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MARINE CORPS ORDER 1001R.1L

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS RESERVE ADMINISTRATIVE MANAGEMENT MANUAL
(SHORT TITLE: MCRAMM)

Ref: See Enclosure (1)

Encl: (1) References
(2) MCRAMM Policy and Procedural Guidance

1. Situation. The Reserve Component (RC) of the Marine Corps Total Force provides trained units and qualified individuals to augment, reinforce, and sustain the Active Component (AC) in times of war or national emergency, and at such other times as the national security may require. This Order, in conjunction with the references, establishes and codifies the policies and responsibilities associated with the administration and management of Marine Corps Reserve personnel.

2. Cancellation. MCO 1001R.1K.

3. Mission. To promulgate policy and procedural guidance for the management and administration of the RC in order to maximize training and mobilization readiness while reducing administrative burdens to the greatest extent possible.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Maintain a single, streamlined, uniform system for administratively managing the RC consistent with Marine

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Corps Total Force, Department of the Navy (DON), and Department of Defense (DoD) policies.

(b) Provide guidance that serves as a tool for administrators while maintaining commander's flexibility to meet manpower requirements for mission accomplishment.

(c) Provide guidance to individual Marines on the programs and requirements associated with service in the Marine Corps RC.

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

b. Subordinate Element Missions. The Commandant of the Marine Corps (CMC) designates the following relationships between Headquarters Marine Corps (HQMC) Staff agencies and subordinate elements.

(1) The Commandant of the Marine Corps (CMC)

(a) The RC of the Total Force is organized, administered, trained, and equipped under the direction of the CMC.

(b) The Deputy Commandant for Manpower and Reserve Affairs (DC M&RA) is the principal staff officer for Reserve manpower matters and is directly responsible for the formulation of plans, policies, budget, structure, and administration of the RC. This is accomplished through the development and promulgation of unique policies, procedures, and guidance to administer the RC within the Total Force construct.

1. The Director, Reserve Affairs Division (Dir RA) is the principal advisor to the DC M&RA on all manpower matters pertaining to the RC. The Dir RA is responsible for the formulation, administration, and oversight of reserve manpower management, plans, policies, and programming in order to provide a balanced and affordable reserve force consisting of manpower capabilities required to augment, reinforce, and sustain the AC.

2. The Director, Manpower Plans and Policy Division (Dir MP) is responsible for promulgation and review of policies governing mobilization/activation and the planning of

the involuntary activation of the Individual Ready Reserve (IRR).

3. The Director, Manpower Management (Dir MM) is responsible for the administration of Reserve general officer service records and the sourcing of Reserve general officer activation requirements. Dir MM is responsible for future manpower planning, active duty individual augmentation (IA) coordination, and sourcing of individual Reserve assets in support of Total Force manpower requirements during contingency operations.

(2) Non-Headquarters Marine Corps (Non-HQMC)

(a) Commander, Marine Forces Reserve (COMMARFORRES). COMMARFORRES commands 4th Marine Division (MarDiv), 4th Marine Logistics Group (MLG), 4th Marine Aircraft Wing (MAW), and the Force Headquarters Group (FHG). COMMARFORRES maintains responsibility for subordinate command staff functions integrated within the responsibilities of the MARFORRES staff. The 4th MarDiv, 4th MLG, 4th MAW, and the FHG are considered Major Subordinate Commands (MSCs) of MARFORRES. COMMARFORRES exercises Administrative Control (ADCON) over members of the IRR and MTU program (principally via the Director, Marine Corps Individual Reserve Support Activity (Dir MCIRSA)). COMMARFORRES is responsible for effecting lateral coordination with the Commander, U.S. Marine Corps Forces Command (COMMARFORCOM) and the Commander, Marine Corps Forces Pacific (COMMARFORPAC), or such other AC commanders as may be appropriate for the conduct of operations, exercises, and training.

1. Commanding Generals (CG), 4th MarDiv, 4th MLG, 4th MAW, and FHG. Commanding Generals, 4th MarDiv, 4th MLG, 4th MAW, and FHG command their major subordinate elements and retain responsibility for those staff functions not integrated into the MARFORRES staff.

2. Dir MCIRSA. The primary mission of MCIRSA is to improve the mobilization readiness of the RC by providing the CMC pre-trained manpower resources upon activation. Under the technical direction of DC M&RA, the COMMARFORRES/Dir MCIRSA maintains the service records of IMAs, Standby Reserves, and IRRs and administers the Individual Mobilization Augmentee (IMA)/Mobilization Training Unit (MTU) programs. Administrative functions performed by MCIRSA include aspects of assignment,

reassignment, promotion, separation, personnel record keeping, career development, and personnel training.

Note: DC M&RA, Manpower Management Separation and Retirement Branch (MMSR) maintains the records of members of the Fleet Marine Corps Reserve (FMCR) and retirees.

3. Inspector-Instructors (I-I)/Site Commanders/Active Duty Support. I-I/Site Command/Active duty support personnel are active duty Marines both AC and Active Reserve (AR) who instruct and assist SMCR units to maintain a continuous state of readiness for mobilization; inspect and render technical advice in command functions including administration, logistical support, and public affairs; and execute such collateral functions as may be directed by higher authority. The majority of AC, AR, and Selected Reserve (SelRes) personnel are integrated into a single chain of command which passes from individual units through the appropriate MSC. These Marines may be subject to deployment with their assigned unit in the event of mobilization.

4. Deployment Processing Centers (DPC) / Reserve Support Units (RSU). DPCs/RSUs Camp Lejeune, NC and Camp Pendleton, CA are under the command of COMMARFORRES via the CG FHG. DPCs/RSUs are staffed by AR and AC personnel to support and coordinate the training of Reserve units and individuals as well as DoD civilians and contractors. During mobilizations/activations the DPCs/RSUs may be augmented with RC personnel to support the integration of individuals into the AC by providing administrative, operational, and logistical support. At the discretion of COMMARFORRES the DPCs/RSUs may also be leveraged during peacetime operations for the support of RC units (both USMC and other service) training aboard their respective installations. Additional information regarding the roles, responsibilities, and manning of the DPCs/RSUs is available within reference (a).

(b) AC Commanders (COs), or Officers-in-Charge (OICs). AC COs or OICs exercise command of Reserve Marines assigned to billet structure within their command or activity. Command implies responsibility for ensuring good order and discipline, training, and overall mobilization readiness. COs or OICs are aided in this task by AR Marines who are assigned for the purpose of carrying out reserve affairs (RA) activities.

1. RA Officers. AR Marines are assigned to Command Elements (CE) within the Operational Forces (OPFOR), and

are typically organized as a RA Branch under the staff cognizance of the Assistant Chief of Staff (AC/S) G-1. While the composition may vary based on the command's mission, generally these Marines supervise and manage reserve manpower programs to include IMA, Active Duty Operational Support (ADOS), Reserve Counterpart Training (RCT), and Full-Time Support-Active Reserve (FTS-AR) programs. Additionally, the RA Branch serves as a coordinating agency that monitors command preparedness to integrate RC units and individuals during periods of mobilization.

2. Senior Reserve Integration Officers. Senior Reserve Integration Officers are senior AR Officers located at command elements within the OPFORs. These Marines serve as the primary advisor to the commander on Reserve integration matters to include the activation/mobilization of reserve Marines and units.

5. Administration and Logistics

a. Recommendations concerning the contents of this Order may be forwarded to DC M&RA (RA) via the appropriate chain of command.

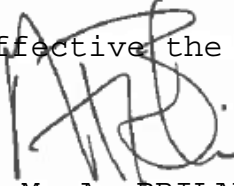
b. The generation, collection or distribution of personally identifiable information (PII) and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per references (h) and (i). Any unauthorized review, use, disclosure or distribution is prohibited.

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

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

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



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

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References

- (a) MCO 3000.19B
- (b) 10 U.S.C.
- (c) MCO 1001.62A
- (d) MCO 1001.52J
- (e) MCO 1130.80A
- (f) MCO P1070.12K W/CH 1
- (g) MCO 1040R.10L W/CH 1
- (h) 5 U.S.C. 552a
- (i) SECNAV M-5211.5E
- (j) MCO 1560R.30B
- (k) DoD Instruction 1215.06 CH 1, "Uniform Reserve, Training and Retirement Categories for the Reserve Components," May 19, 2015
- (l) 37 U.S.C.
- (m) MCO 1553.4B
- (n) DoD Instruction 1215.07 CH 1, "Service Credit for Non-Regular Retirement," September 23, 2013
- (o) United States Code Title 32
- (p) DoD Instruction 1235.11, "Management of Individual Mobilization Augmentees (IMAs)," May 24, 2007
- (q) MCO 1510R.39B
- (r) MCO 1001.59A
- (s) MCO 5000.12E
- (t) MCO 1740.13C
- (u) MCO 1770.2A W/CH 1
- (v) MCO 1900.16 W/CH 1
- (w) SECNAV M-5210.1
- (x) MCO 1300R.65C
- (y) DoD 7000.14-R Volume 1-15, "Department of Defense Financial Management Regulations (FMRS)," dates vary
- (z) MCO 1000.6
- (aa) SECNAVINST 1920.6C CH 5
- (ab) MCO 1040R.35
- (ac) MCO P1400.31C W/CH 1
- (ad) MCO P1400.32D W/CH 1-2
- (ae) MCO 1610.7
- (af) SECNAVINST 1920.7B
- (ag) MCO 1300.8
- (ah) MCO 1200.1A W/CH 1
- (ai) DoD Instruction 1205.05, "Transfer of Service Members Between the Reserve and Regular Components of the Military Services," March 30, 2012
- (aj) SECNAVINST 1000.7F
- (ak) MCO 1001.65

- (al) DoD Instruction 1300.04, "Inter-Service Transfer of Commissioned officers," December 27, 2006
- (am) DoD Instruction 1336.05 CH 2, "Automated Extract of Active Duty Military Records," March 31, 2015
- (an) MCO 1130.76C
- (ao) Uniform Code of Military Justice (UCMJ)
- (ap) Joint Travel Regulations (JTR)
- (aq) SECNAVINST 5510.30B
- (ar) MCO 1050.3J
- (as) MCO 1130.62B
- (at) MCO P1020.34G W/CH 1-5
- (au) DoD Instruction 6025.19, "Individual Medical Readiness (IMR)," June 9, 2014
- (av) Manual of the Medical Department (MANMED), NAVMED P-117
- (aw) SECNAVINST 6120.3 W/CH 1
- (ax) MCO 6320.2E
- (ay) DoD Instruction 1241.2, "Reserve Component Incapacitation System Management," May 30, 2001
- (az) SECNAVINST 1770.3D
- (ba) SECNAVINST 1850.4E
- (bb) SECNAVINST 5300.30E
- (bc) DoD Instruction 6485.01, "Human Immunodeficiency Virus (HIV) in Military Service Members," June 7, 2013
- (bd) MCO 5320.12H
- (be) MCO 5311.1E
- (bf) MCO 1771.1B
- (bg) DoD Instruction 6490.03, "Deployment Health," August 11, 2006
- (bh) BUMEDINST 1300.4
- (bi) DoD Instruction 6040.43, "Custody and Control of Outpatient Medical Records," June 10, 2004
- (bj) DoD Instruction 1215.13, "Reserve Component (RC) Member Participation Policy," May 5, 2015
- (bk) MCO P10120.28G
- (bl) MCO 6110.3 W/CH 1
- (bm) SECNAV M-5210.1
- (bn) MCO 10110.47A
- (bo) MCO 7220.50B
- (bp) DoD Instruction 1035.01, "Telework Policy," April 4, 2012
- (bq) DoD Instruction 1235.13, "Administration and Management of the Individual Ready Reserve (IRR) and the Inactive National Guard (ING)," October 18, 2013
- (br) DoD Directive 1200.7, "Screening the Ready Reserve," November 18, 1999
- (bs) MCO 6100.13 W/CH 2
- (bt) MCO 1741.8
- (bu) Marine Corps Manual W/CH 1-3

- (bv) MCO 1306.16F
- (bw) 38 U.S.C.
- (bx) MCO 1001.61A
- (by) Manual for Courts-Martial United States
- (bz) JAGINST 5800.7F
- (ca) DoD Instruction 6400.06 CH 2, "Domestic Abuse Involving DoD Military and Certain Affiliated Personnel," July 9, 2015
- (cb) MCO P5800.16A W/CH 1-7
- (cc) MCO P1700.27B W/CH 1
- (cd) MCO 1741.11D
- (ce) MCO P5800.16A W/CH 1-7
- (cf) DoD Instruction 1327.06 CH 2, "Leave and Liberty Policy and Procedures," August 13, 2013
- (cg) FY 2013 National Defense Authorization Act (NDAA)
- (ch) JP 1-02, "Department of Defense Dictionary of Military and Associated Terms," November 8, 2010

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Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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Chapter 1

Marine Corps Reserve Organization

Section 1: Marine Corps Reserve Organizational Overview

1. Mission

a. The mission of the RC of the Marine Corps is to augment, reinforce, and sustain the AC with trained units and qualified individuals in times of war or national emergency and at other such times as national security may require. Charged with providing the means for rapid expansion of our Corps in the event of a national emergency, the Marine Corps Reserve provides a professionally ready, responsive, and relevant Force comprised of units and individuals as a Marine Corps solution capable of responding to the full range of military operations (ROMO) as necessitated by the Combatant Commanders (CCDRs).

b. The Marine Corps Reserve complements the Marine Corps AC operating force structure and capabilities. Marine Corps RC units and individuals mirror their AC counterparts in structure, capability, equipment, and training standards, and are indistinguishable from the AC with regard to the range of missions they are capable of performing. The RC can augment or reinforce AC Marine Air-Ground Task Forces (MAGTFs), or task-organize into MAGTFs composed entirely of RC units and individuals. Total Force integration is the dominant theme for all Reserve planning, training, and administration. References (b), (l), (o), and (bw) promulgates all legislation regarding the RC.

2. Composition. The Marine Corps Reserve is comprised of the Ready Reserve, the Standby Reserve, and the Retired Reserve. See Figure 1-1.

3. Ready Reserve. The Ready Reserve consists of the SelRes and the Individual Ready Reserve (IRR). Members of the Ready Reserve are subject to immediate active duty (AD) during times of war or national emergency.

a. Selected Reserve (SelRes). The SelRes is that part of the Ready Reserve consisting of Marines of Selected Marine Corps Reserve (SMCR) units, IMAs, Reserve Marines serving on the AR program, and Reserve Marines serving on initial active duty for training (IADT). Chapter 7 of this Order provides additional insight specifically regarding the SelRes.

(1) SMCR Units

(a) All SMCR units are under the administrative command of the Commander, Marine Forces Reserve (COMMARFORRES) when not assigned to an AC unit during mobilization, activation, or training exercises.

(b) Marine Forces Reserve (MARFORRES) is comprised of a Headquarters Battalion (HQBN) and four MSCs which are the 4th Marine Division (4th MarDiv), the 4th Marine Aircraft Wing (4th MAW), the 4th Marine Logistics Group (4th MLG), and the FHG. See Figure 1-2.

(c) Each MARFORRES MSC is comprised of multiple subordinate units which are geographically dispersed throughout the United States. Marines assigned to SMCR units characteristically train as a unit through scheduled drill periods which typically consist of one weekend a month on Inactive Duty Training (IDT) and two weeks a year on Active Duty for Training (ADT).

(2) Individual Mobilization Augmentees (IMA)

(a) The Purpose of the IMA is to facilitate the rapid expansion of AC organizations to meet wartime military manpower requirements, specifically by providing individual reserve manpower that can be accessed during the initial stages of an emerging crisis, prior to mobilization of the IRR.

(b) IMA billet structure resides within the USMC AC, other Department of Defense (DoD) agencies, and within non-DoD organizations.

(c) IMA Marines are required to perform a minimum of 12 days of Annual Training (AT) and up to 48 IDT training periods per fiscal year (FY). As stipulated by reference (p) there are cases in which specific IMA Marines may not be required to participate in 48 annual IDTs dependent upon their specific billet assignment. While the scope and nature of an IMA Marine's training is largely determined by the organization to which they are assigned, training is typically focused on the specific duties and responsibilities each Marine will be expected to perform when ordered to active duty.

(d) Reference (c) provides additional information on the IMA program.

(3) Active Reserve (AR). Marines in the AR program serve in full-time active duty billets that support the organization, administration, recruiting, retention, instruction, and training of the Marine Corps Reserve. Reference (d) provides additional information on the AR program.

(4) Initial Active Duty for Training (IADT). Marines on IADT are undergoing initial accession pipeline training in accordance with Reference (b).

NOTE: For the purpose of this Order, unless specifically stated otherwise, all policies regarding the SelRes apply to SMCR units and IMAs only.

b. Individual Ready Reserve (IRR)

(1) The IRR is a Service manpower pool, composed primarily of individuals who have completed training, have served previously in the AC or SelRes, and are available for mobilization. IRR Marines have either not completed their Military Service Obligation (MSO) or have completed their MSO and desire to maintain their service affiliation without being assigned to a SelRes billet and thereby assuming a mandatory participation requirement.

(2) It is important to note that as of the signing of this Order, the Marine Corps is institutionally reviewing its enterprise-level management philosophies with regard to the IRR. Incorporated within this review is the determination on the appropriate assignment of roles and responsibilities for management of the IRR between the Deputy Commandant Manpower and Reserve Affairs (DC M&RA), COMMARFORRES, and the MCIRSA. This order is written capturing the status quo as of date of signature; however, changes to, and solidification of, policy in this realm are probable in the near future.

(3) Additional information with regard to the IRR can be obtained in Chapter 8 of this Order.

4. Standby Reserve. The Standby Reserve consists of the Standby Reserve-Active Status List (ASL) and Standby Reserve-Inactive Status List (ISL). These individuals are not required to train and are not members of units; however, they may be mobilized as needed to fill manpower requirements for specific skills. Additional information with regard to the Standby Reserve can be obtained in Chapter 9 of this Order.

a. Standby Reserve-Active Status List (ASL)

(1) Reserve Marines in this category are in an active status for purposes of promotion, and are eligible to participate in reserve training programs for retirement point credit only. They may not receive pay, allowances, or travel allowances. They may be ordered to active duty in time of war or national emergency if the Secretary of the Navy (SECNAV), with the approval of the Secretary of Defense (SecDef), determines that not enough qualified Ready Reserve members are available in the categories required.

(2) The Standby Reserve-ASL includes the following:

(a) Marines who have been designated as key federal employees to prevent conflicts between emergency manpower needs of civilian activities and the military during mobilization;

(b) Marines who have been temporarily assigned due to hardship and eventually intend to return to the Ready Reserve; or

(c) Marines who, for reasons determined by the SECNAV and/or CMC, are prevented from participating in training on a regular basis

b. Standby Reserve-Inactive Status List (ISL)

(1) Marines in this category are not eligible to participate, receive pay or retirement point credit, are not eligible for promotion consideration, and are not accountable for purposes of end strength or controlled grades.

(2) The ISL consists of Reserve Marines transferred for the following reasons:

(a) Officers beyond their MSO who did not earn at least 27 retirement points during their previous anniversary year, unless waived (see Chapter 9 of this Order);

(b) Officers who are retirement eligible and failed to earn at least 50 retirement points during their anniversary year;

(c) Members transferred to the ISL as a result of a Mobilization Potential Screening Board (MPSB);

(d) Members who requested to be transferred to the ISL; and

(e) Members identified as being Human Immunodeficiency Virus (HIV) positive, who, although deemed medically fit for duty, are unable to fill an appropriate billet within the SelRes (see Chapter 6 of this Order for additional information).

5. Retired Reserve. The Retired Reserve consists of Reserve Marines who fall into one of the categories described below.

a. Retired Reserve Awaiting Pay (Gray Area Retirees). This category consists of Reserve Marines who have completed at least 20 qualifying years of service and have requested transfer to the Retired Reserve. When the Marine reaches age 60 (or reduced retirement age eligibility as defined in reference (b) and covered in Chapter 4 of this Order), retired pay commences upon application by the member.

b. Retired Reserve in Receipt of Retired Pay. This category is comprised of Reserve Marines who have completed at least 20 years of qualifying service and, at age 60 (or reduced retirement age eligibility as defined in reference (b) and covered in Chapter 4 of this Order), have applied for and are receiving retired pay.

c. Reserve Active Duty Retirees. These Reserve Marines have completed at least 20 years of active duty service for retirement pay and have been approved for an active duty retirement.

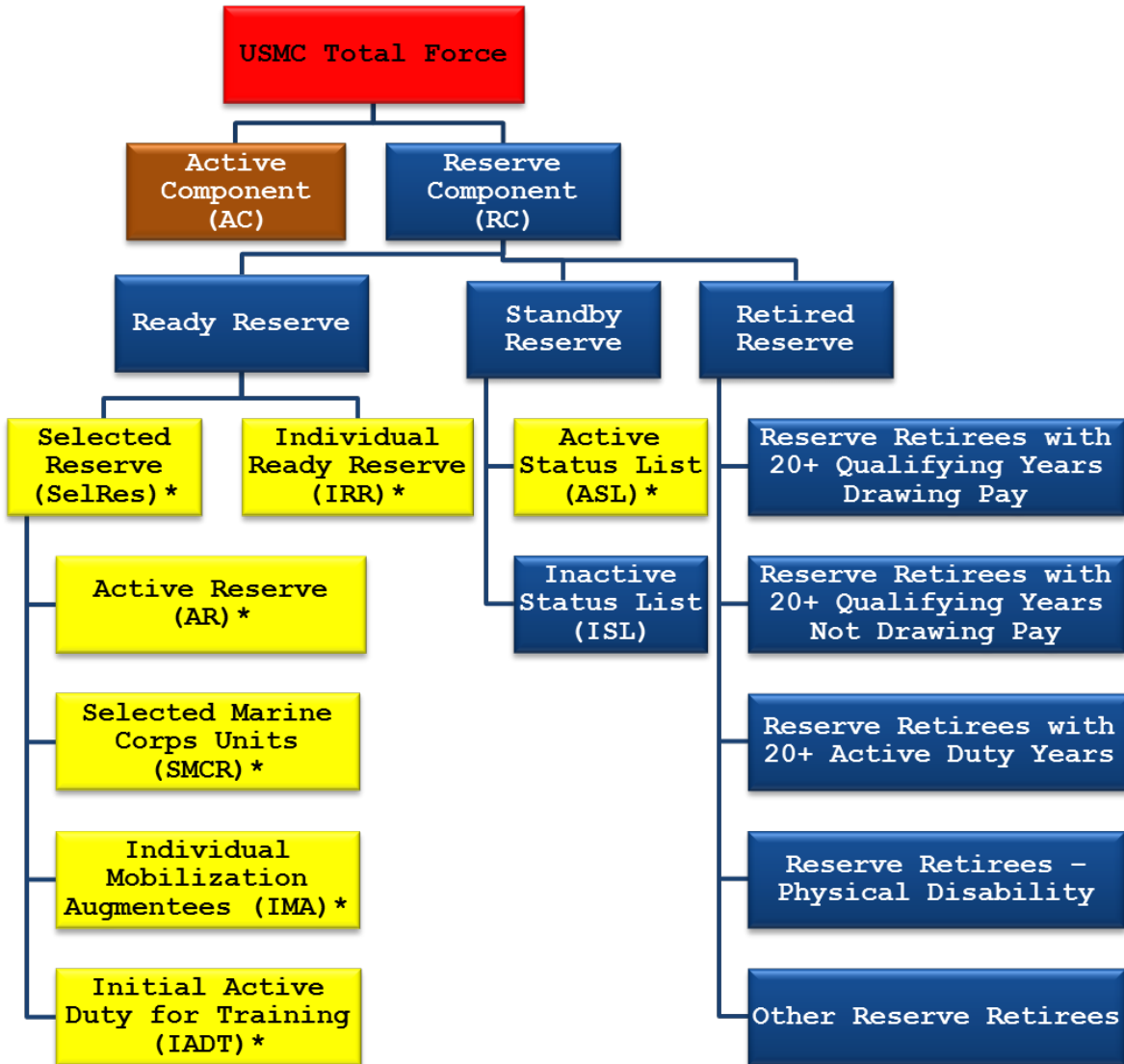
d. Physical Disability. Reserve Marines retired for physical disability under sections 1201, 1202, 1204, or 1205 of reference (b).

e. Others. Reserve Marines drawing retired pay based on retirement for reasons other than age, service requirements or physical disability fall in to this category. Marines in this category are retired under special conditions.

Note: The Retired Reserve does not include members of the FMCR. The FMCR consists of enlisted personnel who have completed 20, but less than 30 years of active service and are receiving retainer pay. The FMCR is not part of total Reserve manpower as currently defined by statute (reference (b)); however, it is a pool of trained personnel available for mobilization consistent

with the Retired Reserve. As the FMCR is not included as part of the RC it will not be addressed further in this directive.

Organization of the Marine Corps Reserve



Note: Components highlighted in yellow (and annotated by an "*") are elements of the Reserve Active Status List (RASL).

Figure 1-1.--Organization of the Marine Corps Reserve.

Organization of the Marine Corps Forces Reserve



Figure 1-2.--Organization of the Marine Forces Reserve (MARFORRES).

Chapter 2

Reserve Component (RC) Accession Programs

Section 1: General Information

1. Background. Dir RA determines the annual Reserve accession requirements in coordination with COMMARFORRES. All USMC Reserve recruiting is conducted by the Commanding General, Marine Corps Recruiting Command (CG MCRC) in coordination with COMMARFORRES and the Dir RA.

2. Reserve Obligation

a. Military Service Obligation (MSO)

(1) Anyone inducted, enlisted, or appointed in the Armed Forces on or after 1 June 1984, incurs an eight-year period of obligated service. Any part of the service not served on AD or ADT will be performed in the Ready Reserve.

(2) Dir, MCIRSA will notify Reserve IRR and IMA Marines of their service obligation and minimum participation requirements for satisfactory service in the Ready Reserve within two years of the completion of their MSO utilizing the sample letter provided in Figure 2-1.

(3) Marines of the SelRes who have not completed their initial contractual IDT obligation serve with an SMCR unit by virtue of their initial enlistment agreement. All other participants affiliate by virtue of a Reserve reenlistment or other contractual agreement.

b. Mandatory Drill Participation Stop Date (MDPSD)

(1) The MDPSD is the date in which a Reserve Marine (officer or enlisted) has met their mandatory drilling obligation with an SMCR unit. Contractually binding, this initial minimum period of obligation to affiliate is determined by the member's initial accession program agreement. Marines may extend or establish a new mandatory drilling obligation by accepting an incentive, retraining, transitioning/converting, participating in a refresher program, or voluntarily accepting a new MDPSD based on the needs of the Marine Corps.

(2) Once this period of obligated active participation within an SMCR unit has been fulfilled, the remaining MSO may be served in the IRR or as a drilling member in the SelRes.

(3) If a Reserve Marine's unit has received an order of intent to mobilize before the Marine's MDPSD has been reached, the Marine will mobilize and deploy with his or her unit.

(4) In the case of a Marine that is already beyond their MDPSD, but continuing to serve with an SMCR unit, if the Marine's unit receives an order of intent to mobilize before the Marine voluntarily transfers to the IRR, the Marine will mobilize and deploy with their unit or request a Delay, Deferment, or Exemption (DD&E) through their chain of command in accordance with reference (a).

Chapter 2

Reserve Component (RC) Accession Programs

Section 2: Enlisted Accession Programs

1. General Information. Enlisted Marines of the RC are sourced as either a non-prior service (NPS) accession, with no prior Marine Corps service, or as a prior service (PS) accession after completion of their initial active duty/AC service or drilling contractual obligation.

2. Non-Prior Service (NPS) Enlisted Accessions. Approximately two-thirds of RC enlisted accessions are NPS Marines. All NPS applicants enlisting into the SMCR will enlist for eight years in accordance with reference (f). The MDPSD is established in their initial accession program agreement.

a. Orientation Briefings for NPS Enlistees

(1) It is the responsibility of COMMARFORRES to ensure SMCR units conduct an orientation brief with newly accessed unit members. The orientation brief should be conducted by the SMCR unit Commanding Officer/Officer in Charge (CO/OIC) or the I-I/Site Commander to welcome and get acquainted with new unit members. The brief should convey a sense of camaraderie and familiarize the new member with the unit as well as post-Initial Active Duty Training (IADT) duties and training highlights. The enthusiasm and interest communicated by the SMCR unit leadership should motivate and strengthen the new member's commitment to the unit and to the Marine Corps.

(2) The orientation brief is not a screening process to determine suitability for service in the Marine Corps Reserve as that activity is the responsibility of the MCRC.

(3) The orientation brief should occur within 30 days of enlistment. When IADT will occur before a formal orientation brief can be arranged, commanders are encouraged to make personal contact with the new member through command visitation or by telephone. In cases of immediate reserve accessions, or those contracted and shipped within 10 calendar days, the responsible Recruiting Station (RS) will attempt to arrange for an I-I orientation. If an in-person orientation is not feasible, the RS can arrange an orientation via telephone between the contracted individual and an official command representative.

(4) RS commanders and SMCR unit CO/OIC/I-I/Site Commanders must work together to establish mutually agreeable and efficient procedures for accomplishing the orientation briefs. Problems are best resolved at the lowest level. When issues cannot be solved locally, they must be referred up the chain of command for resolution.

(5) At a minimum, the briefing should:

(a) Identify and resolve any geographic, occupational, or other circumstances that might interfere with IDT attendance or scheduled active duty dates.

(b) Discuss post-IADT/Incremental Initial Active Duty for Training (IIADT) duties and training highlights.

(c) Explain the sponsorship program.

(d) Answer any questions the new member might have.

(e) Motivate the new member to want to complete recruit training and serve with the unit.

3. Prior Service (PS) Enlisted Accessions

a. All PS Marine applicants for the SMCR are screened and processed by MCRC prior service recruiters (PSR) and/or by HQMC M&RA, Reserve Transition Coordinators. Additional details are contained in reference (e).

b. Orientation Briefings for PS Enlistees

(1) It is the responsibility of COMMARFORRES to ensure SMCR units conduct an orientation brief with PS Marine applicants, similar to that provided to NPS Marines. The orientation brief should be conducted by the SMCR unit CO/OIC or the I-I/Site Commander to welcome and get acquainted with new unit members. The brief should convey a sense of camaraderie and familiarize the new member with the unit as well as duties and training highlights. The enthusiasm and interest communicated by the SMCR unit leadership should motivate and strengthen the new member's commitment to the unit and to the Marine Corps Reserve.

(2) The orientation brief is not a screening process to determine suitability for service in the Marine Corps Reserve as that activity is the responsibility of the MCRC.

(3) The orientation brief should occur within 30 days of affiliation. If an in-person orientation is not feasible, an orientation via telephone with the PSR and an official I-I command representative can be arranged.

(4) RS commanders and SMCR unit CO/OIC/I-I/ Site Commanders must work together to establish mutually agreeable and efficient procedures for accomplishing the orientation briefs. Problems are best resolved at the lowest level. When they cannot be solved locally, they must be referred up the chain of command for resolution.

(5) At a minimum, the briefing should:

(a) Identify and resolve any geographic, occupational or other circumstances that might interfere with IDT attendance or scheduled active duty dates.

(b) Discuss duties and training highlights.

(c) Answer any questions the new member might have.

Chapter 2

Reserve Component (RC) Accession Programs

Section 3: Officer Accession Programs

1. General Information

a. The majority of Reserve officers in the RC affiliate following completion of their AC service obligation. If a Marine has time remaining on their contract upon completion of their active service obligation, that remaining time can be served within the SelRes or in the IRR.

b. Reserve officers are also accessed via the Reserve Officer Commissioning Program.

2. Reserve Officer Commissioning Program (ROCP)

a. Background and Program Goals

(1) The ROCP provides reserve lieutenants for service with SMCR units, thereby enabling these units to fill critical leadership vacancies.

(2) Officers participating in these commissioning programs incur an 8-year MSO at the time of commissioning: a 4-year SMCR obligation followed by a 4-year obligation in the Ready Reserve, to be served in the IRR, SMCR, IMA, or any combination of the three.

(3) The ROCP consists of three separate commissioning programs explained below. Upon selection to any of the programs, the individual will attend Officer Candidate School (OCS), The Basic School (TBS), a Primary Military Occupational Specialty (PMOS) producing school, and finally will be assigned to a billet within the SelRes.

b. Meritorious Commissioning Program-Reserve (MCP-R)

(1) The MCP-R allows COs to nominate qualified enlisted Marines in the AC and the AR, who have demonstrated exceptional leadership potential, to apply for assignment to OCS and subsequent appointment to unrestricted commissioned officer grade in the Marine Corps Reserve.

(2) Participation in this program requires completion of not less than 75 credit hours of post-secondary education or Associate's Degree.

c. Reserve Enlisted Commissioning Program (RECP)

(1) The RECP allows qualified enlisted Marines in the SMCR who have demonstrated exceptional leadership potential, to apply for assignment to OCS and subsequent appointment to unrestricted commissioned officer grade in the Marine Corps Reserve.

(2) Participation in this program requires successful completion of a bachelor's degree.

(3) Additional policy, eligibility criteria, and application process are contained in reference (g).

d. Officer Candidate Course-Reserve (OCC-R)

(1) Applicants for the OCC-R program are civilians (or enlisted members of other services) who have earned a bachelor's degree and are accessed into the Marine Corps Reserve via an Officer Selection Officer (OSO) from MCRC. Enlisted Marines in the Ready Reserve may also apply for the OCC-R program via an OSO.

(2) Following successful screening by the OSO and acceptance into the program, the individual will be scheduled to attend OCS.

3. Personnel Management from OCS to First Assignment

a. The OCS will report the individual as "joined for training" via the Unit Diary (UD)/Marine Integrated Personnel System (MIPS) upon reporting to school.

b. Upon graduation, OCS will report commissions via the UD/MIPS. For individuals not graduating, OCS will report the reason for early termination of training via the UD/MIPS.

c. Marines commissioned via MCP-R or RECP will have orders to TBS generated in the Marine Reserve Order Writing System (MROWS) by HQMC (RA). OCS will endorse orders for commissioned officers to attend TBS or the orders of those not receiving a commission with instructions for them to rejoin their unit of origin.

d. TBS will report the individual as "joined for training" via the UD/MIPS.

e. Upon graduation from TBS:

(1) Marines commissioned via MCP-R or RECP will have their original orders modified to include MOS school by HQMC (RA).

(2) TBS will endorse the orders directing them to report to MOS school.

f. The MOS school will report the individual as "joined for training" via the UD/MIPS.

g. Upon graduation from the MOS school, the MOS school will endorse the orders directing them to report to their SMCR unit for duty.

h. The SMCR unit will join the officer for duty via the UD/MIPS and complete all administrative requirements of periods of active duty greater than 90 days.

4. Simultaneous Membership Program (SMP)

a. Members of the Platoon Leaders Class (PLC) Program are considered "officer candidates" but may participate as enlisted members of SMCR units as part of the SMP.

b. Members of the PLC must have been an enlisted member of an SMCR unit prior to acceptance to the PLC program in order to qualify for SMP participation.

c. Upon commissioning, PLC program members will be transferred to, and remain in, the IRR prior to completion of TBS. Marines who do not complete the PLC course are required to return to their parent unit.

5. Platoon Leaders Class (PLC). Appendix K of reference (a) provides specific guidance with regard to when a PLC Marine will, and will not, be issued orders in support of a SMCR unit or detachment activation.

Chapter 2

Reserve Component (RC) Accession Programs

Section 4: Incentive Programs

1. General. The following incentive programs may be available to individuals affiliating with the Marine Corps Reserve.

2. Selected Reserve Incentive Program (SRIP)

a. The SRIP offers an enlistment/reenlistment bonus in conjunction with an enlistment/reenlistment/extension or an affiliation bonus.

b. These incentives enable the Reserve force to meet and sustain manpower requirements and help to stabilize the Reserve force through longer service commitments.

3. Reserve Optional Enlistment Program (ROEP)

a. An applicant enlisting under ROEP serves a portion of their statutory MSO in the SMCR and then serves the remaining time in the IRR.

b. The ROEP consists of four different programs offering; four, five, six, or seven years of service in the SelRes.

4. Incremental Initial Active Duty Training (IIADT)

a. The IIADT Program attracts highly qualified, NPS applicants for enlistment in the SMCR by allowing an individual to enlist and complete the basic military training and technical skill training over the course of two or three separate periods of training vice one (e.g., Recruit training during the summer before freshman year in college, MOS school during the following summer, and Marine Combat Training (MCT) the third summer).

5. Education Assistance

a. Reserve Marines may be eligible for one or more education assistance programs through the Department of Veterans Affairs (VA) depending on type and length of service.

(1) The Montgomery GI Bill-Selected Reserve (MGIB-SR) provides educational assistance to Marines in the SMCR upon agreement to serve at least six years in the SMCR. Additional details on this program can be obtained within reference (j).

(2) The Post 9/11 GI Bill and the Reserve Educational Assistance Program (REAP) are programs that require a service-member to have served a certain number of days on active duty after 10 September 2001.

b. The most current information on updates to these programs is available via the VA website which is accessible at: <http://www.va.gov/>.

6. TRICARE Reserve Select (TRS). Detailed information regarding TRS can be found in Chapter 12, Section 5 of this Order.

7. Affiliation Bonuses

a. Certain PS officers and enlisted Marines qualify for Reserve affiliation bonuses.

b. These bonuses are measures intended to shape the inventory of officers and enlisted Marines within the RC.

c. Accepting a bonus obligates a Marine to drill in that unit for a specified period of time, normally three years.

8. IDT Travel Reimbursement

a. The primary purpose of this reimbursement is to help MARFORRES fill key leadership billets throughout the country.

b. Under this program, qualifying officers, Staff Non-Commissioned Officers (SNCO), and specific Non-Commissioned Officers can be reimbursed for travel expenses incurred (limited to a maximum established dollar amount) pursuant to drilling with SMCR units.

c. DC M&RA (RA) will release guidance via Marine Administrative Message (MARADMIN) each FY with coordinating instructions, policy guidance, and qualifications for this program.

9. SMCR Retraining/Lateral Move Program

a. The Deputy Commandant, Manpower and Reserve Affairs (DC M&RA) is responsible for planning the retraining programs, approving funding, and managing Military Occupational Specialty (MOS) retraining assignments (to include aviation transition/conversions and necessary MOS training), and career progression training which results in a new primary MOS.

b. MARFORRES is responsible for approving, acquiring, and funding career progression, proficiency, and currency training which does not result in a primary or necessary MOS.

c. All retraining is required to be linked to a valid Billet Identification Code (BIC) as determined by DC M&RA (RA) prior to joining a unit, approval for an Inter-unit Transfer (IUT), or Intra-Unit assignment.

d. PS Marines who are recruited to fill valid SMCR unit vacancies but do not possess the requisite billet MOS, may qualify for assignment to the SMCR Retraining Program.

(1) Normally, Marines will not be approved for MOS retraining if they have been selected for, or promoted to, Staff Sergeant.

(2) Requests for MOS retraining must be approved by DC M&RA, Reserve Continuation and Transition Branch (RCT) prior to accession.

e. Personnel qualifying for this program will be assigned an appropriate school seat at an MOS producing school during the accession process (unless there are no available school seats) pending release of the next FY's Training Input Plan (TIP) by Training and Education Command (TECOM).

(1) Upon release of the TIP, DC M&RA (RCT) will notify SMCR units of available school seats and units will ensure registration within 30 days.

(2) Non-obligor Marines failing to register for an available school seat within 90 days will be involuntarily transferred to the IRR by COMMARFORRES.

(3) Marines that do not begin attendance at an assigned school within 12 months of the approval date will be involuntarily transferred to the IRR by COMMARFORRES unless school training is not available or no longer required to match their assigned BIC.

(4) Marines that do not attend a registered school seat and fail to reschedule for another available school seat within 90 days will be involuntarily transferred to the IRR by COMMARFORRES.

f. DC M&RA (RA), in coordination with MARFORRES, will:

(1) Provide liaison with TECOM for requesting retraining school seats as needed.

(2) Approve valid retraining requests and provide additional billet-MOS accession options to facilitate unit joins when feasible.

(3) Ensure all retraining applicants meet the prerequisites of the Intended MOS (IMOS).

(4) Provide school seat availability dates to PS Recruiters, unit representatives, and prospective PS new joins to facilitate school seat assignment dates.

(5) Issue assignment actions that include course dates, MROWS order writing instructions, orders approval via MROWS, and appropriations data used when assigning school seats.

(6) Track all PS accessions that are non-MOS matches for 12 months from the date of approval to the SMCR to assist in providing the necessary training. Notify DC M&RA (RAP) of Marines failing to complete training pending involuntary transfer to the IRR.

(7) Ensure all mandatory drilling obligations resulting from attendance in a retraining program are reported via UD/MIPS.

(8) Ensure the basic MOS for all Marines approved for retraining in a different occupational field (OccFld) is reported via UD/MIPS.

(9) Ensure the IMOS for all Marines approved for retraining is reported via UD/MIPS.

(10) Manage the Retraining Program budget.

g. DC M&RA (RA), in coordination with MCRC and MARFORRES, will:

(1) Provide liaison with TECOM for requesting retraining school-seats as needed.

(2) Determine validity of Quota Serial Number (QSN) modification and retraining requests based on SMCR unit BIC Report taking into consideration such factors as unit manning levels, BMOS and grade requirements, demographic supportability, etc. Approve non-standard retraining requests and provide additional billet-MOS accession options to facilitate unit joins when feasible.

h. MARFORRES units will issue orders. Units will submit orders requests to DC M&RA (RCT) via MROWS for funding approval no later than 15 days prior to travel. Failure to submit orders requests within 15 days of travel will result in involuntary transfer to the IRR for non-obligor Marines.

10. Reserve Affiliation Composite Score Points Incentive

a. Certain enlisted Marines in the rank of corporal qualify to receive additional points towards their composite score.

b. These incentives are measures intended to increase the retention of enlisted Marines within the RC who meet the grade and MOS requirements for their billet.

c. Accepting an affiliation composite score points incentive obligates a Marine to drill in that unit for a specified period of time, normally one or more years.

Chapter 2

Reserve Component (RC) Accession Programs

Section 5: Naval Academy Preparatory School (NAPS)

1. Naval Academy Preparatory School (NAPS)

a. Orders and Funding

(1) For SelRes Marines who are selected to attend NAPS, parent commands are responsible for creating/writing orders in MROWS which provide for Permanent Change of Station (PCS) of the selectees directly to Rhode Island.

(2) MCIRSA is responsible for orders in the case of IRR selectees.

(3) The following guidelines should be used when creating orders in MROWS:

(a) Gaining command: MCC K87, Reporting Unit Code (RUC) 53103, NAVAL ACADEMY PREPARATORY SCHOOL, 197 ELLIOT ST, WING 1, NEWPORT, RI 02841-1519.

(b) PID information: Contact HQMC (RAP-3).

(4) Travel via Privately Owned Vehicle (POV) is authorized; however rental cars are not authorized.

(5) Billeting is provided by the NAPS.

(6) Check in is to be conducted in the Service "A" uniform.

b. NAPS Service

(1) NAPS students are in an active duty enlisted status.

(2) Periods of service between NAPS and actual United States Naval Academy (USNA) attendance are creditable for basic pay and computation purposes, computing retired pay based on years of service, and determining eligibility for voluntary retirement.

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(3) Reserve NAPS students should receive a DD 214, "Certificate of Release or Discharge from Active Duty," for service at NAPS.

c. NAPS students subsequently accepted to the USNA will report from NAPS to Marine Barracks Washington, D.C., 8th & I, where they will be discharged from the USMCR and accessed into the U.S. Navy, with the active duty Midshipmen.

Letterhead

1001
Office Code
Date

From: Director, Marine Corps Individual Reserve Support Activity
To: RANK FNAME MI LNAME EDIPI / MOS USMC
(ADDRESS)
(CITY, STATE ZIP)

Subj: NOTIFICATION OF SERVICE OBLIGATION IN THE UNITED STATES MARINE CORPS
RESERVE

Ref: (a) Title 10, U.S. Code
(b) SECNAVINST 1920.6C CH 5
(c) MCO 1900.16 W/CH 1

Encl: (1) Sample Resignation from the U.S. Marine Corps Reserve
(2) Reserve Facts

1. In accordance with the references, this letter is sent to ensure you understand the laws and policies governing your status in the United States Marine Corps Reserve.

2. Public Law (reference (a)) requires that commissioned officers remain in the Reserve Component (RC) until completion of their Military Service Obligation (MSO). Typically, that obligation is for a total of eight years; mixed between active and reserve service.

3. Our records show that you were commissioned a second lieutenant on DD MMM YYYY and will complete eight years of commissioned service on DD MMM YYYY. At this time your MSO will be complete.

4. Upon completion of your MSO, you have several options. I urge you to consider the valuable experience you have to offer and what your service could continue to mean to your fellow Marines. The Marines and Sailors of the RC will need leaders like you to mentor and guide them through the unknown challenges that lie ahead. I know that any decision to stay in the Corps is both very important and very personal - one that has far reaching effects on both you and your family. Keep this in mind as you consider these options:

a. Remain in the Individual Ready Reserve (IRR). Note that Public Law requires officers to obtain 27 Reserve Retirement Points per year to be retained in the IRR beyond their MSO. Officers who earn less than 27 Reserve Retirement Points will be automatically transferred to the Inactive Status List (ISL) of the Standby Reserve, unless resignation is sooner requested.

b. Request resignation of your commission. The earliest you may request resignation is 14 months prior to the completion of your MSO. See enclosure (1) for format.

Figure 2-1.--Sample MSO Notification Letter.

c. Join a Selected Marine Corps Reserve (SMCR) unit, the Individual Mobilization Augmentee (IMA) program, or volunteer for mobilization. Company grade officers may qualify for an SMCR affiliation bonus of \$XX,XXX during FYXX. Billet vacancies for SMCR/IMA are listed in the Requirements Transition and Manpower Management System (RTAMMS) under the Inventory Development and Management System (IDMS) tab (this is the same system that contains the Drill Management Module (DMM), or contact the nearest Prior Service Recruiter (PSR): www.mcrc.usmc.mil/G3/PSR. Enclosure (2) contains additional information to help you in your decision.

5. While you serve in the IRR the following conditions apply:

a. Members of the IRR must provide the Dir MCIRSA with the following information:

- (1) Current mailing address,
- (2) Civilian employment information (CEI),
- (3) Changes to physical condition, and
- (4) Changes to dependency status.

b. Mobilization of the IRR is authorized in time of war or national emergency declared by Congress or when otherwise authorized by law.

6. If you have any questions regarding the information provided in this letter, please contact XXXX XXXXXX at 1-800-255-5082, extension XXXX. You are encouraged to submit all questions and documentation directly to MCIRSA using our Organizational Mailbox (OMB) at xxxxx@usmc.mil.

7. For a more in-depth review of your individual circumstances, you may schedule career counseling with the Reserve Career Counselors at HQMC by calling 877-415-9275 (Option 5) or online at www.manpower.usmc.mil -> Reserve Marine -> RA -> RCT -> Career Counseling.

SIGNATURE

Figure 2-1.--Sample MSO Notification Letter (continued)

From: Rank FNAME MI LNAME EDIPI / USMC
To: Commandant of the Marine Corps (MMSR-5)
Via: Director, Marine Corps Individual Reserve Support Activity
2000 Opelousas Ave., New Orleans, LA 70114

Subj: RESIGNATION FROM THE U.S. MARINE CORPS RESERVE

Ref: (a) Dir MCIRSA ltr 1001 of DD MMM YY

1. Per the reference, I am within 14 months of my military service obligation (MSO) and elect the following option:

() I REQUEST TO RESIGN MY COMMISSION IN THE UNITED STATES
MARINE CORPS RESERVE EFFECTIVE _____.

I can be contacted at _____.
(PROVIDE TELEPHONE NUMBER)

(Signature)

Note: THIS FORM MUST BE RECEIVED BY MMSR-5 NOT LESS THAN FOUR MONTHS PRIOR TO THE REQUESTED DATE OF RESIGNATION.

Enclosure (1)

Figure 2-1.--Sample MSO Notification Letter (continued)

Chapter 3

Reserve Duty and Training Programs

Section 1: Reserve Utilization Categories and Duty Types

1. Reserve Utilization Categories. Utilization categories provide the flexibility necessary to develop policies to maximize RC utilization. As expanded upon below, and depicted in Figure 3-1, Reserve Marines perform duty for training, support, mobilization, or other purposes.

a. Training. Reserve Marines will receive training pursuant to assignments and required readiness levels. Required training will provide the minimum training time or number of training periods required for attaining the prescribed unit readiness status and maintaining individual proficiency. The primary purpose of all training is the enhancement of individual skills and/or unit effectiveness. Mission support may be a key element in developing training programs, but training shall be the paramount consideration and documented for budgetary allocations. Mission and operational support (OS) may occur as a consequence of training.

(1) Training may be conducted in an inactive duty (ID) or AD status.

(2) The training utilization category consists of both voluntary and involuntary training duty. Involuntary training duty includes AT and IDT. Voluntary training duty includes Other Training Duty (OTD).

b. Support

(1) AD for the purposes of organizing, administering, recruiting, instructing, or training the RC, or to perform other duties in support of the AC. It also includes AD performed at the request of an organizational/operational CCDR, or as a result of reimbursable funding in order to provide the necessary skilled manpower assets to support existing or emerging requirements.

(2) The support utilization category is comprised of both voluntary and involuntary AD. Voluntary support duty includes Active Duty for ADOS whereas involuntary support duty includes preplanned/preprogrammed CCDR support under the authority of reference (b) section 12304b.

c. Mobilization. Mobilization is involuntary AD, in accordance with reference (b), used to support national objectives in time of war or other emergencies when the President or Congress determines that RC forces are required to augment the AC. Reference (a) and Chapter 10 of this Order provide information and authorities relating to mobilization (for units and individuals) and retiree recall in conjunction with contingency operations.

d. Other. This category is comprised of an assortment of both voluntary and involuntary duty classifications in both AD and ID statuses.

(1) AD voluntary other duty includes Funeral Honors Duty (FHD) and ID voluntary other duty includes Marines ordered to AD for medical care, evaluation, or treatment.

(2) AD involuntary other duty is inclusive of those in a captive status (as per reference (b) section 12301(g)), Marines ordered to AD for disciplinary purposes (as per reference (b) sect 802(d)), those ordered to active duty due to unsatisfactory participation (in accordance with reference (b) sections 10148 and 12303), and Retiree Recall under the authority of reference (b) section 688. ID involuntary other duty includes Muster Duty (MD).

