (MMEA/MMAO as appropriate). The activity the Marine is assigned to will have the Marine execute the statement contained in paragraph 2103.2b above, and endorse the orders to the effect that Government transportation of family members to the new permanent station is not authorized and that the JFTR applies. If the orders are not available, a certificate to the same effect will be issued. The CMC (MMEA/MMAO as appropriate) will be provided a copy of the statement of the Marine. The JFTR is not applicable in these cases. In those cases where family member travel overseas or HHG's shipment overseas has been accomplished, requests to change to the unaccompanied tour length will normally not be approved. Requests involving change in tour length subsequent to family member travel overseas or HHG's shipment overseas will be submitted to the CMC (MMEA/MMAO as appropriate) for decision.

3. A Marine whose command-sponsored family members return to the United States before completion of the accompanied overseas tour will be required to complete the accompanied tour. Requests for

exception from the preceding will be submitted to the CMC (MMEA/MMOA as appropriate).

2105. TOUR COMPLETION

1. Overseas tours commence on the date Marines depart CONUS or other port of departure regardless of whether their family members travel concurrently or join them later.

2. Compute/adjust the Rotation-Tour-Date (RTD) per MCO P1080.35.

3. Normally, transportation from an overseas duty station should be scheduled within the 10-day period prior to the Marine's RTD. Where the circumstances of a particular case so warrant, commanders may request authority from the CMC (MMEA/MMOA as appropriate) to rotate an individual earlier.

4. The minimum time to receive credit for a complete dependents-restricted tour (other than hostile fire area tours) is 9 months (270 days), except in those situations (other than initial relocation of a unit from WESTPAC under the Unit Deployment Program (UDP)) where the Marine has served at least 180 days overseas and is returned to the United States at other than the Marine's own request. The requirement to serve 270 consecutive days to receive credit for the completion of the dependents-restricted tour is an administrative control used by the Marine Corps for awarding an OCD. The 270-day minimum requirement for a tour completion cannot be used to determine eligibility for entitlements specified in the JFTR; i.e., if the JFTR requires a 12-month tour to be completed before eligibility for an entitlement can be granted, this means the entire prescribed tour (365 days). The minimum time to receive credit for a complete tour in a hostile fire area is 6 months (180 days). Excluding time lost as defined in the DODPM, time creditable as "overseas duty" will begin with the day of departure from CONUS or Hawaii port and terminate on the day of return thereto.

2106. INCENTIVES FOR OVERSEAS TOUR EXTENSIONS BY ENLISTED PERSONNEL. The Marine Corps Overseas Tour Extension Incentives Program has been established to encourage enlisted Marines to extend their tour length at selected overseas locations. See paragraph 2108.3 through paragraph 2108.8 for program details.

2107. SPECIAL INSTRUCTIONS FOR LOCATIONS WHERE ACCOMPANIED TOURS MAY OCCUR "SINGLE ASTERISK" LOCATIONS. Also see paragraph 2101.

1. Career Marines, issued unaccompanied orders to a "single asterisk" overseas duty station, may request the accompanied-by-family members tour length per paragraph 2101 of this Manual. The Marine must have custody of his/her family members (including those unmarried/separated/divorced Marines).
2. For all Marines assigned to a "single asterisk" overseas location, except first-term Marines without family members, the following apply:
 - a. If, at normal RTD, the Marine is within 11 months of EAS/retirement/transfer to the FMCR, the Marine's tour will be involuntarily extended to EAS/retirement/transfer to the FMCR.
 - b. Tour lengths will not be involuntarily extended if the Marine extends/reenlists for a period of time sufficient to enable the Marine to serve 12 months or more upon arrival at a new duty station.
 - c. Marines may request extensions/reenlistments any time after arrival at the overseas duty station but are encouraged to extend/reenlist at least 6 months prior to their original RTD.
3. Marines who, at their request, are transferred or reassigned from one MCC to another MCC within the same geographic area indicated by a "single asterisk" will serve a minimum cumulative 48-month tour in that geographic area.
4. Marines who, due to a service requirement, are involuntarily transferred or reassigned from one MCC to another MCC within the same geographic area indicated by a "single asterisk" will retain their original RTD. Voluntary tour length extensions by these Marines are encouraged.

2108. EXTENSIONS OF OVERSEAS TOURS

1. Involuntary Extensions

a. Accompanied Tours. Any Marine serving an accompanied tour (does not include those locations marked with a "single asterisk" in paragraph 2101) may be involuntarily extended provided that:

(1) If, at normal RTD, the Marine is within 6 months of EAS/retirement/transfer to the FMCR and is serving at a location where the prescribed accompanied-by-family members tour is less than 36 months, the Marine's tour may be involuntarily extended by the overseas commander to EAS/retirement/transfer to the FMCR.

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

b. Dependents-Restricted Tours. Marines within 6 months of separating and stationed at a duty station where they are assigned to a dependents-restricted tour may be retained at that duty station until their scheduled date of separation.

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

d. Before an involuntary overseas extension is imposed per this Manual, enlisted Marines will be given the opportunity to extend their enlistment, when otherwise eligible, by a time sufficient to increase remaining service to more than the minimum period indicated above. Officers will be afforded the opportunity to extend overseas tours or serve 1 year at a CONUS duty station prior to retirement/separation.

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

2. Voluntary Extensions. Commanders will forward requests for extensions by Marines, with specific recommendations, to the CMC (MMEA/MMOA as appropriate) for approval. Extension requests that will cause a Marine to remain overseas in excess of 6 years, whether as the result of consecutive accompanied or unaccompanied tours, will be personally endorsed by commanders certifying that retention of the individual is in the best interest of the command. Guidance for forwarding requests is as follows:

a. Requests should be received by the CMC (MMEA/MMOA as appropriate) at least 120 days prior to the 1st day of the month of normal rotation.

b. All requests for extensions demonstrating hardship or humanitarian situations, which meet the criteria established in MCO P1000.6, will be considered at any time.

c. Extensions that would result in a new RTD that does not provide for sufficient retainability (Chapter 1, paragraph 1102) will normally not be approved.

d. The following statement will be included with the request for extension of an overseas tour:

"I understand that with the approval of my request for an overseas tour I may be reassigned to another MCC within the same geographic area."

e. The following statement will be included with any request for extension of 12 or more months:

"I have been counseled and understand the travel provisions of JFTR. I am requesting an overseas extension vice consecutive overseas tour and understand the difference in travel options that may be available to me."

3. Overseas Tour Extension Incentives Program (OTEIP)

a. This program applies to enlisted Marines serving at dependents-restricted MCC's, aboard ships homeported outside CONUS and Hawaii, and both MCC's at Marine Barracks, Guantanamo Bay, Cuba (GTMO), MCC's 044, 045, and 092 (MCAS's, Iwakuni and Futenma, and MCB Camp Butler, respectively), Company D, MarSptBn, and Marine Corps Security Force Company, Panama. All MCC's Diego Garcia are included in this program.

b. This program will be used to increase the personnel stability of enlisted Marines at overseas locations. This program will not be applied to locations or enlisted specialties in a way that will adversely affect the combat readiness of the operational forces. The incentive may be exercised only to the extent that the unit readiness of the overseas activity, for which the program is authorized, is not adversely affected.

4. Procedures

a. Enlisted Marines who have at least 12 months remaining on their current enlistment, or agree to extend sufficiently their enlistment period to have 12 months remaining, are eligible for this program. Extension requests must be for a minimum 12 months beyond the Marine's prescribed RTD. Multiple extensions of less than 12 months having a sum total of 12 months or greater do not qualify a Marine for the incentive program.

b. Enlisted Marines serving on a dependents-restricted tour at the locations listed in paragraph 2101 are eligible for the extension incentive. However, Marines who are offered the accompanied-by-family members tour and elect to serve an unaccompanied tour are not eligible for the program.

c. All enlisted MOS's are eligible for the incentive.

d. In addition to an in-place extension, a Marine may also request reassignment to another MCC within the same geographical location.

e. Marines accepted for this program may elect to receive the \$166.66 bonus for each of the 12 months extended, or 30 days special leave, or 15 days special leave with Government funded, round trip travel to CONUS. These incentives shall be in addition to any other leave or transportation to which the member may be entitled.

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

g. Personnel electing the 15 days special leave plus Government paid round trip transportation are directed to use Government furnished transportation to the maximum extent practicable. The cost will be charged to operation and maintenance funds of the activity to which the Marine is assigned.

h. For Marines electing the 30 days special leave, leave will commence/terminate at the permanent station.

i. If approved by the commanding officer, Marines may change their election prior to the execution of the elected option. Notification of all approved option changes will be forwarded to the CMC (MMEA).

5. A Marine who reenlists for a deferred option and will spend at least 12 additional months at that overseas station qualifies for an overseas extension incentive.

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

7. Voluntary or involuntary early termination of overseas duty of a Marine in receipt of an annual bonus will normally require reimbursement of the unearned portion. Final determination on whether recoupment is warranted rests with CMC (MMOS). Should recoupment be required, the amount shall be 1/12 of the bonus amount for each month or portion of a month not served. A member receives credit only for full months served. Used special leave or special leave/funded travel are not subject to recoupment; however, upon termination of extension, all rights to special leave or special leave/funded travel entitlements are vacated.

8. Commanding officers will ensure the following:

a. The Marine's extension request is forwarded to the CMC (MMEA). Approval will be contingent on the needs of the Marine Corps; requests, once approved, will not be canceled except for humanitarian reasons.

b. Upon the CMC approval of the extension, record the date-time-group of the approval message on the copy of the extension request filed in the Marine's SRB. This annotated request will be retained in the SRB throughout the period of extension.

c. Notify the CMC (MMEA) within 10 days of receipt of extension approval which incentive option the Marine has elected.

d. On the effective date of extension, annotate the approval message as appropriate: "Extend overseas for (No. months) Months." "Elects \$80.00 monthly extension bonus" or "30 days special leave" or "15 days special leave with transportation." If election is for monthly extension bonus, forward the message to the disbursing officer for action.

e. When the Marine returns from special leave, report the leave period per MCO P1080.35.

f. When an effective extension is canceled and the Marine had elected the extension bonus, report the effective date of cancellation of extension bonus on a Military Pay Order (NAVMC Form 11107) to the disbursing officer for action per MCO 7220.31.

g. Records Disposition. A record of all extension incentive requests will be maintained by the CMC (MMEA). The information will be retained by MCC and will include the number of requests received, the number of requests granted, and the type of option selected. Records of extension incentive requests, to include all supporting documentation, will be retained by the CMC (MMEA) for a period of 2 years.

2109. CONSECUTIVE OVERSEAS TOURS (COT's). Marines are encouraged to volunteer for and serve COT's to help reduce PCS turbulence. While it is preferred that COT's be done voluntarily, the CMC, based upon the demands of military service, may direct involuntary COT's. The initial tour obligation should be met when possible before transferring/reassigning Marines to a COT.

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

2. Intra- or Inter-Theater COT's

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

b. Exceptions to the requirement may be authorized on a case-by-case basis by the CMC (MMEA/MMOA as appropriate). Requests to waive this requirement must be endorsed at the command level. The CMC (MMEA/MMOA as appropriate) may only approve exceptions that will result in the Marine serving at least the equivalent of two unaccompanied tours prior to being transferred from the Marine's last duty station. If it is determined that the Marine must serve less than the equivalent of two unaccompanied tours, then such exceptions may only be authorized by the Secretary of the Navy per DoDDir 1315.7.

3. Leave Travel in Connection With Consecutive Overseas Assignments

a. Title 37 U.S.C. 411b states military personnel stationed outside the CONUS ordered to a consecutive tour of duty at the same duty station or transferred to another overseas duty station be paid travel and transportation allowances in connection with authorized leave from their last duty station. Such allowances also may be paid for the service member's family members. Tours of duty, whether at the same duty station or a new duty station, must be the authorized tours as prescribed in paragraph 2101.

