Headquarters, U.S.
Marine Corps

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

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

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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MARINE CORPS ORDER P1001R.1J

From: Commandant of the Marine Corps
To: Distribution List

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

Encl: (1) LOCATOR SHEET

1. Purpose. To publish instructions for Marine Corps Reserve administrative and management policies.

2. Cancellation. MCO P1001R.1H and MCO 1001R.57 Management of Individual Mobilization Augmentees (IMAs)

3. Background. The Reserve Component (RC) of the United States Marine Corps provides an immediately available, pretrained pool of units and individuals for mobilization in the event of a national emergency. With the increased reliance placed upon the Reserves in support of our National Military Strategy, the possibility for the recall or mobilization of Reserve Marines to meet the requirements of future conflicts is ever more likely. Every action taken to administer and manage the RC should contribute to increased mobilization readiness by allowing for the maximization of training, mobilization readiness, and the reduction of administrative burdens.

4. Summary of Revision. This revision contains a substantial number of changes and must be completely reviewed. The following are significant changes:

a. Redefines Reserve-specific definitions in accordance with DoD policy.

b. Cancels MCO 1001R.57 (Management of Individual Mobilization Augmentees (IMAs)) and incorporates the management of IMAs into the body of the Manual.

c. Redefines Reserve officer assignment, strength, and billet grade policies.

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d. Redefines policy and procedures for duty as commanding officer/officer-in-charge and includes basic criteria for our Reserve Command Screening policy.

e. Provides policy and procedures for transferring a mandatory participant from a Selected Marine Corps Reserve (SMCR) unit to an IMA billet.

f. Furnishes additional guidance and policy pertaining to the specific MOS requirements for enlisted Marines and provides commanding officer/officer-in-charge responsibilities.

g. Redefines the requirement to screen Reserve personnel to preclude them from participating on active duty in excess of 18 years of active federal service and provides specific guidance and criteria for the issuance of orders to this population.

h. Adds substantial information concerning Human Immunodeficiency Virus (HIV) policy and Deoxyribonucleic Acid (DNA) Sampling.

i. Provides guidance for the scheduling of inactive duty training.

j. Clarifies policy pertaining to the crediting of inactive duty training for Marines in a travel status.

k. Significantly changes Unit Muster Sheet requirements.

l. Deletes administrative procedures and requirement to assign a Marine to involuntary active duty for unsatisfactory participation.

m. Clarifies leave policy for Marines on active duty for 30 consecutive days or more.

n. Changes duration of annual training requirements.

o. Provides guidance for travel in conjunction with active duty periods.

p. Provides additional guidance concerning the combination of additional training periods and readiness management periods.

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q. Amplifies policy on authorization to exceed 48 paid regular inactive duty training periods.

r. Adds Reserve continuation policy.

s. Includes change to 10 U.S.C. authorizing credit for 75 inactive duty training points per anniversary year.

t. Eliminates a significant portion of Chapter 7, Mobilization, and refers the reader to the Marine Corps Mobilization Plan.

u. Refines Mobilization Training Unit (MTU) members eligibility for Service member's Group Life Insurance and the associated responsibilities.

v. Includes information and policy pertaining to the Tricare Selected Reserve Dental Program.

w. Authorizes CG, MCRSC to approve requests for Key Employee status.

x. Changes the number of authorized commissary visits from 12 to 24 per calendar year.

5. Recommendations. Recommendations for changes to this manual are invited and will be submitted to the CMC (RA).

6. Certification. Reviewed and approved this date.

T. P. MURRAY
By direction

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RECORD OF CHANGES

Log of completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Entering

MCRAMM

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INTRODUCTION

0001. PURPOSE

1. This Manual provides a reference to laws/policies, and regulations governing the administration of the Reserve Component (RC).

2. This Manual is a compilation of information from Title 10, U.S.C., various Department of Defense Directives/Instructions, Secretary of the Navy Instructions, Marine Corps Orders, and other published guidance concerning policies and procedures that prescribe Marine Corps Reserve management and administration (see Appendix A). It provides an orientation to Reserve administrative matters for personnel managing and administering to the RC.This Manual is not to be used as a reference in matters where the source document takes precedence and provides more detailed guidance. For matters not addressed by source documents, this Manual establishes policy.

0002. SCOPE

1. The administration and management of the Marine Corps Reserve is different, in some respects, from that of the Active Component (AC), due primarily to the differences between the laws and departmental regulations which govern the AC and RC.

2. Additional terminology, unique to the RC and Reserve programs, is cited and used throughout this Manual. A definitions section provided as Appendix B provides a ready reference to these terms.

0003. RESPONSIBILITY. The Deputy Chief of Staff for Manpower and Reserve Affairs (DC/S, M&RA), under the Commandant of the Marine Corps, is responsible for the currency, accuracy, and modification of this Manual.

0004. ORGANIZATION

1. This Manual is organized into chapters and sections. Directives referenced in this Manual show the "basic" point number, but the current alpha suffix is shown when referring to specific paragraph numbers.

2. The paragraph numbering system used in this Manual is based upon a four or five-digit number:

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Example:                    4302.1
                            | |  |
Chapter ____________________| |  |
                              |  |
Paragraph ___________________|   |
                                 |
Subparagraph ____________________|
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The first one or two digit(s) identifies the chapter. The three digits to the <u>left</u> of the decimal identify the paragraph. The digits to the <u>right</u> of the decimal identify the subparagraph.

3. Sections within a chapter are assigned a block of numbers. Paragraph numbers not utilized within each part are omitted in order to provide for expansion if required.

0005. <u>CHANGES</u>

1. Additions and corrections to this Manual will be issued as "printed changes." They will be numbered in sequence.

2. When changes are needed in the field immediately, dissemination will be made in the most expeditious manner. Later such information will be included in a "printed change."

3. Changes become effective immediately upon receipt and entered promptly in this Manual. Make an entry on the page entitled "RECORD OF CHANGES."

0006. <u>METHODS OF CITATION</u>. Reference to paragraphs of this Manual will be shown in the following manner:

1. For correspondence:

Ref: (a) MCO P1001R.1, par 3104
(b) MCO P1001R.1, par 3104.3
(c) MCO P1001R.1, par 3104.3a
(d) MCO P1001R.1, par 3104.3a(1)

2. For personnel records and forms only:

MCRAMM, par. 3104
MCRAMM, par. 3104.3
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CHAPTER 1

MARINE CORPS RESERVE ORGANIZATION

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CHAPTER 1

MARINE CORPS RESERVE ORGANIZATION

1000. MISSION

1. The mission of the Reserve Component (RC) of the Total Force is to provide trained units and qualified persons to be available for active duty in time of war or national emergency, and at such other times as the national security may require.

2. The Marine Corps Reserve complements the Marine Corps' operating force structure and capabilities. Charged with providing the means for rapid expansion of our Corps during national emergency, the Marine Corps Reserve provides the added capability, flexibility, and depth that is the foundation for our sustainment upon any level of recall or mobilization. Total force integration is the dominant theme for all Reserve planning, training, and administration.

1001. COMPOSITION. The Marine Corps Reserve is comprised of the Ready Reserve, the Standby Reserve, and the Retired Reserve. See Figure 1-1.

1002. READY RESERVE. The Ready Reserve consists of Reserve units and individual members who are liable for immediate active duty (AD) during war or national emergency. The Ready Reserve includes the Selected Reserve and the Individual Ready Reserve (IRR). Members of the Ready Reserve are considered as being on the Reserve Active Status List (RASL).

1. Selected Reserve (SelRes). The SelRes is that part of the Ready Reserve consisting of Selected Marine Corps Reserve (SMCR) units, as designated by the Secretary of the Navy (SECNAV) and the Commandant of the Marine Corps (CMC), and individual Reservists, in a pay status (Individual Mobilization Augmentees (IMAs)) who are required to participate in inactive duty training (IDT) periods and annual training (AT). Additionally, Reservists on full time active duty (Active Reserves (ARs) are considered members of the SelRes. The SelRes of the Marine Corps is comprised of the following:

a. SMCR units. These units make up the 4th Marine Division (4th MarDiv}, 4th Force Service Support Group (4th FSSG), the 4th Marine Aircraft Wing (4th MAW), I Marine Expeditionary Force (MEF), Marine Augmentation Command Element (I MACE), and II Marine

Expeditionary Force (MEF), Marine Augmentation Command Element (II MACE), and Force level units of MARFORRES. All SMCR units are under the administrative and operational control (ADCON/OPCON) of the Commander, Marine Forces Reserve (COMMARFORRES) with the exception of I and II MACE which are ADCON only.

b. Individual Mobilization Augmentees (IMAs). IMA's are individual Selected Reservists who receive training and are pre-assigned to an Active Component (AC) organization billet that must be filled to meet the requirements of the organization to support mobilization (including pre- and/or post-mobilization) requirements, contingency operations, operations other than war, or other specialized or technical requirements. Refer to Chapter 10 for IMA specific issues.

c. Active Reserve (AR). Reservists on active duty with the AR program are members of the SMCR and serve in full-time active duty billets that support the organization, training, instruction, retention and administration of the Marine Corps Reserve. Refer to MCO 1001.52 for additional guidance.

NOTE: For the purpose of this order, unless specifically directed otherwise, all policies pertaining to the SMCR include both SMCR units and IMAs.

2. IRR. A manpower pool principally consisting of individuals who have had training and have previously served in the active forces or in the SelRes and who:

a. Have not completed their Military Service Obligation (MSO); or

b. Have completed their MSO and are in the Ready Reserve by voluntary agreement; or

c. Have not completed their MSO and are mandatory participants, but are authorized to transfer to the IRR.

1003. STANDBY RESERVE. The Standby Reserve consists of those Reservists maintaining their military affiliation without being in the Ready Reserve, having been designated key civilian employees, or who have a temporary hardship or disability. These individuals are not required to perform training and are not part of units; however, they may be mobilized as needed to fill manpower requirements for specific skills. The Standby Reserve consists of the following training categories:

1. Active Status List (ASL). Marines in the Standby Reserve (ASL) are on the RASL. The following members of the Standby Reserve are in an active status:

a. Marines designated as key employees.

b. Marines who have not fulfilled their statutory MSO

c. Marines who have been temporarily assigned for a hardship reason and eventually intend to return to the Ready Reserve.

d. Marines who for other reasons as determined by the SecNav and CMC are prevented from participating in training on a regular basis.

e. Marines who fail to provide the required report of their physical examination.

2. Inactive Status List (ISL). The ISL is composed of Reservists who have completed their statutory MSO and are not required by law or regulation to remain members of an active status program.

1004. RETIRED RESERVE

1. Fleet Marine Corps Reserve (FMCR). The FMCR is composed of enlisted personnel who have completed 20, but less than 30 years of active service and are receiving retainer pay. After 30 years of service, members of the FMCR are transferred to a retired list.

2. Retired Reserve Awaiting Pay (Gray Area Retirees). This category consists of Reservists who have completed at least 20 years of qualifying service required for eligibility for retired pay, and who have requested transfer to the Retired Reserve. When the Reservist reaches age 60, retired pay commences upon application by the member.

3. Retired Reserve in Receipt of Retired Pay. This category consists of Reservists who have completed at least 20 years of qualifying service and, at age 60, have applied for and are receiving retired pay. Members are placed on the Retired List of the Marine Corps Reserve.

4. Regular Retired List. Personnel on the Regular Retired List are discussed here because of similarities in procedures used for their recall. The Regular Retired List consists of AC officers, having completed at least 20 years of active duty for retirement

pay, and AC enlisted members having completed a total of 30 years of combined active and FMCR service.