2. Types Of Reserve Duty. Marine Corps reserve duty is comprised of two primary types, which are ID and AD. The corresponding duties performed within each duty sub-type may vary significantly depending on the capacity in which the Marine serves, the unit or organizational mission, and the Marine's personal situation. The types of reserve duty are as described in the sections to follow, and as depicted in Figure 3-2.

3. Reserve Pay Group Categories

a. Each member of the Ready Reserve and Standby Reserve shall be placed in a specific training category utilizing an appropriate code for training and pay purposes based on the amount of training each is required to perform.

b. The reserve training category pay groups that are utilized for members of the SelRes are as follows:

(1) Pay group "A" identifies SMCR unit personnel who are required to attend 48 IDT periods and 14 days AT, exclusive of travel time each anniversary year.

(2) Pay group "B" identifies IMAs who are required to attend up to 48 IDT periods and a minimum of 12 days AT, exclusive of travel time each anniversary year. As stipulated by reference (p) there are cases in which specific IMA Marines may not be required to participate in 48 annual IDTs dependent upon their specific billet assignment.

(3) Pay group "F" identifies SelRes personnel attending initial active duty for training (IADT).

(4) Pay group "Q" identifies AR personnel.

Chapter 3

Reserve Duty and Training Programs

Section 2: Inactive Duty (ID)

1. Inactive Duty (ID). ID is authorized duty performed by Reserve Marines not in an AD status and consists of IDT, MD, and FHD.

2. Inactive Duty Training (IDT). IDT is performed by members of the Ready Reserve not on AD, AT, or ADT, and consists of regularly scheduled unit training periods, additional IDT periods, and voluntary IDT.

a. IDT parameters:

(1) IDT primarily provides individual or unit readiness training to RC Service members.

(2) In accordance with reference (k) and section 101(22) of reference (l), IDT, or its equivalent training (ET), may not be used for completing correspondence courses.

(3) Units or individuals that participate in IDT may provide support to mission requirements (e.g., OS) as a result of the training. However as per reference (k) IDT will not be performed in a designated imminent danger area or hazardous duty location.

(4) A reservist shall be considered in an IDT status beginning at the time of arrival at the designated IDT location or while at government furnished quarters when remaining overnight for the purpose of commencing one or more consecutive IDT periods. A reservist executing off-site IDTs pursuant to government funded orders shall be considered in an IDT status while traveling to and from the IDT site. Such status shall continue until the member completes the final IDT period on the last day of such periods. Portal-to-portal coverage will continue to be governed by existing statutes and does not include work or study in connection with a military correspondence course or attendance in an inactive status at an educational institution under the sponsorship of the Armed Forces.

(5) With the exception of FHDs, all paid IDT periods shall not be less than four hours in duration, and no more than

two IDT periods may be performed in any calendar day. FHDs (as expanded upon under paragraph 4 of this section) shall be for a duration of not less than two hours.

(6) Where practical, multiple IDT periods over consecutive days shall be used to maximize training effectiveness.

b. Regularly Scheduled Unit Training Periods. IDT periods that are pre-scheduled and used primarily for individual or unit readiness training.

(1) The 48 annual periods of IDT are the regularly scheduled IDT as authorized pursuant to section 10147 of reference (b).

(2) Individual and unit training requirements are identified annually in COMMARFORRES/IMA Operational Sponsor (OpSponsor) training plans.

(3) Regularly scheduled unit training periods shall not be used for the primary purpose of augmenting missions or functions. Unit IDTs are to be used to accomplish individual training standards, unit Mission Essential Tasks (METs), or Service prescribed training requirements."

(4) Equivalent training (ET)

(a) ET is captured as Equivalent Duty Periods (EDPs), and consists of training conducted in lieu of a missed regularly scheduled drill.

(b) An EDP is a period of instruction or duty, not less than four hours in duration, performed in connection with duties pertaining to the Marine Corps. Such duty may be paid, designated an EDP with Pay (EIO), or unpaid, designated an EDP without pay (EIN). EDPs (both EIOs and EINs) may be performed by either a reserve officer or enlisted Marine.

(c) Any paid EDP performed in lieu of regularly scheduled IDT periods counts against the total of 48 paid IDT periods.

(d) When an EDP is authorized, the approving official will ensure that the training is of equivalent value to that which was regularly scheduled, and that the member is available on the date(s) scheduled.

(e) An EDP may be performed to resolve an IDT for which the Marine received an excused or unexcused absence. An EDP may be performed to resolve IDT periods which have been declared unsatisfactory.

(f) Paid EDPs must be performed within 60 calendar days after the missed IDT, and within the same FY as the missed IDT. EDPs performed in a FY other than that in which the IDT was scheduled will be performed without pay.

(g) There is no limit to the number of EDPs that may be authorized; however, payment for such periods will be limited to two per day and a total of four per FY. Nonpaid EDPs may be performed only for absences within the previous 12 months.

(h) The combination of regular IDT and EDPs with pay will not exceed a total of 48 in any FY, with the exception of reserve general officers who may perform up to 60 IDT periods per FY.

(i) An EDP may not be performed on a day on which two other IDT periods are performed, but may be performed when only one IDT period, is performed.

(j) For IMA Marines, OpSponsors or their designated representative may authorize payment for performance of EDPs. Members of the Reserve augment staffs will be authorized by the respective commander or designated representative.

(k) Payment may not be made for EDPs performed to make up for paid IDTs that were declared unsatisfactory.

(l) Marines should be given the opportunity to perform EDPs in lieu of being processed as unsatisfactory participants. EDPs performed will be credited to the oldest IDT requiring resolution within the previous 12 months.

c. Additional IDT periods (Additional Paid Drills (APDs)). Additional IDT Periods are a sub-category of IDT that improve readiness by providing the required and necessary training to attain and maintain designated readiness levels. They are performed by members of the SelRes and will be accounted for separately from normal unit or individual training periods (do not count toward the 48 regularly scheduled IDT FY authorization). The three categories of additional IDT periods are:

(1) Additional Training Period (ATP)

(a) ATPs are authorized for accomplishment of required training, as defined by a unit's wartime mission or a member's CO/I-I/OIC/OpSponsor.

(b) An ATP may be performed by commanders, key training, administrative, or support officers, and enlisted Marines. The ATP may be used only for the preparation of training programs, lesson plans, training aids, training rehearsals, unit training, administration, and support functions.

(c) ATPs are not authorized to perform general administrative functions, to prepare for inspections, to prepare for AT, or to perform vehicle maintenance and other duties which are not directly related to training programs.

(d) Only reserve members in a satisfactory IDT status may perform ATPs. Each ATP will consist of a minimum of four hours. Not more than two ATPs may be authorized per individual per day. The maximum number of ATPs that may be performed by an individual is 36 per FY.

(e) ATPs may not be used in addition to, or as a substitute for, Additional Flying Training Periods (AFTPs).

(f) COMMARFORRES and OpSponsors may authorize the use of ATPs consistent with allocations provided by DC M&RA (RA). COMMARFORRES will establish control procedures to ensure that ATPs are used solely as outlined above for SMCR units. DC M&RA (RA) will establish control procedures to manage ATPs provided to support IMAs.

(g) An ATP will also be authorized to Marines approved for Direct Affiliation if their initial report date does not occur during a regularly scheduled period of IDT.

(h) Except for aircrew members, the combination of ATPs and Readiness Management Periods (RMPs) will not exceed 72 in each FY for each person.

(i) ATPs are categorized as APD in the Drill Management Module (DMM). For more information on DMM, see Chapter 5, section 2 of this Order.

(2) Additional Flying Training Period (AFTP)

(a) AFTPs are authorized for aircrew members for conducting aircrew training and combat crew qualification training. AFTPs will be used to attain and maintain aircrew flying proficiency and sustain mobilization readiness.

(b) In order for a Reserve aircrew member to receive credit for an AFTP, the AFTP period must be a minimum of four hours.

(c) Daily Limitation. Not more than two AFTPs may be authorized during any one calendar day. If the period extends past midnight local time then the AFTP will be granted for the date the period began. AFTPs may be combined with unit IDTs or EDPs as long as the maximum number of ID periods does not exceed two per calendar day and provided the total of the periods is of at least eight hours duration. AFTPs are not authorized when the Marine is in an active duty status.

(d) Annual Limitation. The maximum number of AFTPs may not exceed 72 each FY for each aircrew member. The combination of ATPs, AFTPs, and RMPs for each aircrew member shall not exceed 84. Requests to exceed 84 additional IDT periods may be submitted via the chain of command to the SECNAV, for up to a maximum of 96 for each aircrew member.

(e) AFTPs are categorized as APD in DMM.

(1) Readiness Management Periods (RMP)

(a) RMPs are intended to support the following functions in preparing for unit training: the ongoing, day-to-day operations of the units; accomplishing unit administration; training preparation; support activities; and maintenance functions.

(b) RMPs shall be used only where sufficient active duty personnel are not available or specifically assigned to accomplish these duties.

(c) Only reservists in a satisfactory IDT status may perform RMPs.

(d) An RMP may be performed on the same day that another IDT period is performed.

(e) In order for a reservist to receive credit for an RMP, the RMP period must be a minimum of four hours.

(f) Daily limitation. Not more than 1 RMP will be performed by an individual on the same day.

(g) Annual Limitation. The number of RMPs performed in an FY by any member will not exceed 36.

(4) Except for aircrew members, the combination of ATPs and RMPs will not exceed 72 in each FY for each person.

(5) Combinations of ATPs, AFTPs, and RMPs for aircrew members will not exceed 84 in an FY. A SECNAV waiver may be requested to permit a maximum of 96 additional IDT periods for an aircrew member in a FY in extreme circumstances.

d. Voluntary IDT in a non-pay status. Marines may voluntarily perform special additional duties as IDT periods for retirement points only (without pay). In particular, if utilized, this voluntary IDT will be performed in connection with prescribed training or maintenance activities of the units to which they are assigned. These periods will not be less than two hours, with a maximum of two points authorized in any one calendar day.

(1) Associate Duty. Associate duty is IDT for retirement points only (non-paid) to enable members of the IRR, IMA and the ASL to perform ID on an affiliated basis with a Reserve or AC unit. The intent of associate duty must be to enhance the Reserve Marine's readiness. The Director, MCIRSA (Dir MCIRSA) authorizes associate duty orders.

(a) SMCR unit Marines, to include mandatory participants, are not eligible to perform associate duty.

(b) An eligible reserve Marine may serve in an associate duty status in an approved billet with an SMCR, MTU, or AC unit provided the Marine has a current Servicemember's Group Life Insurance (SGLI) in effect and is junior to the CO/OIC of the unit to which assignment is requested.

(c) Associate Duty with Reserve Units of Other Services. In localities where there is no Marine Corps unit within 100 miles, or when the local Marine Corps Reserve unit validates in writing that it cannot provide appropriate MOS

training, associate duty with other Armed Forces RC units may be permitted. The following criteria apply:

1. The CO of the other Service unit must concur with the request.

2. Assignment must provide training commensurate with the reserve Marine's grade and MOS.

3. The Dir MCIRSA concurs and approves the request.

(d) Awarding of IDT Points. Each Marine will be required to complete and forward a NAVMC 799, "Equivalent Instruction Report (1610)," to the Dir MCIRSA for the awarding of up to 2 IDT points.

(e) AT on Associate Duty

1. Reserve Marines performing associate duty may be authorized to attend AT with that unit upon approval of the Dir MCIRSA/OpSponsor, as appropriate. Marines on associate duty may be issued active duty orders without pay and allowances for the AT period.

2. Reservists ordered to AT without pay and allowances may be authorized travel on a space available basis with the unit and may be billeted at the training site. If billeting or travel space is unavailable the Reservist will incur all associated costs. Per diem is not authorized.

3. Requests for orders will be submitted to the Dir MCIRSA via the chain of command. Requests will include: the AT dates and location, a description of training involved, and the availability of transportation and billeting.

(f) Application for Orders to Associate Duty

1. Reserve Marines seeking assignment to associate duty should submit an application to the Dir MCIRSA. The application must arrive no later than 30 days prior to the desired effective date of the orders and contain the following information: name, rank, Electronic Data Interchange Personal Identifier (EDIPI), unit to be associated with, current address, and home/work telephone number.

2. The application will include as an enclosure a statement from the CO/I-I/OIC/OpSponsor of the unit to which associate duty is requested. This statement should indicate concurrence with the request and the duties the reservist will perform.

(g) Orders. Upon approval, the Dir MCIRSA will issue orders authorizing the individual to perform associate duty. Of note, the Dir MCIRSA must approve these orders prior to the commencement of the respective period of duty. The orders will include:

1. The assignment date and an automatic termination date. These orders will be issued for a period of no more than one year (e.g., 1 Jun 15 to 31 May 16).

2. The T/O billet (i.e., BIC) for the Reserve Marine affiliating with an SMCR or AC unit, if applicable.

3. A statement indicating that the Marine understands pay, allowances, travel, subsistence, uniforms, and monetary compensation for any expenses incurred while performing associate duty are not authorized.

4. A statement indicating the Marine understands that during the performance of associate duty that reservists are subject to the Uniform Code of Military Justice (UCMJ).

5. A statement indicating the Marine understands that during the performance of associate duty that he/she is covered medically.

6. Instructions for submission of fitness reports (FitReps) or Pro/Con marks and awarding of Reserve retirement credit points.

7. A statement indicating the Marine will forward a certified copy of the orders with the acceptance endorsement to the Dir MCIRSA.

(2) Appropriate Duty

(a) Appropriate duty is IDT for retirement points only (non-paid) that unit commanders authorize for Reserve Marines under their cognizance to attend special functions or to

perform certain tasks. Appropriate duty orders may be issued to members of the SelRes, IRR, and ASL.

(b) These orders are for the following activities and functions:

1. MCRC for activities performed in conjunction with recruiting.

2. Performance of public affairs duties and activities not in conjunction with civilian job duties that benefit the Marine Corps. (example; Toys for Tots support)

3. Performance as an instructor for SMCR units and MTUs by non-unit personnel.

4. Participation as observers in exercises conducted by SMCR units in conjunction with unit IDT.

5. Attendance at officer and NCO periods of instruction conducted by SMCR units in addition to scheduled IDT periods.

6. Participation in parades and ceremonies, outside scheduled IDTs, as permitted by current regulation.

7. Participation as a competitor in a rifle or pistol match.

8. Performance of duty for required annual administrative functions, including physical examinations, Periodic Health Assessments (PHA), HIV draws and other annual medical requirements.

9. Performance of duty during IDT or provision of advice and assistance by non-unit personnel to MTU commanders in conjunction with special projects, as requested by the commander.

10. Participation in pre-drill meetings by key SMCR personnel in preparation for drill weekend.

11. Participation in other approved activities to include professional or trade conventions, Armed Forces seminars, professional meetings, or training conferences. In such situations the Reserve Marine may earn one point per day,

with a minimum of four hours of participation. The following requirements apply:

a. The meeting is sponsored, supervised, and conducted by one or more military departments; or

b. The meeting is designated as being of such military value the instruction received would enhance the Marine's professional qualifications for mobilization duties, or the qualifications of individuals the Marine may supervise; and

c. The reservist provides the order writing authority with evidence of attendance; and

d. The reserve Marine's participation is without military pay.

(c) Submission of Points Earned. Retirement credit points earned under appropriate duty orders should be submitted upon completion of each period of duty to the unit maintaining responsibility for the Marine's service record, using the NAVMC 799. Points should be reported indicating dates duty was performed, and in four-hour increments.

(d) Orders

1. Unit commanders may issue appropriate duty orders without pay to reserve Marines under their cognizance.

2. Orders shall state the Marine is not authorized pay, allowances, subsistence, per diem, or compensation for expenses incurred in conjunction with appropriate duty.

3. Travel on a space available basis at no expense to the government may be authorized.

4. If billeting or travel space is unavailable the reservist will incur all associated costs.

5. Reserve Marines should submit their request for appropriate duty orders not less than 30 days in advance of the proposed activity in order to allow necessary administrative processing.

6. Appropriate Duty orders will be issued for a period of no more than one year (e.g, 1 Jun 15 to 31 May 16).

7. A statement indicating the Marine understands that during the performance of appropriate duty that reservists are subject to the UCMJ.

8. A statement indicating the Marine understands that during the performance of appropriate duty that he/she is covered medically.

(4) Correspondence and Non-Resident Courses

(a) All Marine Corps Professional Military Education (PME), to include correspondence and non-resident courses, is applicable to the Total Force in accordance with reference (m). Other military service courses of instruction are available to reserve Marines who desire to pursue additional education opportunities.

(b) In accordance with reference (l) Section 1002, a reserve Marine may voluntarily complete correspondence or non-resident courses for reserve retirement credit while in an unpaid status.

1. Reserve Marines may be credited with retirement points at the rate of one point per four hours of non-resident instruction successfully completed.

2. This policy is established in order to incentivize non-paid, off-drill, individual education and consequently allow for more time to execute hands-on, unit training during IDT periods.

(c) In accordance with reference (m), Education Command will annually validate the number of reserve retirement credits for each Marine PME course.

(d) No retirement points may be earned for courses conducted during periods of ID, active duty, or other periods during which retirement points are awarded.

1. Should the grading of a correspondence course delay the date of "course completion", and the course then mistakenly be entered as completed on the same day during which the Marine is performing a period of ID, active duty, or other period for which points are earned, then the Marine may submit an Administrative Action (AA) Form to the CO/OIC/I-

I/OpSponsor identifying the specific day that the work associated with the course was actually conducted and completed.

2. The CO/OIC/I-I/OpSponsor will then endorse the AA Form indicating approval or disapproval of the Marine's request, ensuring adherence to the restriction contained in this Order, utilizing the example provided in Figure 3-3.

3. Once approved, completion of the correspondence course will be reported in UD using the dates identified in the AA Form or alternate dates as determined appropriate by the CO/OIC/I-I/OpSponsor.

(e) Since officers selected to participate in the "blended and weekend seminar programs" are performing active service or additional IDTs on the weekends that the course is being conducted, correspondence points may be pro-rated for preparatory studies completed outside these scheduled times of duty. The format depicted in Figure 3-3 may be used as a guide in submitting a request for pro-rated correspondence points to be awarded in accordance with the restrictions stated in paragraph (b) above.

(f) Additional guidance regarding granting retirement points for correspondence courses and non-resident PME may be obtained by contacting DC M&RA (Reserve Affairs Policy, Plans, and Programming Branch (RAP)).

(4) Assistance to Marine Corps Junior Reserve Officer Training Corps (MCJROTC). Reserve Marines providing assistance to an MCJROTC unit may earn one ID point for each four hours of participation, not to exceed two points per day.

(5) Referral Retirement Points

(a) Reserve Marines in an active status are eligible to receive referral retirement points in support of recruiting and affiliation efforts benefiting the Marine Corps, both AC and RC.

(b) Using Reserve retirement points awarded for membership and referrals, a Reserve Marine may remain a satisfactory participant and potentially be credited with a qualifying year of service for Reserve retirement. It is the responsibility of the individual Marine to ensure referral retirement points are credited to their Career Retirement Credit Report (CRCR).

1. The primary means to document referral retirement credits is the NAVMC 799.

2. The NAVMC 799 will be processed by either the member's unit for SMCR unit Marines or by MCIRSA for IMAs or IRR Marines.

(c) Recruiting. Reserve Marines eligible to receive IDT points are eligible to receive 10 Reserve retirement points for any referral resulting in the recruitment of an enlisted Marine or a newly accessed officer in either the AC or SelRes.

1. Referrals will be verified, authorized, and documented on the NAVMC 799 by the RS that processed the newly accessed Marine.

2. The maximum number of points earned in this manner is 40 Reserve retirement points per anniversary year.

(d) Affiliation. Reserve Marines eligible to receive IDT points are eligible to receive six Reserve retirement points for any referral resulting in a PS IRR Marine affiliating with a SMCR unit or serving in an IMA billet for a period of no less than 90 days.

1. To be considered for this affiliation credit, the referred Marine could not have served in a SelRes billet during the previous 180 days.

2. Referrals will be verified, authorized, and documented on the NAVMC 799 by the gaining unit. Retirement points will be processed no earlier than 91 days after the referral joined the unit.

3. The maximum number of points that may be earned in this manner is 36 Reserve retirement points per anniversary year.

3. Muster Duty (MD). Pursuant to the authority of Reference (b) section 12319, members of the Ready Reserve may be ordered without their consent to MD once a year. This MD is used to meet the Marine Corps Reserve's continuous screening requirements.

a. On-Site Muster

(1) The purpose of on-site muster is to provide information to members of the IRR on Reserve duty opportunities, brief requirements of membership within the IRR, and to conduct an administrative screening for required information.

(2) The location, time, and date that an on-site muster is conducted will be determined by the Dir MCIRSA.

(3) A stipend will be paid as compensation for Marines attending the muster.

b. Electronic Muster

(1) Electronic musters provide a means for the Dir MCIRSA to conduct a web-based electronic administrative screening for required information.

(2) A stipend will be paid as compensation for Marines participating in the muster.

4. Funeral Honors Duty (FHD)

a. FHD is used to prepare for and provide honors at funerals of military members and veterans as defined in section 1491 of reference (b). (Note: FHDs are categorized as APD in DMM.)

b. Not more than one FHD period shall be performed in a day.

c. FHD will include a minimum of two hours of duty during a day, including travel, for the performance of duty and/or preparation/training for duty.

d. This duty may be performed in either a pay or non-pay status.

(1) Members performing this duty may be compensated with a single ID service credit point, with one funeral honors duty allowance (FHDA) of either the minimum stipend allowance or one basic drill pay (whichever is greater).

(2) Per reference (n), members of the Ready Reserve may perform FHD in a voluntary status pursuant to the provisions of section 12503 of Reference (l) or section 115 of Reference (o).

e. Though other AD categories (to include ADOS) may be used to provide funeral honors support, in no case may the performance of funeral honors or the preparation for such honors be considered a period of drill or training (IDT).

f. FHD may be performed in conjunction with any other IDT period (ATP, RMP, AFTP) or a regularly scheduled unit drill as long as no more than two retirement points are credited for ID per day. FHD service credits are not limited by any existing ID point caps.

g. Travel expenses incurred in the performance of FHD may be reimbursed if the duty is performed at a location to which the member has been directed to report (i.e., funeral site, reserve activity, or location where government transportation is provided) and is 50 miles or more from the Marine's domicile or outside the corporate city limits of the training center and no government transportation is provided.

h. Marines preparing for, or performing, FHD will be subject to the UCMJ and are entitled to service credit, medical benefits, and pay and allowances authorized for the duty status in which the honors are conducted.

i. A toll-free number has been established in the HQMC casualty section (CMC (MRC)) for funeral directors, families, and Marine Corps units to request military funeral honors (MFH). This section can be reached during normal business hours, Monday-Friday at (866) 826-3628. Calls to the number after-hours or on weekends are routed to voicemail. Messages are checked at 1200 and 1500 on non-work days and calls will be returned the next day.

j. In accordance with section 12503 of reference (b), I-I/ Site Commanders may seek members of the IRR to assist in the performance of FHDs.

(1) In order to be eligible for FHD pay, the IRR Marine must spend a minimum of two hours in the preparation, training, or performance of a funeral.

(2) IRR Marines will be compensated with a single IDT credit point on their CRCR, and either the minimum stipend allowance, or one basic drill pay; whichever is greater based on Marine's rank.

(3) Upon completion of a FHD, the Command that the IRR Marine supported will complete a paper Muster Sheet (including the signatures of a mustering and certifying official and submit the Muster Sheet to the MARFORRES IPAC via the Customer Service Center (CSC).

Chapter 3

Reserve Duty and Training Programs

Section 3: Active Duty

1. Active Duty (AD). AD is full-time duty in active military service. It includes full-time AD training, AT, Active Duty Other than for Training (ADOT)(to include ADOS), and full-time attendance at a military school.

2. Active Duty Training (ADT). ADT is a category of active duty used to provide structured individual and/or unit training, or educational courses to a Reserve Marine. The primary purpose of ADT is to provide individual and/or unit readiness training. ADT may also support AC missions and requirements (e.g., OS). Included within the ADT category are AT, IADT/Incremental IADT (IIADT), and OTD.

a. Annual Training (AT). AT is the minimum period of ADT that Reserve members must perform each year to satisfy the training associated with their respective unit/individual assignments. The primary purpose of AT is to provide individual and/or unit readiness training. In accordance with reference (k), AT may be conducted in support of AC missions and requirements (e.g., OS). With prior approval from Reserve Affairs, AT may be performed in an imminent danger area.

(1) Selected Marine Corps Reserve (SMCR) Unit Members. For all members of SMCR units, AT will be not less than 14 days (maximum of 15 days including travel time) each year pursuant to section 10147 of reference (b).

(2) IMA Marines. IMA Marines AT will be not less than 12 days (exclusive of travel time of one day, for a total of 13 days) each year in accordance with reference (p).

b. Initial Active Duty Training (IADT)/Incremental IADT (IIADT)

(1) IADT is the basic military training and technical skill training required by all enlisted accessions. Reserve Marines on IADT include those undergoing Basic Training, School of Infantry (SOI)/MCT, and their initial MOS School. It does not include Marines undergoing a retraining program.

(2) Marines on IADT are under the ADCON of HQMC, Training Command (TCOM) while attending Basic Training, and Training and Education Command (TECOM) while attending SOI/MCT and MOS School.

(3) IIADT, is a method of completing IADT over the course of two or occasionally three periods vice one period of time. IIADT is also known as "Split-I Training."

c. Other Training Duty (OTD). OTD is authorized ADT, other than IADT/IIADT or AT, and shall be used to provide all other structured training to include on-the-job training (OJT) for individuals or units to enhance proficiency. The primary purpose of OTD is to provide individual or unit readiness training. It will be used to support RC members in obtaining the necessary skills and disciplines to achieve required readiness standards and may support AC missions and requirements. Categories of OTD include:

(1) Institutional Training. Institutional training is either collective or individual training and education, conducted in the formal school environment using Programs of Instruction (POIs). Formal schools may be conducted by any of the military services. A list of current courses of instruction is available within the current TIP and within the Marine Corps Training Information Management System (MCTIMS).

(2) Specialized Skill Training. Specialized Skill Training provides personnel with skills and knowledge needed to perform in an OccFld or specific MOS, and includes:

(a) Initial Skill Training (IST). A subcategory of specialized skill training, subsequent to recruit or officer acquisition training, to initially qualify a Reserve Marine in an MOS beyond the basic MOS. This category may include training received by those Reserve Marines making a lateral move from one MOS to another and is conducted in formal schools.

(b) Skill Progression Training. A subcategory of specialized skill training received subsequent to IST which provides a Reserve Marine with additional skills and knowledge required to perform in the same OccFld at a more skilled level or supervisory position.

(3) Professional Military Education (PME). Military education that provides individuals with the skills, knowledge, and understanding which enable them to make sound decisions in

progressively more demanding command and staff (C&S) positions within the national security environment.

(4) Reserve Counterpart Training (RCT)

(a) The objective of the RCT program is to increase the mobilization potential of authorized IRR members via voluntary ADT assignments to AC commands, thereby increasing the readiness of the Marine Corps as a whole.

(b) Refer to the current edition of reference (q) for additional information on the RCT program, and reference (c) for additional information regarding Provisional IMA Program (PIP) opportunities.

(5) Exercise Participation

(a) This program provides officers and enlisted members of the Ready Reserve (IRR/SMCR/IMA) with the opportunity to volunteer annually for assignments to ADOS in conjunction with Fleet Marine Force (FMF) exercises. The purpose of this program is designed to increase the readiness of the Total Force.

(b) Procedures and instructions to be utilized by supported commands will be issued by the DC M&RA (RA).

3. Active Duty Other Than For Training (ADOT). ADOT consists of all AD performed by a Reserve Marine excluding explicit training duty. This category of AD provides RC support to either AC or RC missions. It includes the categories of ADOS, AR duty, involuntary AD, and other AD.

a. Active Duty Operational Support (ADOS)

(1) The purpose of ADOS is to provide the necessary skilled manpower assets to support existing or emerging requirements.

(2) ADOS is authorized voluntary AD for RC personnel funded through the applicable personnel appropriations (either Military Personnel, Marine Corps (MPMC), or Reserve Personnel, Marine Corps (RPMC) funding sources) to support AC or RC programs, respectively.

(3) ADOS may be performed in support of contingency operations.

(4) ADOS tours are performed pursuant to the authority of section 12301(d) of reference (b).

(5) In order for a reservist to serve on ADOS, they must meet the requirements expanded upon in reference (r).

b. Active Reserve (AR) Duty

(1) AR duty is AD performed by a Reserve Marine to provide FTS to the RC.

(2) The purpose of this duty is for organizing, administering, recruiting, instructing, or training the RC and to facilitate Total Force integration of the RC into AC operations during times of war or national emergency.

(3) Reference (b), section 12310 and 301, and reference (d) contain further information with regard to this duty.

c. Involuntary Active Duty. Involuntary active duty pursuant to:

(1) Sections 12301(a) and 12302 of reference (b) for full and partial mobilization, respectively.

(2) Section 12304 of reference (b) for Presidential Reserve Call-Up (PRC) authority.

(3) Section 12304a of reference (b) for Defense Support of Civilian Authorities (DSCA) in conjunction with responses to major disasters or emergencies within the United States.

(4) Section 12304b of reference (b) for pre-planned missions in support of the CCDRs.

(5) For purposes pursuant to provisions of sections 688 (retiree call-up), 802(d) (legal hold), 12301(b) (AT), 12301(g) (captive status), or 10148 and 12303 (failure to satisfactorily perform) of reference (b).

d. Other AD. This category includes AD for medical purposes pursuant to sections 12301(h) and 12322 of reference (b). It also includes voluntary AD pending a Line Of Duty (LOD) determination for alleged sexual assault victims pursuant to section 12323 of reference (b).

Chapter 3

Reserve Duty and Training Programs

Section 4: Training Requirements and Deployability

1. Reserve Basic Military Training Requirements and Deployability

a. Reference (b), section 671, states: "A member of the armed forces may not be assigned to active duty on land outside the United States and its territories and possessions until the member has completed the basic training requirements of the armed force of which he is a member."

b. NPS members assigned to the SelRes currently undergoing IADT and members participating in the IIADT Program that have not yet completed their training will not be activated to a mobilized unit until the completion of their entire IADT requirement.

c. This requirement includes Recruit Training and SOI/MCT for enlisted Marines, OCS and TBS for officers, followed by an MOS school for all Reserve Marines.

Utilization Categories	Legal Authority	Purpose of Duty	Applies To	Type of Duty	
Training					
	10 USC 10147	Annual Training (AT)/Drill Requirement	Reserve Only	AD/IDT	Involuntary
	10 USC 12301(b)	Annual Training	Reserve & National Guard	AD	Involuntary
	10 USC 12301(d)	Additional/Other Training Duty	Reserve & National Guard	AD	Voluntary
	32 USC 502(a)	Annual Training (AT)/Drill Requirement	National Guard Only	FTNGD/IDT	Involuntary
	32 USC 502(f)(1)(A)	Additional Training Duty	National Guard Only	FTNGD	Involuntary
	32 USC 502(f)(1)(B)	Additional/Other Training Duty	National Guard Only	FTNGD	Voluntary
Support					
	10 USC 12301(d)	AGR Duty/Operational Support/Additional Duty	Reserve & National Guard	AD	Voluntary
	10 USC 12304b	Preplanned/Preprogrammed CCDR Support	Reserve & National Guard	AD	Involuntary
	32 USC 502(f)(1)(B)	AGR Duty/Operational Support/Additional Duty	National Guard Only	FTNGD	Voluntary
	32 USC 502(f)(1)(A)	Other Duty	National Guard Only	FTNGD	Involuntary
Mobilization					
	10 USC 12301(a)	Full Mobilization	Reserve & National Guard	AD	Involuntary
	10 USC 12302	Partial Mobilization	Reserve & National Guard	AD	Involuntary
	10 USC 12304	PRC	Reserve & National Guard	AD	Involuntary
	10 USC 12304a	Emergencies and Natural Disasters	Reserve & National Guard	AD	Involuntary
	14 USC 712	Emergencies	USCGR Only	AD	Involuntary
Other					
	10 USC 12503	Funeral Honors	Reserve & National Guard	ID	Voluntary
	32 USC 115	Funeral Honors	National Guard Only	ID	Voluntary
	10 USC 12319	Muster Duty	Reserve & National Guard	ID	Involuntary
	10 USC 12301(h)	Medical Care	Reserve & National Guard	AD	Voluntary
	10 USC 12322	Medical Evaluation and Treatment	Reserve & National Guard	AD	Voluntary
	10 USC 12323	Pending LOD for Response to Sexual Assault	Reserve & National Guard	AD	Voluntary
	10 USC 688	Retiree Recall	Reserve & National Guard	AD	Involuntary
	10 USC 802(d)	Disciplinary	Reserve & National Guard	AD	Involuntary
	10 USC 10148	Unsat Participation (up to 45 days)	Reserve & National Guard	AD	Involuntary
	10 USC 12301(g)	Captive Status	Reserve & National Guard	AD	Involuntary
	10 USC 12303	Unsat Participation (up to 24 months)	Reserve & National Guard	AD	Involuntary
	10 USC 12402	Duty at National Guard Bureau	National Guard Only	AD	Voluntary
	10 USC 331	Insurrection	National Guard Only	FS	Involuntary
	10 USC 332	Insurrection	National Guard Only	FS	Involuntary
	10 USC 12406	Insurrection	National Guard Only	FS	Involuntary

AD - Active Duty
 CCDR - Combatant Command
 ID - Inactive Duty
 IDT - Inactive Duty Training
 FTNGD - Full Time National Guard Duty
 FS - Federal Service
 PRC - Presidential Reserve Call-up

Figure 3-1.--Reserve Component (RC) Utilization Authorities.

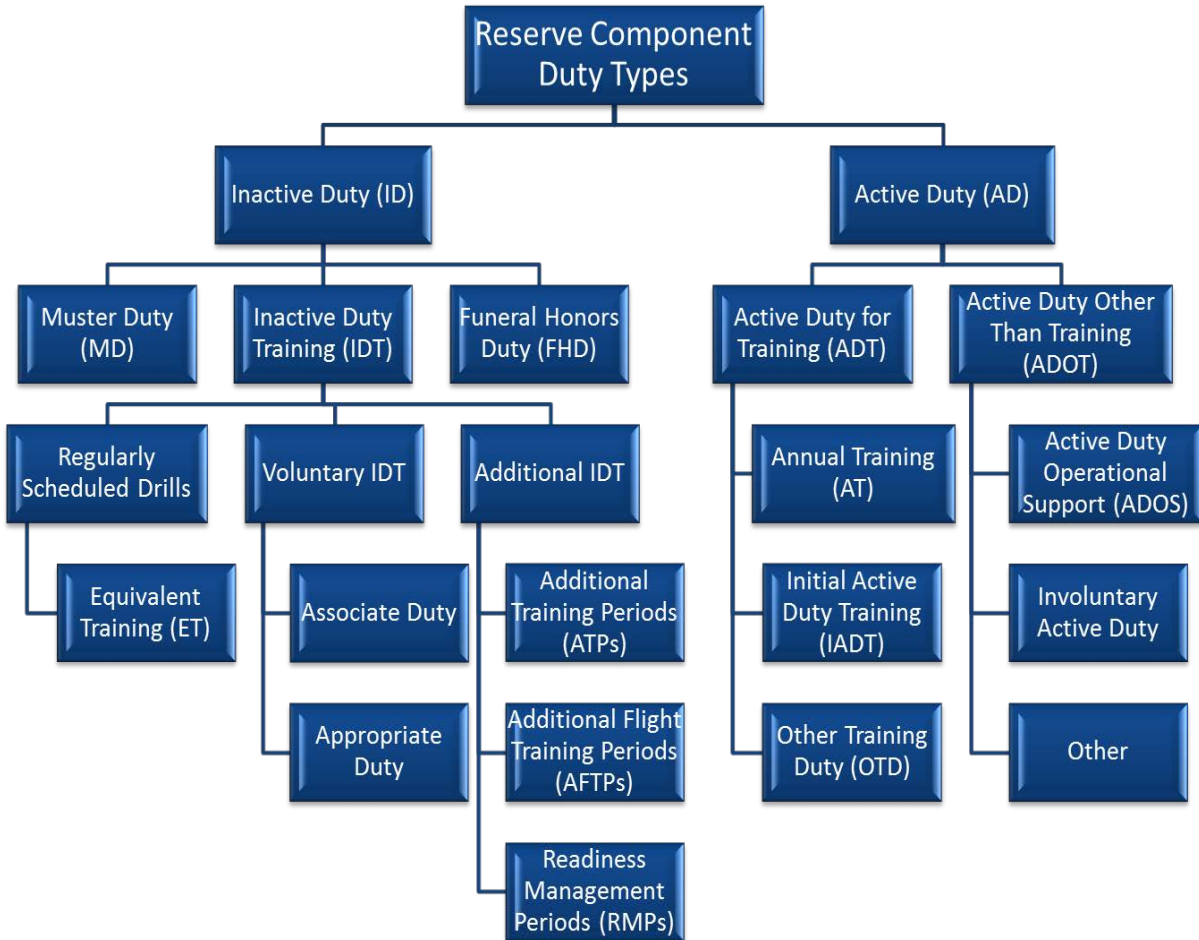


Figure 3-2.--Reserve Component (RC) Duty Types.

Letterhead

SSIC
Office Code
Date

From: OIC/I-I/OpSponsor/CO
To: Administrative Chief

Subj: REQUEST FOR ADMINISTRATIVE CORRECTION ICO (*NAME*), EDIPI:
(*NUMBER*)

Ref: (a) MCO 1001R.1L

1. On (*date*), I reviewed (*name*)'s request for awarding retirement points upon completion of (*course*). Because the course was graded several days late, the course was incorrectly entered as completed in MarineNet on (*date*). The course was actually completed on (*date*) when (*name*) was not serving in an Active Duty or Inactive Duty (ID) status.

2. As a result, the entry should be corrected with the actual completion date of (*date*). Marines cannot earn retirement points for correspondence courses during periods of ID, active duty, or other periods during which retirement points are awarded.

3. Point of contact at this command is (*name*).

I. M. CO

Copy to: Requesting Marine

Figure 3-3.--Sample Letter for Administrative Correction Due to Incorrect Entry, Date of Correspondence Course Completion.

Chapter 4

Reserve Participation, Assignments, Progression, and Retirement

Section 1: Overview

1. General Information

a. Marines serving in the RC must meet minimum participation requirements within a one-year period (Anniversary Year) by performing inactive or active duty in order to maintain eligibility and earn credit for a reserve retirement.

b. A point system is used to credit Marines for their participation.

c. Reaching or surpassing the minimum requirement is considered a "qualifying" or "satisfactory year".

d. Marines serving within the SelRes have specific training requirements, while Marines in the IRR do not (with the exception of musters).

e. With the exception of AR Marines, SelRes Marines typically participate in 48 scheduled IDT periods and 14 days (for SMCR) or 12 days (for IMA) of ADT each year (exclusive of the travel day).

f. Marines in the IRR can maintain eligibility through a variety of other duty types as noted in Figure 4-1.

2. The Point System

a. Reserve Retirement Point System. The reserve retirement point system is the method used for awarding credit to Reserve Marines for duty served.

(1) Retirement points are earned by a Reserve Marine when completing either active duty (while serving with the AC, ADOS, ADT, AT, Extended Active Duty (EAD), and on the AR program) or ID. Marines are awarded:

(a) One active duty point for each day of service on active duty, or

(b) Up to two points per day IDT performed with or without pay. One point may be awarded per four-hour period of IDT or 2-hr period of FHD.

(2) The points are used to determine qualifying service for retirement eligibility, amount of retired pay to be received, and promotion eligibility and retention.

(3) Figure 4-1 further defines the types of duty that can be performed for retirement credit.

b. Qualifying Year of Satisfactory Service. A qualifying year of service for non-regular retired pay and/or retention in the RC, is 50 credited points during a 365/366-day period.

c. Anniversary Year

(1) The full-year period used for crediting of qualifying years for non-regular retirement is based on anniversary years. The anniversary year is calculated from an anniversary date which is established on the day the Marine entered into active service, or active status in the RC.

(2) Figure 4-2 provides additional insight with regard to minimum points required to establish a partial anniversary year as qualifying service.

(3) Figure 4-3 provides granularity regarding membership points credited for a partial year.

d. Career Retirement Credit Record (CRCR). The CRCR is the document that records the retirement credit points in Marine Corps Total Force System (MCTFS) by anniversary year. It reflects a Marine's entire career and is derived from the Annual Retirement Credit Report (ARCR). For more in-depth information regarding CRCRs and ARCRs, see chapter 5, section 3 of this Order.

Chapter 4

Reserve Participation, Assignments, Progression, and Retirement

Section 2: Participation Requirements

1. Participation Requirements of the SelRes

a. Satisfactory participation requirements for each Training Pay Category (TPC) are:

<u>TPC</u>	<u>Comprised of</u>	<u># of Periods of IDT Req Annually</u>	<u>Maximum # of AT Days (Including Travel)</u>
A	SMCR unit	48	15
B	IMA	48*	13

*IMA billets are either paid or unpaid. Paid billets are for Marines joined as IMAs and count against IMA end strength. Unpaid are referred to as PIP billets which are Marines in the IRR. Additionally, as stipulated by reference (p) there are cases in which specific IMA Marines may not be required to participate in 48 annual IDTs dependent upon their specific billet assignment.

b. Attendance at required training alone does not constitute satisfactory participation. Such participation requires compliance with all applicable Marine Corps regulations to include meeting standards of attendance, body composition and military appearance, fitness, decorum, attitude, and effort expended during training periods.

c. Commanders may grant exceptions for individuals who are subject to the annual participation requirements listed in Chapter 4, paragraph 3.a., above, provided that:

(1) The number of unexcused absences does not exceed nine scheduled IDT periods in the preceding 12 months; or

(2) The member has performed an equivalent or greater amount of ADT/ADOS to the annual AT requirement.

d. SMCR Unit Participation Requirement. Reserve Marines with an MDPSD will honor their contractual obligation. Transfer to the IRR will be effected only when the enlistment/officer

accession contract, or other incurred service obligation is fulfilled or when authorized by COMMARFORRES.

e. Deferment Due to Child Birth or Adoption. See reference (s). Dual-service parents and single parents must comply with the provisions of reference (t).

f. Unit Policy Letter for Mandatory Participation. Unit COs will publish a policy letter outlining SMCR participation requirements and the criteria established for granting Rescheduled IDTs (RIDTs) and excused absences from IDT and AT periods.

2. Participation Requirements of the IRR. See chapter 8.

3. Participation Requirements of the Standby Reserve. See chapter 9.

4. Methods of Fulfilling Participation Requirements. Figure 4-4 provides an expansive overview of the types of duty available for RC Marines, along with the associated minimum time requirements, types of points awardable, and the maximum number of points permissible per day/year.

5. Statement of Understanding (SOU)

a. An SOU (formerly referred to as a Separate Written Agreement to Train (SWAT)) is a contractual agreement between the Marine Corps and a non-mandatory participant which obligates the Marine to participate in Reserve training in the SelRes. The obligation is incurred upon reporting to active duty for attendance at a formal school per the below guidelines.

b. The length of the SOU will be:

(1) One year, upon reporting to active duty for attendance at a formal MOS producing school of less than 5 weeks in length.

(2) Two years, upon reporting to active duty for attendance at a formal school of 5 weeks to 12 weeks in length;
or

(3) Three years, upon reporting to active duty for attendance at a formal school in excess of 12 weeks.

c. Reserve Marines undergoing OJT do not require a SOU.

d. Reserve Marines assigned to formal schools that do not result in an MOS (to include additional MOS (AMOS)) of 5 weeks or less do not require a SOU.

e. In no case will the separation date of the agreement extend beyond the expiration date of the Marine's enlistment contract. Coordinate with DC M&RA (RCT) to affect an extension and/or reenlistment to correspond with the contract length of the SOU, as appropriate.

f. Signature of the SOU must be witnessed by an officer and approved by DC M&RA (RA). The original SOU will be forwarded to the DC M&RA (MMRP-20), for inclusion in the OMPF, and a copy given to the Reserve Marine.

g. Upon termination of a SOU, a Marine may be retained in the unit, transferred to another unit, or transferred to the IRR.

h. A Marine may request release from the SOU, via the chain of command, to COMMARFORRES or his designated representative. The Marine must continue to participate until disposition of the request is made. Marines in receipt of a reenlistment bonus serving under a SOU will submit their request to DC M&RA (RA) via the appropriate chain of command.

i. Reserve Marines who fail to comply with the provisions of the agreement will be processed for unsatisfactory participation, as stated in the SOU.

j. When a Marine attends a formal school in conjunction with the SOU, DC M&RA (RA) will change MDPSD to coincide with end of SOU.

k. A sample SOU is provided at Figure 4-5

Chapter 4

Reserve Participation, Assignments, Progression, and Retirement

Section 3: Unsatisfactory Participation

1. Overview

a. Definition. A reserve Marine may be termed an unsatisfactory participant when one or more of the following occurs:

(1) Unsatisfactory IDT attendance or participation to include:

(a) Tardiness at IDT periods not excused by the CO/OIC/OpSponsor;

(b) Absence from an IDT period after muster without proper authority;

(c) Failure to meet minimum standards of performance as determined by the CO/OIC/OpSponsor and applicable Marine Corps regulations;

(d) Unsatisfactory personal or military appearance as determined by the CO/OIC/OpSponsor;

(e) Any unexcused absence from an IDT period; or

(f) Failure to resume drilling obligation when terminated from a Temporarily Not Physically Qualified/Not Physically Qualified (TNPQ/NPQ) status for noncompliance.

(2) Failure to attend scheduled AT or any other ADT requirement.

(3) Failure to complete the required administrative action in conjunction with absences from the Continental United States (CONUS) and visits to foreign countries under the provisions of chapter 5, section 5 of this Order.

(4) Failure of the mandatory participant to join an SMCR unit from the IRR on return to CONUS.

(5) Failure to report to the SMCR unit to which transferred within the time specified on transfer orders.

(6) Failure to keep the CO/OIC/Dir MCIRSA informed of current mailing address and telephone number.

(7) Commission of an offense under the UCMJ during an IDT period. Only the IDT at which the offense occurred may be declared unsatisfactory regardless of any subsequent Non Judicial Punishment (NJP) or trial by courts-martial. The fact an IDT period was declared unsatisfactory does not in itself affect the individual's pay status for the IDT period in question.

(8) Failure to comply with the participation requirements of a SOU.

(9) Failure to comply with the provisions of reference (u).

b. A Marine determined to be an unsatisfactory participant will be sent a notification letter per Figure 4-6.

c. The Marine Corps Command Legal Action (CLA) is the system used to process the administrative separation of unsatisfactory participants.

2. Members Serving Pursuant to an Initial Agreement. When a Marine with a mandatory participation requirement acquires at least nine unexcused absences from scheduled training within the preceding 12-month period, or is categorized as an unsatisfactory participant for reasons other than excessive absences, the unit commander must pursue one of the following actions:

a. Retain the Marine and authorize EDPs to regain satisfactory participation status.

b. Extend the SMCR Marine's MDPSD by a period of time commensurate to the accumulated unsatisfactory participation time. Of note, Commands must request to have a Marine's MDPSD adjusted only if the Marine returns to a good drilling status.

(1) The number of months that the MDPSD will be extended is determined by calculating the number of missed drills during the period of unsatisfactory participation and dividing by four. For example, sixteen missed drills divided by four equals a four month extension ($16/4 = 4$). Fractions equal to or greater than one-half ($1/2$) of a month are rounded up. Lesser fractions are disregarded.

(2) Extensions will not be granted for periods of less than one month.

(3) This opportunity will only be afforded once in a Marine's career.

(4) At no time will an extension exceed a Marine's ECC/RECC.

(5) COMMARFORRES or its MSCs are the approval authority for all requests.

(6) Requests will contain the following information on the Marine for which the extension is requested: Name, Grade, EDIPI, MDP Start Date, Current MDP Stop Date, Requested MDP Stop Date, Justification, and date of ECC.

c. Initiate separation proceedings via CLA and per reference (v).

d. Of note, the nine unexcused absences do not have to be missed consecutively; however in the event a Marine accumulates nine consecutive unexcused absences, actions to terminate the Marine's SGLI must be initiated per reference (bt).

3. Non-Mandatory Members and Members Serving Pursuant to an SOU. When a non-mandatory participant or member serving pursuant to a SOU is categorized as an unsatisfactory participant, the unit commander must pursue one of the following actions:

a. Retain the Marine and authorize EDPs to regain satisfactory participation status.

b. Initiate separation proceedings via CLA and in accordance with reference (v). A non-mandatory participant (not serving pursuant to a SOU) cannot be retained in an SMCR status involuntarily solely for the purpose of administrative discharge processing should the member request a transfer to the IRR. Upon transfer to the IRR, MCIRSA will continue separations proceedings, per reference (v).

4. IDT Periods Declared Unsatisfactory Based On Performance

a. Only the CO/OIC/I-I/OpSponsor may declare an IDT period unsatisfactory for failure to meet standards of performance. Notification by the CO/OIC/I-I/OpSponsor is a prerequisite for declaring an IDT period unsatisfactory.

b. Whether a Marine's performance is satisfactory or unsatisfactory, the individual will be paid for each IDT period when engaged in training for at least four hours.

c. If an IDT period is declared unsatisfactory for failure to meet standards of performance, Reserve retirement credit points will not be awarded and an EDP may be authorized. If the member performs at least 4 hours of training, the UMS will be marked as present ("X") and a comment made in the remarks sections indicating the reason the drill is declared unsatisfactory, i.e., "drill declared unsat, failed uniform inspection." If the command recognizes at the outset that a Marine will not be able to perform satisfactorily, or observes after the IDT period has commenced but before four hours have passed, that the Marine is not performing in a satisfactory manner, the command will not allow the Marine to proceed with the IDT. If the Marine was paid for a drill declared unsatisfactory (performed at least four hours of training), then the EDP can only be authorized without pay.

5. Failure to Report

a. Inter-unit Transfer (IUT). An enlisted Reserve Marine failing to report to the new Reserve unit by the date designated in the orders may be classified as an unsatisfactory participant.

(1) Upon IUT, if the individual does not physically report as directed, the CO/OIC/I-I of the gaining unit will contact the transferring unit and attempt to locate the Marine (IMA OpSponsors will coordinate with Dir MCIRSA).

(2) If the Marine cannot be located within 15 days of the transfer date and the orders are not modified or canceled by the issuing authority, the unit to which the Marine was ordered will report the join if they have not already done so and subsequently transfer the Marine back to the former unit at least one day after the join entry. The former unit will take appropriate administrative action.