* b. The gravel and transportation allowances authorized for consecutive overseas tours are separate and distinct from the incentives offered in connection with overseas tour extensions. Enlisted Marines approved for OTEIP who agree to serve the resulting voluntary extension are not eligible for COT/IPCOT travel allowances (see paragraph 2109.3d). Incentive options for OTEIP are only applicable to enlisted Marines serving an authorized extension per OTEIP and are not applicable to Marines serving COTS/IPCOTS. Enlisted Marines requesting voluntary extensions, to include extensions under OTEIP, will be counseled concerning the difference in travel options between voluntary extensions and COT/IPCOT per paragraph 2108.2e. If any leave is taken while traversing CONUS, COT travel shall be deemed executed and deferred COT leave travel shall not be authorized.

* c. Both enlisted Marines and officers are eligible for COT/IPCOT travel allowances when authorized to serve COTS/IPCOTS.

d. The following rules apply to COT's/IPCOT's:

(1) Marines serving an IPCOT must have completed their initial tour, to include voluntary extensions, and agree to and be authorized by the CMC (MMEA/MMOA as appropriate) to serve the prescribed tour length elected.

(2) For the Marine's family members to be-eligible for the allowances outlined in the JFTR, the Marine must be serving an IPCOT or be transferred to an accompanied tour. Also, the Marine's family members must be command-sponsored.

(3) Whether on an IPCOT or a PCS move to a new-overseas duty station, Marines must have the obligated military service (retainability) for the new tour length prescribed by this Manual.

(4) A member may defer the travel for which the member is paid travel and transportation allowances in conjunction with an approved COT or IPCOT for not more than 1 year after the date on which the member begins the COT or IPCOT. The 1 year limitation is a function of public law. Waivers are not authorized. Commanders must allow Marines the opportunity to take COT or IPCOT travel within this 1 year timeframe.

(5) If a Marine on a PCS is required to traverse CONUS while traveling to his next duty station, COT leave travel may be performed after PCS travel is performed only if deferring the performance of the COT leave travel has been authorized or approved by CMC (MMOS). Requests must contain the reason why the Marine concerned is not allowed to take leave between the two tours of duty.

(6) A Marine must serve the entire prescribed tour length prior to the commencement of the leave travel. In the case of Okinawa and Iwakuni, this would normally be 365 days from the date the Marine departed CONUS. The current assignment policy considers the prescribed dependents-restricted tour completed in situations where the tour length has been reduced up to 60 days for the needs of the service. The dependents-restricted tour is considered completed when a minimum of 270 days has been served.

e. The following guidance applies to those Marines stationed in Hawaii and Alaska:

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

(2) Marines may be eligible for IPCOT leave travel when the Marine has completed a minimum tour of 36 months on Hawaii and is reassigned by the CMC (MMOA/MMEA as appropriate) for an additional 36 month in place tour of duty.

f. MSG's may be eligible for COT leave travel when they are transferred between embassy posts overseas, provided they comply with the other provisions outlined in this Manual.

4. For guidance on family member travel and shipment of personnel property based on tour election options, see paragraphs 2408 and 2409.

2110. JOINT HOUSEHOLD TOUR LENGTHS

1. Marine spouses (member to member marriages) are authorized to be assigned to concurrent unaccompanied tours, if no accompanied tour billet is available for either spouse. If there is an accompanied tour billet available for one spouse, both will serve the accompanied-by-family members tour length.
2. Married military couples, (either one or both are Marines) assigned to different overseas locations, shall serve the unaccompanied or dependents-restricted tour length. For the purpose of this Manual, all MCC's on Okinawa are considered to be, the same location.
3. For Marine spouses who are not concurrently assigned to the same overseas location where a joint residence is planned to be established or maintained, the following applies:
 - a. The first arriving spouse will serve, at a minimum, the accompanied-by-family members tour.
 - b. The tour length of the first arriving spouse may be extended to coincide with the tour completion date of the second arriving spouse who will also serve the accompanied-by-family members tour. (The tour length of the second spouse to arrive overseas-will not be curtailed to coincide with the tour completion date of the spouse who arrived first.)
4. If a service member marries another service member while on duty in an overseas area, the originally assigned tour lengths will be maintained unless one or both members voluntarily agree to serve the accompanied-by-family members tour at that location.
5. Marines married to another service member must recognize their responsibility in sharing the burden of serving overseas tours with their contemporaries. In order to provide equitable assignments to all Marines, an individual is assigned to an unaccompanied tour based upon eligibility for such a tour. If the Marine on orders is married to another Marine or other service member, the Marine is encouraged to submit an AA Form to the CMC (MMEA/MMOA as appropriate) volunteering to serve an overseas tour. If one spouse does not choose to serve an accompanied-by-family members tour, a claim of more frequent family separation than that experienced by a Marine married to a civilian will not be sufficient justification for cancellation of PCS orders issued to one spouse to serve a dependents-restricted tour.
6. To prevent a consecutive 2 year separation of spouses, where a Marine is married to another Marine or other service member, PCS orders to a dependents-restricted tour will normally be delayed up

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

2111. CURTAILMENT OF OVERSEAS TOURS. To enhance stability for Marines and their units, and to offset the costs associated with overseas moves, Marines shall serve the tour lengths for which they are assigned. While the nature of military service may require the transfer of Marines prior to completion of their prescribed tours, such actions will be kept to the absolute minimum. Curtailments may be granted on a case-by-case basis by the CMC (MMEA/MMOA as appropriate) provided that it is the only recourse available and is clearly in the best interest of the Marine Corps.

MARINE CORPS PERSONNEL ASSIGNMENT POLICY

CHAPTER 2

OVERSEAS ASSIGNMENTS

SECTION 2: SPECIAL OVERSEAS ASSIGNMENTS/TOURS

2200. MARINE SECURITY GUARD (MSG) BATTALION

1. Enlisted Marines assigned to the various MSG Battalion company headquarters overseas will serve the prescribed tour length for the country/area wherein located as specified in paragraph 2101. Marines in the grade of sergeant and below assigned to an MSG company headquarters overseas must agree to remain single throughout their tour.
2. Marines in the grades of sergeant and below assigned to MSG detachments overseas as MSG's will have a minimum obligated service of 32 months. Tour lengths for designated countries are established jointly by the Marine Corps and the State Department.
3. Tour lengths for SNCO's assigned to MSG duty will be 36 months (with a minimum obligated service of 39 months), allowing every SNCO to serve as a detachment commander at two separate locations for 18 months each. Requests for extensions, although not encouraged, will be considered on a case-by-case basis contingent on the needs of the Marine Corps and the performance of the individual. Requests for tour extensions will be submitted by the Marine via the chain of command to the CMC (MMEA) 6 months prior to RTD.
4. See Chapter 4 for assignment of first-term Marines.
5. MSG company officers will serve a standard tour length as described in paragraph 2101.1 of this Manual. The tour length will be extended up to an additional 12 months if desired by the officer and endorsed by MSG Battalion.

2201. MARINE CORPS SECURITY FORCE (MCSF). Assignment to the MCSF's will be per the tour lengths outlined in paragraph 2101 and TOS/retainability requirements. See Chapter 4 for first-term Marine assignment policy.

2202. MARINE CORPS FOREIGN PERSONNEL EXCHANGE PROGRAM (MCFPEP)

1. Policy for the management of the MCFPEP is contained in MCO 5700.4.

2. Tour lengths for Marines participating in the MCFPEP are specified in paragraph 2101 and are identified by the abbreviation MCFPEP under the country/area. Tour lengths for Marines assigned overseas to this program are based on a Government-to-Government agreement.

MARINE CORPS PERSONNEL ASSIGNMENT POLICY

CHAPTER 2

OVERSEAS ASSIGNMENTS

SECTION 3: DEPENDENTS-RESTRICTED TOUR ASSIGNMENTS

2300. DEPENDENTS-RESTRICTED TOUR ASSIGNMENTS

1. The Marine Corps recognizes the fact that lengthy family separations are unpleasant and undesirable. The Marine Corps policy is to minimize family separations whenever possible. Decisions to move family members overseas are based upon several factors: availability of dependent support facilities, general desirability of the area, the political climate in the countries concerned, and the possible adverse effect the presence of family members might have on a unit's mission and readiness. Certain, overseas duty station locations have been determined by the DoD not to be appropriate for family members. Few Marines are assigned to these locations with family members.

2. Marines being assigned overseas must be screened per the overseas screening checklist contained in Appendix B. An endorsement signed by the commanding officer will be made on PCS orders to overseas duty stating that the detaching Marine meets the prerequisites for assignment.

3. Marines will not normally be involuntarily assigned to a subsequent dependents-restricted tour until at least 24 months have passed since last return from a dependents-restricted tour. This provision includes personnel who receive a new OCD in conjunction with a sea duty, FMF CONUS tour, overseas duty, or an accompanied tour. See paragraph 2500 for additional OCD policy.

4. A goal for the career force of at least 4 years between dependents-restricted overseas tours will be met to the maximum extent possible.

5. No Marine will be routinely assigned to an overseas unaccompanied or dependents-restricted tour of duty from an overseas accompanied tour, excluding Hawaii and Alaska.

6. Marines assigned an unaccompanied or dependents-restricted tour of 24 months or less are not required to have their family members medically screened (see paragraph 2100.2).

7. OCD policy is contained in paragraph 2500.

2301. PRIORITY FOR ASSIGNMENT TO DEPENDENTS-RESTRICTED TOURS1. ENLISTED (In order of precedence)

a. Volunteers upon completion of the prescribed overseas tour or a minimum 24 months at a CONUS duty station, as applicable. See paragraph 2302.

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

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

2. OFFICERS (In order of precedence)

a. Volunteers (upon completion of the prescribed overseas tour or 24 months at a CONUS duty station), as applicable. See paragraph 2302.

b. Marine officers with no prior overseas service.

c. Marine officers who have served longest in CONUS or on accompanied assignments since their last dependents-restricted assignment.

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

2302. VOLUNTEERS

1. Marines may volunteer for a dependents-restricted tour per the preceding assignment policies. The following statement regarding OCD waivers will be made on page 11 of the Marine's SRB/OQR with a signed copy of this statement forwarded to the CMC (MMEA/MMOA as appropriate) by means of an AA Form:

"I hereby waive my OCD per the provisions of MCO P1300.8R."

In signing, the Marine understands that this waiver does not guarantee a particular location, and an ultimate assignment overseas will be predicated on the needs of the Marine Corps. It is further understood that the prescribed overseas tour or a minimum of 24 months at the current CONUS duty station must be completed prior to transfer overseas.

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

2303. HOME-BASING/SEQUENTIAL ASSIGNMENT

1. Inform career Marines of home-basing or sequential assignments per the provisions of DoDDir 1315.7. These assignments will be made where feasible. Under the home-basing/sequential assignment concept (see DoDDir 1315.7 for amplified guidance) career Marines ordered to a dependents-restricted tour of duty will be informed of their projected geographic location assignment that will follow the completion of the dependents-restricted tour. Although the CMC (MMEA/MMOA) will make every effort to forecast a follow-on geographic assignment for all career Marines being ordered to a dependents-restricted duty, such forecasting will, of necessity, be governed by the following limitations:

a. Normally, these projected assignments will be further limited to those career Marines who are scheduled to be assigned to a follow-on tour within CONUS or Hawaii/Alaska.

b. Follow-on overseas accompanied tours of duty will usually not be forecasted because of the extreme difficulty in predicting/slating such assignments. Also, the ability of the CMC (MMEA/MMOA as appropriate) to accurately forecast long-range assignments to geographic areas or specific billets in CONUS is limited because of numerous variables (e.g., requests for retirement/transfer to the FMCR, qualifications of billet nominees, unplanned transfers, and structure changes).

c. Geographic location forecasting is also limited in situations where Marines with a projected assignment to either 2d MAW or 3d MAW under duty in a flying status involving operational or training flights within a command as the command may designate (DIFOPSODA) or duty within the command as the command may designate (DUSODA) concepts. The ultimate geographic location for these Marines is dependent upon the actual assignment by the appropriate wing commanding general. In this regard, commanding generals of 2d MAW and 3d MAW will provide timely notification of the ultimate duty station assignment to the Marines involved.