1005. RESERVE COMPONENT STRUCTURE

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 Chief of Staff for Manpower and Reserve Affairs (DC/S M&RA) is the principal staff officer for Reserve Affairs and is directly responsible for the formulation of plans, policies, budget, structure, and administration of the RC.

c. The Assistant DC/S M&RA, for Reserve Affairs serves as the Director, Reserve Affairs Division (Dir, RA) and is the principal advisor to the DC/S M&RA on all matters pertaining to the Reserves. The Director, Reserve Affairs, is responsible for the development, review, promulgation, coordination, monitoring, and administration of Reserve plans and programs on readiness, training, operations, budget, and structure necessary to meet Marine Corps' mobilization requirements.

d. The Director, Manpower and Plans Division (Dir, MP) is responsible for the identification of actual mobilization requirements (units and individuals), policies and procedures in support of the CINC's and Marine Corps component commander's operational plans and the supporting establishment's mission.

2. Commander, Marine Forces Reserve (COMMARFORRES). The COMMARFORRES exercises OPCON over the 4th MarDiv, 4th FSSG, 4th MAW, Marine Corps Reserve Support Command (MCRSC), and all Force level units. The 4th MarDiv, 4th FSSG, 4th MAW, I MACE, II MACE, and MCRSC are considered Major Subordinate Commands (MSCs) of MARFORRES. In exercising OPCON, COMMARFORRES is responsible for the common staff functions of the subordinate command Headquarters which have been integrated within his Headquarters staff. COMMARFORRES also exercises authority over members of the IRR for purposes of training. COMMARFORRES is responsible for effecting lateral coordination with the Commander, Marine Forces Atlantic (COMMARFORLANT) and the Commander, Marine Forces Pacific (COMMARFORPAC), or such other AC commanders as may be appropriate for the conduct of joint operations, exercises, and training. As indicated in paragraph 1002.1a, the COMMARFORRES also has ADCON over I and II MACE. See Figure 1-2.

3. Commanding Generals, 4th Marine Division, 4th Force Service Support Group, 4th Marine Aircraft Wing. These commanders exercise OPCON over the Headquarters and units of their respective MSC's. In the exercise of OPCON, they are responsible for the non-integrated Headquarters functions (as applicable to each individual MSC) which have not been assumed by COMMARFORRES and for such other tasks as may be delegated to them by the COMMARFORRES or higher authority.

4. Commanding Generals I and II MACE. CG I MACE and CG II MACE are tasked with the responsibility of providing MAGTF and Battle Staff training to Reservists for augmentation and reinforcement of AC MAGTFs. COMMARFORPAC and COMMARFORLANT exercise OPCON over I MACE and II MACE, respectively. Both I MACE and II MACE are administratively supported by COMMARFORRES.

5. Commanding General, Marine Corps Reserve Support Command (CG, MCRSC). The CG, MCRSC's primary mission is to improve the mobilization readiness of the RC by providing Pretrained Individual Manpower (PIM) resources upon mobilization. Under the direction of the COMMARFORRES, the CG, MCRSC maintains the service records of the PIM (IMAs, Standby Reserves, and IRRs) and administers the IMA/MTU program. Administrative functions performed by CG, MCRSC include aspects of procurement, classification, assignment, reassignment, promotion, separation, personnel record keeping, career development and personnel training. Furthermore, MCRSC performs all prior-service recruiting for the SMCR and is responsible for the maintenance of all Reserve general officer service records. NOTE: CMC (MMSR) maintains the records of members of the FMCR and retirees.

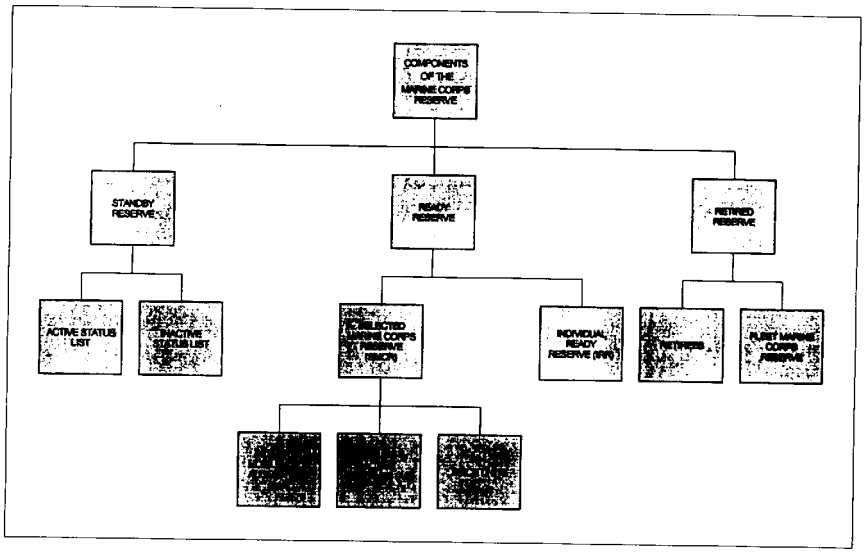
6. Reserve Support Units (RSUs). RSUs are under the command of their respective base/station commanders. RSUs are staffed by AR and AC personnel to support and coordinate the training of Reserve units and individuals, and to support the integration of Reserve units and individuals into the AC at Stations of Initial Assignment (SIA) during mobilization.

7. Reserve Liaison Officers (RLOs). RLOs are located at the major FMF Commands and the Expeditionary Warfare Training Groups (EWTGs). They provide the necessary coordination/liaison between MARFORRES and the FMF. General RLO duties include: management of the local IMAs, planning for training and exercises involving members of the Ready Reserve, and participation in the preparation/administering of policies and regulations affecting Reserves scheduled to train with the FMF.

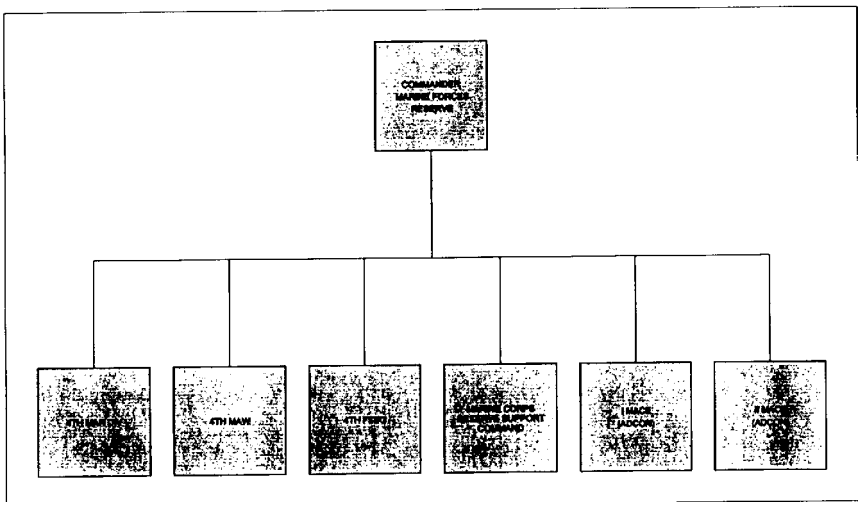
8. Inspector-Instructors (I-I)/Active Duty Support

a. I-I/Active duty support personnel are active duty Marines (AC and AR) who instruct and assist the SMCR units to maintain a continuous state of readiness for mobilization; inspect and render technical advice to those units in command functions including administration, logistical support, and public affairs; and execute such collateral functions as may be directed by higher authority.

b. The majority of AC, AR and SMCR personnel are integrated into a single chain of command which passes from individual units through the appropriate MSC. These Marines are subject to deployment with their assigned unit in the event of mobilization. During mobilization, Peacetime Wartime Support Team (PWST) personnel assume site support responsibilities.


COMPONENTS OF THE MARINE CORPS RESERVE
STANDBY RESERVE
READY RESERVE
RETIRED RESERVE
ACTIVE STATUS LIST
INACTIVE STATUS LIST
INDIVIDUAL READY RESERVE (IRR)
FLEET MARINE CORPS RESERVE

ORGANIZATION OF MARINE FORCES RESERVE



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CHAPTER 2

ASSIGNMENT POLICIES AND PROCEDURES

SECTION 1: ASSIGNMENT POLICIES

2100. OFFICER ASSIGNMENT

1. Priorities for the assignment of officers to the SMCR are:

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

b. To afford equal opportunities for assignment to such billets.

c. To facilitate and encourage maximum participation by company grade officers.

d. To assign officers of correct billet grade to the greatest extent possible.

2. In the event of mobilization, the requirement for officers will be reflected in the Wartime Authorized Strength Report (WASR) and filled by CMC (MM) from the available mobilization manpower pool.

2101. OFFICER STRENGTH. Commanders will not exceed the number of officer personnel authorized by their command's respective table of organization (T/O) without the approval of COMMARFORRES or his designated representative.

2102. OFFICER TOUR

1. The normal tour for SMCR officers shall be 3 years. Multiple 1-year extensions may be authorized by COMMARFORRES (or his designated representative) when a suitable replacement is not available.

2. It is the officer's responsibility to initiate a request for an extension, if so desired. Extensions will terminate on the end predetermined end date of the extension or upon the unit joining a qualified replacement or at the discretion of the COMMARFORRES, whichever occurs first. See Chapter 10 for additional guidance on IMA extensions.

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

a. 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 transferred from the unit no later than three months after the new officer's join date.

b. 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.

c. If an officer exceeds the billet grade specified for the T/O billet line number, the replacement will be joined. The officer exceeding the billet grade will be transferred from the unit no later than three months after the new officer's join date.

d. Officers who fall within this category are not eligible for Reserve Transition Benefits. Refer to paragraph 2201 for further guidance.

4. If an officer does not meet the requirements for a specific billet and/or a vacancy does not exist or cannot be created by the preceding actions, the officer should be encouraged to participate in the Marine Corps Reserve via other means. Chapter 6, Section 1 and Table 6-1 provide a quick reference for other forms of Reserve participation in addition to the SMCR.

5. A change of billet within a unit/IMA detachment does not start a new tour. A new 3-year officer tour is initiated upon transfer from one unit to another.

2103. OFFICER BILLET GRADE/MOS LIMITATIONS

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

a. Lieutenant colonels may fill a colonel's billet if no colonel is available.

b. Majors may be substituted for captains when the latter 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.

c. Captains may be substituted for lieutenants, chief warrant officers and warrant officers, if officers of an appropriate grade are not available.

d. Lieutenants may fill billets for captains and may be substituted for chief warrant officers and warrant officers, if officers of an appropriate grade are not available.

e. Warrant officers and chief warrant officers 2 through 4 may fill billets above or below their grade provided a warrant officer or chief warrant officer of the appropriate grade is not available.

2. Overgrade. When billet grade is exceeded as a result of promotion, the following applies:

a. Commanding officers and OICs may remain in their billet until completion of their command tour, except in the case of officers promoted to colonel. Refer to MCO 1300R.1.

b. The officer will be reassigned to a billet for which the grade is authorized.

c. The officer will be transferred from the unit/detachment.

d. Under unique circumstances a warrant officer or chief warrant officer may fill an unrestricted officer billet. Warrant officers or chief warrant officers will only be authorized to fill an unrestricted officer billet if there are no officers senior in grade serving in a lesser grade billet in the immediate chain of command.

3. MOS Limitations. All officers should possess the requisite MOS associated with their specific T/O billet line number. If an officer does not possess the appropriate MOS, the commander will take appropriate action to qualify the officer in the MOS within 18 months.

2104. UNIT OFFICER STRENGTH LIMITATIONS. The number of officers in an SMCR unit/IMA detachment is governed by the applicable T/O. For SMCR units, COMMARFORRES may authorize individual units to exceed T/O officer authorization. IMA detachments may only exceed the T/O officer strength when approved by CMC (RA). In no case may the total T/O officer strength authorized for MARFORRES be exceeded unless approved by the CMC (RA).

2105. DUTY AS COMMANDING OFFICER/OFFICER IN CHARGE

1. Assignment Objectives

a. The primary objective is to assign officers best qualified to further the mobilization readiness of the unit.

b. The secondary objective is to afford as many Reserve officers as possible command experience. Officers with previous command assignments will not normally be recommended for another command assignment at the same level.