(3) Should the Marine report to a new unit in person without appropriate orders, the Marine will not be joined until the CO/OIC/I-I of the transferring unit is contacted to determine the member's status and acquire the appropriate orders. The CO/OIC/I-I of the gaining unit can then join the Marine. The date of join will not be retroactive. IMA OpSponsors will coordinate with Dir MCIRSA.

b. Transfer to the SMCR Upon Release from Active Duty

(1) If a Marine fails to report from AD as directed, the I-I/Site Commander will attempt to locate the Marine and ensure the active duty orders were not modified or canceled. When it is determined that the Marine was released from active duty but failed to report as directed, the gaining unit will join the Marine on the UD the day after the date the Marine was released from active duty as stipulated on the DD 214 and take appropriate administrative action.

(2) Unauthorized absences will be reported on the UD for all IDT periods scheduled but not performed by the Marine the day after the Marine's last day of active duty. For example, if on 15 December 2014, a unit commander identifies a Marine who was released from active duty on 31 October 2014 but failed to report, the individual will be joined on the unit rolls on 1 November 2014 and all IDT periods scheduled by the unit from 1 November 2014 through 15 December 2014 will be reported as unauthorized absences in DMM. DMM will be corrected accordingly.

c. Transfers from the IRR to SMCR

(1) Mandatory participants of the IRR directed to return to an SMCR status by COMMARFORRES will be determined to be unsatisfactory participants if they fail to report by the date designated in their orders.

(2) COMMARFORRES will direct Dir MCIRSA to rejoin and process the Marine for separation via CLA and in accordance with reference (v).

Chapter 4

Reserve Participation, Assignments, Progression, and Retirement

Section 4: Officer Assignments and Tours

1. Minimum Officer Participation Requirements

a. Reserve officers who have completed their MSO, but are not retirement eligible, are required to earn a minimum of 27 retirement credit points per anniversary year in order to be retained in an active status.

(1) Dir MCIRSA will notify, in writing, those individuals who fail to meet this requirement, and will involuntarily transfer them to the ISL.

(2) Marines may request a one-time waiver of this requirement by submitting a waiver via the appropriate chain of command to DC M&RA (MMSR-5) for decision in coordination with DC M&RA (RAP).

(a) Officers may only submit one waiver during their career, and the waiver will only be leveraged to waive a single year.

(b) Justification should include unique or unusual circumstances as to why the minimum participation requirements were not met and a statement of intent to meet minimum participation requirements during the following year, if approved to remain in the Ready Reserve.

(3) DC M&RA (MMSR-5) shall retain the waiver request records in accordance with reference (w) SSIC 1570.3

b. Marines who have been notified that they are qualified for transfer to the Retired Reserve Awaiting Pay (20 or more years of qualifying service) are required to earn a minimum of 50 retirement points per anniversary year to be retained in the Ready Reserve or on the ASL of the Standby Reserve.

(1) Those non-obligor Reserve officers who have not met the prescribed Reserve participation requirements, may submit a request for a one-time waiver.

(2) Waivers will be submitted via the appropriate chain of command to the SECNAV via the DC M&RA (MMSR-5).

(3) DC M&RA (MMSR-5) shall retain these waiver request records in accordance with reference (w) SSIC 1700.1.

(4) Upon the completion of the second unsatisfactory anniversary year, the Reserve officer will be involuntarily retired or transferred to the ISL.

c. Failure to attain these minimum participation requirements will result in transfer to the ISL, or other action as specified per the references.

d. Officers within two years of obtaining Reserve retirement eligibility are protected under section 12646 of reference (b) and will not be involuntarily transferred to the ISL for failure to meet minimum participation requirements while that protection remains in place.

(1) Any officer having obtained 18 satisfactory years towards retirement, however failing to earn 27 Reserve retirement points during their last anniversary year, will be granted a three-year suspension from being involuntarily transferred to the ISL.

(2) This status of "Reserve Sanctuary" provides an opportunity to obtain the remaining two satisfactory years to be eligible for a Reserve retirement.

(3) Officers having obtained 19 satisfactory years towards a Reserve retirement will be granted a two-year suspension.

e. Figure 4-7 provides a process map depicting these aforementioned minimum participation requirements. Additional questions should be forwarded to Dir MCIRSA or DC M&RA (MMSR-5) as appropriate.

2. Officer Assignments and Opportunities

a. Reserve Officer Opportunities

(1) The Reserve programs discussed in this Order offer a Reserve officer the potential for a varied Reserve career until resignation, discharge, or retirement.

(2) It is the responsibility of all officers to monitor and plan their careers. The Reserve officer should maintain a

career balanced with varying billets and duty assignments, and undertake both resident and non-resident Reserve PME courses.

(3) The Reserve Continuation and Transition (RCT) Branch, as a branch within HQMC M&RA (RA), provides career counseling, official record reviews, and FitRep evaluation for Reserve officers.

(a) Officers can reach an RCT counselor by telephone (toll free) at 877.415.9275 or by visiting the website, www.marines.mil > Career > Manpower & Reserve Affairs > Reserve Marines > Reserve Affairs (RA) > RCT.

(b) Additionally, the general organizational mail box (OMB) e-mail address is rct@usmc.mil.

b. Priorities for the Assignment of Officers to SMCR Units

(1) To ensure each unit has sufficient MOS qualified officers to further the unit's mission accomplishment and readiness.

(2) To afford equal opportunities for assignment to such billets.

(3) To facilitate and encourage maximum participation by company grade officers.

(4) To assign officers of correct billet grade and MOS to the greatest extent possible.

3. Officer Strength Limitations

a. The number of officers in an SMCR unit is governed by the unit's applicable Table of Organization (T/O).

b. SMCR unit commanders will not exceed the number of officers authorized by the command's T/O without the approval of DC M&RA (RA).

c. Officer strengths for the IMA program are governed by reference (c) and DC M&RA (RAP).

4. Officer Tours

a. The normal tour for SMCR unit officers shall be three years. However, when a suitable replacement is not available,

one-year extensions (not to exceed a total tour length of five years) may be authorized by COMMARFORRES (or his designated representative). Any extension exceeding five years must be approved by DC M&RA (RA).

b. DC M&RA (RA) may restrict officer tour lengths for critical skills, MOS, and paygrades in order to fill higher priority billets based upon the needs of the Marine Corps.

c. It is the officer's responsibility to initiate a request for an extension, if so desired. Extensions will terminate on the predetermined end date of the extension, upon the join of a qualified replacement, or at the direction of COMMARFORRES.

d. The following rules will govern the join of a qualified replacement when a unit's officer authorization has been met:

(1) If an officer is serving on an extension and a qualified replacement is identified, the replacement will be joined and the officer serving the extended tour will be moved to an excess BIC and transferred from the unit no later than three months after the new officer's join date.

(2) If more than one officer in the unit is serving on an extension, the commander shall transfer the officer with the longest continuous SMCR service no later than three months after the new officer's join date.

(3) If an officer exceeds the billet grade specified for the BIC, the replacement will be joined. The officer exceeding the billet grade will be moved to an excess BIC and transferred from the unit no later than three months after the new officer's join date.

e. If an officer does not meet the requirements for a specific billet, a vacancy does not exist, or a vacancy cannot be created by the preceding actions, the officer should be encouraged to participate in the Marine Corps Reserve via other means.

f. A change of billet within a unit at the same geographic location does not start a new tour. A new three-year officer tour is initiated upon transfer from one unit RUC to another unit RUC or upon transfer to a unit at a separate geographic location. Officers who transfer back to the original unit (RUC) within one year do not initiate a new tour and will have their tour start date reestablished based on their original unit (RUC)

tour start date, after adjusting for the period of time (< 1 year) absent from the unit (RUC).

g. Tours for officers assigned to IMA billets are governed by reference (c).

5. Officer Billet Grade/MOS Limitations

a. Grade. Officers must hold the grade prescribed for their billet by T/O, except as follows:

(1) Lieutenant colonels may fill a colonel's billet if no colonel is available. On a case-by-case basis, a lieutenant colonel may fill a major's billet for a maximum of two years if a major is unavailable and the CG of the respective MSC approves the assignment.

(2) Majors may fill lieutenant colonel and captain billets when officers of the appropriate grade are not available. Naval Aviators in the grade of major may be retained in 4th MAW units when sufficient company grade naval aviators are not available to fill T/O requirements.

(3) Captains may fill major, lieutenant, chief warrant officer, and warrant officer billets, if officers of the appropriate grade are not available.

(4) Lieutenants may fill captain, chief warrant officer, and warrant officer, if officers of the appropriate grade are not available.

(5) Warrant officers and chief warrant officers may fill billets above or below their grade (as appropriate and capable) provided an officer of the appropriate grade is not available.

b. Over-grade. When billet grade is exceeded as a result of promotion, the following applies:

(1) COs and OICs may remain in their billet until completion of their command tour, except in the case of officers promoted to colonel. Refer to reference (x).

(2) The officer will be reassigned to a billet for which the grade is authorized or transferred from the unit within 90 days of the promotion to the next higher grade.

c. MOS Limitations. Officers should possess the requisite MOS associated with the specific T/O and BIC. If an officer does not possess the appropriate MOS, the commander will take appropriate action to qualify the officer in the new MOS. Additional information is provided with regard to BIC alignment and assignment policies in section 9 of this chapter.

6. Duty as Commanding Officer/Officer in Charge (CO/OIC)

a. Command Screening

(1) Per reference (x), the Marine Corps has established a centralized process by which Reserve officers are evaluated and screened for senior command billets (lieutenant colonel/colonel). The screening process closely parallels the AC command screening process with appropriate modification for Reserve unique circumstances.

(2) Billet availability is determined by DC M&RA (RA) in coordination with COMMARFORRES.

(3) Screening will be held on an annual basis with notification announced via MARADMIN, personal correspondence, and other media. See reference (x) for additional guidance.

b. Command Billets not Subject to CMC Command Screening Process

(1) Eligible officers should be informed and afforded an opportunity to compete for command billets.

(2) Availability of command billets should be advertised 6 months prior to the billet vacancy. Notification of pending billet vacancies should be identified as early as possible by the individual unit commander in order to receive the widest potential distribution to include:

- (a) Officers in local SMCR units and IMA Detachments
- (b) Officers in the local Mobilization Training Unit (MTU)
- (c) Officers in the IRR (contact the local PSR or CG MCRC)

(3) Applications will be submitted via the chain of command to COMMARFORRES for approval. COMMARFORRES or his designated representative will assign:

(a) Deputy District Commanders (Peacetime Wartime Support Team (PWST))

(b) MTU OICs

(4) Dir MCIRSA (in coordination with IMA/MTU OpSponsors) will promulgate billet position descriptions concerning billet objectives and assignments.

(5) The normal tour of duty as a CO/OIC of an SMCR unit is 2 years. COMMARFORRES may designate certain command billets for tours of duty longer than 2 years. The command assignment authority may authorize one extension of up to one year.

(6) Any IMA extensions must be approved by DC M&RA (RA) per reference (c). Requests must be received at least 90 days prior to the expiration of the extension and will include complete justification and/or action taken to recruit a replacement.

7. Aviation Officer Policy

a. Duty Assignment

(1) All RC Aeronautically Designated Personnel (ADP) must be assigned in either a Duty Involving Flight Operations (DIFOP) or Duty Involving Flight Denied (DIFDEN) status.

(2) COMMARFORRES or his designated representative will make the assignment to DIFOP/DIFDEN within 4th MAW commands.

(3) DC M&RA (RA) will designate IMA and AR aviation officer billets as DIFOP or DIFDEN status.

b. Aviation Career Incentive Pay (ACIP). ACIP will be managed in accordance with references (y) and (z). Requests or verification or correction of ACIP data will be submitted to CMC (RA).

8. Reserve Warrant Officer/Chief Warrant Officer Policy

a. Per reference (aa), a permanent Reserve warrant officer/chief warrant officer who has at least 30 qualifying

years of active service will be transferred to the Retired Reserve or the Marine Corps Reserve Retired List, as appropriate, no later than six months after the individual completes that service.

b. Selective retention beyond 30 years will be granted to Reserve warrant officers/chief warrant officers who are on ADOT and who are within two years of becoming eligible for retired pay under a purely military retirement system. Reserve warrant officers/chief warrant officers who fall within this category may not be involuntarily released from active duty before they become eligible for retired pay, unless approved by the SECNAV.

c. DC M&RA, acting for the SECNAV, may authorize the continuation of a reserve warrant officer/chief warrant officer beyond 30 years of service.

(1) The DC M&RA will give consideration to continuing a reserve warrant officer/chief warrant officer on duty beyond 30 years of service if they:

(a) volunteered in an active status in the Ready Reserve and are medically qualified for active service or retention in an active status;

(b) possess some special qualification or skill for which a military requirement exists which cannot be met by a regular warrant officer on active duty;

(c) are a reserve warrant officer in the Ready Reserve with less than 30 years of qualifying service.

(2) Reserve warrant officers will not be retained on active duty or in an active status in the Ready Reserve beyond 60 years of age, regardless if any of the above criteria are met.

(3) The criteria listed in Chapter 4, paragraph 20.c (above) are guidelines used by CMC to evaluate requests for exceptions to policy. Each request is considered on a case-by-case basis and is closely scrutinized for validity. Requests to waive the general policy will not be automatically approved based solely on the criteria contained in Chapter 4, paragraph 20.c.

d. Reserve chief warrant officers who desire an extension beyond 30 years and require an exception to policy will submit

their requests via their chain of command to DC M&RA (MMSR-5), citing this Order as a reference. Factors that should be addressed in the request are cited below:

(1) Special skills or qualifications that require retention and for which a military requirement exists that cannot be fulfilled by a Regular warrant officer/chief warrant officer or another Reserve warrant officer/chief warrant officer on active duty with under 30 years of qualifying service.

(2) The status of the warrant officer/chief warrant officer (i.e., IRR, SMCR, AR).

(3) The date current tour began and efforts of the command to find and train a suitable replacement.

(4) If the chief warrant officer is a CW05, state whether the individual desires to complete three years in grade.

Chapter 4

Reserve Participation, Assignments, Progression, and Retirement

Section 5: Enlisted Assignments and Tours

1. Reserve Enlisted Opportunities

a. A variety of options exist for enlisted personnel within the RC to include technical training programs and educational funding assistance programs. Reference (ab) details the many options available to the enlisted Marine.

b. M&RA (RCT) provides the same career counseling, record review, and FitRep evaluation to enlisted Marines as well as Reserve officers. A counselor can be contacted by:

(1) Telephone, toll free, at 877.415.9275.

(2) Internet by visiting the website, www.marines.mil > Career > Manpower & Reserve Affairs > Reserve Marines > Reserve Affairs (RA) > RCT.

(3) E-mail at rct@usmc.mil.

2. Enlisted Non-Prior Service (NPS) Tours

a. Enlisted NPS Marines are recruited to a specific unit and PMOS. If the Marine does not meet the requirements for the PMOS for which he/she was recruited, the Marine will be reclassified to a different PMOS and may be reassigned to another unit within the geographic area.

b. All NPS Marines have a period of mandatory drilling obligation associated with their enlistment contract. Once this period has been fulfilled, the Marine may transfer to the IRR for the remainder of their enlistment contract.

3. Staff Non-Commissioned Officer (SNCO) Tours

a. The normal SMCR tour for sergeants major/first sergeants assigned to an 8999 billet is three years; however, one-year extensions may be granted by DC M&RA (RA).

b. All sergeant major/first sergeant assignments will be made by the DC M&RA (RA) SgtMaj. The priority of assignments will be:

(1) Marines selected on the most recent SNCO promotion board.

(2) Sergeants major/first sergeants who have not had the opportunity to serve in an SMCR 8999 billet.

(3) Assignment for second and subsequent tours will be made according to the needs of the Marine Corps and the most qualified Marine.

c. The CGs of 4th MAW, 4th MarDiv, 4th MLG, and FHG are responsible for monitoring the on-hand strength of all master gunnery sergeants/master sergeants assigned to their commands. Members may remain in the SMCR unit provided a billet matching their grade and MOS exists.

d. No tour length limitations exist for gunnery sergeants and below. Once a Reserve Marine is senior to the billet grade, the incumbent may be retained in the billet until a qualified replacement is joined to the unit, a more junior Marine in the unit is promoted and meets the billet grade and MOS requirements for the billet, or the incumbent is promoted to the grade of master sergeant/first sergeant. As a general rule, enlisted billets may be assigned to personnel one grade higher or one grade lower than the billet grade.

Chapter 4

Reserve Participation, Assignments, Progression, and Retirement

Section 6: Reserve Promotions

1. Officer Promotion Policy

a. Promotion of Marine Corps Reserve officers is governed by references (b) and (ac). Selection boards are convened annually by the SECNAV.

b. Reserve officer promotions are governed in accordance with Reference (ac). The SECNAV may approve periodic departure from the running mate system. In order to accurately plan the size of grade shape of the Reserve officer force, DC M&RA (RAP) coordinates with M&RA, Manpower Plans and Policy Branch (MPP) to prepare a five-year Officer Promotion Plan (updated annually) for each competitive category by grade.

c. One Year Rule. To be eligible for consideration for promotion to the next higher grade, an officer must have served continuously on the Reserve Active Status List (RASL) or the Active Duty List (ADL) (or a combination of both lists) for a one year period ending on the convening date of the promotion board. This allows officers recently placed in an active status from the Standby Reserve to establish a record of performance before being considered by a promotion board.

d. Reserve officers on the ISL of the Standby Reserve are not eligible for consideration for promotion to the next higher grade.

e. 90-Day Rule. Pursuant to section 14301 of reference (b), the SECNAV may exclude from consideration for promotion by a promotion board any officer who has an established date for removal from the RASL that is not more than 90 days after the board convenes. This 90-day rule is applicable to all Reserve promotion selection boards, with the exception of the Reserve major general selection board.

f. Reserve officers on a promotion list are eligible for promotion, if physically qualified and in an active status. It is the responsibility of the individual and unit commander to ensure the Marine has a current physical on file and is resident in MCTFS prior to appointment/promotion.

g. On the day an officer is due to be promoted, the DC M&RA (MM) shall enter the appropriate UD entry into MCTFS effecting the promotion for that officer.

2. Enlisted Promotion Policy. Promotion of all enlisted members of the Marine Corps Reserve is governed by the CMC, with guidance provided in reference (ad), via periodic MARADMINs, and in this Order.

a. DC M&RA (RAP) is responsible for setting the cutting scores for promotion to sergeant and corporal and for determining the zones for the Reserve SNCO selection boards.

b. Cutting scores for promotion to sergeant and corporal will be published quarterly per reference (ad).

c. Promotions to lance corporal and private first class will be conducted per reference (ad).

d. Detailed information for the Reserve SNCO selection boards will be published in annual MARADMINs. Reserve Marines eligible for promotion should refer to these MARADMINs for assistance in preparing for these boards.

e. SNCOs Twice Failed Selection for Promotion

(1) SelRes SNCOs Twice Failed of Selection:

(a) No later than 1 November each year, following the release of the SNCO selection board results, Marines who, in their current grade, have twice failed selection for promotion in the SelRes will be transferred to, and will remain in, the IRR unless promoted to the next higher grade while in the IRR.

(b) This transfer is a non-punitive administrative action requiring a page 11 entry in the Marine's Electronic Service Record (ESR) (formerly known as a Service Record Book (SRB)). A sample page 11 entry follows: "I understand that I am being transferred to the IRR due to having been twice failed selection for promotion to the next higher grade in the SelRes. I understand that this transfer is non-punitive and I can re-affiliate with the SMCR as a drilling reservist if I am selected to the next higher grade within the IRR."

(c) A commander (company level or higher), who has a Marine affected by this policy and whose unit will be activated prior to 1 May, may request no later than 1 May to delay their

Marine's transfer to the IRR if the Marine will be activated with the unit.

(d) The date of the Marine's transfer to the IRR will be no later than 30 days after the Marine is deactivated. There will be no delays beyond that date.

(2) IRR SNCOs Twice Failed for Selection: Marines who, in their current grade, have twice failed selection for promotion in the IRR will remain in the IRR unless promoted to the next higher grade while in the IRR.

(3) AR SNCOs Twice Failed for Selection: Reserve SNCOs on the AR Program, who are twice failed selection for promotion to the next higher grade, will be guided by reference (d).

3. Selection Board Update Material

a. Each eligible Marine may communicate with the President of their respective selection board. However, such communication must be received no later than 2359 (Eastern Standard/Daylight Savings Time) the day prior to the convening date of the board.

b. Documentation required to be submitted by reserve Marines eligible for consideration for promotion will be promulgated via separate correspondence (principally respective MARADMINs). Marines will submit this correspondence to the DC M&RA, Manpower Management Promotions Branch (MMPR-1) for officers and DC M&RA (MMPR-2) for enlisted Marines. Documents commonly, but not always, required include:

(1) A completed NAVMC 10746, "Reserve Qualification Summary (RQS)," to provide the board information not included in other official records or FitReps. Of note, personnel on the AR Program are not generally required to submit an RQS.

(2) An official photograph (refer to the appropriate selection board MARADMIN for further instructions).

(3) A cover letter signed by the Marine eligible for selection that includes any update material for the board to consider.

c. All Marines are personally responsible for the accuracy and completeness of their Official Military Personnel File (OMPF) and Master Brief Sheet (MBS). The OMPF and MBS are the

primary records used by selection boards. Marines may obtain and review the content of their OMPF and MBS via Marine On-Line (MOL), which is available at www.mol.usmc.mil. Refer to reference (ae) for additional guidance as well as information located on the M&RA (MMPR) website available via www.manpower.usmc.mil.

d. Career Retirement Credit Report (CRCRs)

(1) CRCRs are reviewed by Reserve selection boards. The Promotion Branch will obtain the reports via MCTFS.

(2) It is each Reserve Marine's responsibility to ensure that their CRCR is accurate and up-to-date. See section 3 of chapter 5 of this Order for more detailed information concerning the CRCR.

(3) The Enlisted promotion selection eligibility points requirement is determined from the anniversary year that closed prior to the convening date of the respective promotion selection board.

e. PME. Per reference (m), Reserve officers and enlisted Marines who are eligible for consideration by a selection board should have their PME requirements completed. Marines who have not completed the appropriate PME required for their present grade prior to the convening date of the selection board will be considered less than fully qualified for promotion.

f. All Marines can verify their eligibility, verify receipt of update material submitted to the board, and obtain selection board information from the MMPR website accessible via www.manpower.usmc.mil.

4. Continuation

a. Continuation is the deferment of involuntary retirement, or discharge for years of service, or failure of selection for promotion of eligible regular and Reserve officers. Officers requiring continuation will be automatically considered for continuation. In no case will an officer be continued beyond retirement eligibility.

b. DC M&RA (RA) will hold non-statutory continuation boards to consider eligible officers for continuation as needed.

c. Reserve officers may not require continuation upon the occasion of a second failure of selection for promotion. Reserve officers will be automatically considered for continuation just prior to reaching service limits for their current grade.

d. Eligibility for Continuation. The following ranks by competitive category are eligible for continuation.

(1) Majors

(a) AR majors who have twice failed for selection by an AR promotion board may be continued until twice failed for selection by an Unrestricted Reserve (UR) promotion board.

(b) AR majors who have twice failed for selection by an AR promotion board and will qualify for retirement under section 6323 of reference (b) within six years of the date of such continuation may be continued.

(c) UR majors who have twice failed for selection by an UR promotion board and will qualify for retirement under section 12731 of reference (b) within six years of the date of such continuation may be continued.

(2) Captains

(a) AR captains who have twice failed for selection by an AR promotion board may be continued until twice failed for selection by a UR promotion board.

(b) UR captains who have twice failed for selection by an UR promotion board and will qualify for retirement under section 12731 of reference (b) within six years of the date of such continuation may be continued.

(3) Chief Warrant Officers

(a) AR CW02, CW03, and CW04 who have twice failed for selection by an AR promotion board may be continued until twice failed for selection by an other than active reserve (OTAR) board.

(b) AR CW02, CW03, and CW04 who have twice failed for selection by an AR promotion board and will qualify for retirement under section 6323 of reference (b) within six years of the date of such continuation may be continued.

(c) OTAR CWO2 and CWO3 who have twice failed for selection by an OTAR promotion board and will qualify for retirement under section 12731 of reference (b) within six years of the date of such continuation may be continued.

e. Voluntary Decline of Continuation. A Reserve officer selected for continuation on the RASL may decline to be continued. In such a case, the officer shall be removed from the RASL as provided for in section 14513 or 14514 of reference (b) or reference (af), as applicable.

f. Effect of Non-Selection for Continuation. An officer who is not approved for continuation will be removed from the RASL as provided for in section 14513 or 14514 of reference (b) or reference (af), as applicable.

Chapter 4

Reserve Participation, Assignments, Progression, and Retirement

Section 7: Reserve Retirements

1. Introduction

a. A reserve Marine must perform at least 20 satisfactory years of qualifying service to be eligible for retirement with pay. Reference (v) provides detailed guidance for determining eligibility and computation of Reserve retirement.

b. Members of the RC who have completed at least 20 qualifying years of service should submit their request for transfer to the Retired Reserve Awaiting Pay in writing, per Appendix J of reference (v), to their reporting unit commander where this request will be entered into the MCTFS. This request must be submitted and certified between 4 and 14 months prior to the requested date of transfer to the Retired Reserve Awaiting Pay at age 60 list.

(1) Enlisted Marines are required to be on a valid contract or extension agreement at the time of transfer to the Retired Reserve Awaiting Pay at age 60 list.

(2) Officers who have twice failed of selection and did not request retirement as directed, are subsequently discharged under the provisions of section 14513 of reference (b).

(3) All members of the Marine Corps Reserve eligible for retirement or transfer to the Retired Reserve Awaiting Pay must submit a retirement request.

c. To be credited with a full year of qualifying service, the Reserve Marine must earn at least 50 Reserve retirement credit points during the anniversary year.

d. Requests from members of the IMA or MTU for earned Reserve Retirement credit points to be awarded should be submitted to the Dir MCIRSA.

2. Reduction in Retirement Age for Active Duty Served

a. As authorized by section 12731 of reference (b) and expanded upon in reference (n), a member of the Ready Reserve who serves on active duty as specified below will have the

eligibility age for receipt of retired pay reduced below 60 years of age:

(1) Active duty as expanded upon below between 28 January 2008 and 30 September 2014 shall reduce the eligibility age by 3 months for each aggregate of 90 days for which the member serves on active service in any FY.

(2) Active duty as expanded upon below beginning on 1 October 2014 shall reduce the eligibility age by 3 months for each aggregate of 90 days for which the member serves on active service in any two consecutive FYs. At the end of a second consecutive FY the member's "clock resets" for the purposes of this provision.

b. For the purpose of this section, a day of active service will be included in only one aggregate of 90 days and the qualifying active service will be defined as:

(1) Active duty service, after 28 January 2008, either in support of contingency operations under a provision of law specified in section 101(a)(13)(B) of reference (b), or an order to active duty pursuant to section 12301(d) of reference (b). However, active duty pursuant to section 12301(d) of reference (b) for the purpose of AR duty in accordance with section 12310 of Reference (b) will not be included as service counting toward a reduction in retirement age.

(2) Active duty pursuant to section 12301(h) of Reference (b) to receive medical care as a result of a wound, illness, or injury while serving on active service as specified in Chapter 4, paragraph 1a(1) above will be treated as a continuation of the original call or order to active duty or active service for the purposes of reducing the eligibility age for a non-regular retirement of section 12731 of Reference (b).

c. The eligibility age for non-regular retirement of section 12731 of Reference (b) may not be reduced below 50 years of age for any person described in this section.

d. The ASD(RA) will designate, by authorizing memorandum, the qualifying active duty and active service for reduced age for non-regular retirement as it relates to a named contingency operation, a national emergency, or certain active service supported by federal funds.

3. Criteria for Establishing a Satisfactory Year for Reserve Retirement

a. Qualifying Years of Satisfactory Service. A qualifying year of service for Reserve retirement is a full year, as described in paragraphs 3.b and 3.c below, during which an AC or RC member is credited with a minimum of 50 retirement points. Except as otherwise provided by law, an accumulation of 20 such years is one requirement necessary to qualify for Reserve retirement pay.

b. Establishment of an Anniversary Year

(1) The full-year periods used for the crediting of qualifying years for Reserve retirement shall be based on "anniversary" years as set forth below.

(2) Except as noted in Chapter 4, paragraph 3.d., each Reserve Marine will have a unique anniversary date and the anniversary year periods are calculated from this anniversary date. This date is established by the date the member entered into active service or into an active status in the RC. (This includes service in a Delayed Entry Program (DEP) as set forth in reference (b).

(3) A Reserve Marine may earn the minimum 50 total points to achieve a qualifying anniversary year through any combination of AT, mandatory drill requirements, membership points, correspondence points, FHD, ATPs/RMPs, and active duty points (to include ADOS).

(4) Reserve Marines, particularly IMAs, who do not drill regularly on a monthly basis, must schedule and manage their drills carefully to ensure consecutive drills are reported to also accommodate the anniversary year requirement.

c. Adjustment to Anniversary Years

(1) The start date (month and day) for each successive anniversary year will not be adjusted unless the member has a break-in-service. A break-in-service occurs only when a member transfers to the ISL of the Standby Reserve, the Retired Reserve, or is discharged for a period greater than 24 hours (with no Reserve affiliation). There will be no break in service if the member transfers directly from the AC to the RC.

(2) When a member with a break-in-service returns to an AR status or to active service the revised anniversary year start date shall be the date of reentry.

d. Exceptions to Calculating Anniversary Years

(1) In the case of officers with Reserve service as a cadet or midshipman at a Service Academy or in an ROTC program, the date for the start of a member's initial anniversary year will be established as the date of appointment as a commissioned officer.

(2) In the case of enlisted members of the Marine Corps, (members who have service as a cadet or midshipman but who did not later receive or who do not hold a commission as an officer) service as a cadet or midshipman at a service academy shall be included and counted as active duty.

e. Credit for Partial Years of Service

(1) A member who has a break-in-service that occurs during an anniversary year shall be credited with a partial year of qualifying service for Reserve retirement.

(2) When a partial year occurs, the service member must meet the minimum retirement point requirements for the member's service to qualify as a partial year. A partial qualifying year is any period less than 12 full months in which the retirement points credited to a member, when computed proportionally to 12 months, are equal to or greater than 50 points. Calculation of required retirement credit for a partial year shall be made according to figure 4-2.

(3) Partial years of qualifying service may be combined and credited towards total qualifying service.

(4) Membership points for any partial year shall be credited based upon figure 4-3. On completion of a partial year, ID points, which include prorated membership points, creditable for reserve retirement pay purposes shall be credited.

4. Eligibility for Retirement Point Credit. Members in the following categories are eligible for retirement point credit:

a. Members of an AC or RC in active service.

b. Members of the RC in an active status as defined in section 10141 of reference (b). (This includes service in a DEP). This service is credited toward Reserve retirement since it is service in an active status as a member of the Ready Reserve.

c. Members of the RC in a retired status (other than members who have retired from active service), or members transferred to the Retired Reserve under section 1001 of reference (b) who are ordered to perform active duty or other appropriate duty in a retired status may be credited with active or ID service pursuant to such order.

d. Members of the Marine Corps Reserve in an inactive status who are carried on the ISL of the Standby Reserve under section 10151 of reference (b) may not be credited with service for retirement per section 1334 of reference (b). (Individuals who have completed the service requirement for retired pay but are not yet age 60 may be transferred to an inactive status, but may not receive a retirement point credit in that status.)

Chapter 4

Reserve Participation, Assignments, Progression, and Retirement

Section 8: Other Assignment Policies

1. Assignment Policy for Female Marines. Female Marines in the Reserve component (RC) will be recruited and assigned in accordance with current DoD, SECNAV, and USMC policies regarding females in the Reserve. See reference (ag) and other associated directives for guidance.

2. MOS Assigning/Changing/Voiding. The MOS is used to identify skill-knowledge requirements of billets on T/Os, to assign Marines with capabilities appropriate to required billets, and to manage the force. Marines will be assigned a billet commensurate with their primary MOS and pay grade in accordance with the current HQMC BIC assignment policy. In most cases, Marines may be assigned a billet that is one pay grade above or below their current pay grade. Marines that are not PMOS matches for their current billet are encouraged to conduct an IUT or seek MOS reclassification. Failure to IUT, reclassify, or accept re-assignment may result in the Marine being involuntarily transferred to the IRR by COMMARFORRES. Assigning of a PMOS will be in accordance with reference (ah).

a. If a member does not have a PMOS commensurate with the billet assigned, the Marine will be assigned the basic MOS required for that billet upon approval for retraining by DC M&RA (RCT). Marines will not be assigned to a BIC for which they do not have the appropriate PMOS recorded in MCTFS prior to a DC M&RA (RCT) retraining authorization unless previously approved in the Inventory Development and Management System (IDMS) by DC M&RA (RAP) in the case of officers and E-8s/E-9s, or COMMARFORRES (G-1), in the case of E-1 through E-7. The newly awarded basic MOS will become that Marine's PMOS.

(1) When a member meets the requirements for a PMOS not recorded in MCTFS, action will be initiated to change the PMOS per the instructions contained in reference (ah) and the previous paragraph. All primary MOS changes require HQMC approval and will be forwarded to DC M&RA (RA) via the chain of command and will be made per the instructions in reference (z), as applicable.

(2) All officer additional MOS (AMOS) changes require HQMC approval and will be forwarded directly to DC M&RA (RA) for update per the instruction in reference (z).

(3) Marines assigned a new basic MOS are considered for promotion in the new MOS category. Marines and the command must ensure the Marine becomes PMOS qualified as soon as possible by attending approved retraining and/or career progression training to remain competitive for promotion progression.

b. Upon promotion of a lieutenant colonel to colonel, the PMOS will revert to the first AMOS and the new PMOS will be the appropriate 80XX MOS. Legal officers will retain 4402 as their PMOS.

c. Unit/CO Action

(1) Requests for assigning, changing, or voiding an MOS that requires formal school training, as indicated in reference (ah) and (z), will be submitted through the appropriate chain of command. Requests must fully document the training, skills, and knowledge the individual possesses for qualification in the requested PMOS. The CO's endorsement shall verify the qualifications to perform the duties of the grade in the PMOS requested and assignment to a billet requiring that PMOS. Once endorsed, requests are to be forwarded to the DC M&RA (RAM) for processing via the RAM organizational mailbox at joinAR@usmc.mil.

(2) Requests should be submitted with the following enclosures:

- (a) Copies of course completion certificates.
- (b) Copies of any other appropriate documents.
- (c) Justification for the request.

3. Prior Service (PS) Marines Transferred to the IRR for MOS Incompatibility

a. PS Marines (officer and enlisted) assigned to the SMCR, who are not qualified by MOS for the billet to which assigned, are required to become MOS qualified within 12 months from the date that the retraining was authorized by DC M&RA (RCT). A Reserve Marine who has not begun a formal school or MOJT program within 12 months is subject to involuntary transfer to the IRR.

b. If the formal school or training was not available due to no fault of the Marine concerned or the unit, the CO/OIC/I-I

will request a reasonable amount of time to place the Marine into another school seat or reassign the Marine to a different training track via IDMS to COMMARFORRES (G-1). It is the responsibility of the unit, not the individual Marine, to register a Marine for formal school. The CO/OIC/I-I will document all actions taken, include the reason for the waiver to the 12 month rule, intended MOS, and the anticipated training completion date in the IDMS waiver (exception) request.

c. Recommendations for transfer to the IRR for failure to obtain an MOS will be initiated by the CO/OIC/I-I, and will be forwarded to COMMARFORRES, for approval. It is emphasized that it is the CO/OIC/I-I's responsibility to provide every opportunity for the Reserve Marine to attend a primary MOS school.

d. Members who fail to comply with the MOS retraining requirement will be counseled 6 months prior to the expiration of the 12 month period and warned of possible transfer to the IRR. A page 11 counseling entry will be entered in the Marine's ESR in accordance with reference (v), paragraph 6105, to document this counseling. Ensure a copy of adverse page 11 entries are forwarded to DC M&RA (MMRP), for filing in the OMPF within 30 days of counseling, per reference (f).

Chapter 4

Reserve Participation, Assignments, Progression, and Retirement

Section 9: Billet Identification Code (BIC) Assignment, Management, and Reporting Policy

1. BIC Assignments. Every effort will be made to ensure that personnel are assigned to valid BICs commensurate with their grade and MOS. Of note, this section applies to SMCR units only. BIC assignment for the IMA is covered in reference (c).

a. Assignments may be made one grade above or below that of the grade required by the BIC, with the exception of Reserve colonels who will only be assigned to BICs requiring the grade of O-6, and sergeants major/first sergeants who will be assigned to an approved 8999 billet.

b. Personnel possessing a PMOS within the same OccFld may be assigned a BIC with similar MOS qualifications when no vacancy exists for their grade/MOS, e.g.; an 0321 filling an 0311 BIC. A Marine serving in a BIC as an acceptable MOS substitution does not preclude approval for DC M&RA (RCT) funded retraining.

c. Enlisted Marines with an additional MOS that is the PMOS for the BIC they are filling will have the appropriate additional MOS run as a PMOS; officers will have their additional MOS run as a PMOS by DC M&RA (RAM).

d. Two Marines are not authorized to fill the same BIC. In the case of a 90-day turn-over period in conjunction with HQMC-directed assignments, the outgoing Marine will be ran in excess using the Excess Billet Identification Code Indicator (EBI) "EX009".

2. BIC Management

a. In situations where two Marines of the same grade and MOS belong to a unit where only one BIC is open, the Marine with the greater obligated service remaining will be reported in UD in the BIC. The other Marine will be run in excess in accordance with reference (z).

b. For the purposes of BIC assignment prioritization, Marines with a mandatory drill stop date occurring in the current FY will be considered the same as a non-obligor.

c. Marines that are not a BIC match or who are rendered ineffective due to legal, medical, or pending administrative separation will be run in excess.

3. BIC Assignment Exception Policy. Varying from the T/O manpower requirement negatively impacts unit readiness. Therefore, BIC assignment exception requests will be held to a minimum and are subject to the following:

a. Exceptions to E-7 and below BIC assignments will not exceed six months without DC M&RA (RAP) authority.

b. Exceptions will not be approved for units that are over-strength unless the unit is experiencing a critical leadership shortfall and the Marine has the appropriate rank and MOS to augment the unit accordingly.

c. Reserve BICs with assignment exceptions applied to them will be removed from the Needs Report and will not be subject to recruiting efforts.

d. Reserve BICs with assignment exceptions applied to them will not be considered a match for reporting purposes.

e. COMMARFORRES adjudicates BIC assignment exception requests for enlisted E-7 and below. DC M&RA (RA) adjudicates assignment exception requests for E-8s and above.

4. BIC Reporting. Commanders shall ensure accurate and timely reporting of Reserve BICs in MCTFS through the IDMS or the current system of record. Marines without a BIC shall have an EBI.

Chapter 4

Reserve Participation, Assignments, Progression, and Retirement

Section 10: Transitioning Into, Within, and Outside the RC

1. Enlisted Specific

a. Transfer to the SelRes

(1) Enlisted members of the IRR are eligible for transfer to the SMCR provided they are physically qualified and do not possess a disqualifying Reenlistment Eligibility (RE) Code.

(2) Applications will be processed as follows:

(a) All PS applicants will be processed by a PSR.

(b) I-I/Site Commanders/COs/OICs and their designated representatives will ensure PS joins meet unit personnel requirements as outlined on the appropriate T/O.

(c) The applicant will be interviewed by a unit representative prior to being joined. The interview may be conducted by the I-I, Site Commander, the SMCR unit CO/OIC, their designated representatives, or the IMA OpSponsor.

(d) COMMARFORRES/MCIRSA will not exceed prescribed enlisted end strengths without prior approval of DC M&RA (RA).

b. Transfer to the IRR

(1) Mandatory Participants

(a) Normally, mandatory participants will be retained in an SMCR unit for the duration of the participation requirements contained in their contracts. However, Marines with a remaining IDT obligation may be transferred to the IRR upon written request from the member via the chain of command to COMMARFORRES using the format in figure 4-8. Some of the more common reasons are:

1. Excessive commuting distance (for more details see chapter 7, section 1 of this Order).

2. Foreign travel/residency in excess of 60 days (for more details see chapter 5, section 4 of this Order).

3. Civilian employment training.

4. Education conflict.

(b) Orders for mandatory participants transferred to the IRR prior to the expiration of their MDPSD will include the following statement:

"As a mandatory participant you must reenlist/extend in the Marine Corps Reserve for a total period of (years/months). This period is inclusive of the time you are assigned to the IRR and the remaining unserved portion of your statutory mandatory drilling obligation you incurred on your initial entry into the Marine Corps Reserve. You are further informed that you must re-affiliate by (date) to resume your mandatory drilling obligation as required by Title 10, U.S.C. and MCO 1001R.1. If unable to re-affiliate by the specified date, you must notify the Dir MCIRSA or former parent command. Failure to re-affiliate by the specified date could result in administrative separation. If allowed to transfer to the IRR for the duration of your contract you will immediately notify the Dir MCIRSA of any changes in your status which will allow you to resume your drilling obligation."

(c) If the Marine does not have enough time on contract to fulfill his obligation, a request will be submitted to DC M&RA (RA) via the Total Force Retention System (TFRS) to extend or reenlist the Marine, as required. The extension or reenlistment will take into consideration remaining contractual drilling obligation and must be executed by the Marine prior to transferring to the IRR. Upon approval of the extension or reenlistment, MARFORRES/MCIRSA will be responsible to adjust the MDPSD within MCTFS. The Reserve Component Code (RCC) will continue to reflect what the Marine originally contracted for upon their initial enlistment into the SMCR.

(d) The Dir MCIRSA will establish procedures to monitor mandatory participants assigned to the IRR to ensure they resume their MSO in the SelRes once the period in the IRR has expired. Upon re-affiliation with an SMCR unit and prior to transfer from the IRR, the MDPSD will be adjusted by the Dir MCIRSA to reflect the entire period spent in the IRR.

(e) Requests for discharge may be approved by DC M&RA (MMSR) or the General Courts-Martial convening authority (GCMCA) as directed by reference (v).

(2) Participants without an IDT Obligation

(a) Voluntary Transfer. COs/OICs/OpSponsors may transfer SMCR participants not having an IDT obligation from the SMCR to the IRR upon request of the individual.

(b) Involuntary Transfer

1. SMCR Unit Members. In no case will an SMCR Marine be involuntarily transferred to the IRR without COMMARFORRES approval. COMMARFORRES may involuntarily transfer an enlisted Marine from the SMCR to the IRR upon:

a. Completing prescribed tour length or any authorized extensions or part thereof, as applicable, e.g., sergeants major/first sergeants.

b. Failing to be approved for retraining within 90 days from the date they no longer meet the MOS and grade requirements for the billet to which they are assigned, unless waived by COMMARFORRES in accordance with section nine of this chapter.

c. Exceeding billet grade as the result of promotion except as provided in section nine of this chapter.

d. Performing in an unacceptable manner. Refer to sections two and three of this chapter for additional guidance. In cases where the Marine shows no potential for mobilization, the commander should consider processing the Marine for administrative separation vice involuntarily transferring to the IRR.

e. Unit deactivation, relocation, or loss of billet as a result of reorganization if no other vacancies exist.

2. IMA Members. For IMA Marines, see reference (c).

(3) SMCR Marines (mandatory and non-mandatory participants) transferred to the IRR will be issued orders per figure 4-9. Only mandatory participants transferred from the

SMCR to the IRR will be required to sign a receiving endorsement.

(4) Units transferring Marines to the IRR will ensure that a certified true copy of the most recent DD 2808, "Report of Medical Examination," is placed in the service record/ESR along with the transfer orders.

c. Transfer to the AR. AR qualifications and administrative requirements are contained in reference (d).

d. Enlisted Inter-Unit Transfer (IUT)

(1) Mandatory Participants

(a) Upon changing permanent residence outside of reasonable commuting distance from their present SMCR unit, Marines with an IDT/AT obligation will be transferred to another SMCR unit within a reasonable commuting distance of their new residence upon approval of COMMARFORRES (G1). Unit commanders will join mandatory participants regardless of grade/MOS or existing T/O vacancies provided:

1. Even if the Marine is authorized to perform EPD(s) at the prospective new unit, the Marine's current command will maintain DM reporting responsibilities until all missed IDTs (in the preceding 12 months) are resolved. A Marine may schedule the EDP with either the gaining unit (subject to approval of the gaining unit commander) or their current unit. Even if the Marine is authorized to drill at the prospective new unit, the Marine's current command will continue to report the required UD entries. Only upon full resolution of all missed IDTs will the Marine be authorized to transfer. Marines who do not schedule EDPs will be retained by the original unit and processed as an unsatisfactory participant.

2. A Marine whose transfer precludes attendance at the regularly scheduled AT period of either the transferring or gaining unit will schedule an alternate period of AT upon joining the new unit.

3. If a mandatory participant is not MOS qualified for a T/O billet of the gaining unit, the unit CO/OIC will submit a request to DC M&RA (RA) to have the member trained in an MOS on the unit T/O.

4. When there is more than one SMCR unit within reasonable commuting distance, the mandatory participant will be joined to the unit for which the Marine is most closely MOS qualified.

(b) Under no circumstances will a mandatory participant be allowed to transfer to the IRR prior to the MDPSD without COMMARFORRES approval. Mandatory participants still have an obligation under their MSO and are subject to involuntary separation per reference (v). Should a mandatory participant's new residence be determined to be outside of a reasonable commuting distance to an SMCR unit as defined in chapter 7, section 1 of this Order, then the Marine may elect to submit a request for transfer to the IRR to COMMARFORRES via the appropriate chain of command (see figure 4-8). Calculation of a reasonable commuting distance shall exclude gender restricted units or billets for female Marines.

(c) The Dir MCIRSA will closely monitor the home address of mandatory participants transferred to the IRR based on excessive commuting distance. Should the Marine relocate to a new address that is within a reasonable commuting distance of an SMCR unit, then the Dir MCIRSA will notify COMMARFORRES (G1). MARFORRES will then issue orders to the Marine, with a copy to the gaining unit, directing the individual to report to the nearest SMCR unit. Should the Marine fail to report as directed, the Dir MCIRSA will process the individual for involuntary administrative separation per reference (v).

(2) Non-Mandatory Participants. Non-mandatory participants may transfer to another SMCR unit provided they meet basic prerequisites for reenlistment and unit BIC needs and the gaining unit commander recommends the transfer upon approval by COMMARFORRES (G-1).

(3) Marines who are in a TNPQ/NPQ status or in receipt of LOD benefits who relocate to accept civilian employment or for educational reasons may execute an IUT provided the gaining unit commander agrees to such a transfer.

(4) The transferring unit will mail a copy of IUT orders (figure 4-10), and service treatment records (STR) (which includes both medical and dental records) of the Marines to the gaining unit per reference (f). For those Marines affiliating with the IMA program, the records indicated above along with a copy of the transfer orders will be forwarded to Dir MCIRSA, 2000 Opelousas Ave, New Orleans, LA 70146.

e. Enlisted Inter-service Transfer

(1) Per reference (ai), the requesting Service is not authorized to enlist or appoint a member into their service without the approval of the Marine Corps. Inter-service transfer requests will contain the gaining Service's statement indicating a word description of the OccFld into which the member will be enlisted. If the member desires to become a commissioned officer of the gaining RC, then a statement must be provided from the Officer Selection Section or the Reserve Officer Training Corps (ROTC) unit (if enrolled in an ROTC program). The DD 368, "Request for Conditional Release," does not fulfill this requirement and will be maintained at the unit until final disposition is received.

(2) Requests for inter-service transfers for mandatory participants will be submitted, per figure 4-11 to the COMMARFORRES for determination regardless of the component or branch of the Armed Forces to which the Marine is requesting entry. Under no circumstances will an official document authorizing transfer, such as the DD 368, be signed below the level of the COMMARFORRES (G-1). Due to the 30 day processing requirement, submit DD 368 directly to COMMARFORRES via the first O-5 Level commander in the chain of command.

(3) Requests for inter-service transfers for non-mandatory participants of the SMCR units will be submitted, per figure 4-11 to the CG of their respective MSC for determination, regardless of the component or branch of the Armed Forces to which the Marine is requesting entry. Under no circumstances will an official document authorizing transfer, such as the DD 368, be signed below the level of MSC Headquarters. Due to the 30 day processing requirement submit DD 368 directly to respective MSC CG via the first O-5 Level commander in the chain of command.

(4) Requests for inter-service transfers of mandatory participants of the IRR or IMA Program will be submitted, per figure 4-11 to COMMARFORRES for determination. Under no circumstances will an official document authorizing transfer, such as the DD Form 368, be signed below the level of the COMMARFORRES (G-1).

(5) All requests for inter-service transfer or augmentation for non-mandatory participants of the IRR or IMA will be submitted per figure 4-11, to the Dir MCIRSA for determination. Under no circumstances will an official document authorizing transfer, such as the DD Form 368, be signed below the level of the Dir MCIRSA.

(6) The gaining Service will be notified of the final disposition within 30 days from the date of the member's request. Mandatory participants who are members of the IRR for whatever reason e.g., commuting distance, religious missionary obligations, will submit their request to COMMARFORRES via Dir MCIRSA.

(7) Mandatory participants will execute a new enlistment contract for that portion of the current MSO not yet served with the Marine Corps Reserve. The gaining Service will provide to the losing command a copy of the new DD 4, "Enlistment/Reenlistment Document Armed Forces of the United States," and a copy of the completed DD 368 to effect proper discharge authority.

(8) An enlisted Marine must be a satisfactory participant at the time the request is initiated and must remain a satisfactory participant throughout the application process. Marines pending an inter-service transfer are still required to attend all scheduled IDTs and periods of active duty with their parent SMCR unit until final disposition of their request is made. Marines in a TNPQ/NPQ status are not eligible for an inter-service transfer until they are found fit for duty.

(9) Marines who have received the SRIP Bonus during their current enlistment must honor the conditions of the incentive or financial obligation in full or refund the unearned portion of the incentive or financial obligation, upon approval of DC M&RA (RA).

f. Return to Active Duty. Enlisted Reserve Marines may request enlistment/reenlistment in the AC per reference (e).

2. Officer Specific

a. Transfer to the SMCR

(1) Eligibility to Transfer

(a) An IRR officer is eligible for transfer to the SMCR provided:

1. The officer is physically qualified.
2. The officer is junior to the CO/OIC of the unit to which applying, except when applying for the CO/OIC billet or when applying to join an IMA detachment.