2. These projections will indicate that either:

a. Marines will be returned to the same geographic location at which they were stationed prior to the dependents-restricted tour ("home-basing"); or

b. Marines may be assigned to a different, but specified, geographic location following the dependents-restricted tour ("sequential assignment").

3. Marines who receive official notification of their home-basing assignment will sign the following SRB/OQR page 11 entry:

"I understand the intent of the home-basing assignment program and acknowledge that I am expected not to use my dependent travel entitlement, ship my HHG's (except those shipped to my overseas duty station for my personal use), use non-temporary storage of HHG's and not receive with-dependents dislocation allowance (DLA)."

4. Marines who receive official notification of their sequential assignment will sign the following SRB/OQR page 11 entry:

"I understand the intent of the sequential assignment program and acknowledge that I am expected not to use my dependent-travel entitlement except to the locale of the sequential assignment, ship my HHG's, except to the locale of the sequential assignment and those shipped to my overseas duty station for my personal use, use non-temporary storage of HHG's, and not receive dependent DLA except to the locale of the sequential assignment."

5. If either the Marine's home-basing or sequential assignment is cancelled or changed by the Marine Corps, then the entitlements not executed by the Marine may be used. If the Marine, contrary to the intent of either program, executes these entitlements, then the Marine Corps may cancel or change the previously approved home-basing or sequential assignment.

6. Forecasts of geographic location assignments within CONUS or Hawaii may be included in the PCS orders directing transfer to a dependents-restricted tour of duty utilizing an Advance Geo-Location Code (AGLC) and Advance Monitored Command Code (AMCC) with the English description of the location. The Marine's AGLC and AMCC are entered into the MCTFS by the CMC (MMEA/MMOA as appropriate) at the time PCS orders to dependents-restricted duty are issued. Other forecasts of projected geographic location assignments will utilize the English description only (no AGLC or AMCC).

MARINE CORPS PERSONNEL ASSIGNMENT POLICY

CHAPTER 2

OVERSEAS ASSIGNMENTS

SECTION 4: FAMILY MEMBERS OVERSEAS

2400. ACCOMPANIED OVERSEAS TOUR ASSIGNMENTS

1. A number of Marines are being assigned to the FMF in WESTPAC for 36 month accompanied-by-family members tours. These accompanied tour assignments further reduce the number of Marines assigned to 12 month dependents-restricted tours as well as enhance stability within the FMF in WESTPAC.
2. Marines who served without family members at a family members authorized overseas duty station are not disqualified from serving a subsequent overseas assignment with family members.
3. Marines who have completed an overseas accompanied tour will be granted an OCD.
4. Career Marines who elect the unaccompanied tour length will be granted an OCD upon completion of the unaccompanied tour.
5. An unaccompanied tour may be assigned to any Marine who is issued but does not accept overseas accompanied tour orders.

2401. PREREQUISITES FOR ACCOMPANIED OVERSEAS ASSIGNMENT

1. Before delivering orders involving overseas duty where family members are authorized, commanding officers shall ensure each Marine ordered to overseas duty is screened using the checklist at Appendix B. Marines and their families will not be medically screened for assignments in Hawaii and Alaska.
 - a. Special attention should be given to determining the physical and mental fitness of family members for residence overseas (see paragraph 2100.2). Family members must be screened for physical/medical problems and mental disorders which require care beyond the capacity of medical facilities in the area to which ordered. This medical/dental screening will be conducted by medical/dental officers per NAVMEDCOMINST 1300.1. Commands should determine that medical/special education facilities are available to meet the needs of all family members prior to clearing a family for transfer overseas. Marines must comply with the provisions of the EFMP (for details on the EFMP, see MCO P1754.4).

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

c. When for any reason the commanding officer considers the Marine or the family members to be unsuited for residence abroad, the commander shall withhold delivery of the orders and report such action to the CMC (MMEA/MMOA as appropriate). Reports shall be as detailed as possible to permit equitable determination and shall be accompanied by the commanding officer's recommendation for disposition of orders and availability for worldwide assignment.

d. Family members will not be screened when a Marine is assigned to an unaccompanied or dependents-restricted tour of 24 months or less.

2402. KEY BILLETS

1. Key billets (as defined in Appendix A) at overseas duty stations require that the Marine serve the prescribed accompanied-by-family members tour length, regardless of marital/family member status. Marines ordered to these positions will be apprised of this requirement by the CMC (MMOA).

2. A position will not be designated as a key billet unless:

- a. Government-furnished quarters are available,
- b. Concurrent travel of family members is authorized, and
- c. The accompanied tour length is at least 24 months.

2403. COMMAND-SPONSORSHIP OF FAMILY MEMBERS

1. Entitlement to family members' travel at Government expense and overseas station allowances (housing allowance and cost of living allowance) at the "with dependents" rates are authorized to a sponsor only when family members are classified as command-sponsored. See MCO P4600.7 and DoDInst 4515.13-R.

2. Marines initially assigned to an accompanied overseas tour will have their family members endorsed as command-sponsored provided they meet all of the following criteria:

- a. An accompanied-by-family members tour length is authorized for that location in paragraph 2101 of this Manual.
- b. The Marine has sufficient obligated service to complete the prescribed accompanied tour length or extends/reenlists to obtain the necessary obligated service.
- c. The Marine has been authorized, by the appropriate military commander, to have family members present in the vicinity of the overseas duty station.
- d. The Marine has not elected to serve the unaccompanied tour.
- e. The family members are found suitable by medical/dental overseas screening.

3. Clearance for family members may be required from the overseas area commander as indicated in the PCS orders issued or in MCO P1000.6.

4. Marines who, while serving a dependents-restricted tour on Okinawa or at Iwakuni, request an accompanied tour at the same location, will, upon being found suitable by medical/dental overseas screening and approval by the CMC (MMEA/MMOA as appropriate), be immediately granted command-sponsorship of family members (including family members' travel/transportation allowances, overseas station allowances, and housing eligibility). Thus, the sponsor's overseas tour length would be 36 months commencing the date of approval for command-sponsorship. Marines would be authorized family members at their location from the date of approval by the CMC (MMEA/MMOA as appropriate).

5. See Chapter 4 for policy concerning first-term Marines.

2404. ACQUIRED/NONCOMMAND-SPONSORED FAMILY MEMBERS

1. Family members acquired by Marines while serving in a restricted overseas area may not be endorsed as command-sponsored in that restricted area.
2. Marines serving on an unaccompanied tour and who are later joined by noncommand-sponsored family members or who acquire family members may have these family members command-sponsored if they are found suitable by medical/dental overseas screening and if an accompanied tour is prescribed for that duty station, and the Marine is eligible and agrees to serve the accompanied tour. An exception is when a child is born to a Marine assigned to a location where the accompanied tour is not authorized.

a. A Marine must have at least 12 months remaining on the adjusted overseas tour after approval of previously noncommand-sponsored family members as command-sponsored or arrival of family members at the overseas duty station, whichever is later. Since Government transportation is not provided for the movement of family members, the commencement date for the accompanied tour is the commencement date for the former unaccompanied tour. This restriction does not apply to acquired family members.

b. Commands will notify the CMC (MMEA/MMOA as appropriate) upon awarding sponsorship to previously noncommand-sponsored family members or acquired family members. (NOTE: Only the CMC (MMOA/MMEA as appropriate) may approve a conversion to an accompanied tour, if requested.)

c. If newly acquired family members or noncommand-sponsored family members are endorsed locally as command-sponsored, entitlement to station allowances stemming from such action shall be effective from the date of endorsement. No retroactive entitlement will be established.

3. The preceding provision does not apply in the case of Marines stationed in Hawaii, Alaska, or a territory or possession of the United States if the family members acquired are either bona fide residents of the respective state/area at the time such family members are acquired or are employees of the United States Government stationed in these locations.

2405. VISITS BY FAMILY MEMBERS. Prior to making arrangements for family members to visit an overseas area, Marines are advised:

1. Duty assignments, to include deployments, will not be influenced by the fact that a Marine's family members are visiting in the area. Marines assigned to a WESTPAC dependents-restricted tour of duty are strongly advised not to have family members visit until their unit/billet assignment is made and their deployment schedule has been projected.

2. All transportation costs for noncommand-sponsored family members to and from WESTPAC areas are the sole responsibility of the Marine sponsor. Space-available Government transportation to and from WESTPAC is prohibited by DoD regulation, except in cases of bona fide family emergency. Space-available transportation may be authorized for noncommand-sponsored family members from WESTPAC to CONUS only. See MCO 4630.16.

3. Noncommand-sponsored family members who visit sponsors on dependents-restricted FMF tours may not be endorsed as command-sponsored. The DoDPM contains information on entitlement to family separation allowance and conditions under which this

allowance may be terminated. MCO P7220.31 and the JFTR contain information on termination of variable housing allowance when family members arrive at or in the vicinity of a member's permanent duty station overseas when they are not command-sponsored.

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

2406. FAMILY MEMBERS TRAVEL AND SHIPMENT OF PERSONAL PROPERTY AND HHG'S

1. Entitlement for transportation of family members is in the JFTR; implementing instructions are contained in MCO P4650.37 and the Marine Corps Personal Property Transportation Manual.

2. Entitlement for shipment of personal property is in the JFTR; implementing instructions are contained in the Marine Corps Personal Property Transportation Manual.

3. The PCS orders will indicate category and type tour assignment to provide transportation officers the necessary information to determine entitlements.

4. The CMC authorizes family member travel overseas at Government expense based on the available standard of living; the general desirability of the location; adequacy of family member support facilities; the political climate existing in the respective country; the probability of being attacked by a potential enemy; and the possible adverse effect that the presence of family members may have on a unit's mission, operational readiness, or combat capability. Normally, family member travel shall not be authorized to any overseas location where one or more of the above factors is significantly unfavorable.

5. Marines assigned to an overseas command and who are eligible to elect either the accompanied or unaccompanied tour length must be counseled regarding the consequences of selecting an unaccompanied tour. Prior to selecting the unaccompanied tour, Marines must be certain that the travel of their family members and/or HHG's to the overseas duty station is not desired and will not be desired prior to transfer from the overseas duty station.

6. Marines already stationed overseas with command-sponsored family members who receive orders to a dependents-restricted tour may choose to have their family members remain at their current

overseas duty station. Approval authority for such family members to remain overseas rests with the CMC (M&RA). While such family members are eligible for subsequent Government transportation and entitle the Marine to station allowances at the "with dependents" rate, they shall not be considered command-sponsored. The Marine and family members shall be advised that family members remaining in a foreign country may no longer be covered by the Status of Forces Agreements (SOFA).

7. When the Marine chooses to relocate the family members and/or HHG's to a designated place at Government expense, they shall not be eligible for additional Government transportation until such time as the Marine is PCS transferred from the overseas duty station or receives an approved IPCOT.