2. Command Screening. Per MCO 1300R.1, 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. Billet availability is determined by COMMARFORRES in conjunction with the CMC (RA). Screening will be held on an annual basis with notification announced via MARADMIN, personal correspondence, and other media. See MCO 1300R.1 for additional guidance.

3. Command Billets not Subject to CMC Command Screening Process

a. Eligible officers should be informed and afforded an opportunity to compete for command billets. Availability of command billets should be advertised 6 months prior to the billet becoming vacant, or immediately upon notification of pending vacancy if less than 6 months. Notification of pending billet vacancies should receive the widest possible distribution to include:

(1) Officers in local SMCR units and IMA Detachments.

(2) Officers in the local MTU.

(3) Officers in the IRR (contact the local Prior Service Recruiter or CG, MCRSC).

b. Applications will be submitted via the chain of command to COMMARFORRES for approval. COMMARFORRES may delegate this authority.

(1) COMMARFORRES will assign:

(a) Deputy District Commanders (PWST)

(b) Mobilization Reserve Training Center (MRTC) OICs

(2) The CG, MCRSC will assign MTU OICs, with concurrence of the Operational Sponsor (OpSponsor)

(3) OpSponsors may assign IMA detachment OICs. See Chapter 10 for additional guidance.

c. COMMARFORRES and CG, MCRSC (in coordination with IMA/MTU OpSponsors) will promulgate billet position descriptions concerning billet objectives and assignments.

d. The normal tour of duty as a CO/OIC of an SMCR unit is 2 years. The COMMARFORRES/CG, MCRSC 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.

e. Any additional extensions must be approved by CMC (RA). 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.

2106. RESERVE WARRANT OFFICER/CHIEF WARRANT OFFICER POLICY

1. Per SECNAVINST 1920.6A, 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 6 months after the individual completes that service.

2. Selective retention beyond 30 years will be granted to those Reserve warrant officers/chief warrant officers who are on active duty (other than for training) and who are within 2 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 Secretary of the Navy.

3. CMC (M&RA), acting for the Secretary of the Navy, may authorize the continuation of a Reserve warrant officer/chief warrant officers beyond 30 years of active duty or in an active status in the Ready Reserve for a volunteer who is medically qualified for active service or retention in an active status, and who has some special qualification or skill for which a military requirement exists and which cannot be met by a Regular warrant officer on active duty or a Reserve warrant officer in the Ready Reserve with less than 30 years of qualifying service.

a. No Reserve warrant officer/chief warrant officers will be retained on active duty or in an active status in the Ready Reserve beyond 60 years of age, regardless if any of the criteria above are met.

b. The criteria listed in paragraph 2106.3 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 paragraph 2106.3.

4. Reserve warrant officers/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 (MMSR-5), citing this Order as a reference. Factors that should be addressed in the request are cited below:

a. State the special skill or qualification that warrants retention and for which a military requirement exists that cannot be fulfilled by a Regular warrant officer/chief warrant officers or another Reserve warrant officer/chief warrant officers on active duty with under 30 years of qualifying service.

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

c. Provide date current tour began and efforts of the command to find and train a suitable replacement.

d. If the chief warrant officer is a CWO5, state whether the individual desires to complete three years in grade.

2107. AVIATION OFFICER POLICY

1. Definitions

a. Aeronautically Designated Personnel (ADP). Naval aviators, naval flight officers, and aerial navigation officers who hold a Military Occupational Specialty (MOS) of 75XX or 7380 are collectively referred to as ADP.

b. Rated Position. Terminology used to identify a Table of Organization (T/O) billet requiring ADP’s. Specifically, these are T/O billets with the following MOS designation: 7207, 7380, 75XX, 9907, 9965, 9966, 9967, 9969.

c. Extended Active Duty (EAD). Active duty performed by a member of the RC when end-strength accountability shifts from the RC to the AC.

d. Aviation Service. Service performed by Active and Reserve officers who hold, or are in training leading to, aeronautical designation, and who engage and remain in military aviation on a career basis. Years of aviation service are the number of years of completed service computed from an ADP’s aviation service entry date.

e. Operational Flying Time (OPFLY). Time accumulated in years and months while serving in operational assignments, whether in an aeronautically designated status or while undergoing training leading to an aeronautical designation.

f. Duty Involving Flying - Operational (DIFOP). Duty in a flying status involving operational flight. For a Reserve officer, this is an assignment to an operational flying billet or an assignment to duty in training for an aeronautical designation. OPFLY time is accrued in this type of assignment.

g. Duty Involving Flying - Denied (DIFDEN). A duty assignment where the ADP are permitted no flight activity, and no OPFLY time accrual.

2. Duty Assignment. For Aviation Career Incentive Pay (ACIP) purposes, all RC ADP must be assigned in either a DIFOP or DIFDEN status. The CG, 4th MAW will make the assignment to DIFDEN/DIFOP in 4th MAW commands. The CMC (ASM) is the DIFOP approving authority for all others.

3. Aviation Service Career (not on EAD) Determination. An aeronautically designated officer in the RC who performs active duty (classified as not EAD per the DoDFMR) satisfies aviation service career requirements when one of the following requirements is fulfilled:

a. Is assigned to duty under DIFOP orders.

b. Is assigned to a rated position in the RC under DIFDEN orders.

c. Is assigned to a non-rated position and is considered by the RC as an asset to the naval aviator/naval flight officer/aerial navigation officer inventory and was either:

(1) On EAD as a naval aviator/naval flight officer/aerial navigation officer within the preceding 24 months; or

(2) Assigned to a rated position in the RC within the preceding 24 months.

4. Aviation Career Incentive Pay (ACIP)

a. Less than 12 Years Aviation Service. An aeronautically designated officer who meets the requirements of paragraph 2107.3, and is performing active duty (not EAD) or IDT in a pay status, is entitled to ACIP when that officer has not yet completed the 12th year of aviation service (regardless of whether or not assigned to duty under DIFOP or DIFDEN orders).

b. More than 12 Years Aviation Service. An aeronautically designated officer who meets the requirements of paragraph 2107.3 and who is performing active duty (not EAD) or IDT in a pay status, is entitled to ACIP if the officer is:

(1) Performing OPFLY duty (DIFOP); or

(2) Performing duty under DIFDEN orders and the appropriate OPFLY Gate described in MCO P1000.6, ACTS Manual, and the DoDFMR has been passed.

2108. ENLISTED NONPRIOR SERVICE (NPS) TOUR

1. Category P Program Participation. Mandatory participants within 360 days of assignment to IADT may be authorized to participate in IDT with pay per MCO 1500R.36.

2. SMCR Participation Requirement. Mandatory participants will be retained in an SMCR unit for the duration of the program enlisted for (e.g., 3x5, 4x4, 6x2). Reserve enlistment programs are identified in MCO 1133R.26. Transfer to the IRR will be effected only when the enlistment contract program is fulfilled or when authorized by COMMARFORRES.

3. Members of the Platoon Leaders Class Program may participate in the SMCR as part of the Simultaneous Membership Program. Refer to MCO P1100.73 and MCO P1080.40.

2109. SENIOR STAFF NONCOMMISSIONED OFFICER TOUR

1. The normal SMCR tour for Sergeants Major/First Sergeants assigned to a 9999 billet is 3 years. One-year extensions may be granted by CMC (RA). Extensions will terminate on the predetermined end date of the extension or whenever a qualified replacement is joined to the unit/detachment, whichever occurs first. Individuals terminated from a billet under this paragraph are not eligible to receive Reserve Transition Benefits.

2. Sergeants Major/First Sergeant assignments will be made by the Reserve 9999 monitor at CMC (RA). The priority of assignments will be:

a. Those Marines selected on the most recent SNCO promotion board;

b. Those 9999s who have not had the opportunity to serve in an SMCR 9999 billet.

c. Assignment for second and subsequent tours will be by seniority, from junior to senior.

3. Group and Regimental Sergeant Major billets will be slated in coordination with the Sergeant Major MARFORRES and the respective MSC Sergeant Major. These billets will generally be filled with the most senior Sergeants Major.

4. The CG’s, 4th MAW, 4th MarDiv, 4th FSSG, I MACE and II MACE are responsible for monitoring the on-hand strength of all master gunnery sergeants/master sergeants assigned to their commands. These members may remain in the SMCR unit provided a billet matching their grade and MOS exists.

5. No tour length limitations exist for gunnery sergeants and below. Once a Reservist is senior to the billet grade, the incumbent may be retained in the billet either until a qualified replacement is joined to the unit or the incumbent is promoted to the grade of master sergeant/first sergeant. At no time will a sergeant major/first sergeant fill a master gunnery sergeant, master sergeant or gunnery sergeant and below billet.

6. Reserve personnel on the AR program will be guided by the current edition of MCO 1001.52.

CHAPTER 2

ASSIGNMENT POLICIES AND PROCEDURES

SECTION 2: OFFICER TRANSFERS WITHIN THE READY RESERVE

2200. 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. Newly commissioned officers awaiting assignment to initial active duty, who were previously enrolled in the Simultaneous Membership Program, may be joined to SMCR units regardless of T/O strength or non-availability of billet vacancies while awaiting assignment to The Basic School (TBS). Simultaneous members are not required to submit an officer join application.

c. Officers commissioned through the PLC Program who are assigned to the IRR and desire to affiliate with an SMCR unit while awaiting assignment to TBS are required to submit an application to the unit commander.

d. Regular officers and Reserve officers on the Active Duty List who have had one or more failures of selection to the next higher grade while on active duty and who have been transferred to the Ready Reserve are eligible for SMCR membership. Accordingly, to ensure equal access to SMCR billets by all Reserve officers, failures of selection to the next higher grade is not a determinant of SMCR membership eligibility.

2. SMCR Application Procedures

a. Officers desiring transfer to an SMCR billet must submit a request to the appropriate CO/OIC/OpSponsor (except those officers defined in paragraph 2200.1b).

b. If an officer is transferring from the IRR the unit commander/detachment OIC must process the application through the Prior Service Recruiter to verify the status of the applicant.

Officers requesting an interunit transfer from another SMCR billet may correspond directly with the unit commander.

c. In cases where new joins do not have MOS/background qualifications, COs/OICs/OpSponsors shall schedule immediate training as follows:

(1) Obtain appropriate specialized skill training or a professional development formal school quota.

(2) Request military and civilian correspondence courses.

(3) Attend courses at local civilian educational institutions in related subjects.

(4) Request annual training in an assignment compatible with duties to be performed in the unit.

d. The guidance contained in paragraph 3103 of this order also pertains to officers who fail to become MOS qualified.

2201. TRANSFER TO THE IRR

1. Voluntary Transfer. COs/OICs/OpSponsors may transfer Reserve officers who do not have an IDT obligation from the SMCR to the IRR at the officer's request.

2. Involuntary Transfer. COMMARFORRES may involuntarily transfer Reserve officers from the SMCR to the IRR. Unless otherwise directed by the CMC (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 18 months of joining the unit, unless waived by COMMARFORRES in accordance with paragraph 3103.

c. Exceeding billet grade as the result of promotion except as provided in paragraph 2103.

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) A page 11 entry will be made in accordance with MCO P1070.12 stating the reason for involuntary transfer.

(2) Appropriate comments will be annotated in the Marines fitness report per MCO P1610.7.

(3) 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 fitness report, as applicable, per MCO P1070.12 and MCO P1610.7, respectively.

e. Unit deactivation relocation, or loss of billet as a result of reorganization if no other vacancies exist. Officers in this category involuntarily transferred to the IRR may be eligible for Reserve Transition Benefits provided they meet all of the prerequisites of current regulations as found in MCO 1900R.17.

NOTE: Reserve officers will not be involuntarily transferred to the IRR due to being passed twice for promotion.