(b) Regular officers or AR officers who have had one or more failures of selection to the next higher grade who have been transferred to the Unrestricted Reserve are eligible for SMCR membership. Failure of selection to the next higher grade should not preclude an officer from joining an SMCR unit.

(2) SMCR Application Procedures

(a) Officers desiring transfer to an SMCR billet must submit a request to the appropriate CO/OIC/OpSponsor.

(b) If an officer is transferring from the IRR, the unit commander/detachment OIC must process the application through the PSR to verify the status of the applicant. Officers requesting an IUT from another SMCR billet may correspond directly with the unit commander; however, an IUT will not occur prior to approval of COMMARFORRES (G-1).

(c) In cases where new joins do not have the MOS/background qualifications, COs/OICs/OpSponsors or the PSR (in the case of an IRR Marine) shall request retraining approval from DC M&RA (RA) in accordance with the SMCR Lateral Move/Retraining Program.

b. Transfer To The IRR

(1) Voluntary Transfer. COs/OICs/OpSponsors may transfer Reserve officers from the SMCR to the IRR at the officer's request, as long as that officer does not have an IDT obligation.

(2) Involuntary Transfer. COMMARFORRES may involuntarily transfer Reserve officers from the SMCR to the IRR. Unless otherwise directed by the DC M&RA (RA), COMMARFORRES will involuntarily transfer Reserve officers to the IRR upon:

(a) Completing prescribed tour length or any authorized extensions or part thereof.

(b) Failing to become MOS qualified within 180 days of joining the unit, unless waived by DC M&RA (RA) in accordance with section nine of this Chapter.

(c) Exceeding billet grade as the result of promotion except as provided in section nine of this Chapter.

(d) Performing in an unacceptable manner, to include, but not limited to; failure to meet prescribed flight-hour minimums, failure to pass flight qualification checks, and failure to complete a required physical examination. The following actions will be accomplished:

1. Appropriate comments will be annotated in the Marine's FitRep per reference (ae).

2. Since the transfer is adverse in nature, the Marine being transferred shall be afforded the opportunity to rebut/comment on the page 11 entry and the FitRep, as applicable, per references (f) and (ae), respectively.

3. In such adverse cases, the Commander should consider processing the Marine for administrative separation if there is no mobilization potential.

(e) Unit deactivation, relocation, or loss of billet as a result of reorganization if no other vacancies exist.

(f) Reserve officers will not be involuntarily transferred to the IRR due to being passed twice for promotion.

(3) Prior to transferring a Marine to the IRR, COs will counsel Marines regarding reference (j) pertaining to the MGIB-SR. Officers eligible for the MGIB-SR may request a one-year period of non-availability from DC M&RA (RA) in order to locate and fill a SelRes billet. If the officer does not return to the SelRes within one year, MGIB-SR entitlement will be terminated.

(4) Officers transferred to the IRR will be issued orders transferring them from the SelRes. A receiving endorsement to these orders is not required to be signed due to the fact that there is no corresponding report by-date on the orders.

(5) Units transferring officers to the IRR will ensure that a certified true copy of the most recent DD 2808 is placed in the service record/ESR along with the transfer orders.

c. Transfer to the AR. Qualifications and procedures to apply to the AR program are per reference (d).

d. Officer Inter-unit Transfer (IUT)

(1) Subject to the recommendation of the CO/OIC/OpSponsor of the units concerned and approval of COMMARFORRES (G-1), officers may request transfer between SMCR units. Transfers between IMA detachments are subject to the approval of Dir MCIRSA and the OpSponsors concerned.

(2) Upon approval (see figure 4-10), IUT orders will be issued by the parent command. The orders will direct a report by date and stipulate that the officer will provide the gaining command with a current address, inform them if he/she is unable to report by the date directed, or if circumstances preclude them from joining the unit.

(3) The transferring unit will mail a copy of IUT orders (figure 4-10), and STR (which includes both medical and dental records) of the Marine to the gaining unit per reference (f). For those Marines affiliating with the IMA program, the records indicated above along with a copy of the transfer orders will be forwarded to Dir MCIRSA, 2000 Opelousas Avenue, New Orleans, LA, 70146-5400.

(4) A new 3-year officer tour is initiated upon change of SMCR unit (RUC) or IMA platoon code.

e. Officer Inter-service Transfer

(1) Transferring officers to another Service component will be effected per references (ai), (v), (aj), (ak), and (al). The following supplemental administrative guidance is provided:

(a) A DD 368 shall be used in all cases involving inter-service transfers.

(b) Section I of DD 368 shall be completed by an appropriate authority of the requesting Service and forwarded to the officer's current unit for submission through the chain of command to DC M&RA (MMSR-5).

(c) DC M&RA (MMSR-5) shall respond to the requesting Service within 30 days of receipt of the DD 368. The requesting Service is not authorized to enlist or appoint the member without the approval of the Marine Corps.

(d) DC M&RA (MMSR-5) will complete Section II of DD 368. All transition benefits that result in an additional service obligation that cannot be waived shall be documented in Section IV. Justification of disapproval shall be documented in Section IV of DD 368.

(e) Upon receipt of an approved Section II, the gaining Service may process the member for enlistment or appointment. The gaining Service shall certify by completing Section III that the member has been enlisted or appointed, and the appropriate change in strength.

(f) If the requesting Service does not enlist or appoint the member, Section IV shall be completed with an explanation and returned to the DC M&RA (MMSR-5) not later than the expiration date of approval indicated in Section II.

(g) The Marine Corps shall process the member for separation and report the appropriate change in strength upon receipt of the completed DD 368 and documentation of the Oath of Office.

(h) Strength Accounting Requirements. The Defense Manpower Data Center (DMDC) shall produce an automated match report from the Reserve Components Common Personnel Data System (RCCPDS) and the Automated Extracts of Active Duty Military Personnel Records under reference (am) and provide such report to each component of the Military Services on a monthly basis. Upon receipt of this report indicating the dual affiliation of a member, a copy will be provided to COMMARFORRES so that the duplication can be resolved. The Marine Corps may use the match report as verification that the member has been enlisted or appointed in another Service. Both Services shall ensure proper strength accounting changes are entered into their respective automated personnel system within two reporting periods.

(2) Inter-service Transfer into the Marine Corps Reserve. Joining other RC officers to the Marine Corps Reserve will be affected per reference (an).

f. Return to the Regular Marine Corps

(1) Marines in the grades of major and below may request to Return to Active Duty (RAD) in the AC per reference (ak).

(2) Opportunities vary based upon the manpower needs of the AC.

3. Religious Missionary Obligation

a. A mandatory participant who incurs a religious missionary obligation which conflicts with Reserve training will request authorization from COMMARFORRES to transfer to the Standby Reserve (see figure 4-12). If the missionary obligation involves foreign travel/residency, the notification will be submitted per the examples in figure 4-13 (Sample Request for Foreign Travel Less than 60 Days) or figure 4-14 (Sample Request for Transfer to the IRR due to Foreign Travel/Residency in Excess of 60 Days).

b. A mandatory participant must agree to transfer to the Standby Reserve for the period of the religious obligation, and to resume SMCR participation upon completion of that obligation. If the Marine fails to re-affiliate with the SMCR upon completion of their religious obligation, they will be subject to involuntary administrative separation for unsatisfactory participation for failure to resume participation, as authorized by law.

c. If the Marine does not have enough time on contract to fulfill his obligation, a request will be submitted to DC M&RA (RA) via the TFRS to extend or reenlist the Marine, as required. The extension or reenlistment must be executed by the Marine prior to transfer. Upon re-affiliation with an SMCR unit and prior to transfer from the IRR, Dir MCIRSA will adjust the MDPSD to reflect the entire period spent in the IRR. The RCC will continue to reflect what the Marine originally contracted for upon his initial enlistment in the SMCR.

d. Units joining Marines from a religious missionary obligation who did not previously have their mandatory drilling obligation date extended by Dir MCIRSA, will contact

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COMMARFORRES (G-1) to have the MDPSD adjusted for the period that they were not a member of the SMCR. For example, if the member was transferred to the IRR for two years and his original mandatory stop drill date was 1 August 2015, that date would be extended to 1 August 2017.

Type of Duty	Ready Reserve			Standby Reserve	
	SelRes		IRR	ASL	ISL
	SMCR	IMA			
Inactive Duty					
IDT					
- Regularly Scheduled	X	X			
- ATP	X	X			
- AFTP	X	X			
- RMP	X				
- Associate Duty*		X*	X*	X*	
- Appropriate Duty*	X*	X*	X*	X*	
Muster Duty			X		
FHD	X	X	X		
Active Duty					
ADT					
- AT	X	X			
- IADT	X				
- OTD					
- RCT			X		
ADOT					
- ADOS	X	X	X	X*	
Involuntary AD	X	X	X	X	X

*Non-pay status. Retirement points are awarded.

Figure 4-1.--Creditable Membership Point Opportunities.

Number of Days in an Active Status		Membership Points to be Credited	Number of Days in an Active Status		Membership Points to be Credited
FROM	THRU		FROM	THRU	
0	8	1	183	189	26
9	14	2	190	197	27
15	21	3	198	204	28
22	29	4	205	211	29
30	36	5	212	219	30
37	43	6	220	226	31
44	51	7	227	233	32
52	58	8	234	240	33
59	65	9	241	248	34
66	73	10	249	255	35
74	80	11	256	262	36
81	87	12	263	270	37
88	94	13	271	277	38
95	102	14	278	284	39
103	109	15	285	292	40
110	116	16	293	299	41
117	124	17	300	306	42
125	131	18	307	313	43
132	138	19	314	321	44
139	146	20	322	328	45
147	153	21	329	335	46
154	160	22	336	343	47
161	168	23	344	350	48
169	175	24	351	357	49
176	182	25	358	365/366	50

Figure 4-2.--Minimum Points Required to Establish a Partial Anniversary Year as Qualifying Service.

Number of Days in an Active Status		Membership Points to be Credited	Number of Days in an Active Status		Membership Points to be Credited
FROM	THRU		FROM	THRU	
1	12	0	183	206	8
13	36	1	207	231	9
37	60	2	232	255	10
61	85	3	256	279	11
86	109	4	280	304	12
110	133	5	305	328	13
134	158	6	329	352	14
159	182	7	353	365/366	15

Figure 4-3.--Membership Points for a Partial Year.

TYPE DUTY	MINIMUM TIME REQUIRED	AUTHORITY REQUIRED	IDT POINTS	AD POINTS	MAX # PTS
ADOS, EAD, or ADT	1 Day	Orders		1	365,366 /year
Associate	4 Hours	Orders	1		2/day
Appropriate	4 Hours	Orders	1		2/day
Seminars/ Conferences	4 Hours	Orders	1		1/day
Physical Exam	4 Hours	As Directed	1		2/year
Acquire 1 enlistment or 1 officer accession in USMC/USMCR	20 Hours Equivalent	CO RS Approval	10		40/yr
MCJROTC Unit Assistance	4 Hours	CO MCD Approval	1		2/day
Acquire 1 PS IRR who fills SELRES billet	12 Hours Equivalent	Dir MCIRSA Approval	6		36/year
Correspondence Studies	4 Hours	Dir MCI/Other Service	1		N/A
Membership	1 Year	MCR Membership	15		15/year
IDT periods	4 Hours	UMS	1		2/day
AFTP/ATP	4 Hours	UMS	1		2/day
RMP	4 Hours	UMS	1		1/day
EIO/EIN	4 Hours	UMS	1		2/day
FHD/MFH	2 Hours	UMS	1		1/day
MTU meetings	4 Hours	UMS Membership	1		2/day
MTU Command Duty	4 Hours	OIC, MTU Approval	1		2/day
MTU Instruction Preparation	4 Hours	OIC, MTU Approval	1		2/day

Figure 4-4.--Reference Table for Inactive/Active Duty Points.

**SAMPLE STATEMENT OF UNDERSTANDING
FY-15 SELECTIVE MARINE CORPS RESERVE LATERAL MOVE PROGRAM**

1. I _____/_____ am affiliating or
(Rank- L. Name, F. Name MI)(EDIPI)/(MOS) USMC
reenlisting to fill a Billet Identification Code (BIC) with an SMCR unit for
which I am not MOS qualified. _____Initial
2. I acknowledge that I have read MARADMIN_____/_____ and meet all
eligibility criteria for this retraining program. _____Initial
3. If I am applying for a Necessary MOS (NMOS), I understand that I must
complete all required training without a break in between schools. _____Initial
4. I will incur the obligations of this retraining program, as follows:
- a. As a participant in this program, I agree to obtain the required
contractual obligation and affiliate with the following unit:
- UNIT NAME _____ BIC _____
UIC _____ RUC _____ MCC _____ PMOS _____. (FROM SMCR BIC REPORT)
- b. I understand that I will incur a **1 year (12 month) drilling
obligation** for attendance at an MOS producing school of 5 weeks or less in
length, and my Mandatory Drill Participation Stop Date (MDPSD) may be
adjusted to coincide with my incurred obligation. _____Initial
- c. I understand that I will incur a **2 year (24 month) drilling
obligation** for attendance at an MOS producing school of more than 5 weeks to
12 weeks in length, and my MDPSD will be adjusted to coincide with my
incurred obligation. _____Initial
- d. I understand that I will incur a **3 year (36 month) drilling
obligation** for attendance at an MOS producing school of more than 12 weeks in
length, and my MDPSD may be adjusted to coincide with my incurred obligation.
_____Initial
- e. I understand that my obligated time starts the day I report to active
duty for attendance at my assigned retraining school. _____Initial
- f. If I incur a period of authorized non-availability (as determined by
the Commander, Marine Forces Reserve), I will extend my period of service
obligation in the SMCR in order to fulfill my 24-month or 36-month
obligation. _____Initial
- g. I understand that failure to satisfy all retraining requirements set
forth under this program may disqualify further participation in this
program. _____Initial

Figure 4-5.--Sample Statement of Understanding (SOU).

**SAMPLE STATEMENT OF UNDERSTANDING
FY-15 SELECTIVE MARINE CORPS RESERVE LATERAL MOVE PROGRAM**

5. Program approval will be revoked for the following reasons:
- a. Failure to join the SMCR unit within 45 days of the approved training request. _____Initial
 - b. Selection to Staff Sergeant or Major, unless my retraining request is for the 0202, 0211, 0241, 0261, 0530, or 0532 MOS. _____Initial
 - c. Failure to attend scheduled training without requesting to reschedule per the current MARADMIN; or due to rescheduling, failure to attend the scheduled training within 12 months of joining the unit. _____Initial
 - d. Failure to complete training due to disciplinary action or academic failure. _____Initial
 - e. Execution of an inter-unit transfer (IUT) without prior approval from CMC (RAP) _____Initial
 - f. Dropping to the IRR without prior approval from CMC (RAP) _____Initial
6. Commuting distance. I understand that as a result of MOS retraining, I am waiving the commuting distance requirement per MCO 1001R.1L. _____Initial
7. Understanding. I understand each of the statements above and understand that they are intended to constitute all promises or commitments made to me in conjunction with my participation in the SMCR Lateral Move Program. _____ Initial

PRINTED NAME AND GRADE OF MARINE

SIGNATURE OF MARINE

DATE

PRINTED NAME AND GRADE OF
PSR/CAREER PLANNER

SIGNATURE OF PRS/CAREER
PLANNER

DATE

PRINTED NAME AND GRADE OF
GAINING UNIT WITNESSING OFFICER

SIGNATURE OF WITNESSING
OFFICER

DATE

CMC (RCT) RIT APPROVAL ENDORSEMENT

1. Your request for retraining has been denied due to _____

CMC (RCT) RIT RETRAINING PROGRAM MANAGER

SIGNATURE

DATE

Figure 4-5.--Sample Statement of Understanding (SOU) (Continued)

Letterhead

SSIC
Office Code
Date

From: Commanding Officer, Unit Short Title
To: Marine Concerned (Rank F. Name MI L. Name (EDIPI)/MOS USMCR)

Subj: UNSATISFACTORY PARTICIPATION IN THE SELECTED MARINE CORPS RESERVE

1. You have been declared an unsatisfactory participant in the Selected Marine Corps Reserve (SMCR) for the following reasons: (list deficiencies).

2. You are advised that, should your unsatisfactory participation continue, you may be subject to the following:

a. Discharge from the Marine Corps Reserve with a possible characterization of service of conditions other than honorable.

b. Administrative reduction to the next lower grade.

c. Termination of Reserve Montgomery GI Bill and Selected Marine Corps Reserve (SMCR) Incentive Program benefits.

d. Termination of Serviceman's Group Life Insurance (SGLI) coverage.

e. Adverse fitness report (FitRep) (sergeants and above) or adverse conduct marks (corporals and below).

f. Derogatory comments entered into your official military personnel file (OMPF).

3. To regain a satisfactory status, you must correct your deficiencies. You may do this through the performance of equivalent duty periods (EDPs). You may make arrangements for such by reporting to _____ in person, calling by phone, or writing a letter to me. This action must be taken within 20 days from the date of this letter.

4. You have the right and are encouraged to submit a statement in your behalf. Your statement should include any hardship or medical problems that may have precluded your attendance at scheduled IDTs. Any statement that you make will be considered in determining the proper course of action.

5. If you have any questions concerning my contemplated action, or if you desire clarification or further information concerning any aspect of this matter, you may contact _____.

SIGNATURE

Figure 4-6.--Sample Unsatisfactory Participation Letter.

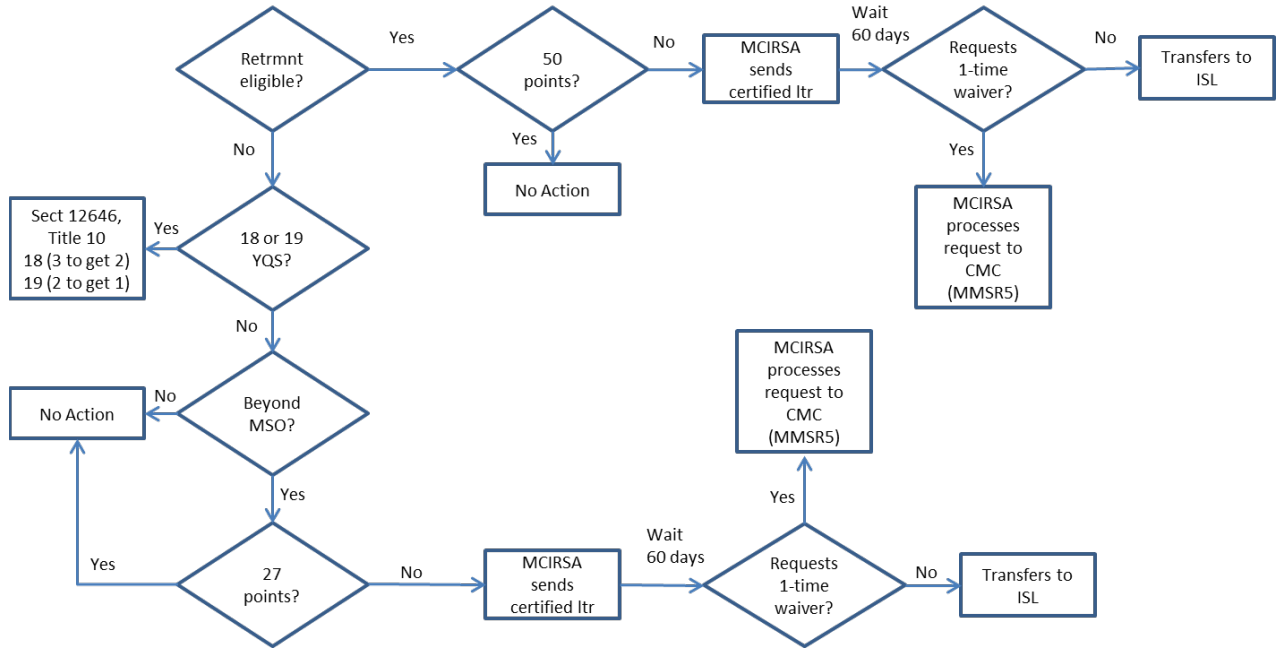


Figure 4-7.--Officer Minimum Participation Process Map.

Letterhead

Date

From: Sergeant Joe S. Smith (EDIPI)/(MOS) USMCR
To: Commander, Marine Forces Reserve, 2000 Opelousas Avenue, New Orleans,
LA 70114-5014
Via: (1) Appropriate Chain of Command

Subj: REQUEST FOR TRANSFER TO THE INDIVIDUAL READY RESERVE (IRR) FOR
(EXCESSIVE COMMUTING DISTANCE, CIVILIAN EMPLOYMENT TRAINING,
EDUCATIONAL CONFLICT, ETC.)

Ref: (a) MCO 1001R.1L

Encl: (1) Appropriate documentation

1. Per the reference, I request to be transferred to the IRR for the period of _____ to _____ (use this paragraph for requests for specific periods of time such as; to attend police academy, fire fighter school, undercover police work, etc.). Enclosure (1) contains the documentation to support my request.

or

1. Per the reference, I request to be transferred to the IRR for the duration of my enlistment contract due to (excessive commuting distance, civilian employment conflict, educational conflict, etc.). (**Note: Member must have relocated to an area where no other SMCR unit is within a reasonable commuting distance.**) Enclosure (1) contains the documentation to support my request.

2. My home address is _____ and telephone number is _____. (**Note: If the member has not relocated at the time the request is made, indicate an alternate next of kin's address and phone number, other than member's spouse, if married.**)

3. The anticipated dates of my absence are: From _____ to _____ (**Note: For attendance at civilian employment training which will exceed 3 months or more.**)

4. I understand that I must rejoin my parent SMCR unit by the date specified in the approval authority letter to resume my participation requirements.

or

4. I understand that should I have a change in status such as relocating within a reasonable commuting distance of an SMCR unit while a member of the IRR, I will notify the Dir MCIRSA immediately either in writing (Dir MCIRSA, 2000 Opelousas Avenue, New Orleans LA 70114-5014)(Applicable to Marines

Figure 4-8.--Sample Request for Transfer to the IRR for Reasons
Other than Religious Missionary Obligation.

originally transferred to the IRR for the duration of their contract).

Note: Paragraphs 5 and 6 apply to mandatory participants with a mandatory drilling obligation remaining on their initial enlistment contract who will be absent from their parent command for 4 months or longer.

5. Should this request be approved, I voluntarily agree to reenlist/extend in the Marine Corps Reserve for a total period of _____ year(s), _____ month(s). The indicated period of _____year(s), _____ month(s) is inclusive of the time I am assigned to the IRR and the remaining unserved portion of my statutory obligation I incurred upon my initial entry into the United States Marine Corps Reserve.

6. I understand this agreement to reenlist/extend in the Marine Corps Reserve requires me to meet Marine Corps Reserve regulations concerning participation requirements. I must attend all drill periods and periods of annual training duty during my total enlistment.

SIGNATURE

Figure 4-8.--Sample Request for Transfer to the IRR for Reasons
Other Than Religious Missionary Obligation
(Continued)

Letterhead

SSIC
Office Code
Date

From: Director, Marine Corps Individual Reserve Support Activity
To: RANK FNAME MI LNAME (EDIPI) / MOS USMCR
(STREET ADDRESS)
(CITY, STATE ZIP)

Subj: NOTIFICATION OF SERVICE OBLIGATION IN THE UNITED STATES MARINE CORPS RESERVE

Ref: (a) Title 10, U.S. Code
(b) SECNAVINST 1920.6C CH 5
(c) MCO 1900.16 W/CH 1

Encl: (1) Sample Resignation from the U.S. Marine Corps Reserve
(2) Reserve Facts

1. This letter is sent to ensure you understand the laws and policies governing your status in the United States Marine Corps Reserve.

2. Public Law (reference (a)) requires that commissioned officers remain in the Reserve until completion of their Military Service Obligation (MSO). Typically, that obligation is for a total of eight years; mixed between active and reserve service.

3. Our records show that you were commissioned a second lieutenant on DD MMM YYYY and will complete 8 years of commissioned service on DD MMM YYYY. At this time your MSO will be complete.

4. Upon completion of your MSO, you have several options. Think about the experience you have to offer and what your service could mean to your fellow Marines. I know that any decision to stay in the Corps is both very important and very personal - one that has far reaching effects on both you and your family. As our past Commandant has stated, "Our Nation is at war - our Corps is at war - fighting a determined enemy bent on terror and domination." Make no mistake, it is a war we must win! Success by the enemy will dramatically change the world as we know it, leaving a harsh environment for our children and grandchildren to endure. Keep this in mind as you consider these options:

a. Remain in the Individual Ready Reserve (IRR). Note that Public Law requires officers to obtain 27 Reserve Retirement Points per year to be retained in the IRR beyond their MSO. Officers who earn less than 27 Reserve Retirement Points will be automatically transferred to the Inactive Status List (ISL), unless resignation is sooner requested.

b. Request resignation of your commission. The earliest you may request resignation is 14 months prior to the completion of your MSO. See enclosure (1) for format.

c. Join a Selected Marine Corps Reserve (SMCR) unit, the Individual

Figure 4-9.--Sample MSO Obligation Letter.

Mobilization Augmentee (IMA) program, or volunteer to fill a mobilization or activation billet. Company grade officers may qualify for an SMCR affiliation bonus of \$XX,XXX during FYXX. Billet vacancies for SMCR/IMA are listed in Marine Online (MOL), or contact the nearest Prior Service Recruiter (PSR): www.mcrc.usmc.mil/G3/PSR. Enclosure (2) contains additional information to help you in your decision.

5. While you serve in the IRR the following conditions apply:

a. Members of the IRR must provide the Dir MCIRSA with the following information:

- (1) Current mailing address,
- (2) Civilian employment information (CEI),
- (3) Changes to physical condition, and
- (4) Changes to dependency status.

b. Mobilization of the IRR is authorized in time of war or national emergency declared by Congress or when otherwise authorized by law.

6. If you have any questions regarding the information provided in this letter, please contact (appropriate POC) at 1-800-255-5082, extension XXXX. You are encouraged to submit all questions and documentation directly to MARFORRES Customer Service Center (CSC) [mfr.csc@marforres.usmc.mil], MCIRSA. You will receive a tracking number for your request, and periodic updates as it is processed.

7. For a more in-depth review of your individual circumstances, you may schedule career counseling with the Reserve Career Counselors at HQMC by calling 877-415-9275 (Option 5) or online at www.manpower.usmc.mil -> Reserve Marine -> RA -> RCT -> Career Counseling.

SIGNATURE

Figure 4-9.--Sample MSO Obligation Letter (Continued)

From: Rank F.NAME MI L.NAME (EDIPI) / (MOS) USMCR
To: Commandant of the Marine Corps (MMSR-5)
Via: (1) Director, Marine Corps Individual Reserve Support
Activity, 2000 Opelousas Ave, New Orleans LA, 70114-5014
(2) Commanding General, Force Headquarters Group, 2000 Opelousas Ave,
New Orleans, LA, 70114-5014

Subj: RESIGNATION FROM THE U.S. MARINE CORPS RESERVE

Ref: (a) CMC ltr 1001 RAP of DD MMM YY

1. Per the reference, I am within 14 months of my military service obligation (MSO) and elect the following option:

() I REQUEST TO RESIGN MY COMMISSION IN THE UNITED STATES
MARINE CORPS RESERVE EFFECTIVE _____.

I can be contacted at _____.
(PROVIDE TELEPHONE NUMBER)

(Signature)

Note: THIS FORM MUST BE RECEIVED BY MMSR-5 NOT LESS THAN FOUR MONTHS PRIOR TO THE REQUESTED DATE OF RESIGNATION.

Figure 4-9.--Sample MSO Obligation Letter (Continued)

Letterhead

SSIC
Office Code
Date

From: Commanding Officer, Company L, 3d Battalion, 23d Marines
To: Sergeant Joe S. Smith (EDIPI)/MOS USMCR

Subj: INTER-UNIT TRANSFER (IUT) ORDERS

Ref: (a) MCO 1001R.1L
(b) COMMARFORRES IUT authorization dtd (Date)
(c) Phonecon btwn GySgt Smith (Co L, 3/23) and SSgt Smith (Co B, 4th Recon Bn) of (Date)

1. Per the authority contained in reference (a) and (b) and as discussed in reference (c), effective (time), (date), you are hereby transferred to the Commanding Officer, Company B, 4th Reconnaissance Battalion, 4th Marine Division, 2120 8th Avenue North, Billings, Montana, 59101-0398; RUC 14703; phone (406) 249-1100. You are directed to report to the commanding officer of your new unit by 0730 on (Date). (Note: The report date will normally be the next regularly scheduled drill date.)

2. Your attention is directed to the fact that you are required to participate in 100 percent of your scheduled drills. You performed your last satisfactory drill on (dates) with this command. Your next drill with your new command is (give dates).

3. If, as a result of this transfer, you have not attended regularly scheduled annual training (AT), you are directed to schedule an alternate annual training (Alt AT) with your new command.

4. If your MOS is not compatible with a T/O billet of your new command, you will be required to retrain in an MOS required by the gaining command.

5. You have given your new address as (address), phone (123) 456-7890. Should you have a change in address, or be unable to comply with the provisions contained in paragraph 1 above, you are directed to immediately notify the commanding officer of the gaining command. Failure to report on the date designated without proper authority will classify you as an unsatisfactory participant and appropriate administrative action will be initiated against you.

6. Any travel involved in the execution of these orders will be at no expense to the government.

I. B. MARINE
By direction

Copy to:
Gaining Command
ESR

Figure 4-10.--Sample Letter-Type SMCR Inter-Unit Transfer (IUT) Orders.

RECEIVING ENDORSEMENT

Date _____

1. I received these orders at (place of receipt) at (time) on (date). I understand that I am to report no later than (time) on (date) to the Commanding Officer, Company B, 4th Reconnaissance Battalion, Billings, Montana. I further understand that failure to report on the date designated without proper authority will classify me as an unsatisfactory participant and as such will result in appropriate administrative action being taken against me.

SIGNATURE

Figure 4-10.--Sample Letter-Type SMCR Inter-unit Transfer (IUT)
Orders (Continued)

Letterhead

Date

From: Sergeant Joe S. Smith (EDIPI)/MOS USMCR
To: Commander, Marine Forces Reserve, 2000 Opelousas Avenue, New Orleans,
LA 70114-5014
Via: (1) Immediate Chain of Command

Subj: REQUEST FOR INTER-SERVICE TRANSFER

Ref: (a) MCO 1001R.1L
(b) MCO 1900.16 W/CH 1

Encl: (1) Gaining Component Statement
(2) Statement from college or university if applicable

1. Per the references, I request an inter-service transfer to (name of military branch). Enclosure (1) contains confirmation of my request.

2. The following information is provided:

- a. Applicant's last, first, and middle name.
- b. (EDIPI)
- c. Rank, date of rank, and military occupational specialty (MOS).
- d. Component code (COMP CODE), e.g., USMCR (K4)).
- e. Organization to which assigned.
- f. Home address/home and work phone numbers.
- g. Years, months, and days of total service at the time the application is made.
- h. Summary of other inter-service transfers, if any.
- i. Date and place of birth.
- j. Citizenship and how acquired.
- k. Summary of military duties performed.
- l. Brief description of educational credentials and military and civilian professional qualifications.
- m. Reason for requesting transfer.

(Note: Complete justification must be approved. If the request is being made

Figure 4-11.--Sample Request for Inter-Service Transfer.

for educational benefits, accept a Reserve commission in another branch of Service, or enroll in an ROTC program, a statement from the college must be provided attesting to the fact that the Marine is currently enrolled in an accredited training program, etc. This would be enclosure (2)).

3. I affirm that I am a satisfactory participant at the time this request is being made. I further affirm that I am fully qualified physically to enlist into another branch of the Armed Forces.

4. I understand that I am still required to attend all periods of scheduled drills and periods of Annual Training (AT) while disposition of my request is being made. Failure to do so will result in this application being withdrawn by my unit commander.

5. I further understand that I am not authorized to sign any Enlistment/Reenlistment contract of the Armed Forces (DD Form 4) for the gaining component that I am requesting an inter-service transfer to, until final disposition of my request is received.

6. In the event of approval, I will accept assignment to, and participate in, the accredited training program of the component to which I am requesting the inter-service transfer. I further understand that in the event of approval of this request, I must enlist/reenlist for the portion of my unserved 8 year obligation that remains on my initial Marine Corps Reserve enlistment contract.

SIGNATURE

Copy to:

4th MarDiv, 4th MLG, 4th MAW, FHG (as applicable)
Intermediate chain of command e.g., CO/OIC, 3/24, etc.
CO of RS requesting inter-service of Marine concerned.

Figure 4-11.--Sample Request for Inter-Service Transfer
(Continued)

Letterhead

Date

From: Sergeant Joe S. Smith EDIPI/MOS USMC
To: Commander, Marine Forces Reserve, 2000 Opelousas Avenue, New Orleans,
LA 70114-5014
Via: (1) Appropriate chain of command
Subj: REQUEST FOR TRANSFER TO THE STANDBY RESERVE TO FULFILL A RELIGIOUS
MISSIONARY OBLIGATION
Ref: (a) MCO 1001R.1L
Encl: (1) Certification of Sponsor

1. Per the reference, I request to be transferred to the Standby Reserve for the period of my missionary obligation. The enclosure contains certification of my missionary obligation and/or commitment from the organization I will be working for.

2. My address while performing my missionary duties will be:

3. The anticipated dates of my absence are: From ____ to ____ (e.g., *include orientation training dates for Latter Day Saints, conducted at the Church of Latter Day Saints in Provo, UT.*)

4. I will notify my former Selected Marine Corps Reserve (SMCR) unit by the date specified in the approval authority letter to resume my participation requirements. Should I relocate outside the reasonable commuting distance of my former SMCR unit I will contact the Dir MCIRSA for further guidance.

5. Should this request be approved, I voluntarily agree to reenlist/extend in the Marine Corps Reserve for a total period of ____ year(s) ____ month(s). The indicated period of ____ year(s) ____ month(s) is inclusive of the time I am assigned to the Standby Reserve and the remaining unserved portion of my statutory obligation I incurred on my initial entry into the United States Marine Corps Reserve.

6. I understand this agreement to reenlist/extend in the Marine Corps Reserve requires me to meet Marine Corps regulations concerning participation requirements. I must attend all drill periods and periods of AT duty during my total enlistment. I understand that my drilling obligation will be extended to _____ should this request be approved. I also understand that, if eligible for the Montgomery GI Bill Selected Reserve, my eligibility will be suspended while I am assigned to the Standby Reserve. Eligibility may only be reinstated when I re-affiliate with an SMCR unit on or before my specified date.

7. I understand I am to re-affiliate by the specified date stated in the approval letter by COMMARFORRES to resume my SMCR participation in the unit

Figure 4-12.--Sample Request for Transfer to the Standby Reserve to Fulfill a Religious Missionary Obligation.

from which I was detached, secure a transfer to another SMCR unit, secure an inter-service transfer to another Reserve Component (RC), or secure a discharge by reason of hardship, dependency, employment necessary to maintain the national health, safety, or interest.

8. I further understand that if I fail to resume participation with a unit of the SMCR, I will be processed for involuntary administrative separation for unsatisfactory participation.

SIGNATURE

Figure 4-12.--Sample Request for Transfer to the Standby Reserve
to Fulfill a Religious Missionary Obligation
(Continued)

Letterhead

Date

From: Sergeant Joe S. Smith EDIPI/MOS USMC
To: Commander, Marine Forces Reserve, 2000 Opelousas Avenue, New Orleans,
LA 70114-5014
Via: (1) Appropriate Chain of Command
Subj: NOTIFICATION OF FOREIGN TRAVEL FOR LESS THAN 60 DAYS
Ref: (a) MCO 1001R.1L
(b) MCO 1050.3J
Encl: (1) Certification of Employer or Sponsor

1. I intend to visit abroad. Enclosure (1) contains certification from my sponsor (or employer).

2. The purpose of my trip is:

3. My address while abroad will be:

4. The anticipated dates of my absence are: From _____ to _____

5. I understand that:

a. While residing in a foreign country, I must report my address to the nearest United States United States Marine Attaché (or Defense Attaché, if no Marine Attaché is assigned) and keep that office informed of any change of address."

b. The uniform of the United States Marine Corps will not be worn outside the United States and its territorial possessions.

c. By law, as a member of the Marine Corps Reserve, I am not permitted to accept employment in a capacity which is directly or indirectly under control of any foreign government without prior approval from the DC M&RA (RA).

d. I must participate satisfactorily in all scheduled Inactive Duty Training (IDT) periods and, if applicable, AT with my unit prior to my departure.

e. I will be retained on the rolls of the unit to which I am presently assigned.

f. I will inform my commanding officer immediately upon my return and will resume my participation in the Marine Corps Reserve.

Figure 4-13.--Sample Request for Foreign Travel Less than 60 Days

g. I have read, understand, and will comply with the instructions per reference (b), Regulations for Leave, Liberty and Administrative Absence, regarding the laws of countries I will visit and their specific immunization requirements.

6. I understand that due to varying threat possibilities, Reserve Marines visiting foreign countries are encouraged to wear civilian clothes; use a tourist passport; use baggage which does not indicate grade, insignia, or affiliation; and place all service club and business cards, checkbooks with grade, military identification card, and other documents identifying association with the U. S. Government in checked baggage. Additionally, I understand I should check all photos in my wallet for indications of military affiliation, and consider political, social, and religious taboos when purchasing reading material.

SIGNATURE

Copy to:
Unit S-1

Figure 4-13.--Sample Request for Foreign Travel Less than 60
Days (Continued)

Letterhead

Date

From: Sergeant Joe S. Smith (EDIPI)/MOS USMCR
To: Commander, Marine Forces Reserve, 2000 Opelousas Avenue 2000, New Orleans 70114-5014
Via: (1) Appropriate Chain of Command
Subj: REQUEST FOR TRANSFER TO THE IRR DUE TO FOREIGN TRAVEL/RESIDENCY IN EXCESS OF 60 DAYS
Ref: (a) MCO 1001R.1L
Encl: (1) Certification of Employer or Sponsor

1. Per the reference, I request to be transferred to the Individual Ready Reserve (IRR) due to foreign travel/residency in excess of 60 days. Enclosure (1) provides verification of the foreign travel and the dates.

2. The purpose of my trip is:

3. My address while abroad will be:

4. The anticipated dates of my absence are: From ____ to ____ (e.g., include orientation training dates for Latter Day Saints, conducted at the Church of Latter Day Saints in Provo, UT.)

*5. Should this request be approved, I voluntarily agree to reenlist/extend in the Marine Corps Reserve for a total period of ____ year(s), ____ month(s). The indicated period of ____ year(s), ____ month(s) is inclusive of the time I am assigned to the IRR and the remaining unserved portion of my statutory obligation I incurred upon my initial entry into the United States Marine Corps.

6. I understand this agreement to reenlist/extend in the Marine Corps Reserve requires me to meet Marine Corps regulations concerning participation requirements. I must attend all drill periods and periods of AT during my total enlistment. I understand that my drilling obligation will be extended to _____ should this request is approved.

7. I must notify the Dir MCIRSA, by the date specified in the approval authority letter to resume my participation requirements.

8. I understand while residing in a foreign country for an indefinite period, I must report my address to the nearest United States Marine Attaché (or Defense Attaché, if no Marine Attaché is assigned) and keep that office informed of any change of address.

*9. I understand the uniform of the United States Marine Corps will not be worn while outside the United States and its territorial possessions.

Figure 4-14.--Sample Request for Transfer to the IRR due to Foreign Travel/Residency in Excess of 60 Days.

*10. By law, as a member of the Marine Corps Reserve, I am not permitted to accept employment in a capacity which is directly or indirectly under control of any foreign government without prior approval from the DC M&RA (RA).

*11. I further understand should I fail to resume participation with a unit of the Marine Corps Reserve, I will become liable for immediate processing for administrative separation for unsatisfactory participation.

12. I understand I am to re-affiliate by the specified date stated in the approval letter from COMMARFORRES to resume my SMCR participation in the unit from which I was detached; secure a transfer to another Selected Marine Corps Reserve (SMCR) unit; secure an inter-service transfer to another Reserve Component (RC); or secure a discharge by reason of hardship, dependency, or employment necessary to maintain the national health, safety, or interest. If eligible for the Montgomery GI Bill Selected Reserve, I am aware that my eligibility will be suspended while a member of the IRR. I understand that I must re-affiliate with an SMCR unit by my specified date in order for my eligibility to be reinstated.

13. I understand that due to varying threat possibilities, Reserve Marines visiting foreign countries are encouraged to wear civilian clothes; use a tourist passport; use baggage which does not indicate grade, insignia, or affiliation; and place all service club and business cards, checkbooks with grade, military identification card, and other documents identifying association with the U.S. Government in checked baggage. Additionally, I understand I should check all photos in my wallet for indications of military affiliation, and consider political, social, and religious taboos when purchasing reading material.

SIGNATURE

Note: Paragraphs 5, 9, 10, 11, are applicable to mandatory participants.

Figure 4-14.--Sample Request for Transfer to the IRR due to
Foreign Travel/Residency in Excess of 60 Days
(Continued)

Chapter 5

General Reserve Information and Administration

Section 1: General Information and Administration

1. Overview. Within this chapter and the following three chapters, general and specific reserve administration and information is presented. Common information that pertains to two or more sub-components (SelRes, IRR, and Standby Reserve) will be found within this chapter. Functions that only pertain to the SelRes will be found in chapter 7, the IRR in chapter 8, and the Standby Reserve in chapter 9.

2. Administrative Reviews

a. Audits shall be conducted in accordance with Chapter 12 of the MCTFS Personnel Reporting Instruction User's Manual (MCTFS PRIUM).

b. Triennial Records Audit

(1) A formal review of a member's administrative records will be conducted at least triennially (every three years) or as applicable (i.e. pre-deployment and post-deployment).

(2) Auditing the SelRes will be accomplished by SMCR unit commanders or, for IMA Marines, by MARFORRES (G-1) during the Reserve Marine's anniversary month or whenever circumstances dictate an audit.

(3) During an audit, the Marine's Primary Residence, Basic Individual Record/Basic Training Record (BIR/BTR), CRCR, Record of Emergency Data (RED), Service-member's Group Life Insurance (SGLI), Family SGLI, Traumatic SGLI, Defense Enrollment Eligibility Reporting System (DEERS) information, and Medical and Dental information will be audited, inspected, validated, and certified.

(4) Additional audits, such as annual audits preceding unit AT, may be conducted at any time as may be directed by the commander. See reference (f), chapter 5 for further guidance on audits.

c. Annual Administrative Screening. An administrative screening is a less formal review and usually not as comprehensive as an audit. Screening the SelRes will be

accomplished annually by SMCR unit commanders or, for IMA Marines, by MARFORRES (G-1) during the Marine's anniversary month. IRR and Standby Reserve members will be screened by MCIRSA. At a minimum, the following records will be reviewed and certified during an administrative screen: Primary Residence, CRCR, RED, SGLI, and Family SGLI.

d. Officer Screening. During this review, an officer's CRCR will be reviewed to ensure minimum reserve retirement credits have been earned to remain in an active status. See section 3 of this chapter for additional insight on the CRCR.

e. Separation Audit. Marines being transferred to the IRR will include a review and update of the contact information reflected in their individual record, RED and SGLI. At a minimum, Marines must provide a Primary Residence Address, a personal phone number, and an email address that is not on the "usmc.mil" domain.

3. Ongoing Screening. All Reserve Marines are required to update the following data whenever changes occur. IMAs (to include PIP members) and IRRs are required to notify MCIRSA of any change of the following information. These changes may be requested via MOL.

a. Primary Residence Address (requires 2 forms of source documentation in order to establish or change this address).

b. Telephone number.

c. Marital status.

d. Number of dependents.

e. Civilian Employment Information (CEI).

f. Physical condition which would prevent the member from attaining the physical or mental standards prescribed by the Marine Corps.

4. Civilian Employment Information (CEI)

a. CEI Overview

(1) DoD requires all Ready Reserve members to update their respective service on their CEI annually, or when their employment information changes, whichever comes first.

(2) Failure or refusal to provide employment-related information, or providing false employment-related information may result in administrative action or punishment under article 92 (Dereliction of Duty) and/or article 107 (False Official Statement), of reference (ao).

(3) Marines can update their CEI data via the "Personal Info" tab in MOL.

(4) Marines can obtain more information on this program, and via the DMDC website (<https://www.dmdc.osd.mil/esgr/>), or by visiting the website of the Office of the Assistant Secretary of Defense - Manpower and Reserve Affairs (OASD-M&RA). (<http://ra.defense.gov/Programs/CivilEmploymentInformation.aspx>)

b. Responsibilities and Tasks

(1) Marine Forces Reserve (MARFORRES). MARFORRES is tasked with maintaining CEI program compliance goals established by OASD-M&RA for members of SMCR units.

(a) Screen PS Marines (to include those applying for IMA positions) for CEI compliance before affecting the join entry into MCTFS. Marines will not be joined until verified as compliant. Those PS Marines who are being accessed into the Reserves after broken service (off contract) will have 30 days from the date the initial join entry posts to update their CEI data.

(b) Ensure subordinate commands tasked with the administration of mobilization processing centers and mobilization processing stations incorporate CEI data collection into mobilization and demobilization procedures.

(2) MARFORRES/MCIRSA. MARFORRES/MCIRSA is tasked with maintaining CEI program compliance goals for the IMA program and the IRR. Incorporate CEI data collection into administrative join and audit procedures, include CEI data collection in procedures for Marines transitioning from the AC to the IRR, and include CEI data collection as part of the IRR screening process.

(3) Unit Leaders. Prior to positively endorsing tour extension requests, reenlistment requests, or any orders request (AT, schools, ADOS, etc.) for ready reserve Marines, unit leaders (COs/OICs/I-Is/OpSponsors) will ensure CEI data has been submitted by the requesting member.

(4) Individual Reserve Marines. Marines of the SelRes (including members of SMCR units, and IMAs) as well as Marines of the IRR are required by law to update their CEI data on an annual basis or upon change of employment status, whichever occurs first.

(5) HQMC, M&RA

(a) RA Division (RCT). Serve as the CEI program functional liaison with the OASD-RA.

(b) MI Division. Serve as the CEI program systems liaison with OASD-M&RA in concert with the DMDC.

c. Data Requests

(1) CEI data requests internal to the Marine Corps Reserve are submitted to DC M&RA (MI) via chain of command, unless the request involves service-level visibility, in which case it should be submitted to the Director, Marine Corps Staff (DMCS) for proper routing at HQMC.

(2) CEI data requests external to the Marine Corps Reserve (e.g., MARFORs, other service support, federal agencies) will be routed via formal tasker through DMCS, Plans, Policies, and Operations (PP&O), M&RA (RCT). The list of applicants will be provided by DC M&RA (RCT) for sourcing. CEI data request must include:

(a) Full justification (e.g., mission-essential for mobilization planning; in connection with Employer Support of the Guard and Reserve (ESGR) initiative; CMC-directed initiative).

(b) Level of visibility (e.g., DoD, CMC, COMMARFORRES)

(c) Applicable parameters (e.g., Rank(s), MOS(s), and Standard Occupation Classification (SOC) codes). SOC codes can be accessed from the U. S. Department of Labor, Bureau of Statistics website.

(3) Civilian employers of RC members shall not be contacted in any manner using any information that would identify service members employed by that employer without the prior consent of the service members.

(4) CEI data is protected under the Privacy Act of 1974 and should be handled accordingly.

5. Mandatory Direct Deposit (DD)

a. The Direct Deposit/Electronic Funds Transfer (DD/EFT) program is mandatory for all Reserve Marines. Marines in the IRR are required to enroll in DD/EFT upon reenlistment or assignment to active duty (paid/nonpaid).

b. Waivers. Payment by EFT may be waived in rare instances for those with a mental impairment or who live in a remote geographic location with no access to DD.

CHAPTER 5

General Reserve Information and Administration

Section 2: Drill Management Module (DMM)

1. Total Force Administration System Drill Management Module (TFAS DMM)

a. Purpose and Administration

(1) The TFAS DMM is a web-based system that automates the drill accounting and pay processes for SMCR and IMA Marines.

(2) DMM provides the capability to allocate, schedule, manage, muster, report, and pay IDT drills, APD to include ATP, RMPs, AFTPs, and FHDs.

(3) TFAS DMM is accessible from the M&RA Manpower Information (MI) portal via "www.manpower.usmc.mil".

(4) All Reserve units are required to use DMM as the sole source for drill accounting and payment.

(a) At the unit level, all types of paid drills for assigned RC members shall be submitted via DMM.

(b) Drill reporting via UD is no longer authorized.

(5) M&RA (RA) serves as the functional sponsor of DMM. The functional sponsor provides overall program oversight, review of the configuration control board's recommendations, prioritization of system change requests, and policy development and implementation.

(6) MARFORRES ensures SMCR unit compliance with TFAS DMM policy, and serves as a subject matter expert on the control configuration board, and provides assistance to SMCR units with DMM questions.

(7) MCIRSA administratively assists IMA OpSponsors and provides remedial drill entries as needed.

(8) The TFAS DMM program management office within MARCORSYSCOM is responsible for the execution, direction, and funding of TFAS DMM regarding all efforts for post deployment support, configuration changes, information assurance,

maintenance and software updates, interface agreements, help desk support, and future updates to training manuals.

b. Training. DMM users can familiarize themselves with DMM by completing online computer based training (available within the TFAS DMM application).

2. User Roles and Responsibilities

a. Drill Management (DM) Manager

(1) The DM Manager grants and removes individual user roles.

(2) This role is the responsibility of the CO or the OIC and should also be delegated to the I-I, Site Commander, personnel officer, administrative officer, SgtMaj, 1stSgt, or administrative chief.

(3) This role can be assigned to multiple users, but the DM Manager must hold the grade of E8 or higher or be an E6 or above with the PMOS of 0111 (Administrative Specialist).

(4) For the IMA, MCIRSA performs the role of DM Manager. DM Manager may be appointed on a case by case basis at the platoon level by the M&RA (RA).

(5) The DM Manager is required to retrieve, work, and maintain the Roles report (PDF format) in command files for current plus two years.

(a) The Roles report identifies Marines who hold DM roles within a unit and identifies users who are not accessing their accounts and may need those roles removed.

(b) This report will be utilized to validate DD 577, "Appointment/Termination Record - Authorized Signature," and assignment letters for DM roles.

(c) This report is required to be retrieved and worked monthly.

b. Approver

(1) The approver certifies the unit training schedule, individual requests, and the muster sheet, and completes corrective action requests.

(2) This role is the responsibility of the CO, OIC, or OpSponsor.

(3) See figure 5-1 for an overview of typical DM Approver actions.

c. Trusted Agent

(1) The Trusted Agent acts as the approver in the absence of the CO, OIC or OpSponsor.