8. Marines electing the unaccompanied tour and relocating their family members at Government expense to a designated location may further relocate their family members to their overseas duty station at their own expense. Unless Marines are eligible for and request command-sponsorship of their family members, these family members shall be considered noncommand-sponsored. If these family members, subsequent to their arrival overseas, receive command-sponsorship they will be eligible for Government transportation when their sponsor transfers.

a. Marines assigned to either a dependents-restricted tour or an unaccompanied tour may be authorized transportation of their family members to a location outside the CONUS. This location must be the home of record or legal residence of the Marine or the family members. The CMC (MM) will approve/authorize those requests where unique conditions and circumstances of a valid humanitarian or hardship nature justify such an approval. It is important to carefully consider each Marine's request for family members transportation with a view toward the morale of the Marine and the family members. In considering requests for transportation under "unique conditions and circumstances," a basic question which must be considered is whether the separation of the family members from the sponsor has created a unique situation which causes a valid hardship for the family members and whether this hardship can be alleviated by approving the requested transportation. Full documentation, to include medical records and notarized affidavits, as appropriate, will be submitted to substantiate each request. Limited command of the English language, in itself, is considered insufficient justification to warrant family members transportation and shipment of HHG's to an overseas location for a dependents-restricted tour or unaccompanied tour of duty.

(1) When the residence of the family members will be in a country other than that where the Marine is being assigned, the Marine will serve the prescribed tour length for the duty station.

(2) If the family members and the Marine will be residing in the same country, then the Marine will serve a minimum of 24 months as directed by the CMC. These family members will not be considered command-sponsored nor will their presence entitle the Marine to station allowances at the "with dependents" rate.

b. Sole parenthood, itself, is not sufficient justification for transportation of family members at Government expense.

c. The HHG's may not be shipped to a station outside the CONUS when less than 12 months remain on the Marine's overseas tour after the date of scheduled arrival of the HHG's at the current overseas station. The CMC (MMA/MMEA as appropriate) may grant exceptions on an individual basis and in cases involving organized unit moves.

d. Marines serving an unaccompanied tour who are later joined by noncommand-sponsored family members or who acquire family members overseas, and those family members subsequently become command-sponsored under the provisions of this Manual, are entitled to overseas station allowances at the "with dependents" rate and family member travel at Government expense from the overseas station on the Marine's next PCS.

9. Marines selected for and assigned to an overseas duty station where command-sponsored family members are not authorized (dependents-restricted tour) must serve the prescribed dependents-restricted tour. A tour election is inappropriate since an accompanied tour is not authorized. If an accompanied tour is authorized after the Marine's arrival, then the Marine shall be given the opportunity to serve the accompanied tour. When the Marine is eligible to serve the accompanied tour and the Marine Corps approves the change, the Marine's family members shall be provided transportation at Government expense to the Marine's duty station, regardless of whether they were previously relocated to a designated place. For the Marine's family members to be command-sponsored, entitling Government transportation for the family members and shipment of HHG's to the Marine's overseas duty station, the Marine must serve the full accompanied tour starting when the family members are command-sponsored.

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

a. Unaccompanied-to-Unaccompanied Tour. Relocation of family members and/or HHG's from a previously approved designated place to a newly designated place shall be approved only by the Secretary of the Navy when it has been clearly shown that the movement shall be in the best interest of the Government. This authority shall not be delegated.

b. Unaccompanied-to-Accompanied Tour. Relocation of family members and/or HHG's from a previously approved designated place to the Marine's new duty station (current duty station for those selected for an IPCOT) shall be approved only when approval for the introduction of the Marine's family members into the country has been granted.

c. Accompanied-to-Unaccompanied Tour. Marines either electing or required (assigned to a dependents-restricted tour) to serve the unaccompanied tour when reassigned, PCS, or approved for an IPCOT shall be given the opportunity to relocate their family members and/or HHG's to a designated place within the United States, a territory or possession of the United States, or a location authorized by this Manual.

d. Accompanied-to-Accompanied Tour. Marines electing or required (assigned to a key billet) to serve the accompanied tour when reassigned, PCS, or approved for an IPCOT shall be given the opportunity to relocate their family members and/or HHG's to their new duty station. This shall be approved only when approval for the introduction of family members into the country has been granted. Marines assigned to key billets may elect to serve without their family members and relocate their family members and/or HHG's to a designated place within the United States, its territories or possessions, or a location authorized by this Manual. The Marine must serve the accompanied tour. Marines being PCS transferred on a COT under this option (accompanied-to-accompanied tour) must be given concurrent travel.

11. Marines stationed overseas and acquiring family members may be authorized to serve the accompanied tour if their family members are eligible for and are approved for command-sponsorship.

12. Situations involving the transportation of family members or the shipment of personal property which have not been addressed by this Manual or other applicable directives should be referred to the CMC (LFT) for determination.

2407. SPACE-AVAILABLE TRAVEL AUTHORIZATION. Refer to the Marine Corps Passenger Transportation Manual and DoDInst 4515.13-R.

2408. OVERSEAS MARRIAGES OF MSG'S. MSG's who have received their commanding officer's permission to marry are authorized transportation of their family members at Government expense from their old duty station to their new duty station, including necessary transoceanic travel. When a Marine desires to be married at the end of the MSG tour and meets the requirements stated in the first sentence of this paragraph, the area commanding officer will issue statements authorizing the family

members to be present at the overseas duty station per the JFTR. Upon issuance of statements authorizing family members to be present at the overseas duty station, eligible MSG's are considered to be "members with family members" for purpose of transportation allowance under the provisions of the JFTR.

2409. EARLY RETURN OF FAMILY MEMBERS

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

a. Their behavior is an embarrassment to the U.S. Government.

b. Their behavior is prejudicial to order, morale, and discipline in the command.

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

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

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

b. When death, serious illness, or incapacitation of a family member normally caring for the Marine's minor family members, in the opinion of the approval authority, requires that such family members be transported to a place where proper care may be maintained.

c. When adequate educational facilities or housing for family members no longer exist and such conditions were caused by conditions beyond the control of the Marine. Conditions must have arisen after the family member began traveling to the Marine's overseas duty station. Such conditions affecting other Marines accompanied by command-sponsored family members must be evaluated by the Secretary of the Navy to determine whether a request to

change the tour length is appropriate. Conditions affecting individual Marines and their family members shall be supported by documented evidence showing that the factors involved were beyond the Marine's control and cannot be resolved in a reasonable time period by either the Marine or the Marine Corps.

d. When conditions are such that the international situation leads the Marine to be justifiably concerned for the safety and well-being of the family members. Such determinations must be made by the Unified Commander based on the recommendation of the commander of the unit concerned. Approval authority rests with the CMC.

e. When determined that the best interests of the Government would be served by the transportation of one or more of the Marine's family members for compelling personal reasons that cannot be resolved by the Marine. Furthermore, it must be shown that such conditions have adversely affected the Marine's duty performance.

f. When family members receive orders from the Selective Service System directing them to report to a location in the United States for induction into the Armed Forces of the United States.

g. When it has been shown that acceptable employment opportunities for children aged 18 years or older are not available. Such requests only may be considered when the Marine and family members are residing outside the United States, or a territory or possession of the United States, and the children meet the definition in 37 U.S.C. 401.

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

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

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

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

* c. Transportation of ex-family members under this paragraph must be specifically authorized by the CMC (MMOS).

* 4. Approval authority for the early return of command-sponsored dependents is delegated to commanders of installations, mobile units, and afloat staffs provided the commander is the rank of colonel or above. CMC (MMOS) is approval authority for all other requests. Notwithstanding the above, all requests/orders from U.S. courts for the return of dependents to the U.S. shall continue to be processed per SECNAVINST 5820.9.

a. With the exception of command-sponsored family members, the only other family members who shall be eligible for "early return" transportation are those family members remaining overseas who are not permitted concurrent travel with their sponsor, or those family members moving overseas who are foreign born spouses moving to their native country while their sponsor is assigned to a dependents-restricted tour.

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

c. The approval authority should, if appropriate, obtain recommendations from religious, mental health, financial management, family counseling, or legal agencies.

d. The early return of family members under this Manual must be applied judiciously and clearly understood by all that the early return must be a last resort.

5. Except where authorized by this Manual, family members must begin travel prior to the Marine being notified of PCS orders from the overseas duty station. Notification of a forthcoming assignment from the overseas duty station shall take precedence over unexecuted "early return" family member orders.

6. Except for family members relocating because their safety can no longer be assured due to adverse public feelings or civil unrest in the area, family members returning early at Government expense subsequently may not be transported at Government expense

until such time as the sponsor is reassigned from the overseas duty station or receives an approved IPCOT. Although the Marine's family members may relocate early, the Marine must complete the prescribed accompanied-by-family members tour.

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

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

b. The Marine must have at least 24 months-remaining on the overseas tour after approval of command-sponsorship.

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

2410. EVACUATION OF FAMILY MEMBERS FROM OVERSEAS AREA

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

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

3. In those cases where Marines who are accompanied by authorized family members are involuntarily moved from one overseas location to another overseas location because of base closure or similar action by the military service concerned, transportation of family members at Government expense and command-sponsorship at the new overseas duty location will be authorized, provided family members are authorized at the new location, regardless of time remaining on the Marine's tour.

MARINE CORPS PERSONNEL ASSIGNMENT POLICY

CHAPTER 2

OVERSEAS ASSIGNMENTS

SECTION 5: OVERSEAS CONTROL DATE (OCD)

2500. OCD

1. All Marines who are assigned overseas (excluding Hawaii and Alaska) will be assigned an OCD. This includes all FMF and non-FMF assignments, regardless of family member status.

2. The main objective of the OCD is to prevent the involuntary assignment of a Marine to a dependents-restricted tour for a period of 24 months from the time a new OCD is assigned.

3. In order to ensure adequate staffing of overseas FMF units, at times it will be necessary to modify the current OCD policy. As such, the CMC (MMOA/MMEA) are authorized to modify current OCD policy and assign Marines to dependents-restricted tours with FMF units after both of the following requirements have been achieved:

a. Fifteen months have passed since their current OCD.

b. They have completed 12 months TOS at their current permanent duty station.

2501. ACCUMULATED DEPLOYED TIME (ADT)

1. Marines assigned to the FMF or authorized non-FMF units that have been approved by the CMC (MPP-50) may be credited with adjustments to their OCD based upon ADT. The awarding of an OCD through ADT will not result in the transfer of a Marine from a deploying unit nor the assignment to consecutive FMF tours.

2. Administrative instructions for entering ADT in the MCTFS is provided in MCO P1080.35. Two requirements must be satisfied before an entry is reported in the unit diary to establish/adjust an OCD:

a. The Marine is in a joined-chargeable status to a CONUS or Hawaii based FMF or authorized non-FMF unit of the Regular Establishment or is a Regular component Marine joined-chargeable to 4th MAW, 4th MARDIV, or 4th FSSG.

b. The Marine participated in an FMF deployment overseas/FMF operational or field exercise (administrative movement of aircraft is not considered an operational deployment or field exercise) for a continuous period of 10 days or more without return to the homebase to which permanently assigned.

3. Marines not assigned to an FMF command but deployed in support of an FMF operation/exercise may receive credit for ADT providing they have met the requirements in paragraph 2501. Commanding officers will determine if ADT is authorized per the guidance in this Manual. The intent is to strike an equitable balance between the overall operational tempo of FMF personnel, including extended deployments, and regular field training and the intermittent hardships shared by non-FMF personnel who directly participate in deployments similar in nature to the FMF. ADT is not intended to compensate for all of the hardships or family separations incidental to many non-FMF tours.