3. Commanding Officers will review MCO 1560R.30 pertaining to the Montgomery GI Bill-Reserve (MGIB-R), prior to transferring a Reservist to the IRR who is participating in the SMCR educational assistance program. Officers eligible for the MGIB-R may request a one-year period of non-availability from CMC (RA) prior to transferring to the IRR for the purpose of securing an SMCR position. If the officer does not return to the SMCR within one year, MGIB-SR entitlement will be terminated.

4. Officers transferred to the IRR will be issued orders per Figure 2-1. Officers transferred from the SMCR to the IRR will not be required to sign a receiving endorsement since there is no report by-date on the orders.

5. Units transferring officers to the IRR will ensure that a certified true copy of the most recent Report of Medical Examination (SF88) and Report of Medical History (SF93) are placed on the document side of the service record along with the transfer orders prior to forwarding the record book to the MCRSC.

2202. TRANSFER TO AR. AR qualifications and procedures are per MCO 1001.52.

2203. OFFICER INTERUNIT TRANSFER

1. Subject to the approval of the CO/OIC/OpSponsor of the units concerned, officers may request transfer between SMCR units. Transfers between IMA detachments are subject to the approval of CG, MCRSC and the OpSponsors concerned.

2. Upon approval (See Figure 2-2), interunit transfer 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 interunit transfer orders (Figure 2-2) , the service record, and health records (which includes both medical and dental records) of the Reservist to the gaining unit per the IRAM. Report transfer unit diary entry per the MCTFSPRIM. For those Marines affiliating with the IMA program the records indicated above along with a copy of the transfer orders will be forwarded to CG, MCRSC, 15303 Andrews Road, Kansas City, MO 64147-1207.

4. A new 3-year officer tour is initiated upon change of SMCR unit or IMA detachment.

2204. OFFICER INTERSERVICE TRANSFER

1. Transferring officers to another service component will be effected per DoDI 1205.19 and MCO P1900.16. The following supplemental administrative guidance is provided:

a. A DD Form 368, "REQUEST FOR CONDITIONAL RELEASE," shall be used in all cases involving interservice transfers.

b. Section I of DD Form 368 shall be completed by an appropriate authority of the requesting Service and forwarded to the officer’s current unit for action and forwarding through the chain of command to CMC (MMSR-5).

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

d. CMC (MMSR-5) will complete Section II of DD Form 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 Form 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 has been reported. The completed DD Form 368 with a copy of the oath shall be returned to the CMC (MMSR-5) within 10 working days of the administration of the oath.

f. If the requesting Service does not enlist or appoint the member, Section IV shall be completed with an explanation and returned to the CMC (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 Form 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 DoDI 1336.5 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, the gaining Service shall resolve the duplication with the Marine Corps. 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 procedures.

2. Joining other RC officers to the Marine Corps Reserve will be effected per MCO P1100.73.

CHAPTER 2

ASSIGNMENT POLICIES AND PROCEDURES

SECTION 3: ENLISTED TRANSFERS WITHIN THE READY RESERVE

2300. TRANSFER TO THE SMCR

1. Enlisted members of the IRR are eligible for transfer to the SMCR provided they are physically qualified.

2. Applications will be processed as follows:

a. All prior service applicants will be processed by a Prior Service Recruiter.

b. 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.

c. COMMARFORRES/CG, MCRSC will not exceed prescribed enlisted end strengths without prior approval of CMC(RA).

2301. TRANSFER TO THE IRR

1. Mandatory Participants

a. Normally, mandatory participants will be retained in a SMCR unit for the duration of the participation requirements contained in their contracts. Reservists with an IDT obligation remaining may be transferred to the IRR upon written request from the member via the chain of command by COMMARFORRES using the format in figure 2-3. Requests for discharge may be approved by CMC (MMSR) or the General Courts-Martial convening authority as directed by MCO P1900.16. Orders for mandatory participants transferred to the IRR prior to the expiration of their mandatory drilling obligation 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 reaffiliate by (date) to resume your mandatory drilling obligation as required by Title 10, United States Code and MCO P1001R.1. If unable to reaffiliate by the specified date,

you must notify the CG, MCRSC or former parent command. Failure to reaffiliate 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 CG, MCRSC of any changes in your status which will allow you to resume your drilling obligation."

b. If the Reservist does not have enough time on contract to fulfill his obligation, a request will be submitted to CMC (RA) via the Total Force Retention System (TFRS) to extend or reenlist the Marine, as required. The extension or reenlistment must be executed by the Marine prior to transfer. The Marine's SMCR unit (losing command) will also effect liaison with the Manpower Information Systems Support Office (MISSO) in Kansas City, Missouri to adjust the Marine's Mandatory Stop Drill date and Component Code. The Component Code will reflect what the Marine originally contracted for upon his initial enlistment in the SMCR.

c. The CG, MCRSC will establish procedures to ensure mandatory participants assigned to the IRR are closely monitored to ensure they resume their military service obligation in the Selected Reserve once their period in the IRR has expired. See paragraph 3303.5 for additional guidance.

d. The most common reasons Reservists with a remaining IDT obligation are transferred to the IRR include:

(1) Excessive commuting distance (paragraph 3104.4).

(2) Foreign travel/residency in excess of 60 days (paragraph 3107.4).

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. COMMARFORRES may involuntarily transfer an enlisted Marine from the SMCR to the IRR upon:

(1) Completing prescribed tour length or any authorized extensions or part thereof, as applicable, e.g., Sergeants Major/First Sergeants.

(2) Failing to become MOS qualified within 18 months of joining the unit, unless waived by COMMARFORRES in accordance with paragraph 3103.

(3) Exceeding billet grade as the result of promotion except as provided in paragraph 2109.

(4) Performing in an unacceptable manner. Refer to paragraph 2201.2d for additional guidance.

(5) Unit deactivation, relocation, or loss of billet as a result of reorganization if no other vacancies exist. Marines in this category involuntarily transferred to the IRR may be eligible for Reserve Transition Benefits provided they meet all of the prerequisites of current regulations as found in MCO 1900R.17.

3. IMA OpSponsors may request the involuntary transfer of any IMA Marine to the IRR. Requests should be addressed to COMMARFORRES via CG, MCRSC. NOTE: IN NO CASE WILL AN SMCR MARINE BE INVOLUNTARILY TRANSFERRED TO THE IRR WITHOUT COMMARFORRES APPROVAL.

4. Prior to transferring a Reservist to the IRR who is participating in the SMCR educational assistance program (MGIB-R), commanding officers will review MCO 1560R.30 for appropriate follow-on action. Eligibility is terminated upon transfer to the IRR unless a period of nonavailability is authorized by CMC (RA) prior to the effective date of transfer.

5. 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 2-4). Note: If the missionary obligation involves foreign travel/residency, the notification will be submitted per the examples in figures 3-3 or 3-4.

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. The Reservist will be subject to involuntary administrative separation for unsatisfactory participation for failure to resume participation, as authorized by law.

c. If the Reservist does not have enough time on contract to fulfill his obligation, a request will be submitted to CMC (RA) via the Total Force Retention System (TFRS) to extend or reenlist the Marine, as required. The extension or reenlistment must be executed by the Marine prior to transfer. The Marine’s SMCR unit (losing command) will also effect liaison with the Manpower Information Systems Support Office (MISSO) in Kansas City, Missouri to adjust the Marine’s Mandatory Stop Drill date and Component Code. The Component Code will reflect what the Marine originally contracted for upon his initial enlistment in the SMCR.

d. Reservists joined from a religious missionary obligation who did not previously have their mandatory drilling obligation date extended will do so 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 1999, that date would be extended to 1 August 2001.

6. SMCR Marines (mandatory and non-mandatory participants) transferred to the IRR will be issued orders per Figure 2-1. Only mandatory participants transferred from the SMCR to the IRR will be required to sign a receiving endorsement.

7. Units transferring Marines to the IRR will ensure that a certified true copy of the most recent Report of Medical Examination (SF88) and Report of Medical History (SF93) are placed on the document side of the service record along with the transfer orders prior to forwarding the record book to MCRSC.

2302. TRANSFER TO AR. AR qualifications and administrative requirements are contained in MCO 1001.52.

2303. ENLISTED INTERUNIT TRANSFER

1. Mandatory Participants

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

(1) A Reservist who desires to relocate but is in an unsatisfactory participation status will schedule an Equivalent Duty Period (EDP) for all unexcused absences. 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 unit dairy entries. Only upon full resolution of all missed IDTs will the Marine be authorized to transfer. Reservists who do not schedule EDPs will be retained by the original unit and processed as an unsatisfactory participant.

(2) A Reservist 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 COMMARFORRES (Force Assets) or appropriate MSC to have the Reservist 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 Reservist is most closely MOS qualified.

b. Mandatory participants still have an obligation under their MSO and are subject to involuntary separation per MCO p1900.16. Should a mandatory participant's new residence be determined to be outside of a reasonable commuting distance to an SMCR unit as defined in paragraph 3104.4 of this Order then the Reservist may elect to submit a request for transfer to the IRR to COMMARFORRES via the appropriate chain of command (see figure 2-3). Under NO CIRCUMSTANCES will a mandatory participant be allowed to transfer to the IRR prior to the mandatory stop drill date without COMMARFORRES approval.

c. The CG, MCRSC 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 CG, MCRSC will notify COMMARFORRES. 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 then the CG, MCRSC will process the individual for involuntary administrative separation per MCO P1900.16.

2. Non-mandatory Participants. Non-mandatory participants may transfer to another SMCR unit provided they meet basic prerequisites for reenlistment and unit MOS needs. Non-mandatory participants who are non-MOS matches may be joined to an SMCR unit at the discretion of the unit CO/OIC. Refer to paragraph 3103 for additional guidance for failure to qualify for a new MOS for which the interunit transfer was approved for.

3. Reservists who are in a Temporary Not Physically Qualified (TNPQ)/Not Physically Qualified (NPQ) status or in receipt of Notice of Eligibility (NOE) benefits (refer to MCO 1770.2) who relocate to accept civilian employment or for educational reasons may execute an inter-unit transfer provided the gaining unit commander agrees to such a transfer. 4. The transferring unit will mail a copy of interunit transfer orders (Figure 2-2) , the service record, and health records (which includes both medical and dental records) of the Reservist to the gaining unit per the IRAM. Report transfer unit diary entry per the MCTFSPRIM. For those Marines affiliating with the IMA program the records indicated above along

with a copy of the transfer orders will be forwarded to CG, MCRSC, 15303 Andrews Road, Kansas City, MO 64147-1207.

5. Failure to Report. See paragraph 3303.

2304. ENLISTED INTERSERVICE TRANSFER

1. Interservice transfers of mandatory participants from one RC to another RC of the Armed Forces will be processed per MCO P1900.16 and this paragraph. Requests will be submitted to the COMMARFORRES for action via the chain of command up through and including the battalion/squadron level using the format provided in Figure 2-5. 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, etc., will submit their request to CMC (RAM-5) via CG, MCRSC.

2. Interservice transfer requests will contain the gaining Service's statement indicating a word description of the occupational field 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 a ROTC program). The DD Form 368 (Request for Conditional Release) does not fulfill this requirement and will be maintained at the unit until final disposition is received. The CO/I-I is not authorized to sign the DD Form 368 until after final disposition of the member's request is complete.

3. Mandatory participants will execute a new enlistment contract for that portion of the current military service obligation not yet served with the Marine Corps Reserve. The gaining Service will provide to the losing command a copy of the new DD Form 4 to effect proper discharge authority.

4. The CO/I-I is authorized to sign the DD Form 368 for non-mandatory participants desiring to enlist into another RC of the Armed Forces. A non-mandatory participant is defined as a Marine who has prior active military service (2 years or more) or has completed their initial drilling obligation and has not been transferred to the IRR at the time the request for an interservice transfer is initiated.

5. The CG, MCRSC is authorized to sign the DD Form 368 for IMAs and members of the IRR who are not mandatory participants desiring to enlist into another RC of the Armed Forces.