(2) This role must be delegated by DD 577 to I-I, Site Commander, another Commissioned Officer, Warrant Officer, E7 or above, or GS-7 or above.

d. Additional Paid Drill (APD) Manager

(1) The APD Manager manages and tracks the distribution of APDS for a unit to include ATPs, RMPs, AFTPs, and FHDs.

(2) This role is the responsibility of the training office (S-3), or appointed IMA OpSponsor.

(3) The APD manager will hold the grade of E5 or higher.

e. Muster Manager

(1) Exports the transactions into the UD/MIPS and can initiate corrective action requests. This role is the responsibility of the administrative office (S-1).

(2) The Muster Manager must hold the grade of E6, GS-5, or higher.

(3) The Muster Manager is required to Research Failed Validation Checks under the Corrective Actions tab one day after exporting transactions into the UD.

(4) Additionally, The Muster Manager is required to retrieve, work, and maintain the Drills Certified not Exported report (PDF format) in command files for current plus two years.

(a) This report allows users to readily see any drills that have been certified but not yet submitted for payment.

(b) This report is required to be retrieved and worked weekly.

f. Muster Official

(1) The Muster Official verifies the attendance at a drill. This role will typically also be assigned to Marines in the Administrative Support Section in order to enable the pulling of required reports.

(2) The Mustering Official must hold the grade of E4, GS-5 or higher.

(3) The Muster Official is required to retrieve, work, and maintain the following reports (PDF format) in command files for current plus two years:

(a) Drills Created but Never Mustered. This report identifies drills awaiting action (i.e., cancel the drill or make appropriate annotations to the muster sheet), and is required to be retrieved and worked weekly.

(b) Scheduled Drills. This report identifies trends such as utilization rates (drills scheduled vs. drills available) for the FY and is required to be retrieved and worked monthly.

(c) Drill Unit Summary. This report identifies which Marines are utilizing the different types of available drills, and is required to be retrieved and worked monthly.

g. Proxy

(1) The Proxy may submit individual requests on behalf of another Marine.

(2) The Proxy must hold the grade of E4 or GS-5 or higher.

h. Reviewer

(1) The Reviewer reviews rescheduled IDT requests for an individual Marine.

(2) The Reviewer must hold the grade of E4 or GS-5 or higher.

i. Schedule Creator

(1) The Schedule Creator generates the training schedule for the unit.

(2) This role is the responsibility of the training office (S-3), and the schedule creator must hold the grade of E5 or GS-5 or higher.

j. Standard User

(1) The Standard User views the unit's scheduled drill period, requests RIDTs, and APDs.

(2) All Marines in SMCR units and the IMA program must register on the M&RA website (www.manpower.usmc.mil) in order to be granted this user role.

k. Figure 5-1 provides an overview of the typical Muster Manager/Official and Approver actions associated with DM management.

3. User Role Written Authorization Documentation

a. With the exception of the standard user (drilling Reserve with no specific permissions), the written authorization documentation for each user role will be scanned into, and maintained within, DMM.

b. The below documentation must be maintained within DMM and the command files for each role identified:

(1) Drill Management (DM) Manager

(a) The CO or OIC assigned in writing is the DM Manager. The CO (Company, Squadron, or higher) must input a copy of the "assumption of command" correspondence.

(b) COs, that grant this same permission require the designee to upload DD 577 within DMM.

(2) Approver. The CO assigned by assumption of command, or the IMA OpSponsor designated by the Command appointment letter, is the Approver.

(3) Trusted Agent. Upload DD 577 within DMM.

(4) APD Manager. Upload the Assignment letter within DMM.

(5) Muster Manager, Muster Official, Proxy, Reviewer, and Schedule Creator. Upload the completed DD 577 within DMM.

(6) Standard User. No designation in writing required.

c. Assignment of roles to those who do not meet the rank requirements:

(1) M&RA (RA) approval must be provided in writing in order to waive the rank requirements associated with a DMM role, and the corresponding RA waiver letter must be uploaded in DMM to capture the waiver to policy.

(2) All waivers must be provided to RA Division (RAP) for SMCR units and to (RIM) for IMA units not less than 30-days before the requested assignment date. Waivers will not be approved for "Approver" or "Trusted Agent" roles.

(3) Any user/authority without the required RA waiver in DMM will have their permissions suspended.

d. All permission requests for IMAs will originate from the appointed OpSponsor to MCIRSA.

4. IDT Accounting

a. Commanders are responsible for IDT accounting. When feasible, all unit personnel will assemble for muster as a single group in one location. The basic documents for IDT attendance accounting are the unit muster sheet (UMS), the UD, and in the case of a telecommute; the telecommute request and telecommute log. Refer to section 3 of chapter 7 of this Order for more guidance concerning telecommute documentation and authorization.

b. Unit Muster Sheet (UMS). The UMS within TFAS DMM is the source document substantiating IDT attendance for all paid and nonpaid IDTs. Only one type of IDT will be reflected on any one UMS report. If members are performing a combination of IDT types, a separate UMS report will be completed for each type of IDT period.

(1) A member's presence will be recorded by an "X" in the block next to the individual's name. All other personnel, including late arrivals, with names appearing on the UMS will be

recorded as absent with an "A" in the appropriate block, unless they are not scheduled (NS) to attend IDT;

(2) Personnel NS for IDT will be marked "NS". Reserve Marines performing courtesy drill with another command will be annotated as NS on the parent command UMS. Reserve Marines who are on AD (ADOS, AT, IIADT, School, etc.), or who have made arrangements for an RIDT prior to the scheduled IDT will be annotated as NS. Additionally, Reserve Marines who are not required to attend IDT within 60 days following release from AD from a period of involuntary activation will also be annotated as NS. Following the NS, annotate in the comments column of the muster sheet the reason, e.g., "RIDT: (date)," "AT/ADOS (date) to (date)/(location)," or "Not required to perform IDT following release from Involuntary Activation." A Reserve Marine who arranges to miss a unit IDT and does not schedule the RIDT prior to the IDT is considered absent from the scheduled IDT. A reservist absent from an RIDT will not be allowed to reschedule and shall be marked absent;

(3) Reservists participating in the "Toys For Tots" program should be given wide latitude in the scheduling of IDTs in support of "Toys For Tots" events. However, IDTs may only be used in support of "Toys For Tots" if activity associated with the support is directly tied to a unit MET. The CO/OIC/OpSponsor should be very flexible in allowing these Marines to RIDT (if necessary) from regularly scheduled drills to support these events on non-drill weekends. ADOS may not be utilized to support "Toys For Tots" events;

(4) Personnel no longer in the unit due to expiration of Reserve ECC, requested transfer to the IRR, or approved IUT with an effective date prior to the scheduled IDT will be marked as Non Member (NM) on the UMS;

(5) Absences, excused or unexcused, will be explained in the "COMMENTS" column. TFAS DMM will feed reporting on the UD. The CO/OIC/OpSponsor must make an immediate attempt to contact an unexcused absent member and determine the reason for such absence. The CO/OIC/OpSponsor will indicate in the "COMMENTS" column if the Marine will be allowed to make-up the absences and whether it is paid or nonpaid.

(6) In cases of tardiness, an annotation will be made in the "COMMENTS" column, and the CO/OIC/OpSponsor will indicate if the Marine will be allowed to make-up the IDT period missed and whether it is paid or nonpaid;

(7) If during a scheduled drill weekend, selected members of the unit are scheduled to perform drills which overlap or are performed away from the HTC, those members will be reflected on a separate muster sheet and annotated as such on the main UMS. For example, if 10 members of a 100 member unit are scheduled for a 5 drill weekend so they can go to the rifle range while the rest of the unit is scheduled to perform only 4 drills that same weekend, the 10 members will be reflected on a separate muster sheet; and

(8) To minimize the impact on unit training and readiness, only one muster per IDT period is required. This muster will be at the discretion of the CO/OIC/OpSponsor. Units and sections will be accountable for the whereabouts of their personnel at all times during the IDT period.

c. Reserve General Officers

(1) M&RA, Manpower Management Senior Leaders Branch (MMSL) is responsible for Reserve general officer IDT accounting and personnel administration.

(2) The general officer performing the IDT period will ensure the muster sheet's administrative correctness and sign it to certify completion of IDTs. Reserve general officers are not required to physically muster and each Reserve general officer will be listed on a separate muster sheet.

(3) A facsimile copy of the muster sheet may be sent to M&RA (MMSL) for timely reporting on the UD. The original should be maintained by the general officer for personal record keeping.

d. IMA Marines

(1) Further details on the management and administration of IMAs is provided in reference (c).

(2) The OpSponsor is responsible for the timely and accurate reporting of their IMA's IDTs via DMM.

(3) Multiple IDT periods may require multiple UMSs to account for all periods of mustering.

e. Certification of UMS

(1) The Reserve CO/OIC/OpSponsor will certify each page of the UMS to verify attendance/absence of Reserve Marines, after the final muster has been taken. In the absence of the CO/OIC/OpSponsor, a trusted agent designated in writing by the CO/OIC/OpSponsor will certify the UMS.

(2) For Reserve augment staffs, the respective MSCs may designate in writing no more than three Reserve officers of the staff to certify attendance/absence of Reserve Marines. In the absence of the Reserve staff members, the Chief of Staff of the MSC or senior active duty G-1 officer will certify the UMS.

5. IDT Scheduling

a. Unit IDT schedules shall be prepared, published, and approved within DMM by the CO, OIC, or designated representative by 1 December of each year. The advanced schedule should provide adequate notice to their Marines, who may then plan their activities to minimize disruptions to their families and employers. In preparing IDT schedules, the CO or OIC must ensure that the minimum four hour requirement is met for crediting the IDT with pay.

b. OpSponsors for IMAs/MTUs shall schedule IDT periods by mutual agreement with their individual Marines a minimum 30 days prior to the scheduled IDT.

c. IDT periods may be scheduled or rescheduled for an individual, unit, or portions of a unit where necessary, to meet training requirements and performance of missions.

(1) DMM will not allow a local Commander below the Bn/Sqd level to change or cancel a unit's scheduled drill date.

(2) Rescheduled unit IDT periods shall be announced, scheduled, and approved within DMM 30 days in advance to allow sufficient time for the Marine to be advised of the change.

(3) Primary consideration in reaching a decision on rescheduling an IDT period shall be the availability of the training for the member or unit, and/or the benefit and convenience of the government.

(4) IDT periods may be scheduled throughout the month, including weekdays, as necessary for training and performance of the unit's mission.

6. IDT Attendance

a. Tardiness at Muster. SMCR and IMA Marines who report late for muster during an IDT period are considered absent from their IDT.

(1) Excused Tardiness. At the discretion of the CO/OIC/OpSponsor, a Marine reporting for IDT tardy may be excused. If the tardiness is excused and the Marine is engaged in training for at least two hours of the scheduled four-hour IDT period, the individual concerned may be given Reserve retirement credit points; however, in accordance with reference (k) pay is not authorized for IDT periods less than four hours.

(2) Unexcused Tardiness

(a) When tardiness is not excused by the CO/OIC/OpSponsor, the IDT period will be designated as an unexcused absence, and the Marine will not be authorized to participate in the remainder of that IDT period. When multiple IDT periods are scheduled in conjunction with the IDT in question, the Marine will be required to participate in all subsequent IDT periods.

(b) When an IDT period is designated as an unexcused absence because of tardiness, the CO must determine whether the individual should be given an opportunity to perform an EDP, either with pay (EIO) or without pay (EIN), in order to satisfy participation requirement.

b. Absence After Muster

(1) Unsatisfactory Period. An IDT period will be declared unsatisfactory if a Marine, having reported for muster, is subsequently absent from the assigned place of duty without authority.

(2) Follow-up Action. Regardless of whether or not disciplinary action is taken, Marines absent without authority from IDT may either be granted an opportunity to perform an EDP to regain a satisfactory status or have that period remain as unsatisfactory.

(3) Pay. Marines will be paid for IDT actually attended prior to the time and date of absence, even if the IDT is subsequently declared unsatisfactory, as long as the Marine was engaged in training for at least four hours of the scheduled IDT period. Under no circumstances will IDT pay be authorized for an IDT attended during which the Marine was not engaged in at least four hours of training.

c. Absence from IDT

(1) Authority for Granting Excused Absences. The following individuals may excuse absences from IDT for Reserve Marines:

(a) Reserve unit CO/OIC or designated representative;

(b) I-Is/Site Commanders in the absence of the officers listed above;

(c) IMA OpSponsors or their designated representative; or

(d) Commanding Generals of MSCs or their designated representative.

(2) Criteria for Granting Excused Absences. Excused absences may be granted for a missed IDT when the absence is essential to the health or welfare of the Marine or the Marine's immediate family. The term immediate family means the immediate family of either the member or spouse, including parents, brothers, sisters, children, persons standing in loco parentis, or only remaining next of kin. Excused absences may be granted for the following reasons:

(a) Illness or injury of the Marine prior to IDT when the attending physician certifies that attendance at IDT would be detrimental to the health or welfare of the Marine.

(b) Military medical determination of not fit for full duty by way of identification as TNPQ/TNDQ-Non-Drill, NPQ, and LOD-Non-Drill cases. Of note, Marines TNPQ should be provided every opportunity to drill. Upon the unit commander requesting medical retention review and submission of NPQ package to BUMED the SMCR Marine will no longer be required to perform any IDT/ADT periods.

(c) A death or life-threatening illness in the Marine's immediate family.

(d) An emergency or circumstance whereby attendance at IDT would create a serious and unusual hardship on either the Marine or the Marine's immediate family.

(e) Automobile accidents or incidents en route to the Reserve Training Center (RTC).

(f) Severe inclement weather conditions or natural disasters which prevent the Marine from either undertaking or completing the journey to the RTC.

(g) Other reasons as determined by the unit commander.

(3) Considerations in Granting Excused Absences.
Marines are not required to make up excused absences. The determination will be based on the circumstances involved. A Marine should be excused only from the IDT periods directly affected. However, in order to maintain their mobilization potential, all Marines should be encouraged to perform rescheduled IDTs in lieu of excused absences whenever feasibly possible and when the rescheduling of the respective IDT is accomplished in advance of the muster for the IDT.

(4) Procedures for Requesting Excused Absences

(a) Marines must request to be excused from anticipated absences prior to the IDT period in question. Failure to do so may result in awarding of an unexcused absence.

(b) Commanders may authorize an EDP for excused absences not to exceed four paid EDP per FY.

d. Rescheduled Inactive Duty Training (RIDT)

(1) An RIDT period is a period of training performed on dates other than those scheduled for IDT. An RIDT must be requested by the Marine and approved within DMM by the CO/OIC/OpSponsor or their designee in advance of the scheduled IDT for which it is requested. Both the RIDT and the IDT it replaces must be performed in the same FY. Marines who do not perform the RIDT on the date scheduled will be reported as absent (excused or unexcused).

(2) The CO/OIC/OpSponsor will track all RIDT periods via the RIDT Report in TFAS DMM.

(3) RIDT requests must be prepared, scheduled, and approved within DMM upon conclusion of the previous drill. RIDT for emergencies may be scheduled and approved after the previous drill on a case by case basis; however, they must be approved within DMM prior to the scheduled IDT.

(4) Marines failing to report for RIDT on the approved rescheduled date will be considered absent (either excused or unexcused). DMM no longer has the capability to reinstate previously cancelled RIDTs and an RIDT may not be rescheduled. RIDT cannot be "rescheduled", but an "absence" can be made up with an EIO/EIN.

e. EDP

(1) An EDP is a period of instruction or duty, not less than four hours in duration, performed in connection with duties pertaining to the Marine Corps. Such duty may be paid, designated an "EIO", or unpaid, designated an "EIN". EDPs (both EIOs and EINs) may be performed by either a reserve officer or enlisted Marine.

(2) An EDP may be performed to resolve an IDT for which the Marine received an excused or unexcused absence. An EIN may be performed to resolve IDT periods which have been declared unsatisfactory.

(3) Paid EDPs must be performed within 60 calendar days after the missed IDT, and within the same FY as the missed IDT. EDPs performed in a FY other than that in which the IDT was scheduled will be performed without pay.

(4) There is no limit to the number of EDPs that may be authorized; however, payment for such periods will be limited to two per day and a total of four per FY. Nonpaid EDPs may be performed only for absences within the previous 12 months.

(5) The combination of regular IDT and EDPs with pay will not exceed a total of 48 in any FY, with the exception of reserve general officers who may perform up to 60 IDT periods per FY.

(6) An EDP may not be performed on a day on which two other IDT periods are performed, but may be performed when only one IDT period, is performed.

(7) For IMA Marines, OpSponsors or their designated representative may authorize payment for performance of EDPs. Members of the Reserve augment staffs will be authorized by the respective or designated representative.

(8) Payment may not be made for EDPs performed to make up for paid IDTs that were declared unsatisfactory.

(9) Marines should be given the opportunity to perform EDPs in lieu of being processed as unsatisfactory participants. EDPs performed will be credited to the oldest IDT requiring resolution within the previous 12 months.

(10) EDPs will be scheduled and approved within DMM.

f. Multiple Periods of IDT

(1) At the unit commander's discretion, and as manpower funding supports, Marines who join a drilling reserve unit after the commencement of the FY, will be allowed to complete up to 48 IDT periods within the remaining FY. For example: A Marine joins from IADT or the AC on 1 August. The Marine would be authorized to perform 40 IDT periods in addition to the 8 regularly scheduled IDT periods prior to 1 October. IDT periods are not to be confused with RIDT periods. Additional paid IDT periods are also authorized in conjunction with the 48 authorized IDT periods. This scenario may also apply to IMAs.

(2) COs/OICs are required to schedule all drills for a new Marine who joins a command after the commencement of the FY in DMM within 60 days from unit join date.

g. IDT while in a Travel Status

(1) IDT credit while in a travel status may only be granted when a unit/individual first musters at the RTC, receives instructions and then travels to the offsite IDT location (if the unit/individual is in receipt of IDT travel orders see paragraph (2) below, along with its sub-paragraphs). The most typical example of the aforementioned policy is when a unit conducts a multiple IDT period of five or more IDTs in order to participate in a field exercise or rifle range training

at a site other than the RTC. For example Unit RTC, San Diego, CA:

1800 Friday	Muster at RTC (5 IDT weekend)
2000 Friday	Depart for Field FIREX at 29 Palms (IDT credit authorized during travel)
2300 Friday	Arrive 29 Palms
Sat/Sun	Field FIREX
1200 Sunday	Depart 29 Palms for RTC (IDT credit authorized during travel)
1500 Sunday	Arrive RTC
1800 Sunday	Secure from IDT

(2) Off-site IDT Periods

(a) Marines directed to perform IDT periods away from the RTC will be entitled to Temporary Duty/Temporary Additional Duty (TDY/TAD) allowances (Per Diem and Travel) as prescribed in reference (ap).

(b) IDT credit will not be authorized while in a travel status under TDY/TAD orders unless travel under TDY/TAD orders commences from the RTC.

(c) MROWS Orders will be issued to those Marines in the performance of the off-site drill. In addition to orders, a UMS must also be completed on those Marines to account for the individual's muster periods. Additionally, a travel itinerary to include times of departure and arrival must be submitted and attached to the UMS, IDT Travel Orders and DD 1351-2, "Travel Voucher or Subvoucher," for the accurate reporting of Personnel Tempo (PERSTEMPO) and determination of IDT Pay/Credit. This should be an official travel itinerary provided by a Commercial Travel Office (CTO) (Ravenel Travel, SATO, etc.)

(d) Per para 7365 C.2. of reference (ap), when the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost from the assigned unit to the TDY station.

(e) For example Unit RTC, San Diego, CA:

1200 Friday	Marine departs from home to local airport to attend 5 IDT off-site in Boise, ID
1600 Friday	Arrive Boise, ID (IDT credit not authorized during travel.)

1800 Friday	Travel and per diem authorized) Muster, Boise, ID (Commence IDT)
Sat/Sun	IDT Boise, ID
1600 Sunday	Secure from IDT. Depart Boise, ID (IDT credit not authorized during travel. Travel and per diem authorized)
2000 Sunday	Arrive home

Note: Prior to ordering a Marine to an off-site IDT, CO/OICs must take into consideration the time and distance required to complete the travel. Due to the geographic dispersion of MARFORRES, in some instances, off-site IDT may not provide a Marine with appropriate compensation for time lost from civilian employment, school, etc. Accordingly, CO/OICs should consider utilization of ADOS and plan accordingly.

h. IDT in Conjunction with AT/ADOS

(1) For those Reserve Marines who reside within the Corporate City Limits of the duty location, IDT is authorized to be performed either before or after AT/ADOS.

(2) Those Reserve Marines residing outside of the Corporate City Limits of the duty location may only perform IDT after the period AT/ADOS. Performance of IDT following AT/ADOS enables the Marines to retain their return travel entitlements upon completion of the period of IDT.

Chapter 5

General Reserve Information and Administration

Section 3: Career Retirement Credit Report (CRCR)

1. CRCR Functions

a. Chronological Participation. The CRCR summarizes retirement credit points earned towards retirement eligibility and retired pay for the Marine's entire career. However, retirement and retired pay are not the only functions of the CRCR, as the CRCR also measures a Marine's chronological participation.

b. The CRCR is an important tool utilized by selection boards to measure a Marine's activity in the Marine Corps Reserve. The CRCR is considered by:

(1) Statutory selection boards.

(2) Non-Statutory selection boards (i.e. PME, Reserve Command, AR selection, SNCO promotion selection).

(3) Reenlistment evaluators.

(4) Sections responsible for screening and evaluating requests for assignment to active duty.

2. ARCR and CRCR Certification Process

a. Annual certification of a Marine's CRCR may be accomplished via the member's reporting unit or through self-certification using MOL. If certification is completed by the reporting unit, the reporting of the member's CRCR certification must be completed within 120 days of the audit. If certification has been completed via self-certification using MOL, the reporting unit will print the CRCR, make annotations and file it in the member's service record (ESR) per reference (f). The ARCR and CRCR certification process for the various categories are outlined below. Note: Notification to the member via MOL will persist until certification by the reporting unit or member is successfully completed.

b. It is essential that a Marine's CRCR accurately reflects all ID and active duty training performed. For Marines ordered to active duty in excess of 30 days, the CRCR must be screened

and corrected prior to assigning the Marine to active duty. It is critical that this screening be accomplished so that the member's Armed Forces Active Duty Base Date (AFADBD) is calculated by MCTFS based on the information contained in the Marine's CRCR.

c. IRR and IMA Marines Process

(1) IRR and IMA Marines will be notified of annual CRCR certification requirements in MOL. It is imperative that each IRR and IMA Marine certify their CRCR via MOL.

(2) If corrections are warranted, after reviewing the CRCR, the Marine will print out a copy of the CRCR and draw a thin-inked line (using black ink) through each item of information, hand write the correct information, and then initial each correction.

(3) Submissions for correction of the CRCR can be submitted to MCIRSA via the MOL EPAR module.

(4) The Dir MCIRSA is no longer required to mail out CRCRs to IRR members for certification.

(5) Upon release from active duty, all Marines are required to be given a period of instruction on MOL and the requirements to update and certify the CRCR annually.

(6) The Dir MCIRSA has the capability to update current, previous, and historical retirement data contained in the MCTFS master record.

d. SMCR Unit Process

(1) SMCR Unit Marines will also be notified of annual CRCR certification requirements in MOL. In addition to the MOL notifications to the individual member, reporting units are to provide the Marine with an ARCR and CRCR for review and certification within 30 days of their anniversary date.

(2) MOL will continue to notify the member of their requirement to certify until such time the CRCR date is updated either via MOL by the member completing the certification or via MCTFS entry if the certification is completed by the reporting unit.

(3) Reporting units receive UD advisories identifying Marines who have not certified their ARCRs and CRCRs within 120 days of the anniversary date.

(4) If corrections are warranted, the Marine will draw a thin-inked line (using black ink) through each item of information, hand write the correct information, and then initial each correction. The annotated CRCR must be accompanied by supporting documentation (i.e., muster sheets, orders, or historical NAVMC 798, "Reserve Retirement Credit Report (1610))" to substantiate each correction.

(5) SMCR reporting units have the capability to update current and previous year's data. Historical data corrections must be submitted to COMMARFORRES (G-1) for appropriate action.

e. AR Process

(1) AR Marines will also be notified of annual CRCR certification requirements in MOL. In addition to the MOL notifications to the individual member, reporting units are to provide AR Marines with the ARCR and CRCR for review, certification, and signature within 30 days of receipt by the command (after the Marine's anniversary date). Copies of ARCR and CRCR are also available on-line through MOL.

(2) If corrections are warranted, the Marine will draw a thin-inked line (using black ink) through each item of information, hand write the correct information, and initial each correction.

(a) The unit commander will forward the audited CRCR to Manpower Informational Systems Support Office (MISSO-16/17) for input with a cover letter certifying the information is correct.

(b) The annotated CRCR must be accompanied by supporting documentation (i.e., muster sheets, orders, or historical NAVMC 798) to substantiate each correction.

(c) Once corrective action is taken by MISSO-16/17, a new CRCR will be generated for the Marine's signature and distributed.

3. Distribution

a. The original signed CRCR will be retained in the Marine's ESR and one copy will be provided to the Marine for their personal records.

b. The ARCR will be returned to the Marine.

Chapter 5

General Reserve Information and Administration

Section 4: Administrative Instructions Associated with Active Duty

1. Overview

a. In order for a Marine to perform active duty, the administrative instructions provided within this chapter must be adhered to.

b. For Marines performing ADOS, refer to reference (r) in conjunction with the content of this Order for detailed administrative guidance.

2. Screening. Marines intending to perform any type of active duty must be screened to ensure they meet the qualifications and requirements of reference (r), and as listed in the subparagraphs below. The unit commander must ensure that Marines meet these requirements, prior to the initiation of the orders request in MROWS.

a. Physical qualifications. To be physically qualified for AD/ADT the Marine must meet the standards described in section 1 of chapter 6 of this Order.

b. Security Clearances

(1) No individual will be given access to classified information or sensitive duties unless a favorable personnel security determination has been made.

(2) Personnel Security Investigations (PSI) for a security clearance will be requested and processed per reference (aq) and substantiated by the individual's BIC, Position Description, or MOS with substantiation per reference (ah). The scope of the investigation conducted will be commensurate with the level of sensitivity of the access required or position occupied.

(3) A National Agency Check with Law and Credit (NACLIC) is required for each enlisted member of the Navy and Marine Corps, including the RC, at the time of initial entry into service. A NACLIC is required for each commissioned officer, warrant officer, and ROTC candidate before appointment.

(4) If any level of security clearance and access is required, the clearance and access requests must be coordinated through the local and command security manager.

(5) PSIs are not authorized for any personnel who are known to be retiring, resigning, or separating with less than one year service remaining.

c. Equipment, Supplies, and Clothing. Reserve Marines assigned to active duty will bring all uniform items as specified by the order issuing authority.

3. Orders

a. All ADT Orders (ADOS, AT, ADT, etc) will be prepared in MROWS. Answers to questions pertaining to MROWS can be found in the MROWS application help menu or from M&RA (RAP).

b. Orders will indicate details of entitlement to pay and allowances, including authorized travel time to and from the duty site, as prescribed by references (y) and (ap).

c. Orders for ADP will indicate either "Duty Involving Flying - Operational (DIFOP)" or "Duty Involving Flying - Denied (DIFDEN)."

d. Reserve Marines will remain on active duty for the period specified in the orders unless sooner released by proper authority. Activities will notify the parent command when a Reserve Marine is released early.

e. Travel Orders

(1) Reserve Marines assigned to active duty with or without pay will be advised that orders are valid, and that orders indicate a duty status only during the period of duty indicated by the orders. This is paramount in determining benefits in case of injury or death while traveling to or from the training site. If these conditions are unacceptable, the Marine must return the orders to the issuing activity. The Marine will be instructed regarding this stipulation prior to issuance of orders.

(2) Unless explicitly authorized by M&RA (RA), in no instance will a Marine execute orders or commence travel without being in receipt of signed/authenticated copy of original MROWS orders authorizing duty/travel.

4. Host Activity Facilities

a. Reserve Marines on active duty may use host facilities on the same basis as members of the AC.

b. Exchange and commissary privileges are discussed in chapter 12 of this Order.

5. Leave and Liberty

a. Liberty will be granted at the discretion of the CO/OIC/I-I/OpSponsor.

b. When a Reserve Marine participates in a tour of active duty for 30 consecutive days or more, leave is accrued at the rate of 2.5 days per month. Reference (ar) provides additional guidance.

c. Orders will not typically be extended to accommodate leave accrued as the Reserve Marine is not limited to the Lump Sum Leave (LSL) cap of 60 days when serving on active duty for less than 365 days as detailed in reference (y).

d. As expanded upon in reference (ce), an RC member being separated or released from a period of active service under honorable conditions with an accrued leave balance may elect to carry over any accumulated leave to the next period of active service where the member will be entitled to earn leave. Balances of leave carried forward are subject to the accumulation limits as prescribed in section 701 of reference (b).

e. Leave and liberty guidance for Marines attending formal schools training. At the local commander's discretion reserve students may be authorized options for annual and/or holiday block leave. The three options (outlined below) are: request leave, participate in Permissive Temporary Additional Duty (PTAD), or remain behind and report to the TCOM's staff.

(1) Leave

(a) While leave should be carefully managed by each Marine, when attending entry level schools the local leadership must provide proper guidance to ensure reserve students do not incur a negative leave balance at the end of the active duty training period.

(b) In accordance with reference (ar) leave approved by the local chain of command should be scrutinized so that the member will not exceed the forecasted leave accrued days.

1. When a reserve Marine incurs a negative leave balance, they incur a subsequent indebtedness to the government upon checking into their reserve unit which may result in a financial hardship for that Marine.

2. Since, reserve Marines do not accrue leave in a drilling status they typically will not be able to offset a negative leave balance, and will ultimately have their pay checked for future participation.

3. As such, the appropriate amount of authorized leave days should not exceed the number of accrued leave days by the end of training.

(2) Permissive Temporary Assigned Duty (PTAD). The opportunity for Marines to take PTAD should be made available by the local training command to participate in Permissive Recruiter Assistance Support Program (PRASP), Reserve Recruiter Aide (RAID), or report to their assigned reserve unit's Home Training Center (HTC) to assist the I-I staff as required. All travel and lodging will be at the expense of the member as no additional pay or entitlements will be authorized or provided by the government. Of note, prior coordination is required prior to execution.

(a) PRASP. In accordance with reference (as) any Marine who volunteers and is assigned as a recruiter assistant while in the entry level training pipeline (PRE/POST MCT), or awaiting Military Occupational Specialty (MOS) training).

(b) RAID. In accordance with reference (as) Reservists may be brought on active duty, for a period up to 179 days at a time, to perform functions of a recruiter aide. Although this program is not considered command recruiting in nature, it has been added to this Order as a second point of reference and so that the program disparities may be explained in detail.

(3) Remain behind. Members that desire to remain at the training location will report to the designated chain of command as required and participate in the locally published holiday routine.

6. Performance Evaluations

a. Fitness reports (FitRep). FitReps will be prepared for all sergeants and above per the instructions and timelines contained in reference (ae).

b. Proficiency and Conduct Marks. Proficiency and Conduct marks will be assigned for all corporals and below per the instructions contained in reference (f).

7. In Progress Payment (IPP)

a. An IPP is an incremental payment issued to a Reserve Marine for active duty performed prior to the completion of the entire period of active duty.

b. An IPP will be initiated by a UD entry in MCTFS for any active duty period of 30 days or less in duration to include periods of AT duty.

c. For SMCR unit Marines, the scheduling of an IPP must be coordinated with the parent reserve unit of the drilling Marine.

d. For members of the IRR and IMA, the scheduling of an IPP must be coordinated with Dir MCIRSA.

Chapter 5

General Reserve Information and Administration

Section 5: Travel and Training in Foreign Nations

1. Foreign Travel Not Associated with Military Duty

a. Notification of Intent to Leave the United States for 60 days or Less

(1) Reserve Marines intending to travel outside the continental United States (OCONUS) must submit a letter of notification to COMMARFORRES or their designated representative using Figure 4-13 (Sample Request for Foreign Travel Less than 60 Days). This notification must be submitted at a minimum of 60 days prior to the member departing, directly to COMMARFORRES via the first O-5 Level commander in the chain of command. Marines in the IRR or the IMA program must notify the Dir MCIRSA.

(2) Reserve Marines who fly aircraft of commercial airlines of the United States are not required to notify their military command if their travel is for less than 21 days at a time. If the travel exceeds 21 days, the Marine should notify COMMARFORRES or their designated representative in writing. IRR and IMA personnel will notify the Dir MCIRSA.

b. Foreign Travel/Residency in Excess of 60 Days

(1) Marines in an SMCR unit requiring overseas travel or residency for a period in excess of 60 days and who are unable to satisfactorily participate in the SelRes, must request permission to transfer to the IRR using Figure 4-14 (Sample Request for Transfer to the IRR due to foreign Travel/Residency in Excess of 60 Days).

(2) IRR and IMA Marines must notify the Dir MCIRSA prior to overseas travel in excess of 60 days. Under no circumstances will a mandatory participant be transferred to the IRR prior to COMMARFORRES approval.

(3) Reserve Marines incurring a long term civilian employment relocation to a foreign country (i.e., more than one year with no anticipated date of return) will submit a request for discharge to CMC (MMSR) via the appropriate chain of command.

(a) This policy may be waived by Dir MCIRSA provided the Marine furnishes sufficient justification and demonstrates an ability to achieve the minimum participation requirements.

(b) This includes, but is not limited to, participation in an OCONUS IMA detachment and completion of requisite level PME/correspondence courses.

(4) Reserve Marines employed on United States merchant vessels under friendly foreign registry (Maritime Preposition Ship (MPS)) will notify MCIRSA to be categorized as a Key Employee (refer to Chapter 9 of this Order).

(5) Mandatory participants transferred to the IRR are subject to involuntary administrative separation, as authorized by law, for failure to resume SelRes participation within 60 days of the date of return to CONUS. MCIRSA is directed to monitor mandatory participants as outlined in Chapter 8 of this Order.

2. Travel Advisories. Due to varying threat possibilities, Marines visiting foreign countries are encouraged to wear civilian clothes; use a tourist passport; use baggage which does not indicate grade, insignia, or affiliation; and place all service club and business cards, checkbooks with grade, military ID card, and other documents identifying association with the U.S. Government in checked baggage. Also, check all photos in wallets identifying military affiliation, and consider political, social, and religious taboos when purchasing reading material.

3. Training in Foreign Nations

a. Policy

(1) Reserve Marines temporarily residing in foreign nations where the United States is permitted to maintain troops of active military forces (other than military assistance advisory groups or Attaché personnel) may apply for ADT, ADOS, appropriate duty, or correspondence courses.

(2) Prior to conducting training, appropriate overseas commanders will request the Marine Attaché (or Defense Attaché, if no Marine Attaché is assigned) located in the country where training is desired, to inform the United States Ambassador and officials of the foreign government concerned of the intent to conduct such training. If the foreign government objects to the

training, orders will be canceled and the appropriate commander will furnish the DC M&RA (RA) with all relevant facts and any recommendations.

(3) Participation in correspondence courses is authorized in foreign countries in which the United States does not maintain active military forces, but where a Status of Forces Agreement (SOFA) exists between the United States and the foreign nation concerning the conduct of such training.

(4) Conduct of any training in foreign countries in which the United States does not maintain active military forces or where SOFA does not exist is not authorized.

b. Procedure for Requesting Training

(1) Reserve Marines residing overseas desiring to participate in Reserve training must submit requests to their appropriate command via appropriate channels, e.g.:

(a) The cognizant Marine Attaché (or Defense Attaché, if no Marine Attaché is assigned); and

(b) The military activity with which training is desired.

(2) The military activity commander must endorse the request to verify that training commensurate with the grade and MOS of the applicant can be provided, and furnish training dates and reporting instructions.

(3) Requests must be submitted in sufficient time to permit processing by each via addressee, and to ensure receipt by their command at least 30 days prior to commencement of the period of availability.

(4) IDT (with or without pay) may not be performed in any area deemed a hostile fire/hazardous duty area.

(5) Requests not forwarded per these procedures or not containing the required information will be returned to the applicant disapproved.

(6) It is emphasized that in an overseas area, it is the applicant's responsibility to determine the availability of an appropriate billet before applying for training.

(7) Reserve Marines desiring training in the United States will submit requests to their appropriate command.

c. Transportation

(1) In the United States (to include Alaska, Hawaii, and U.S. territories). Travel in connection with Reserve training in the United States will be paid from the member's primary residence to the duty site, and return from the duty site to the member's primary residence.

(2) In a Foreign Nation. As only IMA billets are located in foreign nations, unless otherwise authorized by the Dir MCIRSA, travel in connection with ADT in a foreign nation must be performed on Government-procured transportation aboard United States carriers or Air Mobility Command (AMC) flights, where available, per reference (ap). Travel may be performed at personal expense on a non-reimbursable basis.

(3) In NATO Countries. Marines traveling in NATO countries under individual orders must possess NATO travel orders per reference (z), in addition to official travel orders.

4. Uniforms During Official Travel

a. Marines traveling in uniform will wear the service uniform appropriate for the season in accordance with reference (at) or the utility uniform as conditions dictate.

b. When traveling aboard a carrier which utilizes a commercial terminal, the Service "C" uniform will typically be the prescribed uniform of the day. However, if charter service is provided and the carrier is positioned away from the terminal building in such a manner that ground transportation is available to directly approach the aircraft, the utility uniform may be worn at the discretion of the CO.

c. Utilities are not authorized for wear inside a commercial terminal except in situations as described in the previous paragraph (26.b).

d. Appropriate civilian attire during travel may be worn if authorized by the CO.

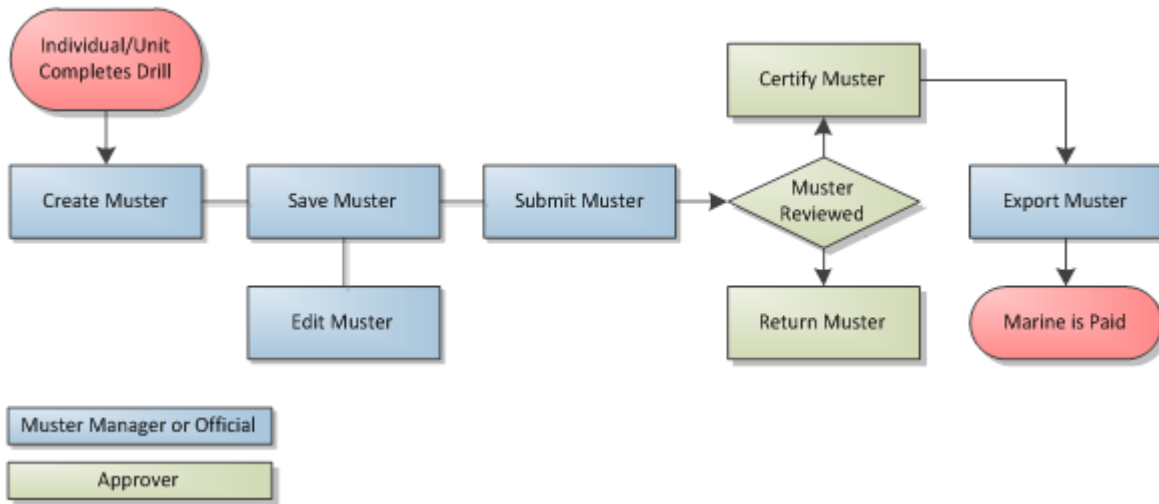


Figure 5-1.--Overview of DMM Processing.

Chapter 6

Medical and Dental

Section 1: Medical

1. General Medical/Physical Requirements

a. Ready Reserve. Section 10206 of reference (b), requires that each member of the SelRes (SMCR and IMA), who is not on active duty, have a comprehensive medical readiness health and dental assessment on an annual basis, including routine annual preventive health care screening. Additionally, references (au) and (aw) require an annual PHA to be completed.

(1) For members of the SelRes, physical examinations and/or annual PHAs will be conducted as required by Chapter 15 of reference (av) and in references (au) and (aw). Physical examinations will be conducted as follows:

(a) Upon entry to enlisted or commissioned active duty.

(b) As required.

(2) For Marines of SMCR units, COMMARFORRES will establish policies and procedures for all health care matters to include physical examinations and submission of annual PHA. COMMARFORRES will also develop Standing Operating Procedures for Medical matters (SOP for Medical) which will serve as the primary directive for a Medical Department Representative (MDR) assigned to an SMCR unit or site.

(3) Reserve Marines in a flight status will receive a complete Aeromedical Examination at ages 20, 25, 30, 35, 40, 45, and 50. After age 50, the exams will be completed annually or more often as deemed necessary by higher authority. During the years that a complete Aeromedical Examination is not required, an Abbreviated Aeromedical Examination will be performed. Frequency of physical examinations for other special duty personnel such as weapons handlers will comply with reference (av).

(4) Marines with no further MSO who fail to comply with a request to complete a physical examination will be transferred to the Standby Reserve involuntarily upon the approval of COMMARFORRES.

(5) For IRR and IMA personnel, the Dir MCIRSA will establish procedures to fulfill physical examination requirements.

(6) For members of the IRR to include MTUs, a completed DD 2807-1, "Report of Medical History," with supporting medical documentation will be submitted to MCIRSA Medical Section every two years to determine the Marine's physical fitness for:

- (a) Military duty or promotion,
- (b) Attendance at a school of the Armed Forces,
- (c) Reenlistment/extension, or
- (d) Other action related to career progression.

If the form indicates the possibility that a member may be unfit, the Dir MCIRSA will take necessary action to determine the member's physical fitness for retention, per the guidance contained in this Chapter.

b. Standby Reserve

(1) Marines in the Standby Reserve (ASL or ISL) shall execute and submit a DD 2807-1 to the Dir MCIRSA Medical Section every two years.

(2) The kind of duty to which a Reserve Marine ordered to active duty may be assigned shall be considered in determining physical qualifications for active duty.

c. ADT

(1) Physical qualifications. To be physically qualified for ADT a Marine must:

(a) Have a current physical and PHA on file. A Reserve Marine under the age of 50 must have a completed medical examination within the previous five years. Marines over the age of 50 must have a completed physical every two years, and Marines over the age of 60 must have one every year;

(b) Be physically qualified as determined by a competent medical representative on the day the active duty commences or the individual certification to verify current physical qualification. If a member is in TNPQ/Temporarily Not

Dentally Qualified (TNDQ) status, refer to Chapter 6, paragraph 2.d of this Order.

(c) Marines applying for EAD for a period 30 days or more, or ADT for over 30 days in any capacity, must meet the HIV testing requirements as are expanded upon in paragraph 4 of this section.

2. Medical Status

a. Classifications. Reserve Marines are medically classified as either Fit for Full Duty, TNPQ, TNDQ, NPQ, or LOD.

b. Marines will not be joined to an SMCR unit or IMA detachment nor perform any category of AD or IDT in excess of 30 days when found not fit for full duty per current regulations with the exception of IUT as approved by COMMARFORRES (G1).

c. Ready Reserve members with abnormal results of any aspect of the physical examination or PHA will be referred to their civilian health care provider (at the Marine's expense) for further evaluation. SelRes members will be placed in a TNPQ status as per Chapter 6, paragraph 2.d and IRR members will be placed in a NPQ status as per Chapter 6, paragraph 2.f. A determination from the local commander regarding the service connection must be made at the time any medical condition is reported to the Marine's chain of command.

d. Temporarily Not Physically Qualified (TNPQ), Temporarily Not Dentally Qualified (TNDQ) (Non-Service Connected Medical Conditions). A Marine may be classified as TNPQ when the Marine is not in a duty status and develops a medical condition or becomes injured. Dental Class III personnel will be placed in a TNDQ status for the management and tracking of dental treatment. The following guidelines apply to Marines who are TNPQ/TNDQ:

(1) The Marine is responsible for notifying the CO/OIC/I-I/OpSponsor within five days after an injury or illness has occurred. Documentation from the Marine's attending physician must be provided to the unit not later than the next scheduled drill following the diagnosis of the injury, illness, or condition. If documentation is mailed to the reserve center, the use of certified mail is strongly recommended. All medical expenses incurred will be borne by the Marine. Medical documentation must identify the diagnosis, treatment plan, recommended physical limitations, and prognosis of recovery.

(2) Upon receipt of the documentation and authorization by the Marine's CO/OIC/I-I/OpSponsor, the MDR will prepare a letter of instruction notifying the Marine that he or she is either in a TNPQ/TNDQ-Non-Drill status or in a TNPQ/TNDQ-Drill status. The letter of instruction should outline the conditions of participation to be followed during the period of TNPQ/TNDQ. As much as possible, Marines who are TNPQ/TNDQ should remain in a drilling status. However, Marines should not be placed in a drilling status if participation will aggravate the member's injury or illness. TNPQ/TNDQ policy is ultimately the responsibility of COMMARFORRES, and current MARFORRES policy should be referenced for further guidance.

(3) To ensure the commander and MDR are kept informed of the Marine's status, the Marine is required to provide medical documentation every 30 days from his/her attending physician. Failure to comply with this requirement may result in administrative action including, but not limited to, administrative separation and/or reduction in grade (enlisted Marines).

(4) Marines may not perform any type of ADOS or ADT greater than 30 days as defined in this Order, while in a TNPQ/TNDQ status.

(a) The CO/OIC/I-I/OpSponsor may authorize ADOS or ADT less than 30 days, if the Marine provides medical documentation stating such participation will not aggravate the medical condition/injury.

(b) If the Marine's unit performs an off-site drill or active duty, the Marine may accompany the unit if, in the opinion of the MDR, such participation will not aggravate the injury or illness. Off-site drills or active duty can also be rescheduled or performed at the HTC.

(5) Reserve Marines should be given an initial period of 90 days upon assignment to TNPQ in order to return to a full duty status. Marines may be afforded two additional 30 day periods prior to being referred through the MEB/PEB process to BUMED (M9) for an informal PEB and NPQ determination. Marines may be classified as TNPQ not to exceed 150 days until submission of a package for NPQ determination is required. While in a TNPQ status, a package for NPQ determination may be submitted at any time if the medical condition is of a permanent nature.

(6) Members assigned to the IRR are not authorized to be in a TNPQ/TNDQ status (see Ch 6, paragraph 2.f of this Order for NPQ procedures).

(7) If it appears that the disqualifying factor is of a more permanent nature, then the medical/dental officer and reserve activity shall initiate fitness evaluation proceedings by forwarding the appropriate medical documentation to Director, Physical Qualifications and Review (MED-32), Bureau of Medicine and Surgery (BUMED), for consultation and determination, via COMMARFORRES (HSS). Due to the time sensitivity of the medical documentation to be reviewed, no other via addressees are required. Information copies forwarded throughout the chain of command are encouraged.

(8) Upon completion of treatment, a release from the attending physician providing medical care certifying the member's ability to perform all duties without restrictions will be submitted to the CO/OIC/I-I/OpSponsor for review by the MDR. The medical documentation must state "RETURN TO FULL DUTY WITH NO LIMITATION." This will also be documented in the member's health treatment record.

e. Line of Duty (LOD) Benefits (Service Connected Medical Conditions). LOD benefits is a documented authorization to qualifying Marines for an injury, illness, or disease which occurred in the line of duty, during a period of IDT or active duty (for 30 days or less) and requires continued medical care beyond the period of the IDT or active duty orders during which the incident occurred. Medical or dental care may be provided at a military, veterans, or civilian medical or dental facility. References (ax), (u), (ay) and (az) provide detailed guidance on the applicability and eligibility for benefits to members.

(1) Marines injured while on IDT or active duty orders 30 days or less (AT, ADT, ADOS) will not have their orders terminated due to incapacitation but shall become entitled to LOD benefits at the end of their orders. Active duty orders of 30 days or less (to include AT orders) will only be extended when a member is hospitalized at the time the orders are due to expire. The orders will be modified through the date of discharge from the medical facility. Orders will not be modified to extend the injured Marine beyond 30 days active duty to circumvent LOD processing.

(2) A LOD will address an injury, illness, or disease incurred or aggravated between the time the Marine leaves his

primary residence, with the intent to travel directly to the designated IDT location and until the Marine returns to the primary residence along the most direct route.

(3) The Marine Corps Medical Entitlements Data System (MCMEDS) is an automated process for all Marine Corps Reserve reporting units to submit, update, and track LOD requests on-line. LOD requests are to be submitted to CMC (WWR/RMED) via MCMEDS. Detailed instructions on the use of MCMEDS can be found within the MCMEDS application upon receipt of user access from CMC (WWR/RMED).

(4) Requests for LOD benefits must be submitted within 10 days of the injury being reported to the Marine's chain of command. Requests must include a Privileges & Responsibility Statement, medical notes from the date of injury that demonstrate the method/mode of injury, and verification of a duty period by presenting active duty orders or IDT accountability muster sheets. Requests outside of the normal parameters must contain justification from the Marine's CO/I-I/OpSponsor.

(5) CMC (WWR/RMED) will determine the Marine's requirement to continue in a drilling or non-drilling status and report the appropriate MCTFS entries to reflect this drilling status. Commanders may excuse Marines in an active drilling status on a case by case basis but must make every effort to allow the Marine to perform ID periods in a light duty capacity, commensurate with their limitations.

(6) Marines assigned LOD benefits are required to provide monthly updates that include all treatment notes completed while in receipt of benefits. If the Marine fails to provide monthly updates containing complete treatment notes the CO should counsel the Marine accordingly to ensure compliance with this requirement. Marines that continue to fail in providing medical documentation while in an LOD status may have their LOD benefits terminated due to this non-compliance.

(7) LOD benefits will be issued for periods of 6 months or less by CMC (WWR/RMED). If a Marine requires extension of LOD benefits beyond the initial or subsequent period issued by CMC (WWR/RMED) then an extension request must be submitted 30 days prior to the established expiration date of benefits in order to continue medical and pay benefits without interruption.

(8) Dependents of Reserve Marines ordered to, or retained on, active duty for 31 days or more are entitled to medical treatment in a military hospital or by TRICARE coverage. To preclude denial of medical treatment or nonpayment of a TRICARE claim, the unit commander will strongly encourage that DD 1172, "Application for a Uniformed Service Identification and Privilege Card - Deers Enrollment," is completed for enrollment of dependents in DEERS. Failure to properly enroll a Marine's dependents in DEERS may result in the denial of dependent care in a military hospital and delayed payment of a legitimate TRICARE claim.

f. Not Physically Qualified (NPQ). A Marine will be placed in a NPQ status upon determination made by BUMED Wounded, Ill and Injured (M9). Submit all extension/retention packages to the Special Assistant for Physical Qualifications and Review, Department of the Navy, BUMED (M3F1), 2300 E Street NW, Washington, DC 20372-5300, via the chain of command and COMMARFORRES (HSS). Each request should contain a current PHA and all supporting documents associated with the disqualifying factor.