4. ADT procedures will generate an adjustment to a Marine's OCD as follows:

a. An updated OCD will be established when a Marine either:

(1) completes an FMF unit or authorized non-FMF unit deployment/exercise of 9 continuous months away from homebase; or

(2) obtains a cumulative total of 365 days of ADT during continuous tours of duty within FMF commands; or a non-FMF command that has been authorized by the CMC (MPP-50), regardless of MCC or geographical location change.

b. A Marine's OCD will be adjusted on a 2-day for 1-day basis for all increments of 10 continuous days or more FMF deployed/exercise duty.

5. In addition to the preceding, Marines who complete two deployments of at least 5 months duration each, during the same or continuous FMF tour, will also receive credit for a new OCD effective on the date of return from the second deployment. If a Marine exceeds the 365-day mark while deployed on the second 5-month or more deployment, a new OCD will be established on the 365th day. For each of the subsequent days deployed, the Marine's OCD will be updated on a 2-day for 1-day basis. See MCO P1080.35, for reporting instructions.

6. Marines completing 6 continuous months (180 days) in a hostile fire area will receive credit for a new OCD effective on the 180th day. For each of the subsequent days deployed, the Marine's OCD will be updated on a 2-day for 1-day basis.

7. ADT will not be credited under the following conditions:

a. Marines participating in planning/preparation phases for deployment/exercises and predeployment liaison visits if the period is less than 10 consecutive days.

b. Marines participating in formal schools.

c. Marines executing fully funded TAD orders (UDP excluded).

8. Any period of annual leave taken by the Marine during a deployment will count as deployed time.

2502. EXCEPTIONS

1. Sea Duty. Marines will receive a new OCD upon completion of a sea duty assignment except for Marines completing a sea duty tour of less than 18 months. These Marines will have their OCD adjusted on a 2-day for 1-day basis.

2. Marines assigned to an accompanied tour on Okinawa, at Iwakuni, or in Korea who, although eligible for command-sponsorship of family members, elect an unaccompanied tour will receive a new OCD upon completion of the unaccompanied tour.

3. Mobile Construction Battalion. Adjustments to a Marine's OCD will be made per MCO P1080.35.

4. Fleet Replacement Squadrons (FRS). Marines assigned to the joint Navy/Marine Corps FRS are authorized to collect ADT for the purpose of updating their OCD.

5. Joint Duty and United Nations (UN) Duty. Marines participating in or in support of Joint/UN deployments overseas, Joint/UN operations or field exercises are authorized to collect ADT under the same criteria as the FMF in paragraph 2501.2b. Funded TAD restrictions in paragraph 2501.7c do not apply if the Marine is otherwise eligible for ADT as a result of Joint/UN operations or field exercises.

MARINE CORPS PERSONNEL ASSIGNMENT POLICY

CHAPTER 3

ASSIGNMENT TO THE FMF

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MARINE CORPS PERSONNEL ASSIGNMENT POLICY

CHAPTER 3

ASSIGNMENT TO THE FMF

3000. GENERAL ASSIGNMENT TO THE FMF POLICY. The FMF contains the MAGTF Command Element, Ground Combat Element (GCE), Aviation Combat Element (ACE), and Combat Service Support Element (CSSE) organizations of the Marine Corps. Personnel stability within these FMF organizations is of paramount concern due to the debilitating effect on combat readiness caused by excessive turbulence. COMMARFORLANT and COMMARFORPAC are considered non-FMF commands for assignment purposes.

3001. TOUR OF DUTY

1. The normal minimum prescribed tour of duty in the FMF in CONUS is 36 months. First term personnel may serve for 36 months or until EAS.

2. Marines assigned to the FMF overseas (including deployment designated FMF units) will normally serve no less than the prescribed overseas tour length as specified in Chapter 2. As an exception to the preceding, first-term Marines who are assigned to the FMF in Hawaii may serve for the duration of their obligation.

3. Deployment-Designated Unit Assignments. In deployment-designated FMF units, the assignment of career enlisted Marines to and from MCC's and the assignment of officers to and from company grade billets within MCC's will only be effected by the CMC (MMEA/MMOA as appropriate). First-term Marines may be reassigned among MCC's by the CMC (MMEA/MMOA as appropriate) to allow at least two deployments prior to EAS.

4. ADT and the Recomputed OCD. Whenever practicable, career Marines will be assigned to a deployment-designated FMF unit for a sufficient period to accumulate enough deployed time to be awarded a new OCD. It must be noted, however, that the awarding of a new OCD will not automatically result in either a transfer or a reassignment from the deployment-designated FMF unit. Where the needs of the service so indicate, Marines may be retained in a deployment-designated FMF unit for subsequent deployments and thereby receive additional adjustments to the newly established OCD (i.e., additional deployment may result in establishing an OCD with a date which is in the future). See Chapter 2, paragraph 2500.

5. Marines Assigned to a Deployment-Designated FMF Unit Who Have an EAS Which Will Occur During the Next Scheduled Deployment

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

(1) Notify the CMC (MMEA) not later than 90 days prior to the scheduled deployment.

(2) Enter and have the Marine sign the following statement on page 11 of the Marine's SRB:

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

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

(3) Forward a signed copy of the above statement to the CMC (MMEA and MMSB).

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

b. First-term Marines assigned to a deployment-designated FMF unit who have an EAS which will occur during the next scheduled unit deployment, or which will occur subsequent to the deployment within the following specified number of days, will be considered non-deployable (for personnel assignment purposes but not unit reporting):

(1) If a Marine's EAS is 45 days or less after the scheduled deployment return date (DRD) for MEU, and aircraft carrier deployments, or

(2) If a Marine's EAS is 10 days or less after the scheduled DRD for a WESTPAC UDP deployment.

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

6. The minimum tour length for first-term personnel assigned to a CONUS-based deployment-designated FMF unit is normally 36 months or until EAS, unless the Marine reenlists early.

7. Involuntary Assignments to 5 Months or More TAD Unit Deployments Within 12 Months of the Expiration of Their EAS

a. Career Marines who have received a new OCD per the guidance contained in Chapter 2 will not normally be involuntarily assigned to participate in a TAD unit deployment overseas of 5 or more months duration within 12 months of the termination of their respective tours.

b. First-term Marines who have received a new OCD as a result of completing tours in the categories listed in Chapter 2 will not normally be involuntarily assigned to participate in a TAD unit deployment overseas within 6 months of the termination of their respective tours.

8. Marines Who Have Completed Only One (5 months or more) TAD Unit Deployment Overseas and 12 Month PCS Dependents-Restricted Tours

a. Career Marines who have completed only one TAD unit deployment overseas of a minimum 5 months duration will normally not be required to serve a 12 month PCS dependents-restricted tour until at least 12 months have elapsed following return from the TAD unit deployment overseas.

b. First-term Marines who have completed only one TAD unit deployment overseas of a minimum 5 months duration will not normally be required to serve a 12 month PCS dependents-restricted tour until at least 6 months have elapsed following return from the TAD unit deployment overseas.

9. Marines who fall under the provisions of paragraph 3001.7 may volunteer to participate in a TAD unit deployment overseas provided they sign the following statement on page 11 of their SRB/OQR:

"I hereby volunteer to participate in unit deployment with (unit) and I understand the consequences of this action as explained in MCO P1300.8R."

In signing, the Marine waives the provisions of paragraph 3001.7, as applicable. The Marine further acknowledges that there is sufficient obligated service remaining to complete the subject deployment and that he/she will not be removed from the subject deployment by his/her own volition.

3002. TOUR EXTENSIONS FOR ENLISTED MARINES

1. Hawaii and CONUS

a. Unless the needs of the Marine Corps dictate otherwise, requests for retention in the FMF where the Marine has a reasonable expectation of meeting the prerequisites for a new OCD will receive favorable consideration.

b. All requests for retention may be considered in light of equitable assignment/career development opportunities for other Marines. See Chapter 1.

c. Procedures contained in Chapter 2 apply for requests for retention in a Hawaii-based FMF unit.

2. Okinawa and Iwakuni. Requests for retention in the FMF (Okinawa/Iwakuni) from Marines on an unaccompanied or dependents-restricted tour are encouraged if the Marine is serving in a critical or short MOS. An extension which will cause a Marine to remain overseas in excess of 6 years must be in the best interest of the command. The procedures on COT's/IPCOT's and extensions contained in Chapter 2 apply.

MARINE CORPS PERSONNEL ASSIGNMENT POLICY

CHAPTER 4

ASSIGNMENT OF FIRST TERM MARINES

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MARINE CORPS PERSONNEL ASSIGNMENT POLICY

CHAPTER 4

ASSIGNMENT OF FIRST TERM MARINES

4000. ASSIGNMENT POLICY

1. Duty Station Assignment Changes. First-term Marines are limited by DoD regulation to the number of duty stations which they may be assigned during the period of their initial active duty obligation as follows:

a. Marines with an initial active duty obligation of less than 4 years will be assigned to no more than one duty station following the completion of The Basic School/recruit training and initial skill training (i.e., primary MOS qualification). These Marines, however, may be assigned to a maximum of two duty stations (following primary MOS qualification) if one of the two PCS assignments is either a 12 month overseas tour or a deployment-designated FMF unit tour.

b. Marines with an initial active duty obligation of 4 years or more may be assigned to no more than two duty stations following the completion of The Basic School/recruit training and initial skill training (i.e., primary MOS qualification).

2. Assignment of first-term Marines to 12 month overseas dependents-restricted tours will be such that, upon RTD, Marines will have 13 or more months to EAS, or 90 days or less to EAS.

3. The tour length for first-term enlisted Marines serving at overseas Marine Barracks, MSG locations, and MCSF companies will be 18 months or the prescribed tour length, whichever is shorter.

4. First-term Marines, without family members, with a 3-year obligation, ordered to an overseas location/command where the accompanied tour is 36 months or more and the unaccompanied tour is 24 months or more, will normally be assigned to that location/command for the duration of their obligation.

5. First-term Marines with family members must have sufficient obligated service remaining to complete the prescribed overseas accompanied tour in order to qualify for command-sponsorship of family members and authorized overseas travel.

a. First-term Marines, with family members, who have sufficient obligated service remaining without extending/reenlisting, have the option to elect either the accompanied tour or the unaccompanied tour. Those Marines declining to serve

the accompanied tour will be ordered to serve the unaccompanied tour. See the election of tour length provisions contained in paragraph 2101.

b. First-term Marines, with family members, who do not have sufficient obligated service remaining to serve the accompanied tour, will not be ordered to serve any prescribed dependents-restricted tour which exceeds 12 months. At their request, these Marines may volunteer to extend/reenlist in order to qualify for the accompanied tour.

7. Commanding officers are responsible to ensure all Marines assigned overseas are screened per Appendix B and NAVMEDCOMINST 1300.1. Hawaii and Alaska are not considered overseas for medical screening purposes.

4001. HAWAII

1. First-term Marines, without family members, who have an initial obligation of 4 years or less, ordered to Hawaii, will normally be assigned to that location for the duration of their obligation. Normally, only single first-term Marines (lance corporal and below) will be assigned to Hawaii. Marines assigned to Hawaii are not required to be medically screened.

2. The normal minimum prescribed tour for all commands on Oahu, Hawaii is 36 months. First-term Marines without family members may be assigned to an MCC within MCB Hawaii with only 12 months active service remaining. This is an exception to policy and does not apply to career Marines or when PCS orders specifically requires compliance with minimum EAS restrictions.

4002. MCSF

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

2. Marines transferring must have sufficient obligated service to complete at least 12 months after arrival at the new duty station.

3. Requests for transfer to the FMF may also be submitted after 12 months on station to the CMC (MMEA) to arrive 6 months prior to the requested month of transfer. Marines who agree to extend their enlistment in order to qualify for such assignments will receive priority consideration. The DoD restrictions on

first-term PCS moves noted in this Manual apply. Final determination will, of necessity, be based on the availability of replacement personnel. This provision does not apply to first-term Marines serving accompanied overseas tours with command-sponsored family members.