6. The CG, MCRSC (IMA/IRR Marines) or CO/I-I as applicable, is authorized to release mandatory and non-mandatory enlisted Reserve members desiring to enlist/reenlist into any Regular Component of

the Armed Forces by completing the DD Form 368 and returning it to the Regular Component active duty recruiter. The gaining component will provide to the losing command a copy of the new DD Form 4 to effect discharge.

7. 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. Reservists pending an interservice 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. Reservists in a TNPQ/NPQ status are not eligible for an interservice transfer until they are found fit for duty.

8. Marines who have received the Selected Reserve Incentive Program (SRIP) Bonus during his/her 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.

9. Per DoDI 1205.19, the requesting Service is not authorized to enlist or appoint a member into their service without the approval of the Marine Corps.

CHAPTER 2

ASSIGNMENT POLICIES AND PROCEDURES

SECTION 4: OFFICER AND ENLISTED POLICIES FOR THE IRR

2400. ASSIGNMENT TO THE IRR

1. The IRR consists of Reservists with or without a remaining MSO who have previously served in the AC or SMCR.

2. Reservists will be transferred to the IRR as detailed elsewhere in this Manual and per MCO P1900.16.

3. All trained (primary MOS assigned) IRRs are subject to immediate active duty when mobilization is implemented.

2401. CMC RESPONSIBILITIES. CMC (RA) will submit an annual report to the office of the Assistant Secretary of the Navy (RA) on IRR muster results.

2402. CG, MCRSC RESPONSIBILITIES. Under the direction of the CMC (M&RA) and COMMARFORRES, the CG, MCRSC will:

1. Establish plans and procedures to manage, train, administer and facilitate the mobilization of the IRR.

2. Ensure IRR personnel are aware of military service obligations and Reserve opportunities.

3. Ensure the IRR remains a mobilization asset by:

    a. Screening/updating service records and MCTFS.

    b. Conducting annual screening per DoDDir 1200.7.

4. Preassign IRRs to authorized Total Force T/Os.

5. Conduct annual mobilization potential screening board.

6. Monitor mandatory participants transferred to the IRR from the SMCR. The CG, MCRSC will maintain mandatory participants in a separate Reporting Unit Code and manage accordingly to facilitate tracking and accountability.

7. Provide CMC (RA) with results of annual IRR musters using format found in DoD Instruction 1235.14 NLT 15 October annually.

2403. IRR RESPONSIBILITIES

1. Members of the IRR are required to notify the CG, MCRSC of any change of address, telephone, marital status, number of dependents, civilian employment, or any other change affecting potential mobilization.

2. Members of the IRR who fail to notify the CG, MCRSC of current personal data may be ordered to active duty (AD) or active duty training (ADT) to obtain the necessary information. Members beyond their MSO may be discharged.

3. Members of the IRR, not scheduled for mandatory or voluntary training, may be required to serve one day of Muster Duty each year in order to accomplish continuous screening requirements as set forth in law and DoD regulation.

2404. RETENTION IN IRR. Reservists 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:

1. Failure to comply with orders issued by competent authority. This includes mandatory participants who fail to reaffiliate with an SMCR unit upon completion of their authorized time in the IRR.

2. Failure to inform the CG, MCRSC of current data.

3. Failure to satisfactorily participate in required training.

CHAPTER 2

ASSIGNMENT POLICIES AND PROCEDURES

SECTION 5: OFFICER AND ENLISTED POLICIES FOR STANDBY RESERVE

2500. ASSIGNMENT TO STANDBY RESERVE. The following guidelines pertain to transfer of Reservists to the Standby Reserve.

1. Transfer. Reservists who have not completed their MSO and are transferred to the Standby Reserve for any reason will be placed on the Active Status List (ASL). The CG, MCRSC will ensure Marines in this status are assigned accordingly.

2. Critical Military Skills. Individuals unable to remain in the Ready Reserve who possess a critical military skill may be retained in the Standby Reserve. The current list of critical military skills may be obtained from the CMC (RA).

3. Physical Evaluation

a. 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. The CG, MCRSC 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.

b. Personnel failing to submit the requested information within 6 months will be transferred to the ASL and may be screened by board action for involuntary separation.

4. Hardship. Ready Reservists 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 MCO P1900.16.

5. Key Employees. Employers of Ready Reservists, particularly in the fields of public health, safety, and defense support industries are encouraged to use the federal key position guidelines contained in DoD Directive 1200.7 for making key position designations and, when applicable, for recommending key employees for removal from the Ready Reserve. Requests for key employee status should be submitted to CG, MCRSC. If approved Reservists may be offered assignment to either the ASL, the ISL, or discharged. CG, MCRSC will maintain a key employee database and update CMC (RA) quarterly on the status and number of key employees.

2501. ASSIGNMENT TO THE ASL OR INACTIVE STATUS LIST (ISL). Assignment to the ASL/ISL will be accomplished by the CG, MCRSC in writing, using the format in figure 2-6.

2502. COMPOSITION OF THE ASL. The ASL is composed of Reservists who meet one or a combination of the following criteria:

1. Are designated as key employees.

2. Have not fulfilled their statutory MSO.

3. Are temporarily assigned for a hardship reason and eventually intend to return to the Ready Reserve.

4. Are for other reasons determined by the SecNav and CMC prevented from participating in training on a regular basis.

5. Have failed to provide the required report of physical examination.

2503. SERVICE WHILE ON THE ASL

1. While assigned to the ASL, Reservists:

a. Will not be assigned to a mobilization position.

b. May participate in Reserve training activities without pay, and may earn retirement credit points.

c. May be eligible for associate and appropriate duty orders (without pay).

d. Cannot be a member of a Mobilization Training Unit (MTU).

e. Are required to provide the CG, MCRSC with a current mailing address.

f. Are not required to attend IDT or ADT.

g. Will be considered for promotion to the grade of colonel and below.

h. Cannot attend annual IRR muster.

2. Reservists voluntarily assigned to the ASL who desire to transfer to either the ISL or the Ready Reserve will submit a written request to the CG, MCRSC.

3. 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.

4. Reservists 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 MCO P1900.16.

2504. SCREENING THE ASL. The CG, MCRSC will screen the ASL on a continual basis. 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:

1. Transfer to the Ready Reserve if physically qualified and active participation is requested by the member.

2. Transfer to the ISL.

3. Transfer to the Retired Reserve if qualified and requested by the member. This may include solicited requests.

4. Discharge per MCO P1900.16.

2505. COMPOSITION OF THE ISL

1. 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 one or a combination of the following criteria:

a. Desire to retain Reserve affiliation in a nonparticipating status.

b. Have mobilization potential in skills which may be of future use to the Marine Corps.

c. 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.

d. Are transferred to such a status as a result of a Board action.

2. Requests for assignment to the ISL will be forwarded to the CG, MCRSC for approval.

2506. SERVICE WHILE ON THE ISL

1. While assigned to the ISL, Reservists:

a. Will not be assigned to a mobilization position.

b. Will not be permitted to participate in Reserve training or earn Reserve retirement points.

c. Are required to provide the CG, MCRSC with a current mailing address.

d. Are not eligible for pay or promotion.

2. 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 Reservist is physically and otherwise qualified.

3. A Reservist assigned to the ISL desiring transfer to an active status should submit a written request to the CG, MCRSC.

4. A member of the ISL ordered to active duty will be considered to have been restored to active Reserve status for the period of time actually served on active duty under such orders.

5. Service on the ISL may not be counted in any computation of years of service for retirement purposes. Assignment to the ISL terminates a Reservist'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 Reservist does not lose any rights which accrued prior to such assignment.

6. Service in the ISL is counted in years of commissioned service and creditable service for pay.

2507. SCREENING THE ISL

1. The CG, MCRSC will screen the ISL on a continual basis. The purpose of this screening is to make a determination on the mobilization potential of Reservists assigned to the ISL.

2. As a result of this screening, Reservists may be subject to the following actions:

a. Transfer to the Ready Reserve.

b. Transfer to the ASL.

c. Transfer to the Retired Reserve if qualified and requested by the member. This may include solicited requests.

d. Retention on the ISL.

e. Discharge.

3. CMC (MMSR) will forward results of the screening to the Secretary of the Navy, and issue appropriate instructions to the CG, MCRSC.

CHAPTER 2

ASSIGNMENT POLICIES AND PROCEDURES

SECTION 6: ASSIGNMENT POLICY FOR WOMEN MARINES

2600. INFORMATION. Classification and assignment of Women Marines will be per MCO P1300.8, Marine Corps Personnel Assignment Policy. Women Marines will be eligible for employment in all roles except those explicitly prohibited by law. Women Marines will serve in MOS's and billets commensurate with their individual abilities and in keeping with their potential to contribute to the fulfillment of Marine Corps roles and missions.

2601. TRAINING. Reserve women Marines will perform IDT/AT with their unit. Training events appropriate for women Marines can be found in MCO 1500.24.

2602. PREGNANCY. Pregnant Reserve Marines will be administered per MCO 5000.12.

CHAPTER 2

ASSIGNMENT POLICIES AND PROCEDURES

SECTION 7: MOS POLICY

2700. MOS ASSIGNING/CHANGING/VOIDING. It is the intent of the CMC to have all enlisted SMCR Marines aligned with their primary MOS in the same occupational field as their respective billet MOS. The primary MOS of those Marines serving on active duty in the AR program will be determined by CMC (RAM). The assigning, changing, voiding, or converting of a MOS will be accomplished per MCO P1000.6, except as provided below:

1. Officer

a. Requests for assignment of an MOS above the basic level and changes, additions, or deletions of primary or additional MOS's will be addressed to the CMC (RA), via the chain of command.

b. Upon promotion of a lieutenant colonel/O-5 to colonel/O-6, the lieutenant colonel's PMOS will revert to his first AMOS and his new PMOS will be the appropriate 99XX MOS.

2. Enlisted

a. When an enlisted SMCR member does not have the MOS for the billet assigned, the CO will assign a basic MOS required for that billet. The newly awarded basic MOS will be the primary MOS. If the Reservist has a valid MOS above the basic level in an occupational field other than that of the billet assigned, the valid MOS becomes the first additional MOS.

b. When an enlisted SMCR member has a valid MOS above the basic level in the same occupational field as the billet assigned, the CO will assign that MOS as the primary MOS.

c. When a Reservist meets the mandatory requirements for the MOS, as specified in MCO P1200.7, action will be initiated to change the primary MOS per the instructions contained in MCO P1000.6. Primary MOS's that require HQMC approval will be forwarded to CMC (RAM).

d. COs/OICs/I-Is/OpSponsors must be aware that Marines who are assigned a new basic MOS will be considered for promotion in that MOS category when the Marine becomes eligible for promotion. The MOS is based on the T/O and line number the Marine is assigned to. It is in the best interest of the Marine and his command to ensure the Marine has a reasonable opportunity to become MOS qualified in

order to enable the Marine to be competitive for normal promotion progression.

3. Unit/Commanding Officer Action

a. Requests for assigning, changing, or voiding an MOS that requires formal school training, as indicated in MCO P1200.7, 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 MOS. The CO's endorsement shall verify the qualifications to perform the duties of the grade in the MOS requested and assignment to a billet requiring that MOS.

b. Requests should be submitted by AA Form with the following enclosures:

(1) Copy of page 3 from the OQR/SRB.

(2) Copies of course completion certificates.

(3) Copies of any other appropriate documents.

(4) Justification for the request.

c. When a Reservist assigned a basic MOS is transferred from the SMCR to the IRR before qualification in the new primary MOS, the basic MOS will be voided prior to transfer and the Reservist's original primary MOS will be reinstated.

d. AR members will submit MOS requests per the provisions of this section. Members must identify themselves as AR Marines in the request.