(1) Article 18-23 of reference (av) and references (ba) and (v) provide additional guidance.

(2) Marines are not permitted to perform AD or IDT once an NPQ determination is made. The CO/OIC/I-I/OpSponsor may permit a Marine awaiting a final NPQ determination to perform IDT if the MDR determines the participation will not aggravate the member's injury or illness by assigning the Marine to either a TNPQ-Drill or LOD-Drill status.

(3) Upon approval of separation for NPQ Marines, notification of the pending separation must be made to the Marine. The Marine will acknowledge and elect one of the following items:

(a) Accept the non-service connection medical separation.

(b) Not accept the non-service connected medical separation and request for reserve retirement.

(c) Not accept the non-service connected medical separation and request a formal consideration before the Physical Evaluation Board (PEB). If elected, the unit will coordinate the request for a formal PEB with COMMARFORRES (HSS).

g. TNPQ/TNDQ/NPQ Administration. Coordination must be made with the unit medical and administrative personnel to ensure that the appropriate UD transactions and Medical Readiness Reporting System (MRRS) updates are made in a timely manner. Strength category, duty limitation, and physical risk codes must be reported in MCTFS on all Reserve Marines in a TNPQ/TNDQ/NPQ status.

h. Active Duty

(1) Active duty in excess of 30 days (excluding mobilizations)

(a) In concert with references (az) and (ax), Reserve Marines who are on active duty for 31 days or more will not typically be required to be released from active duty until found physically qualified by the Medical Treatment Facility (MTF) or other proper authority. Coordination with WWR and M&RA (RAP-3) is required before Medical Hold (MEDHOLD) orders will be issued.

(b) All MEDHOLD requests will be routed through MCMEDS for approval by WWR.

(c) Upon recommendation of an appropriate health care provider and approval of the WWR, a Reserve Marine deemed NPQ to be released from active duty, will have their current orders terminated on the date deemed NPQ.

(d) MEDHOLD orders will be issued "back to back" beginning the following day the current orders were terminated citing MEDHOLD funding using PID "MED". An EAS of Convenience of Government Medical (COFGM) will be promptly reported via MCTFS.

(e) In the event a Marine is found to be "not physical qualified" for release from active duty, MEDHOLD orders will be issued as "back to back" orders beginning the following day the current orders were terminated citing MEDHOLD funding (PID "MED"). The MEDHOLD MROWS Orders will indicate the termination date as the EAS as identified in MCMEDS by BUMED/WWR and approved by DC M&RA (RA). The MEDHOLD MROWS Orders will serve as source documentation, and the Marine's new EAS/ECC will immediately be reported via MCTFS by the reporting unit for enlisted Marines or by M&RA (RA) for officers.

(2) Mobilized Reserve Marines

(a) Marines who are mobilized and have served on active duty at least 31 days will not typically be required to be released from active duty until found physically qualified by the MTF, or other proper authority.

(b) For those Marines mobilized as individual augments, coordination with DC M&RA, Manpower Management Integration Branch-2 (MMIB-2) and WWR/Medical Review Team (WWR/MRT), is required before a Marine will be put into a MEDHOLD Requirement Tracking Number (RTN) and orders modified.

(c) All MEDHOLD requests will be routed through MCMEDS for approval by WWR.

(d) Upon recommendation from the appropriate health care provider and approval of WWR, a Marine deemed NPQ to be released from active duty will have their mobilization orders extended utilizing the same line of appropriations cited on their activation orders.

(e) The new EAS as determined by BUMED/WWR and approved by DC M&RA will be provided via MCMEDS and serve as authorization to modify the Marine's mobilization orders for the purpose of MEDHOLD. The extended mobilization MROWS Orders will serve as source documentation and the Marine's new EAS/ECC will immediately be reported via MCTFS by the reporting unit for both enlisted Marines and officers.

(3) Marines who choose not to remain on active duty may be released from active duty and will be required to sign the following page 11 entry:

"I understand that I have been recommended for retention on active duty beyond my EAS for the purpose of receiving medical treatment. I choose to be released from active duty in lieu of MEDHOLD. I may request LOD benefits for continued treatment, and if necessary, I may be processed through the Disability Evaluation Board." /S/Marine's signature/date.

3. Marine Corps Medical Entitlements Data System (MCMEDS)

a. MCMEDS is an application that supports the Wounded Warrior Regiment (WWR) in the processing and tracking of LOD benefits and MEDHOLD cases for injured Reserve Marines and Officer Candidates.

b. The integration of MCMEDS into RTAMMS reduces the number of systems within the manpower portfolio and provides a modernized solution that supports a holistic approach to management of Marine Corps manpower needs.

c. Account registration and case migration instructions are posted on the RTAMMS website at; <https://dm.manpower.usmc.mil>.

d. Training material is available online through the M&RA Manpower Information (MI) portal via; www.manpower.usmc.mil - Reserve Marine - Reserve Affairs - (RA) - RTAMMS - RTAMMS Training.

4. Human Immunodeficiency Virus (HIV)

a. Testing requirements for Reserve Marines who are believed to be Non-HIV Positive

(1) In accordance with reference (bb), Reserve Marines in the following categories shall be screened every two years, unless clinically indicated, for serologic evidence of HIV infection. Reserve health care providers may be screened more often when prescribed by the Surgeon General.

(a) Reserve personnel receiving orders to active duty for 30 days or more.

(b) SelRes members subject to deployment on short notice to areas of the world with a high risk of endemic disease or with minimal existing medical capability.

(c) SelRes personnel serving in units subject to deployment overseas.

(2) Testing will occur during routine physical health assessment or medical examination for affiliation with or retention in the Marine Corps Reserve.

(3) Reserve units are not authorized to utilize HIV results obtained from civilian blood collection agencies (e.g., American Red Cross).

(4) In circumstances where a current HIV test is not available and cannot be obtained prior to the required active duty, the Reserve member will be tested at the time of activation. If that test is positive, the active duty will be terminated and the member will revert to inactive status.

(5) Reserve personnel performing official duty outside of the United States for any period must have a negative HIV test documented in their health treatment records within 24 months prior to departure.

b. HIV Positive Reserve Component (RC) Marines

(1) References (bc) and (bb) permit members of the ready reserve who are HIV positive to continue to serve within the Marine Corps Reserve, barring any medically assessed unfitting conditions of immunologic deficiency, neurological deficiency, progressive clinical or laboratory abnormalities associated with HIV, or diagnosis of Acquired Immune Deficiency Syndrome (AIDS) defining conditions.

(2) Guidance Specific to AR Marines Who Test HIV Positive:

(a) AR Marines who test HIV positive will be assigned and supported in a manner similar to AC Marines, as stipulated by references (bc), (bb), (ag), (bd), and (be).

(b) AR Marines who are identified as HIV positive will be directed by the Chief, BUMED to an appropriate medical facility for evaluation and determination of fitness for duty.

(c) Per reference (ag), medically fit AC Marines who test HIV positive will be assigned, or reassigned, to units which are non-deployable, non-operational force (NON-OPFOR), and CONUS based. Similarly, any AR Marines who test positive for HIV will be transferred out of any OPFOR, deploying, or outside OCONUS based units.

(d) Per references (bd) and (be), SMCR unit structure is included in the Marine Corps OPFOR, and as such assignment of HIV positive AR Marines shall exclude billets which are integrated into SMCR unit structure.

(e) Transfers and follow-on assignments of HIV positive AR Marines who are determined fit for continued service will be managed by the DC M&RA (RAM), who will maintain oversight of this population and ensure that appropriate assignments occur.

(f) Medical screening, documentation, and certifications required for the continued service of HIV positive AR Marines are outlined in references (bb) and (ag).

(g) HIV positive AR Marines found unfit for continued service will be processed for medical separation via the Integration Disability Evaluation System (IDES).

(3) Guidance Specific to HIV Positive RC Marines (NON-AR):

(a) Non-AR RC Marines who are identified as HIV positive will be counseled by a medical officer, and will be subsequently referred to their private physician for medical care and evaluation of fitness for continued service.

(b) In accordance with references (bc) and (bb), HIV positive RC Marines who are unable to be utilized within the SelRes will be transferred involuntarily to the ISL.

1. The requirement for HIV positive RC Marines to either be utilized in the SelRes, or be assigned to the ISL specifically excludes assignment to the IRR given the fact that the IRR is not part of the SelRes. As such, HIV positive RC Marines who are unable to obtain a billet within the SelRes will be transferred to the ISL and will not be permitted to be placed within the IRR.

2. Per reference (ag), medically fit AC Marines who test HIV positive will be assigned, or reassigned, to units which are non-deploying, non-OPFOR, and CONUS based. Similarly, any RC Marine who tests positive for HIV will be transferred out of any unit to which assigned that doesn't meet this same aforementioned criteria. Per references (bd) and (be), SMCR unit structure is included in the Marine Corps OPFOR, and as such assignment of HIV positive RC Marines shall be limited to non-SMCR unit structure.

3. Opportunities for continued participation in the SelRes remain available to medically fit HIV positive RC Marines via assignment to specific non-OPFOR, non-deployable, CONUS based IMA BICs which are not part of SMCR unit structure.

(c) HIV positive RC Marines who are unable or unwilling to transition to an approved IMA BIC will be involuntarily transferred to the ISL.

(d) HIV positive RC Marines who are assigned to designated IMA BICs must complete annual medical retention reviews (MRR) and physical risk classification (PRC) assessments in order to verify their continued fitness for duty. Additional

information regarding required medical testing and assessments is provided in reference (bb).

1. Failure of an HIV positive RC Marine assigned to an approved IMA BIC to complete the required evaluations within the prescribed timelines may result in the involuntary transfer of the Marine to the ISL and other appropriate action as required.

2. HIV positive RC Marines assigned to the ISL must also complete annual MRRs and PRC assessments in order to verify their continued fitness for duty and corresponding utilization potential. Failure of members of the ISL to complete and submit the required annual evaluations to the Dir MCIRSA may result in the initiation of administrative separation processing.

(e) Per reference (bb), RC Members who are HIV positive are not eligible for active duty in excess of 30 days, except under the condition of mobilization and on the decision of the SECNAV.

1. Accordingly, the SECNAV must approve all mobilizations for reserve Marines that are HIV positive and found fit for continued service in the ready reserve in a non-deployable billet.

2. Marines of this category who volunteer for mobilization must submit a request to the DC M&RA (MMIB) for processing and follow-on submission to the SECNAV for decision.

(f) Non-AR Marines on orders in excess of 30 days who are subsequently identified as being HIV positive will be addressed on a case by case basis by DC M&RA (RA).

c. Tasks/responsibilities

(1) DC M&RA (RAM)

(a) Serve as the RC HIV program coordinator.

(b) Screen AR personnel to ensure compliance with the direction contained in references (bc), (bb), (ag), (bd), (be), and within this Order.

(c) Ensure RC Marines selected for full-length schools are appropriately screened for eligibility in accordance with reference (bc), (bb), (ag), (bd), (be) and this Order.

(d) With the support of M&RA (RIM), designate the IMA BIC'S which meet the criteria of being potentially available to be filled by HIV positive RC Marines (CONUS, non-OPFOR, and non-deployable).

(e) Contact all RC Marines (non-AR) who are identified as HIV positive within 60 days of notification in order to:

1. Ensure appropriate billet assignment,
2. Discuss potential IMA billet opportunities,
3. Provide assistance with any requests for separation,
4. To counsel the Marine on the requirements of this Order and the other associated references,
5. and to inform the Marine of the requirement to be involuntarily transferred to the ISL if they are unable or unwilling to execute an IUT to an appropriate and available IMA BIC.

(f) Ensure that HIV positive RC Marines are only joined to appropriate IMA BIC'S.

(g) Provide technical direction to COMMARFORRES in the execution of assigned responsibilities in conjunction with the management of HIV positive Marines.

(2) M&RA (RAP)

(a) Maintain oversight of the policies associated with the management of all HIV positive RC Marines. As required, develop and publish additional guidance for screening and management of HIV positive RC Marines.

(b) Screen the MROWS requests for orders to active duty of HIV positive RC Marines in order to ensure compliance with references (bc), (bb), (ag), (bd), (be), and the guidance contained within this Order:

1. Ensure no AD is authorized to be performed OCONUS by HIV positive RC Marines.

2. Ensure no AD in excess of 29 days is authorized to be performed by HIV positive RC Marines (non-AR) without SECNAV approval.

(4) DC M&RA (RIM). As the IMA program manager, provide support to M&RA (RAM) in the designation of IMA BICs which meet the criteria of being potentially available to be filled by HIV positive RC Marines (CONUS, NON-OPFOR, and non-deployable).

(5) M&RA (MMIB)

(a) Review and process any requests for AD in excess of 29 days in conjunction with mobilizations by all HIV positive non-AR RC Marines.

(b) Forward M&RA recommendations to the SECNAV for decision.

(6) Marine Corps Recruiting Command (MCRC) (Prior Service Recruiting (PSR))

(a) Ensure that HIV positive RC Marines (non-AR) are only joined to BICs which have been approved by DC M&RA (RAM) as being appropriate for HIV positive Marines.

(b) Contact DC M&RA (RAM) for guidance as required.

(7) COMMARFORRES

(a) In accordance with references (bc), (bb), (ag), (bd), (be), ensure required HIV screening is conducted:

1. Ensure all assigned RC Marines requesting AD or ADT orders in excess of 29 days have a current negative HIV test within the preceding 24 months. If current HIV results cannot be obtained prior to the required AD, COMMARFORRES may permit the RC Marine to commence orders; however, the required testing must be conducted within the first 10 days of active duty. In this case, the Marine's orders will be terminated if found to be HIV positive.

2. Ensure that all assigned RC SMCR personnel identified to perform duty OCONUS for any duration have a negative HIV test documented within 12 months prior to their departure date.

3. Screen all other assigned SMCR unit Marines not less than once every 24 months. Of note, as per reference (bb), Reserve units are not authorized to utilize HIV test results obtained from civilian blood collection agencies (e.g. American Red Cross).

(b) Ensure that required training, notification, and reporting occur for SelRes Marines serving within MARFORRES.

(8) Dir MCIRSA

(a) Ensure that HIV positive Marines in the IMA and ISL continue to submit required annual medical documentation depicting fitness for duty.

(b) Notify HIV positive members of the ISL who fail to provide the required annual medical documentation that they are subject to administrative separation processing in keeping with the guidance contained in references (bc), (bb), and this Order.

(9) HIV Positive RC Marines

(a) Ensure the timely completion of all required medical documentation, assessments, and certifications as per references (bc), (bb), (ag), (bd), (be), and this Order.

(b) Ensure all personal contact information contained in the MCTFS is accurate and up-to-date in order to enable DC M&RA (RA) and/or MCIRSA to discuss potential IMA billet opportunities, requests for separation, or to acknowledge transfer to the ISL.

d. Coordinating Instructions for HIV positive Marines

(1) Process for Marines desiring separation. As expanded upon in reference (bb), HIV positive RC Marines may apply for separation by reason of HIV antibody positive status within 90 days of their initial formal counseling.

(2) Process for HIV positive AR Marines. This directive contains no substantive change to the policy contained in the aforementioned directives regarding the management and assignment of HIV positive AR Marines.

(3) Process for RC (Non-AR) Marines identified as HIV positive

(a) The guidance and requirements provided in references (bc), (bb), (ag), (bd), and (be) with regard to this population remain germane.

(b) As per reference (bb), RC Marines identified as being HIV positive shall be counseled by a Medical Officer, and will subsequently be referred to their private physician for medical care and counseling which must be appropriately documented in the Marine's respective medical records.

(c) DC M&RA (RAM) will contact the HIV positive Marine upon service notification. At that time options available to the HIV positive Marine will be discussed and an initial plan of action will be developed.

(d) HIV positive RC Marines desiring to be retained in the SelRes must obtain an evaluation from their civilian physician conforming to the protocol prescribed by the DoD for HIV evaluation and which complies with MRR and PRC requirements. If these evaluation results are not provided within 60 days of being contacted by M&RA (RAM), the HIV positive Marine may be involuntarily transferred to the ISL.

e. HIV antibody positivity shall not be used to deny continuous reenlistment of reservists in an active status. Continuous reenlistment will not be denied or delayed awaiting test results.

f. RC members may apply for separation by reason of HIV antibody positivity within 90 days of their initial counseling by representatives of the naval service.

(1) The 90 day period begins the day the reservist is formally counseled.

(2) RC members requesting separation after the 90-day period has expired will be considered on a case-by-case basis.

(3) Members who elect separation will not be allowed to reenter into the service at any future date.

(4) The CMC may approve the separation requests based on the manpower requirements and needs of the service.

(a) CMC will not generally approve a request if the RC member has remaining statutory service obligation.

(b) Any request for separation must document the lack of pressure or coercion, implied or otherwise, leading to such request by the command involved.

g. Reserve Spouse Notification

(1) Reference (bb) requires that the spouses of reservists who are found to be HIV antibody positive be provided notification, counseling and testing.

(2) When a reservist is found to be HIV positive, the spouse will be offered HIV testing and counseling within the Navy health care system.

(3) Testing and counseling outside of the military health care setting will not be funded by the Marine Corps.

(4) Coordinate with closest Naval Military Treatment Facility (MTF) for additional information and guidance.

5. Deoxyribonucleic Acid (DNA) Sampling. All reservists are required to, and shall, have DNA screening in accordance with reference (bf).

6. Deployment Health Assessment (DHA)

a. The DHA Program is designed to screen active and reserve service members before and after returning from certain qualifying deployments. The intent of the program is to ensure early identification and treatment of emerging deployment-related health concerns.

b. References (bg), (aw), and (bh) provide policies and procedures for required medical screenings before and after deployments. In accordance with reference (aw), those RC members who are pregnant/postpartum, TNPQ, TNDQ, undergoing MRR (NPQ), or under an LOD are considered not deployable.

c. The DHA expands current deployment health-related screenings to include a requirement for a mental health assessment.

7. Service Treatment Record (STR)

a. References (av) and (bi) provide guidance for the security and safekeeping of medical records. COMMARFORRES shall

establish policy and procedures for the maintenance of medical records at SMCR units or sites.

b. In accordance with reference (bi), STRs, consisting of medical and dental records, will be transferred to the Department of Veterans Affairs (VA) within 45 days of separation to ensure that VA benefits can be determined in a timely manner. As a result, I-I/OpSponsors will ensure submission of STRs in accordance with DC M&RA (MI) guidance, which requires shipment of STRs under the following conditions:

(1) Separation of a Marine from the service.

(2) Transfer of a Marine to the IRR, Standby Reserve, or Retired Reserve.

(3) Whenever an RC Marine applies for VA benefits.

c. Upon request, MDRs should provide a certified true copy of the STR to Marines before shipment of record.

d. When a Marine transfers to the SelRes from the IRR or Standby Reserve and an STR needs to be created, the Marine should either provide a certified true copy of the STR to the MDR or the I-I/OpSponsor should request a hard copy of the STR from the VA via the Dir MCIRSA.

8. Dual Compensation

a. In accordance with Sect 12316 of reference (b), an RC Marine cannot receive both disability compensation and military compensation for the same day of duty.

(1) As a result, the RC Marine must elect to receive either disability compensation or military compensation during periods of ID or Active Duty.

(2) Marines mobilized for more than 30 days will only be authorized to receive military compensation until released from Active Duty.

b. Marines will make election using the VA form 21-8951-2.

c. In the rare instances in which Marines elect VA disability over military compensation, the Marines will be required to complete Voluntary IDTs or Voluntary Training serving in a non-paid status for retirement points only.

Chapter 6

Medical and Dental

Section 2: Dental

1. Entitlement. Only those Reserve Marines on active duty in excess of 30 days are entitled to routine dental care.
2. SelRes. A SelRes member will have a type 2, oral examination completed annually to ensure proper dental hygiene maintenance and mobilization readiness. An appropriate treatment plan will be recorded and prescribed to Marines found with disqualifying conditions.
3. Active Duty. Marines on active duty in excess of 30 days are entitled to full dental coverage. For dependents of reservists to be eligible for the TRICARE-Dental Program (TDP), the Marine must be on a tour of duty greater than 30 days to receive the same entitlements as an active duty member.
4. Benefit Information. Information regarding the dental benefits available to reserve Marines not on active duty in excess of 30 days, and their families, through the TRICARE dental program (TDP) is available via the TRICARE dental web page which is accessible at: <http://www.tricare.mil/Dental.aspx>.

Chapter 7

Selected Reserve (SelRes) Information and Administration

Section 1: General SelRes Duty Information

1. IDT Period Limitations

a. SMCR units and IMAs are authorized to conduct 48 paid regularly scheduled IDT periods each FY. Individuals may not exceed this number, with the exception of reserve general officers. Due to the unique requirements of their billets, reserve general officers are authorized up to 60 IDT periods per FY.

b. Any paid EDP performed in lieu of regularly scheduled IDT periods counts against the total of 48 paid IDT periods.

c. The following forms of additional IDT periods are not counted against the 48 regularly scheduled IDT FY authorization: ATP, AFTP, and RMP. These periods are separately budgeted and distributed to MARFORRES and the IMA program annually.

d. Per reference (c), IMAs filling unfunded IMA billet structure (PIP) will not receive any paid IDTs.

e. SMCR units participating in a Force Readiness Assistance and Assessment Program (FRAAP) will utilize regularly scheduled IDT periods as a means of payment for participating reservists. These periods will count toward unit/individual FY IDT restrictions. Training schedules must be adjusted accordingly.

f. COs/I-Is/OICs/OpSponsors have a dual responsibility to ensure unit training schedules are modified and IDT attendance records are monitored to preclude individuals from exceeding FY paid IDT restrictions. Once a Marine has reached the limit of IDTs and the cumulative maximum allowable ATPs (or AFTPs for ADP), and RMPs, further duty can only be pursued through an AT or ADOS. FY limits for ATPs (or AFTPs for aeronautically designated personnel), and RMPs are expanded upon in Chapter 3 of this Order.

2. Reasonable Commuting Distance

a. As set forth in reference (bj), the maximum distance a mandatory participant may be required to travel involuntarily

between the Marine's residence and the RTC falls under the scenarios below and a distance within:

(1) A 100-mile radius of the RTC or a distance that may be traveled by automobile under average conditions of traffic, weather, and roads in 3 hours, whichever is less. This applies only to those units that normally do four IDT sessions on two consecutive days and where Government meals and quarters are provided at the unit IDT site;

(2) Waivers beyond the 100-mile radius of the RTC may be granted on a case-by-case basis.

(a) Requests for distance waivers for both NPS and PS Marines will be approved by the unit CO.

(b) Commanders will ensure that Operational Risk Management (ORM) practices are followed prior to a waiver being granted. Commuting distances over 100 miles is a legitimate ORM reason for a CO to deny accession to a unit, as long as a commuting policy is published with defined boundaries.

(c) By joining a Marine to the command, the CO has authorized the commuting distance of the Marine.

(3) In accordance with para 2800 of reference (ap), Commanders will publish a reasonable commuting distance policy so as to properly determine the entitlement to travel and transportation allowances during periods of AD or ADT.

(a) Reasonable commute is defined as a local commuting area that consists of approximately 50-mile radius of the RTC or a distance that may be traveled by an automobile under average conditions of traffic, weather, and roads in approximately 1 1/2 hour period.

(b) As required by 59 Comp. Gen. 397 (1980), an arbitrary distance radius shall not be used to define this local commuting area. NOTE: If a Marine (Officer or enlisted) travels over 50 miles, meals and quarters will be provided during periods of IDT.

b. A mandatory participant may request transfer to the IRR when the member relocates beyond the limits as set forth under Chapter 7 paragraph 2. Transfers must be approved by COMMARFORRES, and will remain in effect until:

(1) Member joins or is assigned to another SMCR unit.
When a mandatory participant relocates within a reasonable commuting distance of an SMCR unit, in coordination with MARFORRES (G1) the Dir MCIRSA will issue orders to the individual instructing the Marine to report to the identified SMCR unit to resume participation and in turn notify the SMCR unit. A copy of the orders will be forwarded to the gaining SMCR unit.

(2) Member transfers to another Service Component; or

(3) Member completes his/her MSO and does not reenlist.

3. Clothing and Uniforms. CO/OIC/I-I/OpSponsors will ensure units conform to reference (bk) and associated Marine Corps Bulletins (MCBuls) in the 10120 series pertaining to uniform requirements, acquisitions, and retention for their Reserve members.

4. Weight Standards. Although the service height/weight and military appearance standards are expanded upon in reference (bl), the following specific nuances are provided.

a. SMCR Unit Marines

(1) Marines who do not meet the height/weight or military appearance standards will not be ordered to active duty unless they are properly assigned to a Body Composition Program (BCP) per reference (bl) and/or they are performing a required AT.

(2) IMA OpSponsors must coordinate with the Dir MCIRSA to document the assignment of IMA Marines to BCP.

b. For specific details regarding IRR Marines and Standby Reserve Marines see the respective chapters that follow.

5. Pregnancy. Pregnant female Marines will be administered per reference (s) and any additional current policies.

6. Deactivation/Redesignation/Relocation of SMCR Units

a. Upon deactivation, redesignation, or relocation of an SMCR unit, Marine Corps Combat Development Command (MCCDC) (CD) will publish correspondence to COMMARFORRES concerning the affected unit. After notification, the commands and personnel listed below will take the following actions:

(1) COMMARFORRES. Coordinate the IUT of mandatory and non-mandatory participants joined to SMCR units. Within 30 days of notification of the unit being deactivated, redesignated, or relocated, COMMARFORRES will identify the target MOS for each IUT to DC M&RA (RAP) for all MOS mismatches and request school seats from DC M&RA (RAP) for IIADTs requiring different MOS training than originally planned.

(2) MCRC. Present the options as outlined in paragraph 6.b of this Chapter to affected SMCR unit Marines awaiting IADT.

(3) COs of Affected SMCR Units

(a) Present the options presented in paragraph 6.b of this Chapter to IIADTs attached to their units.

(b) Take the actions described in paragraph 6.c of this Chapter for mandatory participants in their unit.

(c) Present the options identified in paragraph 6.d of this Chapter to non-mandatory participants.

(4) Reserve Training Liaison (RTL) Personnel at Marine Corps Recruit Depots (MCRDs) and Training Sites. Present the options identified in paragraph 6.b of this Chapter to the affected Marines at IADT.

b. The following options are available to affected SMCRs awaiting IADT or at IADT:

(1) Transfer to the AC per reference (e);

(2) Train for another MOS, contingent upon school seat availability, and compatibility with another SMCR unit within reasonable commuting distance. Make the following page 11 entry in the ESR and have it signed by the Marine:

"Due to my SMCR unit being deactivated, redesignated or relocated, I agree to retrain in MOS XXXX which is compatible with (unit, title, location). I understand that by transferring to this unit upon completion of my IADT, I am still required to fulfill my mandatory Reserve participation requirements as set forth in the current DoD and Marine Corps regulations. I understand I retain entitlement to any enlistment incentive I was guaranteed in my original contract providing I meet SMCR participation requirements." /S/ Marine's signature/date.

(3) Inter-service transfer to another AC or RC per reference (v); or

(4) Discharge. The separation will be an uncharacterized entry level separation.

(a) For Marines at IADT the following instructions apply:

1. In item 24 of the DD 214 enter "entry level separation." In item 28 of the DD 214 (narrative reason) enter "Defective Enlistment Agreement";

2. A Separation Program Designator (SPD) of KDS1 will be reported in MCTFS in item 26 of the DD 214. Cite this Order as authority for this action. No reenlistment eligibility code is to be utilized. Item 27 of the DD 214 will be marked "NA". An entry level Marine who is discharged must repeat uncompleted portions of entry level training (i.e., recruit training, MCT, MOS-training) in the event of subsequent enlistment. Subsequent enlistment is not considered a reenlistment for an entry level Marine who is discharged;

3. If the Marine is discharged at the convenience of the government due to unit deactivation, relocation or redesignation, type the following paragraph in the remarks block of the DD 214 and on page 11 of the ESR (both to be signed by the individual):

"I understand that by accepting this discharge from the U.S. Marine Corps Reserve, I voluntarily give up my entitlement to Transition Assistance Benefits, Reserve Montgomery G.I. Bill Selected Reserve (MGIB-SR), and any enlistment incentives that were offered to me upon my initial enlistment as reflected in my ROEP Statement of Understanding. I also understand that if, at a later date, I choose to re-enter the Marine Corps, I will fully repeat any uncompleted portions of the three stages of entry-level training (i.e., recruit training, MCT, or MOS training). However, any prior active duty service is creditable for pay and allowances only." /S/ Marine's signature/date.

4. Ensure a copy of the Marine's discharge paperwork is mailed to the Marine's unit and COMMARFORRES (G-1).

(b) For a Marine awaiting IADT, discharge will be affected by a letter of release.

c. The following actions will be taken for affected SMCR mandatory participants who are at the units:

(1) If there are any other SMCR units within a reasonable commuting distance, the SMCR unit CO will transfer these Marines to that unit upon approval of COMMARFORRES (G1). When there is more than one SMCR unit within reasonable commuting distance, the mandatory participants will be joined to the unit with the closest MOS match;

(2) If another SMCR unit does not exist within a reasonable commuting distance, transfer these Marines to the IRR upon approval of COMMARFORRES.

(a) These Marines retain their entitlement to enlistment incentive payments.

(b) Any of these Marines who complete 12 months of SMCR unit participation (including IADT) rate MGIB-SR benefits. An MGIB-SR eligibility code of "T" will be entered into MCTFS by the unit in accordance with reference (z).

(c) The Marine must obtain a Notice of Basic Eligibility (NOBE) from the SMCR unit.

(d) COMMARFORRES will enter a SelRev transition type code of "X" for Marines with 1 or more but less than 6 qualifying years;

(3) In some instances a mandatory participant may be authorized to transfer to an IMA status provided that the Marine meets the grade and operational requirements of the IMA OpSponsor and is an MOS match. Approval for transfer of a mandatory participant to an IMA status shall be coordinated between COMMARFORRES, MCIRSA, the OpSponsor, and the Marine's current unit; and

(4) In lieu of transfer to the IRR, a Marine may submit a request for:

(a) Inter-service transfer to a RC or AC command; or

(b) Augmentation to AC per reference (e).

d. The following actions will be taken for affected SMCR unit non-mandatory participants who are at the units:

(1) Coordinate with COs of SMCR units within reasonable commuting distance to find and offer an SMCR unit billet of the same grade and MOS upon approval of COMMARFORRES (G1);

(2) Transfer to the IRR if an offer of an SMCR unit billet of the same grade and MOS within a reasonable commuting distance cannot be made.

(a) These individuals retain their entitlement to reenlistment incentive payments.

(b) Any of these SMCR unit Marines who complete 12 months of SMCR unit participation (including IADT) rate MGIB-SR benefits and a MGIB-SR eligibility code of "T" will be entered into MCTFS.

(c) Marines must obtain a NOBE from their SMCR unit.

(d) COMMARFORRES will enter a SelRev transition type code of "X" for the Marines with 1 or more but less than 6 qualifying years.

(e) COMMARFORRES will enter a SelRes transition type code of "K" for the Marines with more than 6 but less than 15 qualifying years who rate Reserve involuntary separation pay;

(3) Elect a transfer to the IRR in lieu of an assignment to another SMCR unit within commuting distance;

(4) Request inter-service transfer to an AC or RC per reference (v); and

(5) Request augmentation to AC per reference (e).

e. MGIB-SR eligible Marines transferred to the IRR because they have less than 12 months of SMCR unit participation should have the following page 11 entry made in their ESRs:

"I understand that my Reserve Montgomery GI Bill-Selected Reserve (MGIB-SR) entitlement will be suspended the day I transfer to the Individual Ready Reserve (IRR). I am also aware that I have only one year to re-affiliate with an SMCR unit or another RC unit in order to reestablish MGIB-SR eligibility." /S/ Marine's signature/date.

Reporting units with Marines in this category will submit a request to COMMARFORRES that MGIB-SR eligibility be suspended

and that the MGIB-SR eligibility code of "P" be reported in MCTFS prior to effecting the transfer to the IRR.

7. ADT for SelRes Personnel

a. Eligibility. SMCR unit and IMA personnel may apply for all Reserve categories of training except RCT. Formal school training must:

(1) Prepare the Marine to fill a specific billet vacancy in the SMCR;

(2) Provide refresher/proficiency training in an OccFld or MOS in which the individual is already qualified; or

(3) Contribute to the Marine's career development.

b. Training Status

(1) Alternate Annual Training (Alt AT). SMCR unit and IMA personnel may attend a 2-week formal course of instruction as Alt AT. Requests to substitute such training for the unit AT must be approved by the appropriate unit CO/OIC/OpSponsor.

(2) Additional Active Duty Training. SMCR unit and IMA personnel may attend any training, except RCT, as additional ADT. DC M&RA (RA) is authorized to approve additional ATs. If per diem is involved, the MARFORRES (G-3) must approve the expense, prior to the additional AT request submission to DC M&RA (RA).

c. Application Procedures. ADT will be requested using the appropriate application format as directed by COMMARFORRES.

8. IADT/IIADT

a. DC M&RA (RAP) has final disposition authority for all SMCR NPS personnel under orders for IADT or IIADT. The RTL, DC M&RA (RA), will assign MOS school seats to NPS personnel.

b. HQMC (RA) is allocated entry-level and career progression formal school quotas annually based on the current FY NPS recruiting plan (RECPLAN), forecasted retraining requirements, and projected promotions. The current FY NPS RECPLAN is provided to MCRC and COMMARFORRES to support SMCR unit requirements and provides MCRC with a quota sequence number, PMOS/NMOS and SMCR unit RUC mission for the FY.

c. Field Activities Responsibilities in IADT/IIADT assignments

(1) All field activities assigned daily contact or responsibilities for SMCR NPS personnel in the entry level training pipeline (to include MCRD, Schools of Infantry (SOI), Formal School Training locations, and I-I staffs/site commanders) will take the following actions:

(a) Notify Marines if additional training is required beyond that completed for basic MOS qualification. Endorse orders directing compliance with the remainder of the scheduled training; and

(b) Notify Marines not fully qualified for assignment in their PMOS or requiring reclassification due to Force Structure Review Group/Base Realignment and Closure/Force Optimization Review Group (FSRG/BRAC/FORG) or change of residence outside the commuting distance of their current SMCR unit.

(2) Coordinate with DC M&RA (RAP) for MOS reclassification and DC M&RA (RAP) will coordinate with COMMARFORRES as appropriate.

(3) Disposition instructions should be addressed to DC M&RA (RAP) as soon as they become known to the field activities.

(a) Requests for disposition instructions should include the individual's name, grade, EDIPI, component code (COMP CODE), intended MOS, gender, citizenship, aptitude test scores, QSN, height, vision (uncorrected/corrected), and normal color perception, along with a brief outline of the circumstances surrounding the request.

(b) Issue orders directing compliance with the remainder of IADT as directed by DC M&RA (RAP), specifying the reason the Marine was not qualified for training in the original PMOS.

(c) A copy of the orders will be sent to the parent SMCR unit and/or new SMCR unit in the case of FSRG/BRAC/FORG or a Marine's change of residence.

(d) In no case will an SMCR unit join a Marine completing IADT who does not have an MOS required by that unit's T/O without first contacting DC M&RA (RAP) for MOS reclassification and/or IUT guidance.

d. DC M&RA (RA) and CG MCRC will make every effort to ensure the Marine spends a minimum amount of time between recruit training and IADT to eliminate personal/financial hardships.

e. Change in Status of IADT

(1) Marines on IADT receive the training prescribed in their orders to active duty and are usually released from active duty on the Projected Training Completion Date (PTCD), or released if training is completed prior to PTCD. Extensions of PTCD are authorized by DC M&RA (RAP). When unavoidable events cause delay, early release, or MOS change in a Marine's training track, the training activity must notify DC M&RA (RAP) via the RTL as well as the Marine's parent SMCR unit and COMMARFORRES.

(2) If a situation occurs whereas a Marine must be released from active duty prior to attending formal school training it will be the responsibility of the training authority to obtain the next available school seat from DC M&RA (RCT) via the RTL prior to the Marine's release. The training activity will provide the course dates, MOS, school location, class number and QSN on the Marine's termination endorsement when the Marine is released from active duty.

(3) If a Marine's administrative status changes, the training activity will notify DC M&RA (RCT).

(4) The releasing endorsement from IADT will include the specific date the Marine will report to the parent SMCR unit. The reporting date will be within 5 days following the constructive date of release. The endorsement will state:

"Should you fail to report to the CO/I-I (unit) on the date indicated above, you may be designated an unsatisfactory participant and become subject to administrative or disciplinary action."

(5) The training activity will ensure appropriate disposition of the ESR and STRs per reference (f). They will forward a copy of the releasing endorsement to the parent SMCR unit.

f. Change in Residence Prior to Release from IADT

(1) Marines ordered to IADT from one SMCR unit, but who change residence prior to release from IADT (which precludes assignment to that unit), can:

(a) Be retrained in a new MOS,

(b) Conduct an IUT to another SMCR unit (within the reasonable commuting distance),

(c) Or be administratively separated.

(2) DC M&RA (RAP) will provide to the Marine options for other SMCR units that can accept the Marine and/or assign a new MOS as appropriate. The respective RTL will complete necessary administrative actions to assign the trainee a new MOS if required.

(3) If the Marine's new residence is not within reasonable commuting distance of an SMCR unit and the commuting distance is not waived, the training activity will submit a request to DC M&RA (RAP) for disposition/guidance. Refer to Figure 4-8 (Sample Request for Transfer to the IRR for Reasons Other Than Religious Missionary Obligation) for a sample request.

(a) The Marine will be retained on active duty pending final approval of the request by DC M&RA (RAP). As a result, it is imperative that the request be submitted by the training activity at least 30 days prior to the PTCD.

(b) It is strongly encouraged that DC M&RA (RAP) be contacted telephonically to expedite the process. Upon receipt of disposition/guidance, the training activity will release the Marine from IADT.

(c) A copy of orders along with the MARFORRES approval authority will be forwarded to the SMCR unit for which the Marine was originally recruited for.

9. Other Training Duty (OTD)

a. Reserve Officer Professional Military Education (PME)

(1) The DC M&RA (RA) convenes an annual school selection board to select officers to attend Top Level, Full Length, Intermediate Level and Career Level PME. The submission deadlines are established through separate correspondence via a

MARADMIN announcement. Officers must submit applications through the appropriate chain of command for endorsement per instructions in the solicitation message.

(2) A second category of PME is Staff Training Course (STC) and MOS enhancing Courses. STCs involve the preparation of officers to perform specific functions, tasks or missions. These courses are more narrowly focused and geared towards specific billet and MOS requirements. They are not considered crucial for selection to the next higher grade. STCs should normally be requested through COMMARFORRES, with the exception of those courses DC M&RA (RA) determines require board selection. STCs that require board selection will be announced separately via MARADMIN.

(3) Reserve officers within 3 years of statutory retirement per reference (b) are not eligible for PME.

(4) Lieutenant colonels are encouraged to complete Top Level School (TLS) via the Non-resident or Resident Programs before entering the zone for colonel. Majors are expected to complete the C&S via the Nonresident or Resident Programs before entering the zone for lieutenant colonel. Captains are expected to complete Expeditionary Warfare School (EWS) by attending the Reserve Courses or by correspondence before entering the zone for major.

b. Enlisted PME

(1) Per reference (ad), participation in and completion of PME appropriate for their grade enhances Marines' qualifications and competitiveness for promotion. Selection boards will consider Marines who have not completed the appropriate level PME for their grade prior to the convening date of the selection board to be less than fully qualified for selection for promotion. Successful completion of an appropriate level non-resident and resident or seminar PME course is required to be considered fully qualified for promotion. Attendance at the appropriate level resident course alone will not fulfill the PME requirement for promotion.

(2) Marines may obtain information or enroll in non-resident PME courses by calling the Marine Corps Institute (MCI) Student Operations Department at 1 (800) MCI-USMC (800-624-8762) or via the web at www.mci.usmc.mil.

(3) Resident Reserve PME course information will be promulgated via MARADMIN and is also available from the MARFORRES G-3 Training.

c. Application for Formal School Training of SMCR Unit Marines

(1) Applicants must meet all prerequisites set forth in the Training Quota Memorandum in MCTIMS, and reference (ah). Waiver requests will be submitted to the DC M&RA (RA) via the appropriate chain of command.

(2) Requests for formal school training not funded by DC M&RA (RCT) must be submitted per instructions promulgated by COMMARFORRES (G3-T). COMMARFORRES (G3-T) will not fund formal school training denied by DC M&RA (RCT) for failing to meet training prerequisites or eligibility requirements.

10. Exemptions from IDT/AT Attendance

a. Commanders may grant exceptions for individuals who are subject to the annual participation requirements, provided that:

(1) The number of unexcused absences does not exceed nine scheduled IDT periods in the preceding 12 months; or

(2) The member has performed an equivalent or greater amount of ADT/ADOS to the annual AT requirement.

b. Deferment Due to Child Birth or Adoption. See reference (s). Additionally, dual-service parents and single parents must comply with the provisions of reference (t).

11. Unit Policy Letter for Mandatory Participation. The unit CO will publish a policy letter outlining SMCR participation requirements and the criteria established for granting RIDTs and excused absences from IDT and AT periods. See Figure 7-1 (Sample Mandatory Participation Requirements Policy Letter in the SMCR) for a sample letter.

Chapter 7

Selected Reserve (SelRes) Information and Administration

Section 2: Annual Training (AT)

1. Travel to AT. Group travel should not be confused with group travel orders. Group travel is arranged by contacting the Distribution Management Office (DMO) which will obligate the funds via miscellaneous line item entries. Mass orders can be used, which produce individual orders for each Marine. Refer to the MROWS help function for instructions on entering the correct mode of travel on the orders.

a. Orders to Travel

(1) COMMARFORRES will direct COs/I-Is/OICs and/or Dir MCIRSA (in the case of IMAs) to issue orders to Marines not on active duty via MROWS. Templates can be created in MROWS for use by the units preparing mass orders for their unit.

(2) A separate sheet (manifest) can be prepared listing all individuals who are traveling as a group. This is not part of the orders themselves.

(3) All SMCR unit Marines performing AT will be ordered from their home address to and from the RTC. Group travel will commence upon departure from and return to the RTC.

(4) Each unit should prepare the orders for their Marines.

(5) When preparing a manifest for group travel, only the EDIPI will be listed (not the social security number (SSN)). All copies of the receiving endorsement will be annotated with the individual's rank, name, EDIPI and component. This procedure applies to all types of orders regardless of the type of format used.

(6) If an individual is relieved from or retained on duty and is unable to travel with the unit, transportation at government expense is authorized.

b. Travel at Personal Expense. COs may permit Marines to travel to and from AT at personal expense without reimbursement.

(1) Personnel so authorized will be on AT only during the same period of AT specified in the unit's group travel orders, regardless of the amount of actual travel performed independently.

(2) A unit member may be entitled to naval service disability, death, and survivor benefits only if disabling or fatal injury occurs while performing AT. Under this authority, if a unit member is traveling to or from AT independently of the unit, that individual may be entitled to benefits only if the injury or death occurs during the unit's AT period (including the time the unit performs group travel).

(3) Disability or death benefits may also be granted by the VA if injury or death occurs during the period of time necessary to travel to or from AT by a direct route without recreational or other stopovers, except necessary stops, such as for food and overnight lodging.

(4) The Marine Corps does not impose any limitation on the number of personnel authorized to travel independently under this authority; however, personnel traveling by their own vehicle, must comply with the host base or training activity's regulations regarding operation of private vehicles aboard the facility.

(5) If a Marine performs travel to AT for personal convenience, return travel at Government expense is not authorized.

c. Individual Travel. COMMARFORRES or his designated representative may authorize individuals reimbursable travel to and from AT. Specific authorization must be stated in the AT orders.

2. Billeting, Per Diem, and Rental Cars in Conjunction with AT

a. Marines ordered to AT will be billeted and subsist aboard the station to which the unit is assigned for training. Government quarters will not be provided for dependents.

b. Per diem or actual expense allowances are not payable to members performing unit AT when both government quarters (other than temporary lodging facilities) and a government mess are available since the training location is considered the unit's permanent duty station (PDS). Per diem is payable when the Marine is TAD/TDY outside of the local commuting area (not less

than 150 miles) from the training location or for traveling to and from the AT location if not in a commuting status.

c. In most cases, rental cars as a reimbursable expense for RC members while performing AT is not authorized. However, per ref (ap) when the member is in a TAD/TDY status outside of the local commuting area of the member's assigned HTC or PDS, the member may be approved for a rental car. Example: A member is assigned to the MARFORPAC IMA Det. The member travels from Houston, Texas (primary residence) to Camp Smith, Hawaii to conduct IDTs and AT. In this case, the member is not entitled to a rental car because Camp Smith is the member's HTC or PDS. However, if the member is directed to perform TAD outside of the local commuting area (not less than 150 miles) of Camp Smith, the member may be entitled to a rental car.

3. Basic Allowance for Housing and Basic Allowance for Subsistence (BAH and BAS)

a. The payment of BAH will be based upon the established and validated primary residence. Specific policies and regulations governing the payment of BAH are found in reference (ap).

b. References (bn) and (ap) contain the regulations associated with the payment of BAS.

4. Pay

a. Procedures for payment of Marine Corps Reserve personnel, including SMCR units at AT, are as stipulated in Part 734 of reference (o), and reference (bo).

b. These orders aforementioned delineate the unit CO/OIC's administrative responsibilities. Familiarity with these directives will ensure timely and proper payment of entitlements.

5. Mess Duty

a. Enlisted Marines below the grade of corporal may be assigned to mess duty provided that such duty does not preclude attendance at all periods of formal school training. Such assignment will not typically exceed 2 days of mess duty during any period of AT.

b. Unit commanders may request authority to use augmentee support from COMMARFORRES or his designated representative.

(1) If approved, ADOS orders will be issued.

(2) When SMCR augmentees are not available, COMMARFORRES may request IRR augmentees. COMMARFORRES will solicit for IRR volunteer augments, and will issue ADOS orders which will be funded by MARFORRES.

(3) Augmentee support may be used for mess duty for the entire unit AT period to help fulfill the supported unit's mess hall requirements.

6. Termination of Orders

a. The CO/OIC/I-I/OpSponsor may terminate a Marine's AT on request, when circumstances arise that would qualify as emergency leave per reference (ar).

b. AT may be terminated by relief for cause. In such cases, a full account of the circumstances including disciplinary action, if any, will be provided to COMMARFORRES via the appropriate chain of command.

c. Disciplinary matters requiring retention of any Marine at the training activity subsequent to the departure of the unit will be the subject of separate correspondence to the DC M&RA (RA) via the appropriate chain of command (to include COMMARFORRES). See chapter 11 of this Order for further guidance.

7. Injury/Illness

a. AT terminates automatically on the date specified in the orders. Orders will not be modified or extended despite an injury/illness extending beyond the scheduled termination of AT unless the member is admitted as an "in-patient" in a hospital as a result of injury/illness incurred while on such orders.

(1) In cases in which the member is admitted as an "in-patient" in a hospital, the orders will be modified to terminate the date the member is discharged from the hospital.

(2) Supplemental orders may not be issued for the extent of injury/illness.

b. If entitled to LOD benefits, the Marine's medical/dental care will be authorized, to include incapacitation pay. Issuance of IDT travel orders for the purpose of attending

medical/dental appointments is authorized. An LOD request will be submitted to DC M&RA (WWR/RMED) via MCMEDS.

8. Absence from AT

a. Unit commanders and OpSponsors may excuse Marines from a scheduled AT.

(1) No make-up is required if the member has performed an equivalent or greater amount of ADT/ADOS to the annual AT requirement.

(2) If the member has not performed an equivalent or greater amount of ADT/ADOS to the annual AT requirement, they will be required to schedule an appropriate alternate AT as soon as practicable.

(3) If excused, the Marine will be notified as such in writing by the CO/OIC/OpSponsor.

b. Full-time students in high school, college, or vocational/ technical institutions and full-time teachers are not required to attend off-season AT during regular school terms.

9. Attendance at AT for IIADT Personnel

a. Marines participating in the IIADT Program are typically required to attend all incremental training in order to complete their initial training.

b. IIADT will normally take precedence over AT.

c. In rare cases a Marine participating in the IIADT Program may attend AT after completion of the first increment, vice attending the second increment, if MOS training is completed at AT.

(1) These exceptional cases must be approved in advance by the DC M&RA.

(2) If approved, the Marine will no longer be required to attend the second increment of IIADT.

10. Duration of AT

a. SMCR Unit Members

(1) SMCR unit members must perform a minimum of 14 days AT (15 days, including travel) per FY.

(2) The AT requirement is fulfilled by any period of at least 14 days active duty for training, to include ADT, IADT, IIADT, attendance at a PME or formal school; or full-time AD, to include AD performed with the AC or RC in the same FY as the scheduled AT.

b. IMAs. IMAs will perform a minimum of 12 days of AT (13 days, including travel) per FY.

c. Requests for extended or additional ATs will be made on an individual basis and will be initiated in MROWS.

(1) Requests for additional or a second AT are by exception only, and are not normally approved.

(2) ATs will not exceed 29 days, inclusive of travel, in a FY.

(3) Extensions requiring additional travel or per diem involve MARFORRES funding, and must be approved by the MARFORRES (G-3).

(4) Orders which exceed the authorized number of days or involve a second AT, will automatically be routed to the DC M&RA (RAP) for approval.

(5) Complete justification, to include the reason for the additional days, must be included in the MROWS orders request. Requests with inadequate justification will be disapproved.

d. AT normally is performed in a single period. Split AT periods may be authorized if required to meet training missions; however, AT can only be split once.

(1) All costs beyond pay and allowances associated with the second interval of split AT will be the responsibility of the respective CO/I-I/OIC/OpSponsor.

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(2) Split AT periods for SMCR unit members must be approved by COMMARFORRES or his designated representative. Split AT periods for IMAs must be approved by the Dir MCIRSA.

Chapter 7

Selected Reserve (SelRes) Information and Administration

Section 3: Telecommuting

1. General

a. The purpose of this section is to provide instructions and policy guidelines for the use of telecommuting in performing ATPs/RMPs.

b. Telecommuting allows unit commanders the flexibility to assign IDTs to members of their command to accomplish assigned tasks away from the HTC and at times other than scheduled drill periods. It is simply another tool designed to facilitate mission accomplishment.

c. Telecommuting, when prudently administered, will allow work products to be more conveniently and expeditiously completed without the necessity of orders or expending travel funds.