MARINE CORPS PERSONNEL ASSIGNMENT POLICY

CHAPTER 5

WOMEN MARINES CLASSIFICATION, ASSIGNMENT, AND DEPLOYMENT POLICY

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MARINE CORPS PERSONNEL ASSIGNMENT POLICY

CHAPTER 5

WOMEN MARINES CLASSIFICATION, ASSIGNMENT, AND DEPLOYMENT POLICY

5000. GENERAL. Women Marines will be eligible for employment in all roles except those explicitly prohibited by law. Women Marines will serve in MOS's and billets commensurate with their individual abilities and in keeping with their potential to contribute to the fulfillment of the Marine Corps roles and missions. This section sets forth the policy guidance necessary to ensure that women Marines are assured the opportunity for a full and meaningful career. A full and meaningful career includes the chance to hold billets that ensure development of professional abilities and career opportunities that allow equitable FMF/non-FMF rotation, when compared to contemporaries of the same grade and MOS.

5001. DIRECT GROUND COMBAT

1. DoD provides assignment guidance which excludes women from serving in units below the brigade level whose primary mission is to engage in direct combat on the ground. Direct ground combat is defined by DoD as follows:

"Direct ground combat is engaging an enemy on the ground with individual or crew-served weapons while being exposed to hostile fire and to a high probability of direct physical contact with the hostile force's personnel. Direct ground combat takes place well forward on the battlefield while locating and closing with the enemy to defeat them by fire, maneuver, or shock effect."

2. Based on the above guidance, there are certain MOS's into which women will not be classified, and units or elements of the MAGTF into which they will not be assigned regardless of MOS. Subordinate commands will not impose additional restrictions without approval from the CMC (MP).

5002. CLASSIFICATION

1. Women may be classified within any occupational field for which they may be qualified and are not restricted.

2. Women will not be classified within the following combatant occupational fields: 03 (infantry), 08 (artillery), and 18 (tank and assault amphibian vehicle).

3. Women will not be given any MOS used to indicate a secondary or billet occupational specialty which is usually assigned only to Marines who have one of the occupational fields listed above.

4. Women Marines may be classified in all MOS's except the following:

- 0203 Ground Intelligence Officer
- 0210 Counterintelligence Officer
- 0211 Counterintelligence Specialist
- 0251 Interrogation Specialist
- 2110 Ordnance Vehicle Maintenance Officer
- 2131 Towed Artillery Systems Technician
- 2141 Assault Amphibian Repairer/Technician
- 2146 Main Battle Tank Repairer/Technician
- * 2147 Light Armored Vehicle Repairer/Technician
- 2149 Ordnance Vehicle Maintenance Chief
- 7212 Low Altitude Air Defense Gunner
- 7207 Forward Air Controller/Air Officer
- 7206 Low Altitude Anti-Air Warfare Officer
- 8152 MCSF Guard
- 8154 MCSF Close Quarter Battle Team Member

5. The following MOS's have unit restrictions:

0430 Embarkation Officer: Women will not be assigned to this MOS at the infantry regiment and below.

0481 Landing Support Specialist: Women will not be assigned to this MOS at the Assault Amphibian Battalion and below.

0451 Air Delivery Specialist: Women will not be assigned to this MOS in Force Reconnaissance Companies or ANGLICO's.

1302 Engineer Officer: Women will not be assigned to this MOS at the Marine Division and below.

1371 Combat Engineer: Women will not be assigned to this MOS at the Marine Division and below.

2336 Explosive Ordnance Disposal Technician: Women will not be assigned to this MOS in detachments provided to MEU's.

7208 Air Support Control: Women will not be assigned to this MOS in detachments provided to MEU's.

7242 Air Support Operations: Women will not be assigned to this MOS in detachments provided to MEU's.

5003. FMF ASSIGNMENTS

1. Women Marines may be trained to provide essential support of combat operations; however, they will not be assigned to any unit within which they will routinely become engaged in direct ground combat operations as a primary mission. Accordingly, women will not be assigned to the following units or any sub-element thereof:

- Infantry Regiment
- Artillery Battalion
- Force Reconnaissance Company
- Tank Battalion
- Assault Amphibian Battalion
- Light Armored Reconnaissance Battalion
- Low Altitude Air Defense Battalion
- Air/Naval Gunfire Liaison Company
- Combat Engineer Battalion
- Counterintelligence Teams
- Interrogation Platoon
- Sensor Control and Management Platoon (SCAMP)
- Detachment H&S Company, 3d Marines
- Combat Support Company, 3d Marines
- Riverine Assault Craft Unit

2. Women may be assigned to the command element of any MAGTF, division, aircraft wing, and FSSG. They will deploy with their units subject to the availability of appropriate transportation.

3. Women may be assigned to those FMF units that provide the detachments for the command, aviation, and combat service support elements of any MAGTF. Women will not be assigned to support units/detachments/elements that would be expected to maneuver with the infantry regiment or its subordinate units, or be collocated with the infantry regiment (e.g., helicopter support teams, FSSG contact teams, counterintelligence teams, interrogator-translator teams, etc.). Women will not be assigned to the GCE below the division level.

5004. SUPPORTING ESTABLISHMENT

1. Women may be assigned to any supporting establishment unit or duty station for which qualified by grade, MOS, or other special criteria.

2. Women may be designated as pilots/aircrew members and assigned duties aboard any aircraft.

5005. TRAINING DEPLOYMENTS

1. Women may participate in all MAGTF exercises provided appropriate transportation is available. Their participation in the exercises should be a reflection of their contemplated employment in wartime, and the requirement for all Marines to train in the field to be fully qualified in their MOS.
2. Women will participate in WESTPAC unit deployments provided appropriate transportation is available. Women will participate in amphibious MEU deployments provided appropriate berthing is available.

5006. DUTY ABOARD NAVAL VESSELS

1. In applying this policy, the commander must adhere to common sense. Short term training exercises conducted in "home waters" will include women who are assigned to the embarking unit whenever possible.
2. The assignment of women Marines to duty with units to be deployed in amphibious shipping requires the advance approval of the appropriate fleet commander.

5007. RESERVES. The assignment of women to MARRESFOR units (to include Inspector-Instructor staffs) must be consistent with the assignment criteria established in this Manual. This is necessary due to the augmentation and reinforcement roles of the SMCR. It may be necessary to assign women Marines to units prohibited by this Manual because of demographics; however, these women will not be mobilized or deploy with the unit.

5008. OVERSEAS DEPENDENTS-RESTRICTED ASSIGNMENTS. Women Marines are eligible for assignment to overseas dependents-restricted tours of duty based on grade and MOS requirements.

5009. PREGNANCY. Marine Corps assignment policies and procedures for pregnant Marines are set forth below (Marine Corps general policy on pregnant Marines is found in MCO 5000.12):

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

2. Pregnant Marines stationed in CONUS and Hawaii will not be detached after their 6th month of pregnancy. Specific instructions relating to PCS orders modifications/cancellation will be obtained from the CMC ((MMEA/MMOA) as appropriate).
3. Pregnant Marines serving overseas in a dependents-restricted tour may be detached at their normal RTD when that date occurs after the 6th month of pregnancy provided medical certification that travel is authorized can be obtained. In situations where it appears that the overseas tour will be involuntarily extended because of pregnancy (e.g., delivery date approximates RTD), termination of the individual's tour prior to the normal RTD may be authorized by the CMC (MMEA/MMOA as appropriate).
4. Women Marines on unaccompanied tours overseas who arrive pregnant or who become pregnant during the tour may be reassigned to another overseas location in order to establish a current OCD. The reassignment will be requested by the command to the CMC (MMEA/MMOA as appropriate) and will state the reasons the reassignment would be in the best interests of the Marine Corps and the individual.
5. Pregnant Marines will not deploy in contingency operations.
6. Assignment of a Marine mother to an overseas tour will be deferred for 4 months from the birth of the child when the Marine is directed to a dependents-restricted tour or an accompanied tour where concurrent travel of the child is denied. The same deferment also applies to deployment or temporary assignment away from the permanent duty station or home port, and to the involuntary activation of reservists. The Marine may waive deferment if desired.
7. Refer to MCO 5000.12 for other duty restrictions, to include shipboard and aircraft assignments.

MARINE CORPS PERSONNEL ASSIGNMENT POLICY

CHAPTER 6

ASSIGNMENT TO HOSTILE FIRE AREAS AND SOLE
SURVIVING SONS/DAUGHTERS ASSIGNMENT POLICY

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MARINE CORPS PERSONNEL ASSIGNMENT POLICY

CHAPTER 6

ASSIGNMENT TO HOSTILE FIRE AREAS AND SOLE
SURVIVING SONS/DAUGHTERS ASSIGNMENT POLICY

6000. HOSTILE FIRE AREA ASSIGNMENT RESTRICTIONS. Assignment to duty in hostile fire or imminent danger areas must be shared equitably, when feasible, by all similarly qualified Marines except as follows:

1. If a Marine or a service member of the Marine's family is killed or dies while serving in a designated hostile fire area, other service members of the same family shall be exempt automatically from serving in designated hostile fire areas or, if serving in such an area, shall be transferred from there. Similarly, family members shall be exempt when another family member is in a captured or missing status, or is determined by the Department of Veterans' Affairs (DVA) or a military service to be 100 percent physically or mentally disabled and who, because of such disability is hospitalized continually and is not gainfully employed.

2. Marines qualifying as sole surviving sons or daughters and requesting noncombat duty, or not waiving a request submitted by a parent or spouse, will be subject to the restrictions in paragraph 6005 of this Manual.

3. Assignment of conscientious objectors shall be subject to the restrictions in the current edition of MCO 1306.16.

6001. FAMILY MEMBERS. For the purposes of this Manual, family members include the following:

1. Father and Mother. This includes stepfather, father by adoption, stepmother, mother by adoption, or those who have stood in loco parentis for at least 5 years.

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

3. Husband and Wife

4. Children

a. Legitimate child

b. Legally adopted child

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

d. An illegitimate child of a female service member or a female former service member.

e. An illegitimate child whose support a male service member or former service member shall have been ordered or decreed judicially to contribute, decreed judicially to be the father, or shall have acknowledged in writing under oath that he is the father.

6002. WOUNDED MARINES

1. Restrictions

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

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

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

2. Waivers

a. Marines may request a waiver of the preceding restriction and volunteer to return to a hostile fire area if medically qualified. The request will be forwarded to the CMC (MMEA/MMOA as appropriate) via the Marine's commanding officer. The request will contain a fitness for duty in a combat zone finding by a medical officer or medical board and must contain the following statement signed by the Marine:

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

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

3. Eligibility for Subsequent Hostile Fire Area Assignment. Marines who have been hospitalized as described in paragraph 6002.1a are eligible for subsequent combat tours, if required, on an equitable basis with other Marines who have been credited with a combat tour.

6003. REPORTING DATE LAST TOUR COMBAT (LAST TOUR CBT). The date LAST TOUR CBT shall be entered in the MCTFS per MCO P1080.35.

6004. CREDIT FOR A COMPLETE TOUR HOSTILE FIRE AREA. The minimum time to receive credit for a complete tour in a hostile fire area is 6 months (180 days).

6005. ASSIGNMENT OF SOLE SURVIVING SONS/DAUGHTERS

1. Eligibility and Restrictive Assignment

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

b. A Marine who is a sole surviving son or daughter as defined in Appendix A, will not be assigned to any overseas area designated as a hostile fire or imminent danger area or to duties involving actual combat with the enemy including assignment to sea duty aboard ships operating in a sea area designated a hostile fire area, unless they volunteer and request a waiver.

c. A parent or spouse may request restrictive assignment of a sole surviving son or daughter, i.e., assignment to an area outside a designated hostile fire area; however, such a request may be waived by the individual Marine concerned.