SSIC
Office Code
(Date)

From: Commanding Officer, Company L, 3d Battalion, 23d Marines
To: Sergeant Joe S. Smith 123 45 6789/MOS USMCR

Subj: TRANSFER TO THE INDIVIDUAL READY RESERVE (IRR) ORDERS

Ref: (a) Yr request of (Date)
(b) MCO P1001R.1 (MCRAMM)
(c) CG 4th MarDiv ltr 1000 G-1 of (Date)- REQUIRED FOR MANDATORY PARTICIPANTS

Encl: (1) Certified true copy of most recent Report of Medical Examination (SF-88) and Report of Medical History (SF-93) dated _____

1. As requested by reference (a) and per the authority contained in references (b) and (c), effective (date), you are hereby transferred to the IRR due to (own request, missionary duty, excessive commuting distance, etc.) (prior to your original mandatory stop drill date). Your (service record book/officer qualification record) will be administratively closed out and mailed to the Commanding General, Marine Corps Reserve Support Command. Your medical and dental records will be forwarded to the Department of Veterans Affairs, Service Medical Records Center, P.O. Box 150950, St Louis, MO 63115-8950.

2. You have given your permanent mailing address as (address). Home phone _____. Your current contract expires (date).

3. For mandatory participants include the following paragraph:

"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 reaffiliate by (date) to resume your mandatory drilling obligation as required by title 10, United States Code and MCO P1001R.1. If unable to reaffiliate by the specified date, you must notify the CG, MCRSC or former parent command. Failure to reaffiliate by the specified date could result in administrative separation. If allowed to transfer to the IRR for the duration of your contract you will

Figure 2-1-- Sample Letter-type Transfer Orders from the SMCR to the IRR

Subj: TRANSFER TO THE INDIVIDUAL READY RESERVE (IRR) ORDERS

immediately notify the CG, MCRSC should you experience any changes in your status which will allow you to resume your drilling obligation."

4. As a member of the IRR, you are not required to attend drills but, you are required to keep the Commanding General, MCRSC informed of your current address, marital status, number of dependents, civilian occupation and physical standards. Additionally, you must ensure all uniforms are properly maintained in a serviceable condition. You are still subject to active recall and mandatory annual screening. If you have any questions concerning your status, you may write the Commanding General, Marine Corps Reserve Support Command, 15303 Andrews Road, Kansas City, Missouri 64147-1407 or call toll free 1-800-255-5082.

5. A copy of your last complete physical examination is provided as enclosure (1). Please safeguard this documentation with your other important paper. It is proof of your last physical examination.

6. No travel is authorized in the execution of these orders.

I. B. MARINE

Copy to:
COMMARFORRES (**MANDATORY PARTICIPANTS**)
CG, 4th MarDiv (**MANDATORY PARTICIPANTS**)
CG, MCRSC (**MANDATORY PARTICIPANTS**)
CO, 23rd, San Rafael, CA
CO, 3d Bn, 23rd Mar, New Orleans, LA
SRB

RECEIVING ENDORSEMENT (**MANDATORY PARTICIPANTS**)

1. I received these orders at (place or receipt) at (time) on (date). I understand the requirement to keep the CG, MCRSC informed of my current status as directed in these orders and that failure to reaffiliate with the Marine Corps Reserve by (date) may result in administrative separation.

Signature of Reservist/Date

Figure 2-1--Sample Letter-type Transfer Orders from the SMCR to the IRR--Continued

(Date)

From: Commanding Officer, Company L, 3d Battalion, 23d Marines
To: Lance Corporal James B. Wright 123 45 6789/MOS USMCR

Subj: INTERUNIT TRANSFER ORDERS

Ref: (a) MCO P1001R.1X, par xxxx
(b) Phonecon btwn GySgt Smith (CO L, 3dBn, 23rd Mar) and SSgt Smith (CoB, 4th Recon Bn) of (Date)

1. Per the authority contained in reference (a) and as discussed in reference (b), 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, you are directed to schedule an alternate annual training 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 rated by the gaining command.

5. You have given your new address as (address). Phone (xxx) Should you have a change in address or are 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. Your service record, medical and dental records will be mailed to your new command.

Figure 2-2--Sample Letter-type SMCR Interunit Transfer Orders

Subj: INTERUNIT TRANSFER ORDERS

7. 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
Service Record

RECEIVING ENDORSEMENT

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 2-2--Sample Letter-type SMCR Interunit Transfer Orders
--Continued

Date

From: Marine Concerned SSN/MOS USMCR

To: Commander, Marine Forces Reserve, 4400 Dauphine St New Orleans, LA 70146-5400
Via: 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 P1001R.1x, PAR

Encl: (1) Appropriate documentation, e.g., statement from civilian employer or college/university, etc.

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, civilian employment training e.g., 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 REASONABLE COMMUTING DISTANCE.) Enclosure (1) contains the documentation to support my request.

2. My home address is _____, telephone number _____ (NOTE: IF MEMBER HAS NOT RELOCATED AT THE TIME THE REQUEST IS MADE, INDICATE 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

Figure 2-3 --Sample Request to Transfer to the IRR for Reasons other than Religious Missionary Obligation

Subj: REQUEST FOR TRANSFER TO THE INDIVIDUAL READY RESERVE (IRR) FOR (EXCESSIVE COMMUTING DISTANCE, CIVILIAN EMPLOYMENT TRAINING, EDUCATIONAL CONFLICT, ETC.)

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 CG, MCRSC immediately either in writing (Commanding General, Marine Corps Reserve Support Command, 15303 Andrews Road, Kansas City, MO 64147-1207) or by calling (1-800-255-5082)(APPLICABLE TO MARINES 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 2-3 --Sample Request to Transfer to the IRR for Reasons other than Religious Missionary Obligation--Continued

(Date)

From: Marine Concerned SSN/MOS USMCR
To: Commander, Marine Forces Reserve, 4400 Dauphine Street, New Orleans, LA 70146-5400
Via: (1) Appropriate chain of command

Subj: REQUEST FOR TRANSFER TO THE STANDBY RESERVE TO FULFILL A RELIGIOUS MISSIONARY OBLIGATION

Ref: (a) MCO P1001R.1

End: (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 _____ (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 CG, MCRSC by calling 1-800-255-5082 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 annual training 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-Reserve, my eligibility will be suspended while I am assigned to the Standby Reserve.

Figure 2-4 --Sample Request for Transfer to the Standby Reserve to Fulfill a Religious Missionary Obligation

Subj: REQUEST FOR TRANSFER TO THE STANDBY RESERVE TO FULFILL A RELIGIOUS MISSIONARY OBLIGATION

Eligibility may only be reinstated when I reaffiliate with an SMCR unit on or before my specified date.

7. I understand I am to reaffiliate by the specified date stated in the approval letter by COMMARFORRES to resume my SMCR participation in the unit from which I was detached, secure a transfer to another SMCR unit, secure an interservice transfer to another Reserve Component, 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 2-4 --Sample Request for Transfer to the Standby Reserve to Fulfill a Religious Missionary Obligation-- Continued

(Date)

From: Marine Concerned SSN/MOS USMCR
To: Commander, Marine Forces Reserve, 4400 Dauphine Street, New Orleans, LA 70146-5400
Via: (1) Immediate chain of command

Subj: REQUEST FOR INTERSERVICE TRANSFER

Ref: (a) MCO.P1001R.1
(b) MCO P1900.16

Encl: (1) Gaining Component Statement
(2) Statement from college or university if applicable (see paragraph 2m below)

1. Per the references, I request an interservice 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. Social security number.

c. Rank, date of rank, and military occupational specialty (MOS).

d. Component 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 interservice transfers, if any.

i. Date and place of birth.

j. Citizenship and how acquired.

k. Summary of military duties performed.

Figure 2-5 --Sample Request for Interservice Transfer for an Enlisted Marine

Subj: REQUEST FOR INTERSERVICE TRANSFER

l. Brief description of educational credentials and military and civilian professional qualifications.

m. Reason for requesting transfer. (NOTE: COMPLETE JUSTIFICATION MUST BE PROVIDED. IF THE REQUEST IS BEING MADE FOR EDUCATIONAL BENEFITS, ACCEPT A RESERVE COMMISSION IN ANOTHER BRANCH OF THE SERVICE, OR ENROLL IN AN ROTC PROGRAM, A STATEMENT FROM THE COLLEGE MUST BE PROVIDED ATTESTING TO THE FACT THAT THE MEMBER 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 while disposition of my request is being made. Failure to do so will result in this pplication 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 interservice 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 interservice 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:
CG, 4th MarDiv, 4th FSSG, 4th MAW (as applicable)
Intermediate chain of command e.g., CO/OIC, 3/24, etc.
CO of Recruiting Station requesting interservice of Marine concerned.

Figure 2-5 --Sample Request for Interservice Transfer for an Enlisted Marine--Continued

(Date)

From: Commanding General, Marine Corps Reserve Support Command
To: Marine concerned

Subj: NOTIFICATION OF CHANGE IN RESERVE STATUS

Ref: (a) MCO P1001R.1
(b) MCO P1900.16

*NOTE: Paragraphs 1, 2, 3a, 3b, 4, and 5 apply to both ASL and ISL members.

Paragraphs *3c through *3g apply to ASL only.

Paragraphs **3c through **3f apply to ISL only.

1. Reference (a) requires all members of the Ready Reserve, except Reservists on active duty, be screened annually to ensure a Ready Reserve force composed of qualified individuals who will be immediately available during any national emergency.

2. Based on results of a recent screening, you will be transferred to the Standby Reserve (Active Status List, (ASL)) (Inactive Status List, (ISL)) by reason of _____ effective (date)

3. Certain conditions below, mandated by the Department of Defense, apply to membership in the (ASL) (ISL), Standby Reserve:

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.

*NOTE: Paragraphs *c through *g apply to ASL only.

*c. (ASL) Attendance at inactive duty training or annual training is not required. Members will not usually be permitted to participate in Reserve training or be assigned to a Reserve unit, but may make 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.

Figure 2-6 --Sample Notification of Change in Reserve Status

Subj: NOTIFICATION OF CHANGE IN RESERVE STATUS

*d. (ASL) Membership in an MTU is not permitted. However, Reservists may affiliate with an MTU under associate duty orders (non-pay status) for the purpose of earning retirement credit points.

*e. (ASL) Assignment to a mobilization position is not authorized.

*f. (ASL) As a member of the ASL Reservists remain eligible and are considered for promotion up to the grade of colonel. Members are not eligible for promotion to general officer grades.

*g. (ASL) Individual Reservists 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 Active Status List, Standby Reserve. Waivers of this requirement on a one-time basis may be made under exceptional circumstances by the Secretary of the Navy. Per reference (b), requests of this nature will be forwarded to the Secretary of the Navy via the CMC (MMSR) and the CG, MCRSC.

**NOTE: Paragraphs **c through **f apply to ISL only.

**c. (ISL) In this regard, an ISL member may not be involuntarily ordered to active duty unless the Secretary of the Navy, with the approval of the Secretary of Defense, determines there are not enough qualified Reservists in an active status in the required category readily available.

**d. (ISL) Assignment to a mobilization position or a Reserve unit and participation in Reserve training are not authorized.

**e. (ISL) A Reservist in an inactive status is not eligible for pay, promotion or consideration for promotion.

**f. (ISL) All members will be screened for further retention within 3 years of assignment to the ISL.

4. Rather than transfer to the (ASL) (ISL), 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 a 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 CMC (RA) via the CG, MCRSC.

Figure 2-6 --Sample Notification of Change in Reserve Status
--Continued

Subj: NOTIFICATION OF CHANGE IN RESERVE STATUS

5. If you have are any questions about your change in status, please contact _____ at this Command at toll-free (800) 255-5082.