2. Definition. Reference (bp) establishes telecommuting policy for the DoD and shall be adhered to.

a. Telecommuting is a formal, written, PRE-AUTHORIZED, arrangement between a Marine and their parent command to perform assigned official duties in the form of an ATP/RMP at an alternate worksite on an occasional or one-time basis.

b. The alternate worksite is a place away from the traditional HTC that has been approved and has the necessary tools and environment to enable the Marine to perform their assigned official duties. It may be the Marine's home, a telecenter, or other designated location.

3. Policy

a. Telecommuting is limited to officially assigned duties normally associated with an ATP/RMP. It is a tool for the commander to use in allowing assignments to be completed away from the HTC in a setting agreed upon with the Marine.

b. Telecommuting is a privilege, not a right, and may be terminated, or disapproved by the commander/OpSponsor at his/her discretion, or in response to a Marine's request.

c. Completion of the task, assignment, or project task does not require the Marine's presence at the HTC. It takes advantage of the Reserve Marine's availability while negating the impact of physically commuting to the HTC. The concept of telecommuting relies on an understanding between the commander and the Marine, regarding an agreed upon timeframe for completion of the task and the final product.

d. Only ATPs or RMPs will be used for telecommuting. Marines are required to perform all scheduled IDTs with their command.

(1) No more than a combination of 36 ATPs and RMPs may be performed via telecommute in a FY by any single member. The commander must also ensure that telecommuting does not adversely affect the Marine's AT requirements, unit readiness, and mission accomplishment.

(2) A minimum of four hours of work on the assigned project must be performed to receive credit for the telecommuting ATP/RMP period. The work does not have to be performed in a consecutive four-hour period, but the total number of hours reflected on the UMS must be at least four cumulative hours per ATP/RMP before the UMS can be submitted.

(3) Telecommuting may not be used as an RIDT or EDP.

e. As expanded upon in reference (bp) the DD 2946, "Department of Defense Telework Agreement," will be completed by the Reserve Marine desiring to telecommute and must be approved by the Marine's CO/OpSponsor. Figure 7-2 (Sample Telecommuting Request) is the work agreement that must be signed prior to any work being performed. It is important to note that a completed DD 2946 shall be included as an enclosure to the request for telework (Figure 7-2).

f. Figure 7-3 (Sample Telecommuting Log) is the log in which Marines telecommuting shall use to account for telecommuting time.

g. Both the Telecommuting Request and Log (Figures 7-2 and 7-3) will accompany the UMS when submitted to the command for processing. Both must be submitted within 5 working days following the completion of each separate ATP/RMP.

h. Marines are subject to the UCMJ while telecommuting.

i. The government assumes no financial responsibility, nor is it liable for damages, to the telecommuting Marine's personal equipment while performing a telecommuting ATP/RMP. The government also assumes no financial responsibility for operational costs associated with the operation and maintenance of the personal equipment, i.e., home maintenance, insurance, utilities, internet service provider, etc.

j. After civilian duty hours, telecommuting as a Marine to perform ATP/RMP should ordinarily be compatible with such employment. However, telecommuting is not authorized for Marines whose contractor or federal employment responsibilities mirror those responsibilities as a Reserve Marine.

k. Reserve Marines must be in a satisfactory drill status and be fully qualified in the BMOS assignment before they may perform telecommute ATPs/RMPs.

l. ATPs/RMPs performed at military installations and/or commands that are other than the Marine's HTC are considered off-site drills and do not fall under the telecommute policy.

m. Travel and per diem will not be authorized for telecommuting ATPs/RMPs.

n. Accumulated time from one assignment, project, or task cannot be carried over to another. Each assignment, project, or task should be a minimum four hours in duration, and incrementally assigned in four-hour blocks. Multiple tasks may be assigned to a four-hour block.

o. Telecommuting ATPs/RMPs will not be used for completing normal administrative requirements (i.e., FitReps, awards, etc.).

4. Security

a. Under no circumstances will classified information be passed, transmitted, handled, or disseminated while telecommuting.

b. A Marine may use privately owned equipment for telecommuting purposes but must comply with all DoD, DON, and USMC directives and instructions.

(1) Marines shall ensure that appropriate physical, administrative, and technical safeguards are used to protect the security and confidentiality of such records.

(2) If the telework product contains Personally Identifiable Information (PII), PII may not be disclosed to anyone except those authorized access as a requirement of their official responsibilities.

(4) Marines authorized to perform duties under this policy where PII may be involved must have completed PII training and certification of the training must be on file with the unit/command who authorize the telecommute.

(5) Responsibility for ensuring compliance with PII rests with the unit/command who authorize the Marine to telecommute

c. Government equipment provided for the purpose of telecommuting is FOR OFFICIAL USE ONLY.

5. Responsibilities

a. CO/OIC/I-I/OpSponsor. Only a CO/OIC/I-I/OpSponsor may approve a telecommuting ATP/RMP request. Individuals authorized "By direction", may not approve telecommuting requests. This authorization shall not be delegated.

(1) Pre-approve or deny the telecommuting request while ensuring that the approval of such request will not exceed the unit's ATP/RMP allocation.

(2) Identify the assignment, project, or task.

(3) Establish the time required to complete the assignment, project, or task. Ensure it is in four-hour increments.

(4) Identify the end state work product (deliverable).

(5) Ensure the assignment, project, or task details and work expectations are mutually agreed upon prior to the telecommuting ATP/RMP.

(6) Maintain close coordination with the Marine to monitor progress.

(7) Amend the telecommuting work agreement as required.

(8) Submit ATP/RMP muster sheets in accordance with the provisions of this Order when the Marine completes the IDT equivalent periods of telework.

(a) The drill muster sheet will be constructively prepared.

(b) The dates and time of the submitted ATP/RMP do not need to (and may not) reflect the actual time periods on the telecommuting log sheet. The date that the ATP/RMP is completed will be the date annotated on the muster sheet.

(c) The CO/OIC/I-I/OpSponsor will sign the constructive UMS and annotate that the ATP/RMP is a telecommute ATP/RMP in the comments section of the UMS.

(d) For members of an MTU, the NAVMC 799 accompanied with the telecommute request and telecommute log will suffice as required documentation for entry into the UD.

b. Unit Commanders Requesting to Telecommute. Unit Commanders cannot approve their own ATP or RMP Telecommute request. In the event that a Unit Commander is requesting to execute ATP/RMP in a Telecommute status, that Commander must submit their request to the next senior command in the chain of command for approval.

c. The Marine will:

(1) Obtain the CO/OIC/I-I/OpSponsor's approval PRIOR to any telecommuting ATP/RMP.

(2) Ensure the time spent on telecommuting work is properly documented.

(3) Ensure the assignment, project or task details and work expectations are understood prior to the telecommute ATP/RMP.

(4) Understand the end state of the work product.

(5) Submit the telecommuting agreement, DD 2946, telecommuting log, and UMS to the unit administration office for processing. Telecommuting muster sheets may be faxed to the administration office by the individual or CO/OIC/I-I/OpSponsor after being signed by the certifying and mustering official(s). Documentation must be submitted for processing within 5 working days following the completion of each separate ATP/RMP.

(6) Coordinate written approval in advance should more time be required to complete a project

(7) Understand that he/she is subject to the UCMJ while telecommuting.

(8) Understand that during a telecommute, eligibility for any request of medical benefits require a Judge Advocate General Manual (JAGMAN) LOD investigation.

d. Marines will not be authorized more than two ATPs for work conducted in a single day and not more than one RMP for a single day.

e. The ATP/RMP will be submitted to the CO/OIC/I-I/OpSponsor no later than 5-working days following the completion of a four-hour block so as to ensure timely processing via DM.

Letterhead

SSIC
Office Code
Date

From: Commanding Officer, Unit Title, City, State
To: Distribution List

Subj: MANDATORY PARTICIPATION REQUIREMENTS IN THE SELECTED
MARINE CORPS RESERVE (SMCR)

Ref: (a) MCO 1001R.1L
(b) MCO 1900.16 W/CH 1

1. The following information promulgates unit policy regarding mandatory participation requirements and criteria used in granting excused absences from scheduled inactive duty training (IDT) and annual training (AT).
2. Reference (a) prescribes participation requirements in the SMCR. Members of the SMCR are required to attend, and participate satisfactorily, in at least 48 scheduled IDT periods during each year and serve on AT for not less than 14 days, exclusive of travel, during each year. Reference (a) further provides criteria by which excused absences may be granted and procedures which will be followed when a Marine fails to participate satisfactorily.
3. Only the commanding officer, or the commanding officer's designated representative, is authorized to grant an excused absence. The names and telephone numbers of the commanding officer and designated representatives are listed below:

(Name and Grade)	(Phone)
(Name and Grade)	(Phone)
(May include as many as are designated)	
4. The commanding officer or the commanding officer's designated representative may grant an excused absence for IDT or AT missed for reasons which are beyond the control of the Marine and essential to the health and welfare of the Marine or the immediate family.
5. Approval of an excused absence must be obtained prior to the IDT or AT date, except in emergency situations.
6. Rescheduled IDT (RIDT) periods may be authorized by the commanding officer or designated representative, under the criteria established in reference (a), when a Marine knows in advance of an absence from IDT.
7. At the commanding officer's discretion, based on the Marine's prior good record and evidence of continuing good faith in fulfilling that obligation, the commanding officer may permit a Marine to perform an Equivalent Duty

Figure 7-1.--Sample Mandatory Participation Requirements Policy Letter in the SMCR.

Period (EDP) for an IDT period missed for which the Marine did not receive an excused absence or perform a RIDT.

a. The commanding officer may extend the Marine's Mandatory Drill Participation Stop Date (MDPSD) by a period of time commensurate to the accumulated unsatisfactory participation.

b. Alternate AT may be authorized for failure to attend regularly scheduled AT. However, if a Marine does not maintain a satisfactory participation status, the commanding officer may, from an examination of the facts in the case, recommend the Marine for discharge under reference (b), as appropriate.

8. It is imperative each member of this command fully understand the necessity of maintaining satisfactory participation.

a. Criteria for granting excused absence from IDT.

b. Criteria for RIDT periods.

SIGNATURE

DISTRIBUTION: ____ plus each SMCR member

Figure 7-1.--Sample Mandatory Participation Requirements Policy Letter in the SMCR (Continued)

Letterhead

1001
(Date)

From: <Grade> <First Name, Last Name> <EDIPI/MOS> USMCR

To: CO/OIC/I-I/OpSponsor

Subj: REQUEST FOR TELECOMMUTING

Ref: (a) MCO 1001R.1L

Encl: (1) DD 2946 (Completed in advance)
(2) Telecommuting Log

1. I have read and understand the telecommute policy and the requirements, and I request authorization to telecommute.
2. I understand that I am subject to the UCMJ during a telecommute and any request for medical benefits during this time require a JAGMAN line of duty investigation.
3. I understand that I am responsible for safe guarding any and all Personally Identifiable Information (PII) per current directives. I have completed PII training and certification of that training is on file with _____ (unit/command).
4. I voluntarily accept telecommuting and understand that it is a privilege and not a right, and that it can be terminated at any time.
5. I will ensure that the time spent on telecommuting in conjunction with enclosure (1), is documented on the enclosed telecommute log (enclosure (2)).
6. This current assignment should take _____ hours to produce _____(product). I understand that if the assignment takes longer than what is shown above, I must first receive written approval.
7. I will be telecommuting from _____, City, State and the site is a safe and productive work environment.

SIGNATURE OF MARINE

Figure 7-2.--Sample Telecommuting Request.

FIRST ENDORSEMENT (Date)

From: CO/OIC/I-I/OpSponsor
To: <Grade> <First Name, Last Name> <EDIPI/MOS> USMCR

1. (Approved or Disapproved).
2. You are authorized to work _____ hours to produce the following work product: _____. Upon completion, you will be credited with _____ points (4 hours = 1 retirement point).
3. Once started, should more time be required to complete the assignment, request an extension as soon as possible.

SIGNATURE

Figure 7-2.--Sample Telecommuting Request (Continued)

Chapter 8

Individual Ready Reserve (IRR) Information and Administration

Section 1: Policies for the IRR

1. Background

a. The IRR consists of Reserve Marines with or without a remaining MSO who have previously served in the AC or SelRes.

b. Marines will be transferred to the IRR as detailed elsewhere in this order and as per reference (v).

c. All trained (primary MOS assigned) IRR Marines are subject to immediate active duty when called upon in response to a national emergency or other requirement as stipulated in reference (b). NOTE: The CMC maintains the authority to recall members of the IRR to active duty through DC M&RA (MM).

2. Dir MCIRSA Responsibilities. Under the direction of the DC M&RA and COMMARFORRES, the Dir MCIRSA will:

a. Establish plans and procedures to manage, train, administer and facilitate the mobilization of the IRR.

b. Ensure IRR Marines are aware of their MSO and Reserve participation opportunities.

c. In concert with reference (bq) ensure the IRR remains a mobilization asset by:

(1) Facilitating screening and updating service records and MCTFS.

(2) Conducting annual readiness screening per reference (br).

(3) Conducting annual MPSB.

d. Provide administrative support for all IRR Marines.

e. Maintain mandatory participants in a separate RUC and manage accordingly to facilitate tracking and accountability. Prior to a Marine's affiliation with an SMCR unit or IMA billet, MCIRSA will facilitate the necessary adjustment to their MDPSD to reflect entire period spent in the IRR. At no time will the

MDPSD be extended beyond the Marine's Reserve End of Current Contract (RECC) date.

3. IRR Marine Responsibilities

a. Members of the IRR are required to notify the Dir MCIRSA of any change of Primary Residence and/or mailing address, telephone, marital status, number of dependents, civilian employment, change in medical condition, or any other change affecting potential mobilization. These changes may be requested via MOL. Two forms of source documentation are required in the form of a lease, mortgage, etc to be provided to Dir MCIRSA as Primary Residence address validation.

b. Members of the IRR who fail to notify the Dir MCIRSA of current personal data may be ordered to AD or ADT to obtain the necessary information. Members beyond their MSO may be involuntarily discharged.

c. Members of the IRR, when NS for mandatory or voluntary training, may be required to serve one day of MD each FY in order to accomplish continuous screening requirements as set forth in law and DoD regulation.

4. Clothing and Uniforms. MCIRSA will ensure members of the IRR are advised of uniform retention requirements and will provide information, as provided by MARFORRES (G-4), regarding the acquisition of uniforms in conjunction with orders for duty with specific uniform requirements in accordance with reference (bk) and MCBuls in the 10120 series.

5. Retention in the IRR. Marines in the IRR will be considered to be unsatisfactory participants and may be recommended for administrative separation, as appropriate, for any of the following reasons:

a. Failure to comply with orders issued by competent authority. This includes mandatory participants who fail to re-affiliate with an SMCR unit upon completion of their authorized time in the IRR.

b. Failure to inform the Dir MCIRSA of current DoD required data.

c. Failure to satisfactorily participate in required training/screening.

6. Height and Weight Standards. IRR Marines must comply with height, weight, and military appearance standards as expanded upon in reference (bs).

a. The Dir MCIRSA will identify, by the review of periodic physical examinations, IRR Marines not meeting the Marine Corps standards for height and weight and take appropriate action as set forth in reference (bs).

b. IRR Marines reporting for both voluntary and involuntary activation will be evaluated in accordance with those procedures contained in reference (bs). Marines who are not within the standards will undergo a Body Composition Medical Evaluation by an Appropriately Privileged Health Care Provider.

(1) IRR Marines categorized as obese, per Article 15-62 of reference (bs) or "out of standards with an underlying cause", will be deactivated due to their status as medically unqualified for activation.

(2) IRR Marines categorized as "out of standards without an underlying cause" and certified medically fit for active duty will complete their in-processing and be assigned to a gaining command. Gaining commands will monitor the Marine's progress towards meeting the MO (medical officer) established weight and body fat reduction goals. As long as these goals are met, the Marine will not be placed on BCP. Should the Marine fail to meet the MO's established goals, the gaining command may place the Marine on BCP.

c. In addition to DD 2807-1, the Dir MCIRSA will determine what other documentation is acceptable proof of adherence to the standard for IRR Marines.

Chapter 8

Individual Ready Reserve (IRR) Information and Administration

Section 2: Mobilization Training Unit (MTU) Mission, Operations, and Training

1. Mission. The mission of the MTU is to provide a structure and means of increasing the mobilization readiness of IRR members by using their special skills and extensive experience to support and enhance the combat readiness of the Marine Corps.

2. Definition. Authorized by reference (k), an MTU is a unit established to provide RC training in a non-pay status for volunteers of the IRR and the Standby Reserve (ASL) (to include key employees) attached under competent orders and participating in such units for retirement points.

3. Operation

a. The Dir MCIRSA manages and administers the MTU program. OpSponsors will assist their respective MTU to the greatest extent possible in the accomplishment of essential administrative requirements. For additional information relative to management and personnel administration of the MTU refer to the MCIRSA MTU Standard Operating Procedure (SOP) published under separate cover. The Dir MCIRSA will issue a SOP to outline the responsibilities of MCIRSA, MTU OpSponsors.

b. Operational Control (OPCON) of MTUs is assigned by the Dir MCIRSA in coordination with the MTU OpSponsor. Per the Dir MCIRSA MTU SOP, membership in an MTU is limited to 5 consecutive and 10 cumulative years affiliation. Extensions may be requested by the MTU OpSponsor to the Dir MCIRSA.

c. The MTU OpSponsor's parent Commander provides tasking in the form of MTU projects. Accomplishment of MTU projects must benefit the mission of the MTU OpSponsor's Command as well as the mobilization readiness of the individual MTU member(s). Mobilization readiness includes, but is not limited to, maintaining fitness by passing the annual Physical Fitness Test (PFT) and Combat Fitness Test (CFT), and adhering to current Marine Corps Martial Arts Program (MCMAP) requirements.

4. Unit Activation. In the event a request for MTU activation is required to support the mission of the MTU OpSponsor, it will be submitted to the Dir MCIRSA using the format prescribed in

the MCIRSA SOP. The decision to activate the unit will ultimately be routed to, and determined by, the DC M&RA (RA).

5. Creation/Dissolution. Requests to create or dissolve an MTU will be submitted in writing and forwarded to the Dir MCIRSA.

6. Dir MCIRSA Responsibilities

a. Manage the MTU program.

b. Provide ADCON of all MTUs, to include:

(1) Submitting recommendations to HQMC on MTU
Creation/Dissolution

(2) Submitting recommendations to HQMC on MTU
Activation/Deactivations

(3) Designations of MTU Plt Codes and billet titles

(4) Assignment of MTU OICs

(5) Approval and execution of joins and drops (Figures
8-1 through 8-3 apply)

(6) Management of the MTU budget

c. Approve MTU OpSponsor Appointments.

d. Provide recommendations to DC M&RA (RA) on the validation of the MTU missions in coordination with MTU OpSponsors.

7. OpSponsor Responsibilities

a. In coordination with the Dir MCIRSA, validate and evaluate projects. Projects should contribute directly to the operational readiness of an AC or RC command. Project requirements should be in the form of a Plan of Action and Milestones (POA&M).

b. Submit RCT orders requests and proposed requirements to support projects to the Dir MCIRSA. Request funding as appropriate for ADOS through the MTU OpSponsor's chain of command.

8. OIC of MTU Responsibilities

a. MTU OICs will conduct a minimum of 40 IDTs (non-paid) annually per the guidance provided by the Dir MCIRSA.

b. MTU OpSponsors will ensure each IDT (non-paid) period and associated duties are equivalent to a minimum of 4 hours per IDT. No more than two IDT (non-paid) periods may be credited per day.

c. MTU OICs will ensure all members submit the required annual certificates of physical condition to the Dir MCIRSA utilizing form DD 2807-1.

d. MTU OICs will be assigned with the concurrence of the OpSponsor, Dir MCIRSA, and DC M&RA (RA).

9. Member Responsibilities

a. MTU members will attend at least 90 percent of all scheduled IDT (non-paid) periods.

b. MTU members will submit the required annual certificates of physical condition to the Dir MCIRSA and maintain height, weight, and military appearance standards per reference (bs).

c. Members of MTUs are automatically eligible to be insured under SGLI for up to the maximum authorized which requires a monthly premium payment to be paid by the member. In addition to the SGLI, eligible dependents are also automatically eligible to be insured under FSGLI if the member is participating in SGLI. FSGLI premiums are based upon the number of dependents and the amount insured.

(1) MTU members are required to pay their SGLI/FSGLI premium payments in advance, quarterly, on a calendar year basis.

(2) Payment should be made online with credit/debit card utilizing <https://www.pay.gov>.

(3) Members can obtain additional insight by reviewing reference (bt) or by contacting MCIRSA.

d. Per reference (bj), MTU members whose SGLI premium payments are in arrears and who have not declined SGLI coverage, shall not be permitted to voluntarily drill or serve on AD while

their SGLI premiums remain in arrears. Reference (bt) provides additional information and procedures for failure of a member to remit Reserve SGLI payments.

e. Members of the MTU are required to comply with section 10205(a) of reference (b) and reference (bq) screening requirements by notifying Dir MCIRSA of any change in their mailing or physical address, marital status, number of dependents, or civilian employment (annual requirement), and of any change in the member's physical/medical condition.

10. Fitness Reports. Fitness reports (FitRep) will be submitted per reference (ae).

11. Orders. Members of MTUs do not perform AT. However, OICs of MTUs may request designated members of the unit be assigned ADOS or RCT as applicable in support of an MTU project. The request must be submitted via the MTU OpSponsor to the Dir MCIRSA. Only OpSponsors are authorized to submit requests for orders directly to MCIRSA. Requests for duty must be received by MCIRSA at least 30 days prior to the requested date of commencement of the ADOS/RCT.

12. Physical Training. Members of an MTU are required to annually complete and pass the PFT and CFT as well as maintain MCMAP certification in accordance with current orders and directives.

13. Facilities and Supplies. Supplies required by the MTU to support necessary training or projects will be provided by the MTU OpSponsor or project sponsor.

Date: _____

From: _____
(Grade) (Full Name) (EDIPI/MOS) (DOR)

(Full Mailing Address)

(Home Phone) (Work Phone) (Cell Phone)

(E-mail Address)

To: Director, Marine Corps Individual Reserve Support Activity
2000 Opelousas Avenue, New Orleans, LA 70114-5014

Via: MTU OpSponsor, Mobilization Training Unit _____

Subj: REQUEST FOR MEMBERSHIP IN MOBILIZATION TRAINING UNIT _____

Ref: (a) MCO 1001R.1L
(b) U.S.C. Title 10

Encls: (1) Current Photo (Service "C" w/ribbons)
(2) Current Physical/HIV

1. Per reference (a), I request authorization to become a member of the subject unit. The enclosures are forwarded as part of my application.
2. I voluntarily accept orders subjecting me to the Uniform Code of Military Justice (UCMJ) while in a drilling status.
3. Per reference (b), as a member of the IRR, I acknowledge that I am subject to involuntary recall and mobilization.
4. By accepting orders to an MTU, I am committing my time and expertise for a minimum period of two years except when interrupted by activation orders or transfer to the Selected Marine Corps Reserve (SMCR).
5. I understand that I may not participate in the MTU program until the Director, MCIRSA has approved my application and I have received assignment orders.

(Signature)

Figure 8-1.--Sample Request for Membership in the MTU.

(Date)

FIRST ENDORSEMENT

From: MTU OpSponsor, Mobilization Training Unit _____
To: Director, MCIRSA

1. Forwarded, recommending approval.
2. I certify that this Marine meets the height and weight requirements of MCO 6100.12.

(Signature)

Figure 8-1.--Sample Request for Membership in the MTU
(Continued)

LETTERHEAD

1326
(Date)

From: Director, Marine Corps Individual Reserve Support Activity
To: <Grade> <First Name, Last Name> <EDIPI/MOS> USMC <Full Address>

Subj: MOBILIZATION TRAINING UNIT (MTU) MEMBERSHIP ORDERS

Ref: (a) Membership Application of (date)
(b) MCO 1001R.1L
(c) MCO P1020.34G
(d) OPNAVINST 5510.1H
(e) MCO 1741.8

Encl: (1) Endorsements of MTU Membership Orders

1. Per your request in reference (a), and the authority contained in reference (b), you are authorized membership in MTU _____ effective this date. By your voluntary acceptance of these orders, you are authorized to perform inactive duty (ID) for training (non-paid) as a member of the MTU program.

2. Please endorse the enclosure and return it to the Dir MCIRSA, via your Officer-in-Charge. Failure to do so within 30 days will require MCIRSA to transfer you from the MTU program to the Individual Ready Reserve (IRR). Do not return the original orders to MCIRSA as they are to be retained by you for your records.

3. You will be subject to the provisions of reference (b) and the Uniform Code of Military Justice (UCMJ) while in an IDT or active duty status.

4. Per reference (c), you are required to wear the appropriate uniform when attending unit meetings and when performing authorized duty.

5. According to the records at this command, your latest security clearance investigation on file is a (security clearance investigation) completed on (date). If required for a period of active duty, an interim clearance will be granted by MCIRSA. This clearance will only cover the period required by the orders.

6. You are directed to notify the Dir MCIRSA immediately and in writing if you have a change of mailing or physical address, home or work telephone numbers, marital status, number of dependents, civilian employment, any change in the your physical/medical condition, or if you wish to terminate your participation in the MTU program.

7. Your Reserve Reporting Unit Code is (RUC) _____. Your anniversary date is _____.

Figure 8-2.--Sample MTU Membership Orders (Individual Assignment Orders).

8. Upon joining the MTU, you are automatically insured under Servicemen's Group life Insurance (SGLI) for \$400,000, which will requires a monthly premium payment. If you elect either reduced coverage (less than \$400,000) or no coverage, an election must be made in writing by indicating on SGLI Form 8296 your desire for reduced or no coverage.

a. If electing coverage under SGLI, your eligible dependents are automatically insured under Family Servicemen's Group Life Insurance (FSGLI).

b. Amount of coverage and premiums are determined by your election and the amounts of dependents being covered.

c. MTU members are required to pay their SGLI/FSGLI premium payments in advance, quarterly, on a calendar year basis. Payment should be made online with credit/debit card utilizing <https://www.pay.gov>.

d. Members can obtain additional insight by reviewing reference (e) or by contacting MCIRSA.

e. YOU WILL NOT BE PERMITTED TO VOLUNTARILY DRILL OR SERVE ON ACTIVE DUTY AT ANY TIME YOUR SGLI PREMIUM PAYMENTS BECOME IN ARREARS.

9. These orders remain in effect for a period of five years from the date issued, unless terminated by the Dir MCIRSA.

10. If you have any questions, please call _____ at 1-800-255-5082.

SIGNATURE

(Date)

FIRST ENDORSEMENT on Dir MCIRSA ltr 1326 of (Date)

From: <Grade> <First Name, Last Name> <EDIPI/MOS> USMC

To: Director, MCRISA, 2000 Opelousas Avenue, New Orleans, LA 70114-5014

Subj: MOBILIZATION TRAINING UNIT ORDERS

1. I received these orders at (Place) at (Time) on (Date).

SIGNATURE

Figure 8-2.--Sample MTU Membership Orders (Individual Assignment Orders)(Continued)

1326
(Date)

From: Director, MCIRSA
To: Marine Concerned <Grade> <First Name, Last Name> <EDIPI/MOS> USMC
<Full Address>

Subj: TRANSFER FROM MOBILIZATION TRAINING UNIT (MTU)

Ref: (a) MCO 1001R.1L

Encl: (1) SGLI Forms

1. Per the reference, your membership in the MTU has been terminated, effective (date) and you have been transferred to the Individual Ready Reserve (IRR) based on the following reason(s):

- () Member's own request
- () OpSponsor request
- () Non-participation
- () Other:

2. Unless you join another Reserve unit, your Servicemember's Group Life Insurance (SGLI) will be terminated upon your transfer.

3. Your service in the MTU Program is appreciated. NOTE: If qualifying service is more than 20 years, add paragraph below:

4. Members having completed at least 20 years qualifying service for retirement purposes may continue SGLI. The enclosure is furnished should you desire to apply.

SIGNATURE

Copy to:
OIC, MTU

Figure 8-3.--Sample MTU Transfer Letter.

Chapter 9

Standby Reserve Information and Administration

Section 1: Standby Reserve Information and Administration

1. Background

a. The Standby Reserve consists of RC Marines who maintain their RC affiliation without being assigned in the Ready Reserve.

b. The Standby Reserve consists of two components: the ASL and the ISL.

c. The Standby Reserve is a population of individuals which is administratively supported by COMMARFORRES/MCIRSA, but controlled by DC M&RA.

2. Assignment to the Standby Reserve. Reserve Marines who have not completed their MSO and are transferred to the Standby Reserve will generally be placed on the ASL. The Dir MCIRSA will ensure Marines in this status are assigned accordingly. Individuals unable to participate in the Ready Reserve may be retained in the Standby Reserve.

a. Critical Military Skills. Individuals in the Ready Reserve who possess a critical military skill may be retained in the Standby Reserve. The list of critical military skills may be obtained from DC M&RA (RA).

b. Physical Evaluation

(1) Members of the Ready Reserve who fail to complete a required physical examination or to submit an annual Certificate of Physical Condition will be subject to transfer to the ASL (or ISL in the case of HIV positive RC Marines, see chapter 6, section 1 of this Order for more information). The Dir MCIRSA will make such notification by certified mail and will advise the individual to submit the requested information within six months of the date the notice was mailed.

(2) Personnel failing to submit the requested information within six months will be transferred to the ASL and may be screened by board action for involuntary separation.

c. Hardship. Marines assigned to the Ready Reserve whose immediate recall to active duty during an emergency would create an extreme personal or community hardship will be transferred to the Standby Reserve, the Retired Reserve, or will be discharged, as appropriate per reference (v).

d. Key Employees

(1) Employers of Marines in the Ready Reserve particularly in the fields public health, safety, and defense support industries are encouraged to use the Federal key position guidelines contained in reference (br) for making key position designations and, when applicable, for recommending key employees for removal from the Ready Reserve.

(2) Requests for key employee status should be submitted to MCIRSA. If approved, Marines may be offered assignment to either the ASL, the ISL, or discharged. Dir MCIRSA will account for Marines identified as key employees.

(3) Marines who are appointed to elevated levels of Public office may also be required to transition to the ASL during the tenure of their government office. Additional information with regard to this requirement is available from the Dir MCIRSA or the DC M&RA (RA).

3. Assignment to the ASL or ISL. Assignment to the ASL will be accomplished by the Dir MCIRSA in writing, using the format in figure 9-1 (Sample Notification of Change in Status; Transfer to the ASL). Assignment to the ISL will be accomplished by the Dir MCIRSA in writing, using the format found in figure 9-2 (Sample Notification of Change in Reserve Status; Transfer to the ISL).

4. Composition of the ASL. The ASL is composed of Reserve Marines who meet one or a combination of the following criteria:

- a. Are designated as key employees.
- b. Have not fulfilled their statutory MSO.
- c. Are temporarily assigned for a hardship reason and eventually intend to return to the Ready Reserve.
- d. Are for other reasons determined by the SECNAV and CMC prevented from participating in training on a regular basis.

e. Have failed to provide the required report of physical examination.

f. Are HIV positive RC Marines who were unable or unwilling to fill an appropriate IMA BIC (see Chapter 6, Section 1 of this Order for additional information).

5. Service While on the ASL

a. While assigned to the ASL, Marines:

(1) Will not be assigned to a mobilization position.

(2) May participate in Reserve training activities without pay, and may earn retirement credit points.

(3) May be eligible for associate and appropriate duty orders (without pay).

(4) Cannot be a member of a MTU.

(5) Are required to provide the Dir MCIRSA with source documentation validating the Primary Residence.

(6) Are not required to attend IDT or ADT.

(7) Will be considered for promotions (not to exceed the rank of Colonel).

(8) Cannot attend annual IRR muster.

b. Marines voluntarily assigned to the ASL who desire to transfer to either the ISL or the Ready Reserve will submit a written request to the Dir MCIRSA.

c. Any member of the ASL may, on request, be considered for transfer to the Ready Reserve when the reasons for their transfer to the Standby Reserve no longer exist.

d. Marines on the ASL, who have completed at least 20 years of qualifying service, may request transfer to the Retired Reserve provided they meet the criteria for a Reserve retirement as set forth in reference (v).

6. Screening the ASL. The Dir MCIRSA will screen the ASL. The purpose of this screening is to make a determination on the mobilization potential of Marines assigned to the ASL. As a

result of this screening, personnel may be subject to the following actions:

- a. Transfer to the Ready Reserve if physically qualified and active participation is requested by the member.
- b. Transfer to the ISL.
- c. Transfer to the Retired Reserve if qualified and requested by the member. This may include solicited requests.
- d. Discharge per reference (v).

7. Composition of the ISL

a. The ISL of the Standby Reserve is composed primarily of members not required by law or regulation to remain as members of an active status program and who meet at least one of the following criteria:

- (1) Desire to retain Reserve affiliation in a non-participating status.
- (2) Have mobilization potential in skills which may be of future use to the Marine Corps.
- (3) Have at least 20 years qualifying Federal service and a disability rated at less than 30 percent, and choose ISL vice separation for that disability.
- (4) Are transferred to such a status as a result of a Board action.
- (5) HIV positive Marines

b. Requests for assignment to the ISL will be forwarded to the Dir MCIRSA for approval.

8. Service While on the ISL

- a. While assigned to the ISL, Marines:
 - (1) Will not be assigned to a mobilization position.
 - (2) Will not be permitted to participate in Reserve training or earn Reserve retirement points.

(3) Are required to provide the Dir MCIRSA with a current primary residence.

(4) Are not eligible for pay or promotion.

b. Any member on the ISL may be considered for return to an active status on the ASL or to the Ready Reserve if a requirement exists, and the Marine is physically and otherwise qualified.

c. A Marine assigned to the ISL desiring transfer to an active status should submit a written request to the DC M&RA via Dir MCIRSA. The reservist should work with a PSR to identify an available BIC before submitting the request for transfer from the ISL.

d. A member of the ISL ordered to active duty will be considered to have been restored to AR status for the period of time actually served on active duty under such orders. Members restored to AR status are eligible for promotion once the member serves on the RASL for one year.

e. Service in the ISL may not be counted in any computation of years of service for retirement purposes. Assignment to the ISL terminates a Marine's anniversary year for Reserve retirement purposes. A new anniversary date for Reserve retirement purposes begins on the date of restoration to an active status. The Marine does not lose any rights which accrued prior to such assignment.

f. Time spent in the ISL is counted in years of commissioned service when determining service limits by grade and creditable service for pay.

9. Screening the ISL

a. The Dir MCIRSA will screen each Marine on the ISL annually as per reference (br). The purpose of this screening is to make a determination on the mobilization potential of the Marine assigned to the ISL.

b. As a result of this screening, Marines may be subject to, or request one of, the following actions:

(1) Transfer to the Ready Reserve.

(2) Transfer to the ASL.

(3) Transfer to the Retired Reserve if qualified and requested by the member. This may include solicited requests.

(4) Retention on the ISL.

(5) Discharge (see figure 9-3 (Sample Notification of Proceedings; Discharge from the United States Marine Corps Reserve)).

c. DC M&RA (MMSR) will forward results of the screening to the SECNAV, and issue appropriate instructions to the Dir MCIRSA.

Letterhead

SSIC
Office Code
Date

From: Director, Marine Corps Individual Reserve Support Activity
To: Marine Concerned <Grade> <First Name, Last Name> <EDIPI/MOS> USMC
<Full Address>

Subj: NOTIFICATION OF CHANGE IN RESERVE STATUS; TRANSFER TO THE ACTIVE
STATUS LIST (ASL)

Ref: (a) MCO 1001R.1L
(b) MCO 1900.16 W/CH 1

1. Reference (a) requires all members of the Ready Reserve, except Reserve Marines on active duty, to be screened annually to ensure the Ready Reserve force is composed of qualified individuals who will be immediately available during any national emergency.

2. Based on the results of a recent screening, you will be transferred to the Standby Reserve Active Status List (ASL) by reason of _____ effective (date).

3. Certain conditions below, mandated by the Department of Defense, apply to membership in the ASL:

a. Members are required to provide this Command with a current mailing address.

b. Mobilization of the Standby Reserve is authorized in time of war or national emergency declared by Congress or when otherwise authorized by law.

c. Attendance at IDT or AT is not required. Members will not usually be permitted to participate in Reserve training or be assigned to a Reserve unit, but may submit an application to participate voluntarily in Reserve training and earn retirement credit points in a non-pay status, and may affiliate for this purpose with units of the Selected Reserve.

d. Membership in an MTU is not permitted. However, Reserve Marines may affiliate with an MTU under associate duty orders (non-pay status) for the purpose of earning retirement credit points.

e. Assignment to a mobilization position is not authorized.

f. As a member of the ASL, Reserve Marines remain eligible, and are considered, for promotion up to the grade of colonel. Members are not eligible for promotion to general officer grades.

Figure 9-1.--Sample Notification of Change in Status; Transfer to the ASL.

g. Individual Reserve Marines, qualified for retirement except for having reached 60 years of age, are required to attain 50 retirement credit points annually to be retained in the Ready Reserve or the ASL, Standby Reserve. A one-time waiver may be granted by the Secretary of the Navy under exceptional circumstances. Per reference (b), requests of this nature will be forwarded to the DC M&RA (MMSR-5) via the Dir MCIRSA.

h. Individual Reserve Marines, not qualified for retirement, are required to attain 27 retirement credit points annually to be retained in the Ready Reserve or the ASL, Standby Reserve. A waiver may be granted by DC M&RA under exceptional circumstances. Per reference (b), requests of this nature will be forwarded to the DC M&RA (MMSR-5) via the Dir MCIRSA.

4. Rather than transfer to the ASL, you may apply for transfer to the Retired Reserve if eligible per reference (b). You may also request resignation per current directives if you have completed your period of obligated service under law or contractual agreement. You may, upon request, also be considered for return to an active status in the Ready Reserve at any time, if a requirement exists and you are physically and otherwise qualified. Requests of this nature should be forwarded to the DC M&RA (RA) via the Dir MCIRSA.

5. If you have any questions about your change in status, please contact _____ at this Command at toll-free (800) 255-5082.

SIGNATURE

Copy to:

Figure 9-1.--Sample Notification of Change in Status; Transfer to the ASL (Continued)

Letterhead

SSIC
Office Code
Date

From: Director, Marine Corps Individual Reserve Support Activity
To: Marine Concerned <Grade> <First Name, Last Name> <EDIPI/MOS> USMC <Full Address>

Subj: NOTIFICATION OF CHANGE IN RESERVE STATUS; TRANSFER TO THE STANDBY RESERVE - INACTIVE STATUS LIST (ISL) FOR FAILURE TO MEET MINIMUM READY RESERVE PARTICIPATION REQUIREMENTS

Ref: (a) Title 10, U.S. Code
(b) SECNAVINST 1920.6C CH 5
(c) MCO 1900.16 W/CH 1
(d) MCO 1001R.1L

Encl: (1) Resignation from the U.S. Marine Corps Reserve
(2) Request for waiver of participation requirements

1. Public Law (reference (a)) requires officers to obtain 27 Reserve Retirement Points to be retained in the Individual Ready Reserve (IRR) or Active Status List (ASL) beyond their MSO.

2. Based on the results of a recent audit of your record, you will be transferred to the ISL, by reason of failing to earn 27 Reserve Retirement Points during your last anniversary year on DD MMM YY. Please review your Career Retirement Credit Report (CRCR), located on your Marine On-Line (MOL) account. If you believe your CRCR is incorrect, please submit documentation to this command to correct your CRCR.

3. Certain conditions below, mandated by the Department of Defense, apply to membership in the ISL:

a. A Reserve Marine is not eligible for pay or promotion while on the ISL, or eligible for promotion for 1 year after transferring from an inactive to active status.

b. Marines must provide the Dir MCIRSA, with a current mailing address.

c. Mobilization of the ISL is authorized in time of war or national emergency declared by Congress. A member of the ISL may not be involuntarily ordered to active duty unless the Secretary of the Navy, with Secretary of Defense approval, determines that there are not enough qualified Reservists available in the Ready Reserve.

d. Members on the ISL are not permitted to participate in Reserve training or earn Reserve Retirement Points.

Figure 9-2.--Sample Notification of Change in Reserve Status;
Transfer to the ISL.

e. All members on the ISL will be processed for discharge after one year on the ISL.

f. You are encouraged to request a return to an active status at any time, if physically and otherwise qualified. Requests of this nature should be sent to the Dir MCIRSA.

4. Rather than be transferred to the ISL, you may:

a. Request resignation from the Marine Corps Reserve, per enclosure (1).

b. Join a Selected Marine Corps Reserve (SMCR) Unit or Individual Mobilization Augmentee (IMA) billet. If you choose this option, all required join actions must be completed within 60 days of receipt of this letter. Billet vacancies for SMCR/IMA are listed in the Inventory Development and Management System (IDMS), or contact the nearest Prior Service Recruiter (PSR).

c. Volunteer for active duty orders. Individuals approved for active duty orders will remain in the Ready Reserve.

d. Obtain 12 Reserve retirement credits within 30 days of receipt of this letter.

5. A request for a waiver of the minimum participation requirements may be submitted to DC M&RA (MMSR-5), via Dir MCIRSA, per enclosure (2).

6. If you do not reply to this letter in writing, you will be transferred involuntarily to the ISL on DD MMM YYYY.

7. If you have any questions about your change in status, please contact XXXX XXXXX at (800) 255-5082. You are encouraged to submit all questions and documentation directly to MCIRSA using Marine On-Line (MOL) ePAR. You will receive a tracking number for your request, and periodic updates as it is processed.

I. M. MARINE

Copy to:
MMPR

Figure 9-2.--Sample Notification of Change in Reserve Status;
Transfer to the ISL (Continued)

LETTERHEAD

SSIC
Office Code
Date

From: Director, Marine Corps Individual Reserve Support Activity
To: Marine Concerned <Grade> <First Name, Last Name> <EDIPI/MOS> USMC <Full Address>

Subj: NOTIFICATION OF PROCEEDINGS; DISCHARGE FROM THE UNITED STATES MARINE CORPS RESERVE

Ref: (a) Title 10, U.S. Code
(b) SECNAVINST 1920.6C CH 5

Encl: (1) Resignation from the U.S. Marine Corps Reserve

1. This letter is sent to you as notification that you are being processed for discharge from the United States Marine Corps Reserve for reason of inactivity. Specifically, you have not requested a return to an active status for a period greater than 1 year following your transfer to the Standby Reserve - Inactive Status List (ISL).

2. In accordance with the references, you are advised of the following:

- a. The recommended characterization of service is Honorable.
- b. You have the right to submit a rebuttal or decline to make a statement.
- c. You have the right to confer with appointed counsel.
- d. You may tender a resignation in lieu of separation processing per enclosure (1).
- e. Upon request, copies of your official military personnel files (OMPFs) will be provided.

3. Rather than being involuntarily discharged, you may:

- a. Request resignation from the Marine Corps Reserve, per Enclosure (1).
- b. Join a Selected Marine Corps Reserve (SMCR) Unit or be assigned to an Individual Mobilization Augmentee (IMA) billet. If you choose this option, all required join actions must be completed within 30 days of receipt of this letter. Billet vacancies for SMCR/IMA are listed in the Inventory Development and Management System (IDMS), or contact the nearest Prior Service Recruiter (PSR).

Figure 9-3.--Sample Notification of Proceedings; Discharge from the United States Marine Corps Reserve.

c. Request to be transferred to an active status. While in an active status, you will be required to earn 27 Career Retirement Credits per anniversary year.

d. Request to remain on the ISL.

4. Unless your resignation is sooner tendered, failure to respond in writing within 90 days of this notification will be considered as consent and will result in your involuntary discharge.

5. Furthermore, you are advised that involuntary discharge will limit your potential for future military service. As such, we encourage you to undertake one of the alternate courses of action offered above.

6. If you have any questions regarding the information provided in this letter, please contact XXXX XXXXXX at 1-800-255-5082,. You are encouraged to submit all questions and documentation directly to MCIRSA using MOL ePAR. You will receive a tracking number for your request, and periodic updates as it is processed.

7. For a more in-depth review of your individual circumstances, you may schedule career counseling with the Reserve Career Counselors at HQMC by calling 877-415-9275 (Option 5) or online at www.manpower.usmc.mil -> Reserve Marine -> RA -> RCT -> Career Counseling.

I. M. MARINE

Copy to
MMSR-1
MMPR

Figure 9-3.--Sample Notification of Proceedings; Discharge from the United States Marine Corps Reserve (Continued)

Chapter 10

Mobilization

Section 1: Mobilization Management/Readiness Screening

1. Total Force Concept

a. As codified in reference (bu), the Marine Corps' "Total Force" Concept is the foundational enterprise-level belief that a synergistic product results from the combination of Active and RC Marines, Sailors detailed in support of the Marine Corps, civilian Marines, and contract employees. It is based upon this foundational construct that the Marine Corps structures its over-all manning, and trains, equips, and ultimately employs (or plans for the employment of) its capabilities.

b. The RC provides trained units/detachments and qualified individuals required to augment and reinforce the AC during wartime or national emergency. See reference (a) for detailed guidance and procedures for the mobilization, activation, integration, and deactivation of members and units of the Marine Corps Reserve.

2. Continuous Screening of the Ready Reserve

a. Per Section 10149 of reference (b), the Ready Reserve will be continuously screened to ensure Reserve manpower is properly shaped and ready to provide optimum augmentation and reinforcement of the Total Force.

b. The DC M&RA is responsible for the continuous screening of the Ready Reserve and for the management of existing manpower controls. These controls are in the form of processes and mechanisms developed to ensure SMCR units are manned with available and trained Reserve Marines having the proper balance of military skills to fill a variety of operational requirements. Additionally, the processes and mechanisms ensure individual Reserve Marines are trained and available with requisite military skills.

3. Deployment/Readiness Screening. All Reserve Marines will be screened not less than triennially to ensure individuals are ready to mobilize in support of the Total Force. Units will conduct deployment/readiness audits prior to a unit/detachment or individual deployment. This audit can suffice as the triennial administrative audit provided that all other triennial

administrative audit requirements are met. Chapter 5, paragraph 2 of this Order details requirements of these audits.

a. Members of the IRR will be required to perform MD, or be screened by mail or electronically, to confirm their physical condition, dependency status, military qualifications, civilian occupation skills, availability for service, current primary residence and mailing address, telephone number, and other information required for mobilization readiness. The Dir MCIRSA has responsibility to screen the IRR population.

b. Officer Mobilization Potential Screening Board (MPSB)

(1) The Dir MCIRSA will conduct an Officer MPSB every five years or earlier as directed by DC M&RA (RA), to determine the potential and availability for mobilization of portions of the IRR and Standby Reserve (ASL and ISL).

(2) Dir MCIRSA will notify Reserve Marines to be screened per reference (v). The board will be conducted as prescribed in a precept signed by the SECNAV and will recommend one of the following:

- (a) Transfer to the Retired Reserve, if qualified.
- (b) Transfer to or retention in the Standby Reserve.
- (c) Discharge.
- (d) Other action as authorized in the board precept.

4. Miscellaneous Screening. In the event of mobilization members of the Ready Reserve identified for mobilization may submit a request for DD&E as prescribed by DoD in accordance with references (a) and (br). Ready Reserve members identified in the following categories will be screened as specified:

a. Conscientious Objectors

(1) The processing of conscientious objectors is outlined in references (a) and (bv).

(2) Conscientious objectors are not addressed under deferment or separation criteria, but should be screened prior to mobilization.

(3) Reserve Marines who declare themselves conscientious objectors upon notification of mobilization will still be ordered to active duty and must report as directed in their orders. The request for conscientious objector status will be processed while the individual is on active duty.

b. Health Care Professional Graduate Study

(1) Per reference (br), Ready Reserve members may not be transferred from the Ready Reserve solely because they are students, interns, residents, or fellows in the health care professions.

(2) Upon mobilization, they shall either be deferred or shall be mobilized in a student, intern, resident, or fellow status until qualified in the appropriate military specialty.

c. Theological Students

(1) Members of the RC preparing for the ministry in an accredited theological or divinity school cannot be involuntarily ordered to active duty or required to participate in IDT.

(2) These students must be transferred to the ASL for the duration of their ministerial studies at accredited theological or divinity schools upon approval by COMMARFORRES (SMCR members) or Dir MCIRSA (IRR/IMA members).

(3) Upon graduation or ordination, the Reserve Marine will be transferred, upon request, to a military service sponsoring a military chaplain program.

d. Key Employees

(1) Employers/Federal agencies must submit a Reserve Status Request (Figure 10-1) to the Dir MCIRSA for approval/disapproval on any current employee (IRR Marine) who is applying for a key federal position.

(2) Requests submitted upon mobilization, will be forwarded to OSD (M&RA) via DC M&RA (RA) for adjudication.

(3) A Reserve Marine who is designated a Key Employee by the Dir MCIRSA will be processed per the guidance contained in Chapter 9, paragraph 2.d of this Order.

(4) DC M&RA (MMSR) is the approval authority for retirees.

(5) Dir MCIRSA will maintain a Key Employee database and update the DC M&RA (RA) quarterly, with the name, rank, EDIPI, and number of Key Employees.

(6) SMCR unit and IMA Marines that become, or are designated, Key Employees will be required to be processed per the guidance contained in Chapter 9, paragraph 2.d of this Order.

e. Federal Government Officials. Federal Government officials will be screened and processed as follows:

(1) The Vice President of the United States or anyone specified in the order of Presidential succession, who is a member of the Ready Reserve, will be transferred to the Standby Reserve, the Retired Reserve, or discharged, as appropriate.

(2) Members of Congress, heads of federal agencies appointed by the President with the consent of the Senate, and the Federal judiciary (District, Circuit and Supreme Court judges and justices only) and other federal positions, determined by federal agency heads to be key positions, who are members of the Ready Reserve will be transferred to the Standby Reserve, the Retired Reserve, or discharged as appropriate. (The Superior Courts of the District of Columbia and the District of Columbia Court of Appeals are considered to be State Courts.)

f. Hardship. Personal or community hardships peculiar to the RC are addressed in this section to provide guidance to commanders. Reference (v) provides detailed guidance on the subject. Personal hardship cases shall be screened as follows:

(1) When the immediate recall to active duty of a Reserve Marine will create a hardship, as determined and approved by the DC M&RA (RA), the Marine will be transferred to the Standby Reserve, the Retired Reserve, or discharged, as appropriate. Mandatory participants may be transferred to the Standby Reserve because of temporary hardship, temporary disability, or other cogent reasons, and will be transferred back to the Ready Reserve when the reason for the original transfer no longer exists.