(1) When the parent(s) or spouse of a qualified sole surviving son or daughter requests protective assignment under this paragraph for the Marine, the Marine shall be afforded the opportunity to waive the parental or spousal request before a final determination is made by the Marine Corps.

(2) A Marine who voluntarily enlists, reenlists, or extends the period of active duty with the Marine Corps after the date of notification of the family casualty on which the sole surviving status is based, shall be considered as automatically having waived the rights to the restrictive assignment provisions under this paragraph.

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

d. This policy does not prevent the assignment of sole surviving sons or daughters to overseas areas where combat conditions are nonexistent.

2. Requests

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

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

c. All requests will include the following:

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

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

(3) When Marines who are apparently qualified as sole surviving sons or daughters submit a request for restrictive assignment while located in a hostile fire area, they will be reassigned immediately to duties not normally involving actual combat with the enemy pending final action on their request.

The foregoing will also apply to those Marines who desire to revoke a previously executed waiver and reinstate their rights as sole surviving sons or daughters.

6006. WAIVER/REINSTATEMENT OF DESIGNATION AS A SOLE SURVIVING SON/DAUGHTER

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

"I hereby waive my rights to restrictive assignment as a sole surviving son/daughter per MCO P1300.8R."

2. A Marine who has waived status as a sole surviving son or daughter may request reinstatement of that status at any time. Request for reinstatement of that status will not provide a basis for discharge at the Marine's request but will qualify the individual for the assignment restrictions contained in paragraph 6005.2c(3), above. Final disposition as to assignment/retention of Marines who request reinstatement of sole surviving son or daughter status will be determined by the CMC (MMEA/MMOA as appropriate). The following statement must be signed and submitted to the CMC (MMEA/MMOA as appropriate) by the Marine requesting reinstatement of sole surviving son or daughter status:

"I hereby revoke the waiver of my sole surviving son/daughter status and request reinstatement of that status per MCO P1300.8R."

3. A Marine who has waived rights as a sole surviving son or daughter to qualify for enlistment in the Marine Corps and has not been officially designated a sole surviving son or daughter by the CMC (MMEA/MMOA as appropriate) must include all information required by paragraph 6005.2c(3) in the request for reinstatement of rights.

4. Notation in the SRB/OQR. Make appropriate entries concerning the designation as a sole surviving son or daughter and revocation of this designation on page 11 of the SRB/OQR per MCO P1070.12

5. Unit Diary. Appropriate unit diary entries reporting the duty limitation must be submitted per MCO P1080.35.

6007. COMMISSIONING, APPOINTMENT, ENLISTMENT, EXTENSION OF ENLISTMENT, OR REENLISTMENT

1. A sole surviving son or daughter is not eligible for enlistment, extension of enlistment, or reenlistment unless the privileges provided herein are waived. This policy also applies to commissioned officers.
2. In all cases where an applicant for enlistment, extension of enlistment, or reenlistment indicates that the individual's father/mother and/or brothers/sisters are deceased, captured, missing, or disabled, the recruiting officer or commanding officer will ensure that the applicant is thoroughly questioned about the circumstances of such deaths and briefed on the contents of this Manual in order to verify the applicant's sole surviving son or daughter status.
3. Prior to executing an oath of enlistment or agreement to extend, the Marine must execute the appropriate waiver as contained in MCO P1100.72 and paragraph 6006 of this Manual.
 - a. A notation of this waiver will be made in the "Remark", section of the [DD Form 1966](#) (Application for Enlistment into the Armed Forces of the United States), and the Marine's original signed waiver will be forwarded to the CMC (MPP) with the [DD Form 4](#) (Enlistment/Reenlistment Document -- Armed Forces of the United States).
 - b. The execution of another waiver is unnecessary upon the extension of enlistment or reenlistment if a previously executed waiver has been entered on the [DD Form 1966](#) or page 11 of the SRB.
4. The provisions of this section are intended for the benefit of the Marine Corps only and are not intended to confer any benefits or rights, such as the right to discharge, to an individual who enlisted or extended in violation of requirements set forth in this paragraph.

6008. DISCHARGE. Policy for discharging of sole surviving sons or daughters as contained in MCO P1900.16, has been superseded by DoDDir 1315.15. The provisions of this directive will be incorporated into MCO P1900.16. Until incorporated, refer questions to the CMC (MMSR).

6009. CONCURRENT ASSIGNMENT OF FAMILY MEMBERS TO SAME MILITARY UNIT OR SHIP

1. Requests from members of the same immediate family for assignment to the same unit or ship in a hostile fire area are not prohibited and may be approved where a military requirement exists.
2. Requests for reassignment to a different unit or ship in a hostile fire area will normally be approved for all but one member of the same immediate family.

MARINE CORPS PERSONNEL ASSIGNMENT POLICY

APPENDIX A

DEFINITIONS

1. Accompanied Overseas Duty Station (Unrestricted Duty Station). Overseas duty station where an accompanied-by-dependents tour is authorized. This means the Marine can be accompanied by command-sponsored family members.
2. Accumulated Deployed Time (ADT). Marine Corps Total Force System data element representing the Marine's total time in days deployed while joined chargeable to an FMF or authorized non-FMF unit.
3. Acquired Family Members. Family members acquired through marriage, adoption, or other action during the course of a Marine's current overseas tour of duty. This term does not include those individuals dependent upon the Marine or children born of a marriage that existed before commencement of the current overseas tour.
4. Active Duty. Full-time service in an active military branch of the Armed Forces. The term does not apply to active Reserve duty for training or inactive Reserve duty.
5. Advanced Geo-Location Code (AGLC). A three-digit MCTFS code that identifies the projected geographical location (in CONUS or Hawaii) of a Marine's duty station following a dependents-restricted tour. The use of an AGLC is for HQMC planning purposes only and is not a guarantee or commitment by CMC (MM). It should not be used as grounds for making commitments; i.e., the purchasing of a home, semi-movement of family members, or HHG's.
6. Advance Monitored Command Code (AMCC). An MCTFS code that identifies the projected command to which a Marine will be assigned following a dependents-restricted tour.
7. Career Marines
 - a. Enlisted. For assignment purposes, Marines who have completed their initial enlistment.
 - b. Officers. Captains and above, all warrant officers, and all limited duty officers.

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8. Command Sponsored Family Members. Family members of a Marine residing with the Marine at a location outside the CONUS, where the accompanied-by-dependents tour is authorized and the Marine is authorized to serve the prescribed tour, and where family members meet the following conditions:

a. Entitled to travel to the Marine's duty station at Government expense incident to the Marine's PCS orders.

b. Authorized by the appropriate authority to be at the Marine's duty station.

c. As a result of their residence in the vicinity of the Marine's duty station, entitles the Marine to station allowances at the "with dependents" rate.

9. Consecutive Overseas Tour (COT). The PCS transfer of a Marine from one overseas duty station to another, regardless of whether it is within the same country or inter-theater. Completion of the initial overseas tour is expected. Exception to the PCS requirement would be for an In-Place Consecutive Overseas Tour (IPCOT).

10. Continental United States (CONUS). The contiguous 48 states and the District of Columbia.

11. Dependents-Restricted Duty Station. An overseas location/unit/activity where family members of Marines are not authorized.

12. Deployment Designated FMF Unit. An FMF unit that participates in operational deployments including UDP to WESTPAC, MEU deployments, and squadrons deploying with carrier battle groups.

13. Designated Hostile Fire Area. An area so designated by the Secretary of Defense and specified as such in paragraph 11002, of the Department of Defense Financial Management Regulation (DoDFMR), DoDPM.

14. Designated Place. A location in the United States, the Commonwealth of Puerto Rico, or a territory or possession of the United States named by Marines or their family members as the place where the Marine's family members will establish their residence until further Government transportation of family members is authorized.

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15. Single-Asterisk Locations. Overseas duty station locations where special tour length policies apply. Those locations are indicated by a single asterisk. The special tour length instructions for these areas are contained in paragraph 2101 of this Manual.
16. Entitled Marines. Marines in this category may have their family members transported at Government expense as prescribed by the JFTR.
17. First-Term Marines
 - a. For assignment purposes, enlisted personnel serving on active duty under their initial active duty obligation including extensions.
 - b. Unrestricted Regular or Reserve second and first lieutenants.
18. Geo-Location Code (GLC). A three-digit code that identifies the geographic location of a Marine's present duty station.
19. Home-base. The geographical boundaries of the duty station, including all training areas under the control of the installation commander, to which a Marine is assigned.
20. Home-basing. The concept of returning Marines to their previous duty station/location after completion of dependents-restricted overseas tours.
21. In-Place Consecutive Overseas Tours (IPCOT). Upon completion of an initial overseas tour, to include voluntary extensions, the Marine agrees to serve another complete tour of the same length as the original tour at the same duty station. No PCS movement is involved.
22. Inter-theater Consecutive Overseas Tour. A PCS transfer between theaters (e.g., from Pacific to European theater).
23. Intra-theater Consecutive Overseas Tour. A PCS transfer within a particular theater (e.g., within Pacific -- Hawaii to Okinawa).
24. Joint Duty Assignments (JDA). An assignment to a designated position in a multi-service command or activity. Assignment to a JDA is a nominative process managed by the Joint Staff and CMC (MM) and the provisions of 10 U.S.C. 38.

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25. Key Billet. An overseas position (officer or warrant officer only) of extremely unusual responsibility, where it has been determined that the continued presence of the incumbent is absolutely essential to the mission of the activity or unit or to the United States presence in that area.

26. Noncommand-Sponsored Family Members. Family members of a Marine residing with the Marine at a location outside the CONUS, where the accompanied-by-dependents tour may or may not be authorized. They are not entitled to travel to and from the Marine's overseas duty station at Government expense, nor does their presence entitle the Marine to station allowances at the "with dependents" rate. These family members may either be "acquired family members" or "noncommand-sponsored by the service member" whose presence is without endorsement of the appropriate authority. Depending upon individual Status of Forces Agreements (SOFA), United States statutes, DoD policy, or military service regulations, these family members may not be entitled to or may be denied access to certain family member-support facilities.

27. v. Military duty performed at permanent duty stations outside CONUS or in vessels homeported outside CONUS. Regarding Marines assigned to Hawaii and Alaska, they:

a. Will be assigned rotational (overseas) PCS move orders, due to the transoceanic cost variables involved.

b. Will have the same minimum time-on-station requirements as CONUS sites.

c. Are not considered overseas for station allowance purposes.

d. Will not be eligible for an OCD.

28. Permanent Chance of Assignment (PCA). A transfer between MCC's when the authority to move HHG's or the entitlement to travel payment does not exist. An example would be the transfer of a Marine from the 2d Marine Division to MCB Camp Lejeune.

29. Permanent Chance of Station (PCS). The transfer of a Marine or unit from one permanent station to another; includes the assignment from home or from the place from which ordered to active duty, to first station upon appointment, call to active duty, enlistment, or induction and from last duty station to home or to the place from which the Marine entered the service, placement upon the temporary disability retired list release

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from active duty, or retirement. It also includes a duly authorized change in homeport of a vessel or mobile unit. A PCS may either be fully-funded (movement of HHG's is authorized), or low-cost (anticipated travel and transportation costs are less than \$500.00 and movement of family members and HHG's is not anticipated).

30. Prescribed Tour Length. Standard tour of duty (in months) for a specific geographic location.

31. Reassignment. A movement normally within the same geographic location within or between MCC's. It may be accomplished by either PCA or low-cost PCS.