SIGNATURE

Copy to:

Figure 2-6 --Sample Notification of Change in Reserve Status --Continued

CHAPTER 3

PARTICIPATION AND ADMINISTRATIVE PROCEDURES

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CHAPTER 3

PARTICIPATION AND ADMINISTRATIVE PROCEDURES

SECTION 1: SATISFACTORY PARTICIPATION

3100. MILITARY SERVICE OBLIGATION (MSO)

1. Anyone inducted, enlisted, or appointed in the Armed Forces on or after 1 June 1984, incurs an 8-year period of obligated service. Any part of the service not served on AD or ADT will be performed in a RC.

2. Members of the SMCR who have not completed the contractual IDT obligation or at least 2 years of active duty, serve with the SMCR by virtue of their initial enlistment agreement. All other participants affiliate by virtue of a Reserve reenlistment or other contractual agreement.

3. Reserve Optional Enlistment Program (ROEP). A Reservist enlisting under ROEP serves a portion of the statutory MSO, normally 3, 4, 5, or 6 years in the SMCR, per MCO 1133R.26. The remainder of the MSO may be served in the IRR.

4. Orientation Briefings for Nonprior Service (NPS) Enlistees

a. The orientation briefing affords SMCR unit CO/OIC and/or I-I/Site Commanders the opportunity to fulfill a fundamental leadership responsibility: that of welcoming and getting acquainted with new unit members. The new member should be familiarized with their unit as well as post-IADT duties and training highlights. More than a mere exchange of information, the orientation brief should convey a sense of belonging and being part of a team. The enthusiasm and interest communicated by the CO/I-I should motivate and strengthen the new member’s commitment to the unit and to the Marine Corps. Questions by the new member should be encouraged and answered in a forthright, positive manner.

b. The orientation brief is not a screening process to determine eligibility for enlistment, which is the responsibility of the recruiting station.

c. 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 visitation or by telephone. In cases where the new member will commence IADT within 10 days of

enlistment (direct ships), the orientation brief may be provided by the recruiting station commander or his designated representative.

d. The recruiting station will enter the briefer's name, billet, and date of the interview into the Remarks section of the Record of Military Processing - Armed Forces of the United States (DD Form 1966).

e. At a minimum, the briefing should:

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

(2) Discuss post-IADT/IIADT duties and training highlights.

(3) Explain the sponsorship program.

(4) Reinforce the new Marine's understanding of reemployment rights discussed in MCO P1760.8, and in Chapter 7, Section 4 of this Manual.

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

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

f. Recruiting station 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.

3101. REENLISTMENT IN THE REGULAR MARINE CORPS

1. Reservists in the grades of sergeant and below may request enlistment/reenlistment in the AC per MCO 1130.58.

2. Reserve SNCOs may request enlistment/reenlistment in the AC per MCO 1130.63.

3102. SEPARATE WRITTEN AGREEMENT TO TRAIN (SWAT)

1. A SWAT is a contractual agreement between the Marine Corps and a non-mandatory participant (enlisted Reservist) which obligates the Reservist to participate in Reserve training in the SMCR. The obligation is incurred upon reporting to active duty for attendance at a formal school in excess of 5 weeks.

2. The length of the SWAT will be:

a. Two years, upon reporting to active duty for attendance at a formal school of more than 5 weeks to 12 weeks in length; or

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

3. Reservists undergoing MOJT/OJT do not require a SWAT. Reservists assigned to formal schools of 5 weeks or less do not require a SWAT.

4. A sample SWAT is provided at Figure 3-1. In no case will the separation date of the agreement extend beyond the expiration date of the Reservist's enlistment contract. Coordinate with RAM-5 to effect an extension/reenlistment to correspond with the contract length of the SWAT, as appropriate.

5. The SWAT must be witnessed by an officer. The original SWAT will be forwarded to the CMC (MMSB-20); a copy will be retained on the document side of the SRB, and a copy given to the Reservist.

6. Upon termination of a SWAT, a Reservist may be retained in the unit, transferred to another unit, or transferred to the IRR.

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

8. Reservists who fail to comply with the provisions of the agreement will be processed for unsatisfactory participation, as stated in the SWAT.

3103. PRIOR SERVICE MARINES TRANSFERRED TO THE IRR FOR MOS INCOMPATIBILITY

1. Prior service 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 18 months from the date of join. A Reservist who has not begun a formal school or MOJT program within 18 months is subject to involuntary transfer to the IRR.

2. If the formal school or training was not available due to no fault of the Marine concerned or the unit, the CO/OIC/OpSponsor will be given a reasonable amount of time to place the Marine into another school seat or reassign to a different training track.

It is the responsibility of the unit to request formal school quotas, not the individual Marine. The CO/OIC/OpSponsor will document all actions taken and will submit a waiver request to COMMARFORRES or his designated representative to retain the Marine. The request will include the reason for the waiver to the 18 month rule, intended MOS, and the anticipated training completion date.

3. Recommendations for transfer to the IRR for failure to obtain an MOS will be initiated by the CO/OIC/OpSponsor, and will be forwarded to COMMARFORRES/CG, MCRSC, as appropriate, for approval. It is emphasized that it is the CO/OIC/OpSponsor's responsibility to provide every opportunity for the Reservist to attend a primary MOS school.

4. Reservists who fail to comply with the MOS retraining requirement will be counseled 6 months prior to the expiration of the 18 month period and warned of possible transfer to the IRR. A page 11 counseling entry will be entered in the Marine's service record in accordance with MCO P1900.16, paragraph 6105, to document this counseling.

3104. PARTICIPATION REQUIREMENTS

1. Satisfactory participation requirements for each Training Pay Category (TPC) is:

TRNG PAY CAT	COMPRISED OF	MIN # OF PERIODS OF IDT REQ ANN WITH PAY	# OF DAYS OF AT REQ ANN WITH PAY
A	SMCR	48	14 exclusive of tvl time
B	SMCR (IMA)	0, 12, 24, 48	12 exclusive of tvl time
P	NPS personnel awaiting IADT (with IDT Pay)	NA	NA
Q	Active Reserve	NA	NA

2. 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, weight control and military appearance, fitness, decorum, attitude, and effort expended during training periods.

3. Commanders may grant exceptions for individuals who are subject to the annual participation requirements listed in paragraph 3104.1, above, provided that:

a. The number of unexcused absences does not exceed nine scheduled IDT periods, or

b. The member has performed an equivalent or greater amount of ADT/ADSW to the annual AT requirement.

4. Reasonable Commuting Distance

a. As set forth in DoD Instruction 1215.18, the maximum distance a mandatory participant may be required to travel involuntarily between residence and Home Training Center (HTC) is a distance within:

(1) A 100-mile radius of the HTC or a distance that may be traveled by automobile under average conditions of traffic, weather, and roads in 3 hours. 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; or

(2) A 50-mile radius of the HTC or a distance that may be traveled by an automobile under average conditions of traffic, weather, and roads in a 1 1/2 hour period, where Government meals and quarters are not provided at the unit IDT site.

NOTE: If a mandatory participant travels over 50 miles, meals and quarters will be provided.

(3) Waivers beyond the 100-mile radius of the HTC may be granted on a case-by-case basis. Requests for waivers will be sent to COMMARFORRES via the CG, Marine Corps Recruiting Command.

b. A mandatory participant may request transfer to the IRR when the member relocates beyond the limits as set forth in paragraphs 3104.4a(l) and 3104.4b(2). Transfers must be approved by COMMARFORRES (see paragraph 2401 and 2403 for additional guidance), 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, the CG, MCRSC will notify COMMARFORRES who will in turn issue orders to the individual instructing the Marine to report to the identified SMCR unit to resume participation. A copy of the orders will be mailed to the gaining SMCR unit.

(2) Member transfers to another Service Component; or

(3) Member completes his/her MSO and fails to reenlist.

5. Deferment Due to Child Birth or Adoption. Refer to MCO 5000.12. Dual-service parents and single parents must comply with the provisions of MCO 1740.13.

6. 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 3-2.

7. Minimum Participation Requirements

a. Reserve officers who have completed their MSO are required to earn a minimum of 27 retirement credit points per anniversary year to be retained in an active status.

b. Reservists who have been notified per paragraph 6406 of this Manual 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 an active status. A request for a one-time waiver of this requirement may be submitted via the appropriate chain of command to the Secretary of the Navy via the CMC (MMSR-5).

c. Failure to attain these minimum participation requirements will result in transfer to the ISL, or other action as specified in MCO P1900.16.

8. Mandatory Direct Deposit. On 22 April 1992, the Department of Defense Comptroller approved Direct Deposit/Electronic Funds Transfer (DD/EFT) as the standard method of payment within DoD for pay of personnel. DoD considers the requirement to participate in DD/EFT as a reasonable condition of employment. As a result, enrollment in the DD/EFT program is mandatory for all Marine Reservists unless waived by the unit commanders or CG, MCRSC (for all IMA, MTU members), as applicable. Marines in the IRR are required to enroll in DD/EFT upon reenlistment or assignment to active duty (paid/nonpaid).

a. Waivers. Per DFAS-KC 7220.31-R of 5 Sep 1996, waivers of up to one year may be granted to any Reserve Marine when it is determined that it would be in the best interest of both the individual and the DoD for the Marine not to enroll or to terminate their enrollment in DD/EFT.

(1) Waivers may be granted because of financial difficulty, financial irresponsibility, or other extenuating circumstances.

(2) Waivers will be temporary and allow the Marine sufficient time to resolve the short term problems prior to reenrollment in the DD/EFT.

(3) Waivers are requested by the member through the unit commander and must be submitted in writing.

(4) Members must provide adequate documentation or rationale to substantiate waiver requests.

(5) Waivers may be renewed if the condition for issuing the waiver still exists after completion of the initial waiver period.

(6) Counseling or participation in a financial management course offered through the local command is required when waivers are approved due to financial problems.

b. Unit Commanders Action. Upon waiver approval notify the Marine in writing of the date granted and the expiration date. File a copy of the approval letter on the document side of the Marine's service record book and send a copy to COMMARFORRES (7AA). Also notify COMMARFORRES in writing when a waiver is terminated or an extension is granted with a new expiration date.

3105. MEDICAL REQUIREMENTS

1. Physical Examinations. Section 1004(a) of Title 10, U.S.C., requires each member of the Ready Reserve who is not on active duty to be examined for their physical fitness every five years.

a. Physical examinations will be conducted as indicated below:

(1) Upon entry to enlisted or commissioned active duty.

(2) At intervals of five years through age 50.

(3) At intervals of 2 years from age 50 through age 60.

(4) Annually after age 60.

(5) As required.

b. Reserve personnel in a flight status will receive complete flight physicals at ages 21, 24, 27, 30, 33, 36, 39 and annually thereafter, or more often as deemed necessary by higher authority. During the years that a complete flight physical is not required, an Annual Interval Medical Evaluation will be performed. Frequency of physical examinations for other special duty personnel such as weapons handlers will comply with the current Manual of the Medical Department (MANMED) directive.

c. During the years that a complete medical examination is not required, an Annual Certificate of Physical Condition (NAVMED 6120/3) will be completed. In any case where the member indicates a change in physical condition or is considered medically unfit, Article 15-28 of the MANMED will be adhered to. For members of the IRR, completion and return of the annual Marine Corps Reserve Screening Form will suffice for the NAVMED 6120/3. If the screening form indicates the possibility that a member may be unfit, the CG, MCRSC will take necessary action to determine the member’s physical fitness for retention.

2. Ready Reserve personnel with abnormal results of any aspect of the physical exam will be referred to their civilian health care provider (at the Marine’s expense) for further evaluation. Physician examination and follow-up documentation of those personnel with disqualifying findings will be sent to BUMED-02D via COMMARFORRES (G-4 MED) per the MANMED.

3. For members of SMCR units, COMMARFORRES will establish procedures to fulfill the requirement for physical examinations and submission of Annual Certificates of Physical Condition.

4. For IRR and IMA personnel, the CG, MCRSC will establish procedures to fulfill physical examination requirements.

5. Reservists with no further MSO who fail to comply with a request to complete a physical examination will be transferred to the Standby Reserve involuntarily for further assignment to the ASL upon the approval of COMMARFORRES.