(2) When the mobilization of an SMCR unit depletes the surrounding community of a significant number of individuals involved in public safety or public health professions. In these cases the DC M&RA (RA) will determine if such a situation will cause a potential community hardship and make a determination on appropriate and necessary mitigation.

g. Potential Humanitarian Assignments

(1) The problem must involve the Reserve Marine's immediate family and the individual's presence must be required to alleviate or eliminate the hardship.

(2) Requests, per references (a) and (z), will be forwarded to the DC M&RA (MM) via the chain of command.

h. Critical Skills. The DC M&RA (RA) will identify and publish a list of critical short skills in the SelRes. DC M&RA (MM) will maintain a list of critical short skills for the AC as reflected by the Grade Adjusted Recapitulation (GAR). These critical short skills may be filled by available Reserve Marines through DC M&RA (MMIB-2) once Mobilization has been declared.

i. Legal Matters. Reserve commanders are responsible for pre-mobilization legal counseling. Topics that must be discussed are:

(1) Power of Attorney

(2) Preparation of wills

(3) In the case of single parents or dual service couples, the requirement to have a current family care plan in place for the care of dependent children (See reference (t))

(4) Applicable portions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Of note, Section 4301 of reference (bw) and section 4, of this Chapter, contain additional information on USERRA protections and requirements.

5. Policy and Procedures for Sourcing Personnel to Meet Individual Augmentation (IA) Requirements. Those Marines activated as individual augments in support of contingency operations will follow the procedures and policies established in accordance with references (a) and (bx).

6. Demobilization and Transition Assistance

a. Upon demobilization, Reserve Marines will participate in the Transition Readiness Seminar which provides career and employment assistance, career, technical, and education guidance, and transition information to separating Marines and their family members. The tools and information provided enable separating Marines and their family members make a successful transition from military to civilian life.

b. Although Reserve Marines may have already experienced the separation process, extended mobilization may reintroduce transition burdens.

c. Additional information regarding post active duty Transition Assistance programs and opportunities can be obtained by contacting the CMC program manager, DC M&RA (MF)(Personal & Professional Development Branch), at (703)784-9550.

Chapter 10

Mobilization

Section 2: Force Readiness Assessment and Assistance Program
(FRAAP)

1. General

a. SMCR units must be at a high state of readiness for mobilization and deployment to combat. The FRAAP is an analysis, conducted during a scheduled IDT period, that tests a unit's readiness in their ability to mobilize and deploy.

b. SMCR units, individually, or as a group, are required to demonstrate satisfactory performance in the mobilization process with evaluation concentrated in administration, logistics, supply, embarkation, transportation, and recall procedures.

c. The FRAAP may be conducted during scheduled weekend IDT periods or preceding an AT, and may include deployment to a training site or preselected location.

Chapter 10

Mobilization

Section 3: Uniformed Services Employment and Reemployment
Rights Act of 1994 (USERRA)

1. Origin

a. In 1940, Congress enacted the Selective Training and Service Act, also referred to as the Veteran's Reemployment Rights (VRR) in an effort to protect the reemployment of veterans.

b. Then in 1994, the Congress enacted the USERRA in order to clarify and strengthen the VRR Statute.

c. Then on 16 January 2006, new regulations implementing the 1994 USERRA law became effective. These regulations can be found in Part 1002 of reference (o) and within Chapter 43 of reference (bw).

2. Purpose. Congress enacted USERRA to protect the rights of persons who voluntarily or involuntarily leave employment positions to undertake military service with the intent being:

a. To encourage non-career service in the uniformed services by eliminating or minimizing the disadvantages to civilian careers and employment, which can result from such service;

b. To minimize the disruption to the lives of persons performing service in the uniformed services as well as to their employers, their fellow employees, and their communities, by providing for the prompt reemployment of such persons upon their completion of such service; and

c. To prohibit discrimination against persons because of their service in the uniformed services.

3. Applicability to Employers. The law applies to all employers within the United States and its territories. This includes all federal, state, and private employers, regardless of size.

4. Coverage. The law covers all persons who perform duty in the uniformed services, except those serving in civilian jobs

where there is no reasonable expectation that employment will continue indefinitely or for a significant period.

5. Eligibility criteria. A Reserve Marine must meet the following criteria to have the right of reemployment following a period of military service:

a. The Marine must have held an "other than temporary" civilian job at the time of activation. A temporary job is defined as employment with a definite end date in the near future.

b. The Marine must have left the job for the purpose of entering active duty.

c. The cumulative period of applicable active duty must not have exceeded five years (excluding periods of active duty specifically exempted from counting toward this total). See paragraph 10 of this Chapter for additional details on this five-year limitation and on active duty periods specifically exempted from counting toward this limit.

d. The Marine must have given prior notice to their civilian employer, as expanded upon in Chapter 10, paragraph 8 of this Order.

e. The Marine must have been discharged or released from active duty under honorable conditions.

f. The Marine must have applied for reemployment in a timely manner as outlined in Chapter 10, paragraph 9 of this Order.

6. Pre-Absence Notification to Employers

a. Marines must give prior notice to their employer of an impending absence due to military service (including IDT). This advance notification can be either verbal or written.

b. As expanded upon in reference (o) part 1002 and reference (bw), this notification requirement can only be waived in situations in which giving advance notice is impossible, unreasonable, or precluded by military necessity.

c. Marines should provide notice as far in advance as is reasonable under the circumstances.

7. Return to Civilian Employment Following Periods of Military Service

a. It is imperative that Marines apply for reemployment and/or report back to their previously held employment in a timely manner.

b. Timeline requirements for returning to previously held employment are based upon the following criteria:

(1) Reserve Marines returning from duty of a duration of 1 to 30 days must return at the beginning of the next regularly scheduled work period on the first full day after release from service. At a minimum, inclusive in this break between military service and return to work will be the time necessary for safe travel from the place of service to the Marine's residence plus an eight-hour rest period.

(2) Reserve Marines returning from 31-180 days of service must apply for reemployment within 14 days following release from active service.

(3) Reserve Marines returning from 181 days or more of military service must apply within 90 days from their release from active service.

(4) Exceptions to these reporting timelines are provided for in the respective laws for those Reserve Marines who are disabled or impaired as a result of their military service.

8. Duration of Reemployment Protection

a. As expanded upon in reference (o) part 1002 and reference (bw), Reserve Marines' reemployment rights and benefits remain in effect until such time that the cumulative length of the absence and of all previous absences from a position of employment with that employer by reason of service in the uniformed services exceed five years.

b. Specifically excluded from counting toward this cumulative total is any service that:

(1) is required, beyond five years, to complete an initial period of obligated service;

(2) during which the Marine was unable to obtain orders releasing them from the period of service before the expiration

of such five-year period and such inability was through no fault of the Marine;

(3) was performed as pursuant to training required as a member of the Ready Reserve as articulated in section 10147 of reference (b), or to fulfill additional training requirements determined and certified in writing by the SECNAV, to be necessary for professional development, or for completion of skill training or retraining;

(4) is performed by a Reserve Marine who is:

(a) ordered to or retained on active duty under section 688, 12301(a), 12301(g), 12302, 12304, or 12305 of reference (b);

(b) ordered to or retained on ADOT under any provision of law because of a war or national emergency declared by the President or the Congress, as determined by the SECNAV;

(c) ordered to ADOT in support, as determined by the SECNAV, of an operational mission for which personnel have been ordered to active duty under section 12304 or 12304b of reference (b); or

(d) ordered to active duty in support, as determined by the SECNAV, of a critical mission or requirement of the uniformed services.

9. Entitlements. Returning Marines who meet the USERRA eligibility criteria, are entitled to the following:

a. Prompt reinstatement and status.

b. Seniority. The returning Reserve Marine is entitled to be treated as if he or she had been continuously employed for all seniority purposes, including civilian pension.

c. Special protection against discharge without cause

(1) If the period of Military training or service was 181 days or more, the returning Reserve Marines can only be discharged for cause within one year following proper reinstatement.

(2) The period of special protection is 180 days if the training or Military service lasting 31-180 days.

(3) There is no period of special protection following tours of 30 days or less; however, under section 4311 of USERRA, it would be unlawful to discharge a Reserve Marine because of such a tour.

d. Training or Retraining. The returning Reserve Marine must be qualified in order to have the right to reemployment, but the employer is required to make reasonable efforts to qualify the member. This would include training or retraining to help the Reserve Marine learn new equipment and methods.

e. Reinstatement of Health Insurance Coverage. The returning Reserve Marine is entitled to immediate reinstatement of personal and family health insurance coverage. There must be no waiting period and no exclusion of pre-existing conditions other than those which the Department of Veterans Affairs has determined to be service-connected and for which the federal government will provide care.

10. Discrimination Prohibited. In accordance with the provisions of reference (bw), a person who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform service in a uniformed service shall not be denied initial employment, reemployment, retention in employment, promotion or any benefit of employment by an employer on the basis of that membership, application for service, or obligation in the uniformed services.

11. Assistance. Assistance of USERRA protections may be sought through:

a. The National Committee for ESGR can provide further advice, information, and assistance on USERRA. Representatives may be contacted by phone at (800) 336-4590 (Option 1), or by email: osd.USERRA@mail.mil, and supplemental information is additionally available on the ESGR web page accessible at <http://www.esgr.mil/>.

b. The MARFORRES Staff Judge Advocate's Office for information and initial assistance.

12. Enforcement. Enforcement of USERRA protections may be sought through.

a. Non-federal jobs

(1) The Secretary of Labor, through the Veteran's
Employment and Training Service

(2) The Attorney General

(3) Private counsel

b. Federal jobs

(1) The Secretary of Labor, through the Veteran's
Employment and Training Service.

(2) Office of Special Counsel/Merit System Protection
Board.

(3) Self-representation or private counsel before the
Merit System Protection Board

SSIC
Date

From: Agency, Name, Address, Zip Code

To: Director, Marine Corps Individual Reserve Support Activity,
2000 Opelousas Avenue, Ave, New Orleans, LA 70114-5014

Subj: REQUEST FOR RESERVE MARINES TO BE REMOVED FROM THE READY RESERVE DUE TO
CURRENT ASSIGNMENT OR APPLICATION TO A KEY EMPLOYEE POSITION

Ref: (a) DoD Directive 1200.7, "Screening the Ready Reserve," November 18,
1999

(b) MCO 1001R.1L

1. Per the references this is to certify that the Reserve Marine identified below is vital to the nation's defense efforts. This Reserve Marine is currently employed in a civilian job, or has applied for a position that will preclude mobilization with the Military Services in an emergency for the following reason(s):

(State Reasons)

2. Therefore, I request that (he/she) be removed from the Ready Reserve and that you advise me accordingly when this action has been completed.

3. The employee is:

Name of employee: (Last, First, Middle)

Military grade and component:

EDIPI:

Current full home address:

Current full military unit address to which assigned:

Title of employee's current civilian position or position the Marine has applied for:

Date hired or assigned to position or anticipated hire date:

Signature

Typed name

Title or position

Note: In the case of retirees, use Headquarters, U.S. Marine Corps, Manpower and Reserve Affairs (MMSR), 3280 Russell Road, Quantico, VA 22134-5103 as the address.

Figure 10-1.--Sample Reserve Status Request (Key Position).

Chapter 11

Uniform Code of Military Justice (UCMJ)

Section 1: Overview

1. General Requirements for Non-Judicial Punishment (NJP) and Courts-Martial

a. The guidelines in this Chapter assist the CO/OIC in properly exercising disciplinary action over members of the RC.

b. At the time NJP is imposed, the presiding officer must be subject to the UCMJ.

c. Before imposing NJP or convening a court-martial, the presiding officer must ensure the following requirements are met.

(1) The accused must have been subject to the UCMJ at the time of the commission of the offense.

(2) The accused must be subject to the UCMJ at the time of the NJP or trial by courts-martial.

d. To be "subject to the UCMJ", the Reserve Marine must be either:

(1) On active duty or ADT, as defined in paragraph 3 of this Chapter, or

(2) On IDT, as defined in paragraph 4 of this Chapter.

e. In addition, to be subject to the UCMJ, the Reserve Marine must not have been discharged from all MSOs before committing the offense, or before the imposition of NJP or commencement of courts-martial proceedings.

2. Authority to Impose NJP and Convene Courts-Martial

a. Non-Judicial Punishment

(1) COs, OICs, Site Commanders, and I-Is, are authorized to administer NJP on members of their command or unit led by the officer imposing punishment, subject to the limitations contained in article 15 of reference (ao), part V of reference (by), and chapter 1 of reference (bz) and as expanded upon in

Volume II, Chapter 3 of reference (ce). A Reserve Marine is of the command of the I-I or Site Commander when the unit's Reserve CO is not in a duty status or otherwise unavailable to execute command functions.

(2) If it is determined that that NJP will be imposed on an accused not embarked on a vessel, then the accused should be provided the opportunity to consult with a military or civilian lawyer before deciding whether to accept or refuse NJP.

(3) Additional guidance in this area may be obtained from the MARFORRES Office of the Staff Judge Advocate.

b. General Courts-Martial (GCM)

(1) General Courts-Martial convening authority (GCMCA) is designated by article 22 of reference (ao) and section 0120 of reference (bz).

(2) Within MARFORRES, the COMMARFORRES and the CGs of the 4th MARDIV, 4th MAW, 4th MLG, and FHG are authorized by references (ao) and (bz) to convene GCMs.

(3) No officer may convene a GCM unless in a duty status (i.e., subject to the UCMJ).

c. Special Courts-Martial (SPCM)

(1) Special Court-Martial convening authority (SPCMCA) is designated by article 23 of reference (ao) and section 0120 of reference (bz). Pursuant to these references, COs of regiments, aircraft groups, battalions, squadrons, active duty site commanders, and I-Is have SPCMCA if not withheld by COMMARFORRES in chapter (1) of FORO 5800.6(series). Of note; COMMARFORRES withholds SPCMCA from I-I's below the battalion level, and from Site Commanders below the grade of O-4 (Major)."

(2) No officer may convene a SPCM unless in a duty status (i.e., subject to reference (ao)).

d. Summary Courts-Martial (SCM)

(1) Officers empowered to convene SPCM have SCMCA. Other COs and OICs have SCMCA only when specifically authorized in writing by the SECNAV.

(2) No officer may convene a SCM unless in a duty status (i.e., subject to reference (ao)).

e. The convening of courts-martial, conduct of trial, and appellate review in cases concerning members of the Marine Corps Reserve will be per references (ao), (by), (bz), and other regulations applicable to the Marine Corps Reserve.

3. Jurisdiction Over Members on Active Duty or Active Duty Training

a. Members of the Marine Corps Reserve lawfully called or ordered to AD or ADT are subject to reference (ao) beginning with the effective date of such orders.

b. Members on AD or ADT may be extended on active duty involuntarily if action with a view to prosecution is taken before the expiration of active duty. See section 202(c) of reference (by) and section 0123(d) of reference (bz). As required, assistance should be obtained from MARFORRES, Office of the Staff Judge Advocate.

4. Jurisdiction Over Members on IDT

a. Article 2A(3) of reference (ao) extends court-martial jurisdiction over Reserve Marines while on IDT (including telecommuting as detailed in Chapter 7 of this Order).

(1) As expanded upon in Chapter 3 of this Order, a Reserve Marine shall be considered in an IDT status beginning at the time of arrival at the designated IDT location or while at government furnished quarters when remaining overnight for the purpose of commencing one or more consecutive IDT periods. A reservist executing off-site IDTs pursuant to government funded orders shall be considered in an IDT status while traveling to and from the IDT site.

(2) Such status shall continue until the member completes the final IDT period on the last day of such periods.

(3) Portal-to-portal coverage will continue to be governed by existing statutes and does not include work or study in connection with a military correspondence course or attendance in an inactive status at an educational institution under the sponsorship of the Armed Forces.

b. A Reserve Marine is subject to reference (ao) regardless of whether absent with or without authority from the training center or site after committing an offense under reference (ao) while on IDT. A Reserve Marine is subject to reference (ao) even if the offense is not discovered until after the Reserve Marine departed the training center or site at the end of the IDT period.

c. A Reserve Marine must be on active duty prior to arraignment at a GCM or SPCM per Rule for Courts-Martial 204(b) of reference (by). NJP may be imposed on a Reserve Marine during IDT, and a Reserve Marine may be tried by SCM during IDT per section 204(b)(2) of reference (by).

d. Unless ordered to active duty involuntarily, a Reserve Marine on IDT cannot be held beyond the end of a normal period of IDT for trial or to serve any punishment. IDT cannot be scheduled solely for the purpose of conducting a SCM. See "Discussion" following Rule for Courts-Martial 204(b)(2) of reference (by). As a matter of policy, IDT should not be scheduled solely for the purpose of conducting an article 15 of reference (ao) proceeding.

5. Orders to Involuntary Active Duty

a. In instances in which an offense under reference (ao) is committed by a Reserve Marine during active duty, ADT, or IDT but the offense is not discovered until the period of active duty, ADT, or IDT has ended, or the period of active duty, ADT, or IDT, including all authorized retention/extension periods, has ended, the Reserve Marine may be ordered to involuntary active duty for:

- (1) Imposition of NJP.
- (2) Investigation under article 32 of reference (ao).
- (3) Trial by courts-martial.

b. Article 2(d)(1) of reference (ao) and section 0123(e) of reference (bz) contain procedures for requesting such orders. Assistance should be obtained from the MARFORRES, Office of the Staff Judge Advocate as required.

c. Unless the order to involuntary active duty was approved by the SECNAV or his designee, a Reserve Marine cannot be required to serve a punishment or any restraint on liberty

during a period other than a period of IDT or active duty. See section 0123(e) of reference (bz), and paragraph 7 of this Chapter.

d. A Reserve Marine ordered to involuntary active duty for the purpose of disciplinary proceedings must be released from active duty:

(1) No later than the close of business one-full working day after completion of disciplinary proceedings (i.e., announcement of the sentence by a courts-martial or imposition of punishment pursuant to NJP, as the case may be, if ordered to active duty without Secretarial approval).

(2) No later than the close of business one-full working day after completion of disciplinary proceedings or service of the sentence to confinement or other restraint on liberty, if ordered to active duty with Secretarial approval (unless retention on active duty is authorized by other authority).

6. Subject Matter Jurisdiction. Members on AD or IDT committing offenses under the UCMJ may be subject to trial by courts-martial regardless of the location of the offenses.

7. Punishment

a. All lawful punishments remaining unserved at the time a Reserve Marine is released from AD, ADT, or IADT, including any uncollected forfeiture of pay, are carried over to subsequent periods of AD, ADT, or IDT. See Rule for Courts-Martial 204(b) of reference (by).

b. Paragraphs 5(e) and (f) of part V of reference (by), reference (ce) Volume II Chapter 3, and Chapter 1 of reference (bz) contain guidance concerning imposition of punishments in the case of Reserve Marines.

8. Civilian Offenses. When addressing civilian offenses committed when a Reserve Marine is not participating on AD or IDT, commanders will be guided by references (ca), (v), and (cb).

Chapter 12

Privileges, Benefits, and Entitlements

Section 1: Identification Cards

1. Common Access Card (CAC)

a. The DoD has implemented and mandated smart card technology in the form of a Department-wide CAC.

b. The CAC smart card is a credit card size token with one or more embedded memory and/or microprocessor integrated circuit chips (ICC). The CAC also contains a linear barcode, two-dimensional barcode, magnetic strip, color digital photograph, and printed text.

c. The CAC is the standard identification card for active duty military personnel, SelRes, DoD civilian employees, and eligible contractor personnel. As such, all active-duty military personnel, National Guard, SelRes, DoD civilian employees, and eligible contractor personnel will receive a CAC.

d. The CAC is also the principal card used to enable physical access to buildings and controlled spaces and for logical access to the Department's computer networks and systems.

e. The CAC has a cryptographic co-processor to enable it to carry the PKI (Public Key Infrastructure) identity, email, and encryption certificates.

f. The DEERS/Real Time Automated Personnel Identification System (RAPIDS) workstations serve as the issuance point for CACs.

(1) Military personnel, as will civilian employees and eligible contractor personnel, obtain their identification cards through DEERS/RAPIDS.

(2) Local commanders will ensure DEERS/RAPIDS workstations are capable of issuing the CAC.

g. Retirees and military dependents will not receive the CAC, but instead will receive the DD Form identification card. Additional information regarding these alternate identification cards is provided in paragraphs 2-5 below.

h. The ID card, or CAC, shall be in the personal custody of the Marine at all times. However, the card, which is the property of the U.S. Government, shall be surrendered if required by military authority.

i. Members of the IRR will not typically be issued a CAC until such time they are ordered to a period of active duty in excess of 30 days.

2. DD Form 2 (Retired). The DD Form 2 (Retired) is the primary identification card for retired Marines entitled to retired pay and will be used to identify a retiree's eligibility for benefits and privileges.

3. DD Form 2S (Retired Reserve). DD Form 2S is the identification card used which is issued to retired Reserve Marines awaiting pay at age 60.

4. DD Form 1173, Uniformed Services Identification and Privileges Card. The DD Form 1173 is issued to qualifying dependents of all Marines on active duty for more than 30 days.

5. DD Form 1173-1, DoD Guard and Reserve Family Member Identification Card. The DD Form 1173-1 is the primary identification card issued to dependents of Reserve Marines not on active duty or on active duty for 30 days or less.

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Section 2: Education Assistance

1. Overview. Reserve Marines may be eligible for one or more education assistance programs through the VA depending on type and length of service.
2. Montgomery GI Bill-Selected Reserve (MGIB-SR). The MGIB-SR provides educational assistance to Marines in the SMCR upon agreement to serve at least six years in the SMCR. See reference (j) or the VA website at http://www.benefits.va.gov/gibill/mgib_sr.asp additional for details.
3. Post 9/11 GI Bill and the Reserve Educational Assistance Program (REAP). The Post 9/11 GI Bill and the REAP are programs that require a service-member to have served a specific number of days on active duty under select activation authorities after 10 September 2001. Detailed additional insight into these programs is available via the VA website at <http://www.benefits.va.gov/gibill/>.

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Section 3: Marine Corps Community Services (MCCS) Facilities

1. General

a. Members of the Ready Reserve, Retirees entitled to retirement pay at age 60, and their respective dependents, are authorized access to certain morale, welfare, and recreation facilities. Reference (cc) details the activities available for unlimited and limited use by Reserve Marines and their dependents.

b. In general, revenue generating activities of a non-appropriated fund nature such as flying clubs, recreation centers, golf courses, package stores, rental equipment checkouts, open messes or clubs, marinas, and boating activities are accessible on an availability basis.

c. Local installation commanders can authorize use of other installation facilities, provided the increase in use does not have a corresponding requirement for an increased manning level of the facility. Figure 12-1 (Primary Retired Reserve Benefits and Privileges) lists the primary privileges available to members of the Retired Reserve as well as other entitlements.

2. Exchange and Commissary

a. Members of the Ready Reserve and retirees eligible for retired pay at age 60 are entitled to unlimited exchange and commissary privileges on the same basis as members on active duty per reference (cc). Eligible dependents may also use these privileges on an unlimited basis. Proper ID card is required in all cases.

b. Marines in the Standby Reserve are entitled to purchase necessary uniform clothing, accessories, and equipment in such quantities as would be required when called to active duty.

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Section 4: Dependent Medical Care

1. General

a. Dependents of Reserve Marines ordered to, or retained on, active duty in excess of 30 days are entitled to medical treatment in a military MTF and/or TRICARE coverage.

b. To preclude denial of medical treatment or nonpayment of a TRICARE claim, the unit commander will ensure a DD 1172 is completed for enrollment of dependents in the DEERS for all members ordered to active duty for more than 30 days.

c. Marines' failure to properly enroll their dependents in DEERS may result in the denial of dependent care in a military treatment facility, and the denial of payment of an otherwise legitimate TRICARE claim.

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Section 5: TRICARE Reserve Select (TRS)

1. General

a. TRS is a premium-based health care plan, established for the purpose of offering TRICARE Standard and Extra health coverage to qualified members of the SelRes and their immediate family members at a reduced premium rate.

b. TRS offers eligible SelRes members, and certain survivors of eligible SelRes members, TRICARE Standard coverage with the same deductibles and cost shares that apply to active duty Marines, making TRS a very competitive option for interested members and their families.

c. TRS is applicable in the 50 United States, the District of Columbia, Puerto Rico, and, to the extent practicable, other areas where members of the SelRes serve.

d. Only those SelRes Marines who are joined to an SMCR unit or IMA billet are eligible to enroll in TRS. Further, in order to remain eligible for participation in TRS, Reserve Marines must remain in the SelRes, as transfer to the IRR will automatically terminate the entitlement to participate in TRS.

e. Section 701 of reference (cg) provides extension of TRICARE Standard coverage and TDP for members of the SelRes who are involuntarily separated. SelRes members enrolled in TRICARE will receive 180 days of extended eligibility to continue their enrollment following an involuntary separation.

f. Qualified SelRes members may purchase TRS coverage to begin on the first day of any month of the year. There is one premium rate for member-only coverage and one premium rate for member and family coverage.

g. Marines of the following categories are not eligible for TRS:

(1) Member of the IRR

(2) Marines serving on active duty orders for 30+ days are automatically eligible for TRICARE. May re-enroll upon completion of active duty.

(3) Marines receiving Transitional Assistance Management Program (TAMP-180) benefits (may re-enroll upon completion of TAMP-180).

(4) Marines eligible to enroll in the Federal Employee Health Benefits Program (FEHBP).

h. Considerable additional information can be obtained via the TRICARE webpage located at the following;
<http://www.tricare.mil/TRS>.

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Section 6: TRICARE Dental Program (TDP)

1. General

a. The Tricare Dental Program (TDP) is offered by the DoD through the TRICARE Management Activity. Metropolitan Life Insurance (METLIFE) administers and underwrites the TDP.

b. Considerable information on the TDP may be found on the TDP website accessible at;
<http://www.tricare.mil/CoveredServices/Dental/NGRDental.aspx>.

2. Applicability and Scope. TDP is a voluntary dental plan available to specific Ready Reserve members and their families. The program offers four different coverage options: Sponsor only, Single Premium (one family member excluding Sponsor), Family Premium (more than one family member excluding Sponsor), and Sponsor & Family Premium.

3. Policy

a. Reserve Marines who desire to enroll in the TDP must have at least 12 months of service remaining and must initially enroll for a 12 month period. After completion of the initial 12 month period, Reserve Marines may be continued on a month-by-month basis as long as they remain eligible and pay their premiums.

b. Enrollment forms and coverage cost are available by accessing the TDP website (<http://www.tricare.mil/CoveredServices/Dental/NGRDental.aspx>), by visiting the local uniformed dental service facility, or by contacting the local health benefits/installation point of contact.

4. Responsibilities and Procedures

a. Enrollment and disenrollment is the responsibility of the dental contractor. A data file of all Reserve Marines enrolled in the dental insurance program, who are anticipating a monthly deduction from their pay, is received each month from the TRICARE Selected Reserve Dental Program (TSRDP) contractor via DMDC. DMDC will perform a file comparison with DEERS to

ensure that only Reserve Marines eligible for the TDP insurance are on the data file. This file is compared with the MCTFS drill payroll process. If Reserve Marines on the data file have sufficient pay due to cover the monthly premium amount, the premium is collected and a MCTFS Reserve Entitlement 987 remark showing the debit is created. Each month the deduction will be created for one month's premium amount only and will not be cumulative.

b. The TDP premium collection will be displayed along with the TDP contractor's name and telephone number each month on the Marine's Leave and Earnings Statement (LES).

c. The above procedures will be repeated monthly.

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Section 7: Continued Health Care Benefit Program (CHCBP)

1. General

a. The CHCBP is a voluntary, premium-based health care program that offers temporary continued health care benefits when a Marine and/or family member(s) are no longer entitled to military medical benefits.

(1) CHCBP acts as a temporary bridge between military health benefits and a new civilian health plan for 18 to 36 months.

(2) CHCBP is not a TRICARE program, but it offers coverage comparable to TRICARE standard with similar benefits.

b. The IRR is the target population for the CHCBP considering SMCR and IMA SelRes members qualify to purchase TRS coverage with a typically lower corresponding premium rate.

c. CHCBP is available to former uniformed service members, their qualified family members, former spouses who have not remarried, adult children, and unmarried children by adoption or legal custody. If the member qualifies, the member can purchase CHCBP within 60 days after the loss of the following:

- (1) separation from active duty,
- (2) TAMP,
- (3) TRS,
- (4) TRICARE Retired Reserve, or,
- (5) TRICARE For Life or TRICARE Young Adult.

d. CHCBP may allow access to the same provider that was available via TRS.

e. Considerable additional information can be obtained via the CHCBP webpage located at the following; <http://www.humana-military.com/south/bene/TRICAREPrograms/chcbp.asp>.

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Section 8: Servicemember's Group Life Insurance (SGLI)

1. General

a. SelRes Marines are eligible for full-time coverage under SGLI. Premium payments for members of the SelRes are automatically deducted from the member's monthly pay.

b. Poolees who volunteer to enlist in the DEP will typically attend regularly scheduled IDT periods while awaiting assignment to IADT. These individuals are granted free SGLI coverage until reporting to IADT.

c. Part-time coverage is granted to Reserve Marines who do not otherwise qualify for full-time coverage while performing active duty or ADT, under orders which specify a period of less than 31 days. Members of the IRR recalled during annual MD are covered.

d. If so elected, members of MTUs are automatically insured under SGLI. MTU members must pay their SGLI premium payments in advance, quarterly, on a calendar year basis.

e. See reference (bt) for additional information and guidance.

2. Premium Payments. Premiums for eligible Reserve Marines (other than SelRes) will be paid as required.

3. Death Claims

a. In the event of the death of a Reserve Marine, the beneficiary(ies) may make a claim to the DC M&RA (MRC), Manpower and Reserve Affairs Department, 3280 Russell Road, Quantico, VA 22134 for payment of the SGLI.

b. Reference (bt) outlines the procedures to follow to effect the SGLI payment.

4. Participation by Members of the IRR. Any member of the IRR (generally MTU members), authorized to attend IDT for retirement points, whose SGLI premium payments are in arrears and who have not declined SGLI coverage, shall not be permitted to

voluntarily drill or serve on AD when their SGLI premiums remain in arrears.

5. Family Servicemember's Group Life Insurance (FSGLI) Coverage Option. FSGLI coverage provides life insurance coverage for the spouses and eligible dependent children of Reserve Marines who have full-time SGLI coverage.

a. Spousal coverage is a maximum of \$100,000. Lesser coverage amounts can be elected in increments of \$10,000. However, at no time can spousal coverage exceed the service member's level of SGLI coverage. Premiums for spousal coverage is dependent upon the amount of coverage.

b. Eligible dependent child coverage is a set amount of \$10,000 for each eligible dependent child. There is no premium for dependent coverage if spousal coverage is elected.

6. Termination of SGLI Benefits. In accordance with reference (bt), Reserve Marines having acquired nine or more consecutive Unauthorized Absences will have actions initiated to terminate the Marine's SGLI.

a. Commanders will complete and send via Certified Mail (return receipt required) a NAVMC 11378, "Notice of Termination Servicemember's Group Life Insurance (SGLI)", to the Marine's Mailing Address resident in MCTFS. The Notice shall clearly show that effective 60-days from the date of the notice, SGLI will be terminated if the Marine does not remit payment for premiums or attend IDT with pay.

b. If the Marine has not attended IDT with pay or remitted premiums within 60-days of the notification, the Command will complete and send via Certified Mail (return receipt required) a NAVMC 11379, "Final Notice of Termination Servicemember's Group Life Insurance (SGLI)", to the Marine's mailing address resident in MCTFS and terminate the Marine's SGLI coverage via the UD.

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Section 9: Reserve Component Survivor Benefit Plan (RCSBP)

1. Purpose. The RCSBP is designed to provide retirement eligible Reserve Marines an early opportunity to select guaranteed protection for survivors. The main provisions of the RCSBP are contained in chapter 73 of reference (b).

2. Background. RCSBP allows Reserve Marines the opportunity to make important decisions regarding survivor protection. These decisions are made as soon as Marines are officially notified of retirement eligibility with 20 years of qualifying service. The RCSBP allows eligible Marines to provide a monthly annuity of up to 55 percent of retired pay to their survivors and ensures eligibility for other retirement benefits, such as medical care and dependent identification card, in the event of the death of the Marine before or after age 60.

3. Responsibilities

a. It is a command responsibility to ensure that all Reserve Marines are familiar with the provisions of the RCSBP and all retirement eligible Reserve Marines receive timely and sufficient counseling concerning the benefits of participation in the plan prior to completing election certificates.

b. COMMARFORRES, Dir MCIRSA, SMCR unit COs/OICs, and IMA/MTU OpSponsors/Det OIC's, are responsible for:

(1) Periodically educating all Reserve Marines under their command, and their spouses, about the provisions of the RCSBP.

(2) Reviewing the RCSBP with all retirement eligible Reserve Marines and their spouses immediately prior to completing the election certificate.

c. DC M&RA (MM) will:

(1) Set policy and provide guidance for the administration of the RCSBP.

(2) Review legislation pertaining to the RCSBP.

(3) Respond to requests for administrative action to enroll, dis-enroll, make authorized changes, and respond to other inquiries except as noted in the subsequent paragraphs.

(4) Reserve Marines who do not elect RCSBP, or who elect less than the maximum amount, must obtain spouse concurrence witnessed by a notary. Reserve Marines who are married and fail to make an election within 90 days from notification of eligibility to participate in RCSBP will be automatically enrolled in RCSBP with full spouse coverage.

d. DC M&RA (MMSR-5) will:

(1) Send the initial RCSBP election form (DD Form 2656-5) and information explaining the coverage available to Reserve Marines upon completion of 20 years of qualifying service.

(2) Maintain the original completed DD Form 2656-5 as part of the record of the retirement-eligible Reserve Marine.

(3) Administer the RCSBP exclusive of pay and data processing matters.

(4) Be the voting member of the DoD Survivor Benefit Plan (SBP) Policy Board and votes on RCSBP matters in coordination with the CMC (RA).

e. The Defense Finance and Accounting Service (DFAS), Cleveland Center, establishes and maintains the retirement records, including RCSBP or SBP elections, for members who reach age 60 and draw retirement pay, or who have died before age 60 and made an RCSBP election.

4. Basic Provisions

a. Reserve Marines have three options with regard to Survivor Benefit Plan:

(1) Option A. Decline to participate. The survivors will not have annuity eligibility should the member die before age 60. If the death occurs before age 60, DoD retired pay and benefits are forfeited. If the member attains age 60 and begins to draw retired pay, the member will automatically have the opportunity to enroll in the SBP. Provisions of the SBP are per reference (cd).

(2) Option B. Elect to provide an annuity to survivors, which become effective on the 60th anniversary of the Reserve Marine's birth if death occurs before that date. The survivor annuity will be 55 percent of the member's full retired pay, or a lesser amount designated by the member with spouse concurrence. When the Reserve Marine receives retired pay, the cost of participation in the RCSBP will be deducted from that pay.

(3) Option C. Elect to provide an immediate annuity for survivors beginning on the day after the date of death. The survivors annuity will be 55 percent of the Reserve Marine's full retired pay, or a lesser amount designated by the member with the spouse's concurrence. Additionally, when the Reserve Marine starts to receive retired pay, the cost of participation in the RCSBP will be deducted from that pay.

d. The annuity provided may be based on the entire amount of retired pay to be received or a lesser base amount to a minimum of \$300. If retired pay is less than \$300, the base amount must be the full retired pay. Whenever there is an increase in retired pay, the base amount and annuity will be increased by the same percentage.

e. Reserve Marines electing a base amount less than full retired pay, or having a spouse and dependent children, elects coverage for children only, must obtain the concurrence by signature, of the spouse. Spouse concurrence must be witnessed by a notary. Regardless of election, the spouse will acknowledge being advised of the election by signing the election form in the space provided.

RETIRED RESERVE AWAITING PAY AT AGE 60

- Retain grade as a member of the Reserve Component (RC).
- Wear the prescribed uniform on appropriate occasions.
- Identification card (Reserve).
- Unlimited access to military exchanges, commissaries, and MCCA/MWR facilities.
- Space available transportation on DoD aircraft, upon presentation of a notification of eligibility for retired pay at age 60.

RETIRED RESERVE IN RECEIPT OF RETIRED PAY

- Retired pay (upon application).
- The VA may provide hospital care covering the full range of medical services. Outpatient treatment is available for all service-connected conditions or non-service-connected conditions in certain cases. Co-payments may be required depending on the degree of disability and the veteran's ability to pay. There is no special category for treating retired members; they are treated as veterans. Medical care is based on the limits of the VA facilities in the veteran's local area. Eligibility for care is based on status as determined by VA eligibility criteria. The local VA office can provide specific information and will help determine entitlements under the VA medical system. Family members are not eligible for treatment in VA facilities unless they are also veterans.
- Within 90 days of retirement, the VA will fix, on a space-available basis, dental conditions existing at the time of your retirement; however, if the veteran received complete dental treatment from the military in the 90 days preceding retirement, they will not be able to use the VA dental benefit. The DD 214, Record of Release from Active Duty, will note whether or not veterans are eligible to obtain the space-available dental treatment from the VA. Once the space-available dental treatment is provided by the VA, dental treatment is not available through the VA except in certain cases. Contact the local VA office for more information.
- Retain grade as a member of the Reserve Component (RC).
- Wear the prescribed uniform on appropriate occasions.
- Identification card (Retired).
- Unlimited access to military exchanges, commissaries, and MWR/MCCA facilities.
- Space available transportation via Joint Operational Airlift Support Center (JOASC), domestic and international. Their website is <https://josac.transcom.mil>.

Figure 12-1.--Primary Retired Reserve Benefits and Privileges.

Appendix A

Acronyms and Abbreviations

1. The following is a list of acronyms and abbreviations associated with the Reserve Component (RC) used in this Manual.

AA	Administrative Action (Form)
AC	Active Component
ACIP	Aviation Career Incentive Pay
AD	Active Duty
ADCON.	Administrative Control
ADOS	Active Duty for Operational Support
ADOT	Active Duty Other than for Training
ADP.	Aeronautically Designated Personnel
ADT	Active Duty for Training
AFADBD	Armed Forces Active Duty Base Date
AFTP	Additional Flying Training Period
AIDS	Acquired Immune Deficiency Syndrome
Alt AT	Alternate Annual Training
AMC.	Air Mobility Command
APD.	Additional Paid Drill
AR	Active Reserve
ARCR	Annual Retirement Credit Report
ASL	Active Status List, within the Standby Reserve
AT	Annual Training
ATP.	Additional Training Period

BAH.	Basic Allowance for Housing
BAS.	Basic Allowance for Subsistence
BCN.	Bonus Control Number
BCP.	Body Composition Program
BIC.	Billet Identification Code
BIR.	Basic Individual Record
BMOS	Billet MOS
BRAC	Base Realignment and Closure
BTR.	Basic Training Record
BUMED.	Bureau of Medicine and Surgery

C&S.	Command and Staff
CAB.	Contingency Affiliated Billet
CAC.	Common Access Card
CCDR	Combatant Commander

CEI. Civilian Employment Information
CG Commanding General
CHCBP. Continued Health Care Benefit Program
CLA. Command Legal Action
CMC. Commandant of the Marine Corps
CO Commanding Officer
COFGM. Convenience of Government Medical
COMP CODE. Component Code
COMMARFORCOM Commander, Marine Forces Command
COMMARFORPAC Commander, Marine Forces Pacific
COMMARFORRES Commander, Marine Forces Reserve
CONUS. Continental United States
CRCR Career Retirement Credit Report
CSC. Customer Service Center
CTO. Commercial Travel Office

DC M&RA. Deputy Commandant, Manpower and Reserve Affairs
DSCA Defense Support of Civilian Authorities
DD Direct Deposit
DD&E Delay, Deferment, and Exemption
DEERS. Defense Enrollment Eligibility Reporting System
DEP. Delayed Entry Program
DFAS Defense Finance and Accounting Service
DHA. Deployment Health Assessment
DIFDEN Duty Involving Flying - Denied
DIFOP. Duty Involving Flying - Operational
Dir MCIRSA Director, Marine Corps Individual Reserve
Support Activity
Dir MM Director, Manpower Management Division
Dir MP Director, Manpower Plans and Policy Division
Dir RA Director, Reserve Affairs Division
DM Drill Management
DMCS Director Marine Corps Staff
DMDC Defense Manpower Data Center
DMM. Drill Management Module
DMO. Distribution Management Office
DNA. Deoxyribonucleic Acid
DoD. Department of Defense
DPC. Deployment Processing Center

EAD Extended Active Duty
EAS. Expiration of Active Service
EBI. Excess BIC Indicator
ECC. End of Current Contract
EDIPI. Electronic Data Interchange Personal Identifier

EDP Equivalent Duty Period (EIO or EIN)
EFT. Electronic Funds Transfer
EIN. EDP - Without Pay
EIO. EDP - With Pay
ESGR Employer Support of the Guard and Reserve
ESR. Electronic Service Record (formally known as an
SRB or OQR)
ET Equivalent Training
EWS. Expeditionary Warfare School

FAO. Foreign Area Officer
FEHBP. Federal Employee Health Benefits Program
FHD. Funeral Honors Duty
FHDA Funeral Honors Duty Allowance
FHG. Force Headquarters Group
FitRep Fitness Report
FMCR Fleet Marine Corps Reserve
FMF. Fleet Marine Force
FORG Force Optimization Review Group
FRAAP. Force Readiness Assistance and Assessment
Program
FSGLI. Family Service-Member Group Life Insurance
FSRG Force Structure Review Group
FTS. Full Time Support
FY Fiscal Year

GAR. Grade Adjusted Recapitulation
GCM. General Courts-Martial
GCMCA. General Courts-Martial convening authority

HIV. Human Immunodeficiency Virus
HQBN Headquarters Battalion
HQMC Headquarters Marine Corps
HTC. Home Training Center

I-I Inspector - Instructor
IA Individual Augmentee
IADT Initial Active Duty Training
ICC. Integrated Circuit Chips
ID Inactive Duty
IDES Integration Disability Evaluation System
IDMS Inventory Development and Management System

IDT. Inactive Duty Training
IIADT. Incremental Initial Active Duty for Training
IMA. Individual Mobilization Augmentee
IMOS Intended Military Occupational Specialty
IPP. In Progress Payment
IRR. Individual Ready Reserve
ISL. Inactive Status List, Standby Reserve
IST. Initial Skills Training
IUT. Inter-Unit Transfer

JAGMAN Judge Advocate General Manual
JOASC. Joint Operational Airlift Support Center

LES. Leave and Earning Statement
LSL. Lump Sum Leave
LOD. Line of Duty

MAGTF. Marine Air-Ground Task Force
MANMED Manual of the Medical Department
MARADMIN Marine Administrative Message
MarDiv Marine Division
MARFORRES Marine Forces Reserve
MAW. Marine Air Wing
MBS. Master Brief Sheet
MCBul. Marine Corps Bulletin
MCCDC. Marine Corps Combat Development Command
MCCS Marine Corps Community Services
MCEAS. Marine Corps Enlisted Administrative
Separations (dated term, system is now known as
"Command Legal Action")
MCIRSA Marine Corps Individual Reserve Support
Activity
MCJROTC. Marine Corps Junior Reserve Officer Training
Corps
MCMAP. Marine Corps Martial Arts Program
MCMEDS Marine Corps Medical Entitlements Data System
MCP. Meritorious Commissioning Program
MCP-R. Meritorious Commissioning Program - Reserve
MCRC Marine Corps Recruiting Command
MCRD Marine Corps Recruit Depot
MCT. Marine Combat Training
MCTFS. Marine Corps Total Force System

MCTFS PRIUM. . . Marine Corps Total Force System Personnel Reporting Instruction User's Manual
MCTIMS . . . Marine Corps Training Information Management System
MD . . . Muster Duty (of IRR)
MDR . . . Medical Department Representative
MDPSD. . . Mandatory Drill Participation Stop Date
MEDHOLD. . . Medical Hold
MET. . . Mission Essential Task
METLIFE. . . Metropolitan Life Insurance
MFH. . . Military Funeral Honors
MGIB-SR. . . Montgomery GI Bill-Selected Reserve
MI . . . Manpower Information Division (within M&RA)
MIPS . . . Marine Integrated Personnel System
MISSO. . . Manpower Information Systems Support Office
MLG. . . Marine Logistics Group
MMIB-2 . . . Manpower Management Integration Branch
MMPR . . . Manpower Management Promotions Branch
MMSL . . . Manpower Management Senior Leaders Branch
MMSR . . . Manpower Management Separation and Retirement Branch
MOL. . . Marine On-Line
MOS. . . Marine Occupational Specialty
MPMC . . . Military Personnel, Marine Corps
MPP. . . Manpower Plans and Policy Branch
MPS. . . Maritime Preposition Ship
MPSB . . . Mobilization Potential Screening Board
MROWS. . . Marine Reserve Order Writing System
MRR. . . Medical Retention Reviews
MRRS . . . Medical Readiness Reporting System
MRT. . . Medical Review Team
MSC. . . Major Subordinate Command
MSO. . . Military Service Obligation
MTF. . . Medical Treatment Facility
MTU. . . Mobilization Training Unit

NACLIC . . . National Agency Check with Law and Credit
NAPS . . . Naval Academy Preparatory School
NJP. . . Non Judicial Punishment
NM . . . Non-Member
NMOS . . . Necessary Military Occupational Specialty
NOBE . . . Notice of Basic Eligibility
NOE. . . Notice of Eligibility
NON-OPFOR. . . Non-Operational Force
NPQ. . . Not Physically Qualified
NPS. . . Non-prior Service

NS Not scheduled

OASD-M&RA. Office of the Assistant Secretary of Defense -
Manpower and Reserve Affairs
OCC-R. Officer Candidate Course - Reserve
OccFld Occupational Field
OCONUS Outside the Continental United States
OCS. Officer Candidate School
OIC. Officer In Charge
OJT. On-the-Job Training
OMB. Organizational Mail Box
OMPF Official Military Personnel File
OPFOR. Operational Force
OPCON. Operational Control
OpSponsor Operational Sponsor
OQR. Officer Qualification Record (now referred to
as an Electronic Service Record (ESR))
ORM. Operational Risk Management
OS Operational Support
OSO. Officer Selection Officer
OTD. Other Training Duty
OTAR Other Than Active Reserve

PCS. Permanent Change of Station
PDS. Permanent Duty Station
PEB. Physical Evaluation Board
PERSTEMPO. Personnel Tempo
PFT. Physical Fitness Test
PHA. Periodic Health Assessment
PII. Personally Identifiable Information
PIP. Provisional IMA Program
PKI. Public Key Infrastructure
PLC. Platoon Leaders Class
PME. Professional Military Education
PMOS Primary Military Occupational Specialty
POA&M. Plan Of Action and Milestones
POV. Privately Owned Vehicle
PP&O Plans, Policies, and Operations
PRASP. Permissive Recruiter Assistance Support Program
PRC. Physical Risk Classification
PS Prior Service
PSI. Personnel Security Investigation
PSR. Prior Service Recruiter
PTAD Permissive Temporary Additional Duty
PTCD Projected Training Completion Date

PWST Peacetime Wartime Support Team

QSN. Quota Serial Number

RA Reserve Affairs
RAID Reserve Recruiter Aide
RAP. Reserve Affairs Policy, Plans, and Programming
Branch
RAPIDS Real Time Automated Personnel Identification
System
RASL Reserve Active Status List
RC Reserve Component
RCC. Reserve Component Code
RCCPDS Reserve Component Common Personnel Data System
RCSBP Reserve Component Survivor Benefit Plan
RCT Reserve Counterpart Training
REAP Reserve Educational Assistance Program
RECC Reserve End of Current Contract
RECP Reserve Enlisted Commissioning Program
RECPLAN. Recruiting Plan
RED. Record of Emergency Data
RIDT Rescheduled Inactive Duty Training
RMP Readiness Management Period
ROCP Reserve Officer Commissioning Program
ROEP Reserve Optional Enlistment Program
ROMO Range of Military Operations
ROTC Reserve Officer Training Corps
RPMC Reserve Personnel, Marine Corps
RQS. Reserve Qualification Summary
RS Recruiting Station
RSU. Reserve Support Unit
RTAMMS Requirements Transition and Manpower Management
System
RTC Reserve Training Center
RTL. Reserve Training Liaison
RTN. Requirement Tracking Number
RUC. Reporting Unit Code

SBP. Survivor Benefit Plan
SCM. Summary Courts-Martial
SCMCA. Summary Courts-Martial Convening Authority
SecDef Secretary of Defense
SECNAV Secretary of the Navy

SelRes Selected Reserve
SGLI Service-member's Group Life Insurance
SMCR Selected Marine Corps Reserve
SMP Simultaneous Membership Program
SNCO Staff Non-Commissioned Officer
SOC Standard Occupation Classification
SOFA Status of Forces Agreement
SOI School of Infantry
SOP Standard Operating Procedure
SOU Statement of Understanding
SPCM Special Courts-Martial
SPCMCA Special Court-Martial Convening Authority
SPD Separation Program Designator
SRB Service Record Book (old title - now referred
to as an Electronic Service Record (ESR))
SRIP Selected Reserve Incentive Program
SSBI Single Scope Background Investigation
SSN Social Security Number
STC Staff Training Course
STR Service Treatment Record
SWAT Separate Written Agreement to Train

T/O Table of Organization
TAD Temporary Additional Duty
TAMP Transitional Assistance Management Program
TBS The Basic School
TCOM Training Command
TDP TRICARE Dental Program
TDY Temporary Duty
TECOM Training and Education Command
TFAS DMM Total Force Administration System Drill
Management Module
TFRS Total Force Retention System
TIP Training Input Plan
TNDQ Temporarily Not Dentally Qualified
TNPQ Temporarily Not Physically Qualified
TPC Training Pay Category
TRS TRICARE Reserve Select
TSRDP TRICARE Selected Reserve Dental Program

UCMJ Uniform Code of Military Justice
UD Unit Diary
UD/MIPS Unit Diary/Marine Integrated Personnel System
UMS Unit Muster Sheet

USERRA Uniformed Services Employment and Reemployment
Rights Act of 1994
USNA United States Naval Academy

VA Veteran's Affairs
VRR. Veteran's Reemployment Rights

WWR. Wounded Warrior Regiment

2. A substantially expanded listing of military associated
acronyms is accessible within reference (ch). This
publication is available at the following internet link:
http://www.dtic.mil/doctrine/new_pubs/jpl_02.pdf.