32. Retainability. Marines must have the required obligated service prior to executing PCS orders to a new duty station.

33. Restricted Area. Any area into which the entry of family members has been prohibited, temporarily or permanently, by order of competent authority.

34. Rotation Tour Date. The year, month, and day that a Marine is scheduled to transfer from an overseas duty station. (This is no longer applicable to Hawaii and Alaska as designated in this Manual.)

35. Sequential Assignment. A sequential PCS transfer to either an AMCC, an AGLC, or MCC.

36. Single Parent. A Marine who has no spouse but has family member(s), incapable of self-care, physically residing in the Marine's household per MCO 1740.13.

37. Sole Surviving Son/Daughter. The only remaining son/daughter in a family where the father/mother (or one or more sons or daughters) was killed in action or died in the line of duty while serving in the Armed Forces as a result of wounds, accident, or disease; or is in a captured or missing-in-action status; or is permanently 100 percent physically disabled (to include 100 percent mental disability) as determined by the Department of Veterans' Affairs or one of the military services, and is hospitalized on a continuing basis and not gainfully employed by virtue of such disability. Unless in conjunction with the foregoing requirements, being an only child does not constitute sole surviving son/daughter status.

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38. Tour Conversion. When a Marine is currently serving a dependents-restricted or accompanied overseas tour and the current tour is changed to another type of overseas tour; i.e., dependents-restricted to accompanied. (See paragraph 2104 of this Manual for specific policy regarding tour conversions.)

39. Tour of Duty. The duration of military duty performed while assigned to the same geographic location.

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

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

MARINE CORPS PERSONNEL ASSIGNMENT POLICY

APPENDIX B

SAMPLE CHECKLIST FOR PERSONNEL TRANSFERRED OVERSEAS VIA
PERMANENT CHANGE OF STATION ORDERS

The following checklist will be prepared. One signed copy will be placed in the SRB, and one signed copy will be retained by the preparing unit.

(GRADE) (LAST NAME) (FIRST NAME) (M.I.) (SSN) (MOS)

(MARINE'S EAS) (MARINE'S OCD)

	CHECK	
	YES	N/A
1. Marine meets all requirements for assignment to sea, foreign, and/or combat duty.	_____	_____
2. Assignment criteria-for corporals and below has been observed.	_____	_____
3. Marine has been counseled concerning family member travel, transportation of HHG's, POV, and mobile home allowance. (JFTR, Vol 1, Chap 7 through 9, and the Marine Corps Personal Property and Marine Corps Passenger Transportation Manuals.)	_____	_____
4. Marine has received required inoculations and has been issued a current immunization certificate (PHS Form 731) which has been compared against his/her health record. (BUMEDINST 6230.1.)	_____	_____
5. Record Emergency Data (RED) and the SGLI form are completed, verified, and signed by the Marine. (MCO P1080.35 and MCO P1741.8.)	_____	_____

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CHECK
YES N/A

- | | |
|--|---------------------------|
| <p>6. Marine has valid identification card (MCO P5512.11) and tags (MCO P3040.4 and MCO P1070.12) in good condition. Appropriate Uniformed Services Identification and Privilege Cards (DD Form 1173) have been issued to appropriate family members (MCO P5512.11) and family member data contained in the Defense Enrollment Eligibility Reporting System (DEERS) verified to be correct. (MCO P5512.11)</p> | <p>_____</p> <p>_____</p> |
| <p>7. Marine has been furnished with change of address cards and instructed in their proper use. (OPNAVINST 5112.1)</p> | <p>_____</p> <p>_____</p> |
| <p>8. Transfer orders have been fully explained to the Marine, including the proper procedures for requesting an emergency extension of leave and consequences of failure to report, as directed in orders.</p> | <p>_____</p> <p>_____</p> |
| <p>9. Sergeant and above fitness report on transfer has been submitted. (MCO P1610.7)</p> | <p>_____</p> <p>_____</p> |
| <p>10. The SRB, health, and dental records have been checked for completeness and closing entries signed prior to transmittal or delivery.</p> | <p>_____</p> <p>_____</p> |
| <p>11. Required clothing and equipment are in the possession of the Marine. Marines are required to possess the minimum uniform requirements as contained in MCBul 10120 published annually by HQMC.</p> | <p>_____</p> <p>_____</p> |
| <p>12. If move causes second dislocation allowance within the same fiscal year, has approval by CMC (MMOS) been received?</p> | <p>_____</p> <p>_____</p> |
| <p>13. If transfer orders state a passport requirement, the individual/family member(s) have made application. (MCO 5512.4)</p> | <p>_____</p> <p>_____</p> |

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CHECK
YES N/A

14. If the Marine requires lenses, duplicate spectacles have been issued. A Marine who meets the defective vision criteria and who is scheduled for assignment to an FMF organization outside CONUS has been issued optical inserts for the field protective mask. If these inserts are not in the Marine's possession, they will be requisitioned and forwarded to the Marine's new FMF duty station. Include a statement to this effect in the Marine's orders.

15. A copy of the orders has been provided to the Marine's new duty station, complete with receiving endorsement containing name, address, and relationship of next of kin.

16. Marine has been interviewed and, if appropriate, afforded an opportunity to:

a. apply for BAQ

b. register allotments

c. prepare a will

d. subscribe to or change beneficiaries of commercial/government insurance (verify names/addresses with the RED)

e. prepare a power of attorney

17. Marine is medically qualified for duty overseas.

18. Marine has the required obligated active service remaining to complete the prescribed tour of duty.

19. Has the Marine waived his/her right not to be involuntarily assigned to a dependents-restricted tour of duty until 24 months have passed since establishment of an OCD?

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CHECK
YES N/A

20. Involuntary Dependents-Restricted Assignment

a. If the Marine is a careerist, has he/she waived his/her right not to be involuntarily assigned to a PCS dependents-restricted tour of duty until at least 12 months have elapsed following his/her return from a 5 month or more FMF TAD deployment?

b. If the Marine is a first-termer, has he/she waived his/her right not to be involuntarily assigned to a PCS dependents-restricted tour of duty until at least 6 months have elapsed following his/her return from a 5 month or more FMF TAD deployment?

21. Marine possesses a primary MOS above basic level.

22. Request for overseas area clearance (entry approval) for family members has been made, when appropriate, and PCS orders have been endorsed per MCO P1000.6 to reflect entry approval/denial.

23. Port call requested per MCO 4650.30.

24. The PCS orders have been endorsed to describe the overseas transportation arrangement (port call), reporting requirements, and transportation document for the carrier.

25. Ensure personnel authorized transportation of family members to the overseas duty station at Government expense have necessary obligated active service remaining to complete accompanied-by-dependents tour unless they elect an unaccompanied tour; PCS orders endorsed accordingly.

26. Family members traveling to overseas station have received necessary immunization/possess immunization record. Family members have been medically screened and physically qualified for overseas residence. (Family members accompanying Marines to HI and AK are exempt from this screening requirement.)

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CHECK
YES N/A

27. Corporals and below ordered to an accompanied overseas tour will be screened using the financial statement contained in this checklist to determine whether or not the Marine can meet the financial rigors of the new duty station. Family Service Centers can provide up-to-date information on the facilities, services, and costs available at most overseas locations.

28. Marine has completed Level I Anti-terrorism - Force Protection (AT-FP) training.

CERTIFICATION

To my knowledge I certify that as of _____ I have no problems which would preclude my assignment to a restricted area.

28. Marine has completed level I anti-terrorism - force protection (AT-FP) training _____.

MARINE CORPS PERSONNEL ASSIGNMENT POLICY.

APPENDIX B

FINANCIAL STATEMENT FOR CORPORALS AND BELOW ORDERED
TO AN ACCOMPANIED OVERSEAS TOUR

1. It is the intent of this screening to preclude the assignment to accompanied overseas tours of junior Marines who are unable to meet the financial demands of that duty station. Although it would be convenient to provide a fixed, minimum net available funds to qualify for all assignments, the variety of circumstances found at different overseas locations (to include spousal employment opportunity), compounded by the changing exchange rates, make this impractical. Commanding officers must therefore use their judgment as to the ability of the Marine in question to successfully complete the prescribed tour length. If, in the commanding officer's opinion, this is not the case; notify CMC (MMEA) by message of that fact and request modification of the existing orders.

2. Disclosure of information on this form is mandatory. Possible adverse effects of nondisclosure would be the assignment of the Marine on an accompanied overseas tour without consideration of information which, if known, might preclude that assignment. The information solicited by this form is not to be included in any official system of records. After processing, it shall be destroyed by the commanding officer or returned to the Marine. Nondisclosure may result in disciplinary action.

(GRADE)	(LAST NAME)	(FIRST)	(MI)	(SSN/MOS)
MONTHLY INCOME		MONTHLY DEDUCTIONS		
BASE PAY	\$ _____			FED TAX \$ _____
BAQ	\$ _____			STATE TAX \$ _____
COMRATS	\$ _____			FICA \$ _____
OTHER INCOME (itemized)				ALLOTMENTS 1/ (itemized)
_____	\$ _____			_____ \$ _____
_____	\$ _____			_____ \$ _____
TOTAL MONTHLY INCOME				TOTAL MONTHLY DEDUCTIONS
	\$ _____			\$ _____

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MONTHLY CREDIT PAYMENTS (Name of creditors) 2/	MONTHLY PAYMENT	BALANCE
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
	TOTAL \$ _____	TOTAL \$ _____

TOTALS

TOTAL MONTHLY INCOME	\$ _____
MINUS	
TOTAL MONTHLY DEDUCTIONS	\$ _____
NET INCOME	\$ _____
MINUS	
TOTAL MONTHLY CREDIT PAYMENTS	\$ _____
NET AVAILABLE FUNDS (to cover housing, food, & other living expenses) 3/	\$ _____

1/ Do not include allotments to family members residing with the Marine or allotments for personal savings accounts or savings bonds.

2/ Include mortgage payments if home is to be retained upon transfer and include estimated rental income under "Monthly Income". Do not include those creditors who are paid by allotment and listed under "Monthly Deductions".

3/ Special consideration may be necessary in cases of exceptional family circumstances (e.g., parental support or unique family medical requirement) as to the actual and available funds that can be applied to living expenses.

MARINE CORPS PERSONNEL ASSIGNMENT POLICY

APPENDIX C

DOCUMENTS REQUIRED FOR PRELIMINARY OVERSEAS SCREENING

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

1. The service member and each family member should bring the following:
 - a. health record (military)
 - b. civilian medical records (copies from civilian health care providers, including mental health care providers)
 - c. medical history ([Standard Form 93](#))
 - d. latest immunizations
 - e. identifying information and address of family member if not collocated with service member
2. Each female's record should include results of:
 - a. pelvic exam (including PAP test), if over age 18
 - b. baseline and latest mammogram, if over age 40
3. Each service member's record should include results of last:
 - a. physical exam
 - b. asbestos screen
 - c. hearing exam
 - d. vision exam
 - e. HIV test results
 - f. blood type

MARINE CORPS PERSONNEL ASSIGNMENT POLICY

- g. G6PD (tuberculosis test)
 - h. Sickle Cell
4. For individuals enrolled in the Exceptional Family Member Program (EFMP), include the following:
- a. copy of enrollment application
 - b. copy of correspondence with EFMP.
5. For a child receiving special education, medically related or early intervention services, include the following:
- a. copy of Individualized Family Support Plan (IFSP) for 0 to 3 year-old receiving early intervention services
 - b. copy of Individual Education Plan (IEP) for child receiving special education 20 percent or more of the time in school or medically related services for an educational disability
6. Once completed, the screening is valid for 12 months from the date of completion provided there has not been significant changes to the family members' health status.
7. The service member must notify his/her commanding officer of any significant changes to the family members' health status.