6. Marine Reservists are either fit for full duty or not fit for full duty. Reservists will not be joined to an SMCR unit or IMA detachment nor perform any category of AD or IDT when found not fit for full duty per current regulations with the exception of interunit transfers approved by the gaining unit commander as stipulated in paragraph 2403.4 of this Manual. Reservists will not perform any category of AD or IDT when not fit for full duty. This paragraph does not apply to AR personnel.

a. Temporary Not Physically Qualified (TNPQ) Determination. Drilling Reservists who are identified as TNPQ due to illness or injury that was not incurred as a result of military duty shall not perform any period of IDT or active duty per chapter 3 of this Order. For the purpose of this paragraph, TNPQ is defined as "an injury or illness that will prevent the member from drilling for a minimum of two but not to exceed six months." To alleviate liability to the Government concerning the medical treatment of a member so designated, accountability of the member shall be accomplished in the following manner:

(1) The Reservist is responsible for notifying the Medical Department Representative (MDR) or CO/OIC/OpSponsor/I-I/ Site commander within 5 days after the injury/illness has occurred. Documentation from the Marine's attending physician must be provided to the unit. It is strongly recommended that certified mail be utilized by the individual concerned when mailing the documentation to the Reserve Center. If the member does not have a private physician, a medical consultation may be obtained from the VA hospital or other medical clinics providing services. All medical expenses incurred will be borne by the Marine.

(2) Upon receipt of the documentation, the MDR shall prepare a letter of instruction to the member outlining steps to be followed during the period of TNPQ.

(3) To ensure that the unit and the MDR are kept informed of the Marine's status, the member is required to provide medical documentation every 30 days from the member's attending physician or other medical clinic providing services. Reservists who fail to comply with this requirement may be terminated from the TNPQ status after appropriate notification for noncompliance and directed to resume their drilling obligation. Failure to do so could result in involuntary administrative separation and/or (for enlisted personnel) administrative reduction in rank.

(4) Upon completion of the Marine Reservist's treatment, a release from the attending physician or clinic providing medical care certifying the member's ability to perform all duties without restrictions will be submitted to the CO/OIC for subsequent review by appropriate military medical authority. This will also be documented in the member's medical record.

(5) A TNPQ status shall not extend beyond six months without prior approval of COMMARFORRES (G-4 Med).

b. Not Physically Qualified (NPQ) Determination. A Reservist who is classified as TNPQ for 6 months must have an NPQ determination submitted to the Special Assistant for Physical Qualifications and Review, Department of the Navy, Bureau of Medicine and Surgery (MED 02D), 23rd & E Streets, Washington, DC 20372-5120, via the chain of command and COMMARFORRES (G-4 Med). Each request should contain a recent Report of Medical Examination (SF88) and Report of Medical History (SF93) which indicates the member is NPQ for retention. In the absence of a military medical officer's findings, documentation from a civilian physician will suffice. Include all supporting documents associated with the disqualifying factor.

(1) The MANMED, Article 15-74 and MCO P1900.16 provide additional guidance.

(2) Marines are not permitted to perform AD or IDT while in an NPQ status.

c. Notice of Eligibility (NOE). An NOE is a document authorizing medical care and/or incapacitation pay to Reservists due to a service connected condition incurred while performing AD for 30 days or less, or IDT, to include travel directly to or from training. Members are entitled to appropriate treatment per MCO 1770.2.

d. Reservists injured while on IDT or active duty orders 30 days or less (AT, ADT, ADSW) will not have their orders terminated due to incapacitation but shall become entitled to NOE benefits at the end of their orders. Active duty orders of 30 days or less will not be modified to extend the injured Reservist beyond 30 days active duty to circumvent NOE processing. NOE requests will be submitted to CMC (RAM-3) per the guidance provided in MCO 1770.2.

e. Reservists on active duty orders for 31 days or more will not be released from active duty until found physically qualified by the Medical Treatment Facility or properly released by a PEB or other proper authority. Ensure appropriate strength category and duty limitation codes with an EAS of "COFGM" are promptly reported in MCTFS. Using the AAS:

(1) Modify the current orders to terminate on the date prior to the day the Marine was found not physically qualified and specify that from XXXXXX (date the Marine found not physically qualified) to XXXXXX (usually 60 days at a time) the Marine is on medical hold and provide the appropriate line of accounting.

(2) Create an obligation under PID type 4 starting the date the Marine was found not physically qualified. To create the per diem and travel lines (if required), take the same line for pay and allowances (P&A) and type it into the travel and per diem line, making the changes to the bold face text in the following example:

P&A	17*1108.2731 011 34632 0 000027 2I D4232 122000071500
Per Diem	17*1108.2731 021 34632 0 000027 2D D4232 122000071501
Travel	17*1108.2731 021 34632 0 000027 2D D4232 122000071500

* - Indicates FY

Note - P&A and Travel have the same FAN (71500) but different object Class (011 and 021) as well as transaction type code (2I and 2D)

f. Category "P", Reservists are eligible for NOE benefits. The unit will notify the MEPS or recruiting station responsible for

the Reservist of the member’s change in medical status to adjust shipping and school dates.

g. Military medical personnel must coordinate with the active duty staff administrative personnel to ensure that the appropriate strength category and duty limitation codes are reported promptly on all Reserve Marines (to include those on active duty in excess of 30 days) in a TNPQ/NPQ status in MCTFS. The applicable physical risk code should be reported for those individuals not on active duty in excess of 30 days as well.

7. Human Immunodeficiency Virus (HIV).

a. In accordance with SECNAVINST 5300.30C, Reserve personnel in the following categories shall be retested on an annual basis unless testing is required more frequently, as resources permit.

(1) Reserve personnel receiving orders to active duty for 30 days or more.

(2) Selected Reserve personnel subject to deployment on short notice to areas of the world with a high risk of endemic disease or with minimal existing medical capability.

(3) Selected Reserve personnel serving in units subject to deployment overseas.

b. Testing will occur during routine physical examination including those required annually/tri-annually/quadrennially, as well as those examinations conducted for the purpose of reenlistment if a test has not been performed within the last 12 months.

c. Reserve units are not authorized to utilize HIV-1 results obtained from civilian blood collection agencies e.g., American Red Cross.

d. Members of the RC (Reservists not on extended active duty of more than 30 days) who are HIV-1 antibody positive and who can be assigned to mobilization billets in the United States which do not require immediate deployment and do not require availability for reassignment overseas or to a deployable billet shall be retained in the Ready Reserve. All HIV-1 antibody positive Reservists for whom such mobilization billet assignments cannot be made shall be transferred involuntarily to the Standby Reserve (ISL).

e. Retention and Separation. HIV-1 antibody positive Reservists who desire to continue affiliation with the Ready Reserve and for whom a billet is available for duty in the United States as described above must obtain from his/her civilian physician an

evaluation conforming to the protocol prescribed by the DoD for HIV-1 evaluation. Reserve personnel presenting documented evidence of immunologic deficiency, neurologic involvement, or clinical indication of disease associated with HIV-1 antibody positivity as determined by military health care providers may be retained in the Ready Reserve. If evaluation results are not provided within two months of notification of being HIV-1 positive, the HIV-1 antibody positive Reservist shall be transferred to the Standby Reserve (ISL) or processed for separation depending on the needs of the Marine Corps.

f. HIV-1 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.

g. RC members may apply for separation by reason of HIV-1 positivity within 90 days of their initial counseling by representatives of the naval service. The 90 day period begins the day the Reservist is formally counseled. RC members requesting separation after the 90-day period has expired will be considered on a case-by-case basis. Members who elect separation will not be allowed to reenter into the service at any future date. The CMC may approve such requests based on the manpower requirements and needs of the service.

(1) The CMC will not approve any request if the RC member has any remaining statutory service obligation.

(2) Any request for separation must document the lack of pressure or coercion, implied or otherwise, leading to such request by the command involved.

h. Reserve Spouse Notification. SECNAVINST 5300.30C requires that spouses of Reservist found to be HIV-1 positive be provided notification counseling and testing. Spouses of Reserve members are not normally DoD health care beneficiaries. When a Reservist is found to be HIV-1 positive, the spouse will be offered HIV-1 testing and counseling within the Navy health care system. Testing and counseling outside of the military health care setting will not be funded by the Marine Corps. Coordinate with closest Naval MTF for additional information and guidance.

8. Deoxyribonucleic Acid (DNA) Sampling. All Reservists are required to have DNA screening in accordance with MCO 1771.1.

9. Dental Care

a. Reservists performing IDT are not entitled to routine dental care.

b. A Reservist performing IDT will have a type 2, oral examination completed annually to ensure the Reservist maintains proper dental hygiene and remains a mobilization asset. An appropriate treatment plan will be recorded and prescribed to Reservists found with disqualifying conditions.

c. Reservists on active duty in excess of 30 days are entitled to full dental coverage. For dependents of Reservists to be eligible for the TRICARE-Active Duty Family Member Dental Program (FMDP), the Reservist must be on extended active duty for a period of at least 24 months. The intent to remain on active duty is determined by the number of months of active duty indicated in the Reservist's orders. Additional information on the FMDP can be found on the Internet at www.ucci.com.

d. See Chapter 9 for information on the Tricare Selected Reserve Dental Program.

3106. DEACTIVATION/REDESIGNATION/RELOCATION OF SMCR UNITS

1. Upon deactivation, redesignation or relocation of a SMCR unit, CMC (RA) will publish correspondence to COMMARFORRES concerning the affected unit. After notification, the commands and personnel listed below will take the following actions:

a. COMMARFORRES. Coordinate the interunit transfers of mandatory and nonmandatory participants joined to SMCR units (including category P individuals). Within 15 days of notification of the unit being deactivated, redesignated or relocated, COMMARFORRES will identify the target MOS for each interunit transfer to CMC (RAP) for all MOS mismatches and request school seats from CMC (RAP) for IIADTS requiring different MOS training than originally planned.

b. Marine Corps Recruiting Command (MCRC). Present the options as outlined in paragraph 3106.2 to affected SMCR's awaiting IADT excluding poolees who drill with affected units).

c. Commanding Officers of Affected SMCR Units

(1) Present the options in paragraph 3106.2 to poolees who drill with their unit, in close coordination with the local recruiting station.

(2) Present the options in paragraph 3106.2 to IIADTS attached to their units.

(3) Take the actions described in paragraph 3106.3 for mandatory participants in their unit.

(4) Present the options in paragraph 3106.4 of this section to nonmandatory participants.

(5) Enter the appropriate Reserve Program Enlisted For (PEF) code for any enlistment incentive recipients attached to their units who transfer to the IRR. PEF codes are as follows:

"ZV": reenlisted for a 3-yr bonus
"ZW": reenlisted for a 6-yr bonus
"ZX": affiliated with SMCR unit
"ZU": enlistment incentive recipients.

d. Entry Level Training Assignment (ELTA) Liaison Personnel at MCRDs and Training Sites.

(1) Present the options in paragraph 3106.2 to the affected Marines at IADT.

(2) Request a Notice of Basic Eligibility (NOBE) from CMC (RAM) for those Reservists eligible for Montgomery GI Bill (MGIB) benefits. Also, request that CMC report the Selected Reserve transition code of "X" and the MGIB eligibility code of "T" per MCO P1080.40. Reservists eligible for MGIB are those who complete MOS training and have 12 months of SMCR participation (including IADT)

(3) Report a Reserve PEF code of "ZU" for any enlistment incentive recipients.

2. The following options are available to affected SMCRs awaiting IADT or at IADT:

a. Transfer to the AC per MCO 1130.58.

b. 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 SRB and have it signed by the Reservist:

"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. Signature of Marine"

c. Transfer to the IRR after retraining in a less technical MOS, contingent upon school seat availability. Counsel these Marines on Reserve obligations prior to transfer to the IRR. These individuals retain their entitlement of enlistment incentive payments.

d. Transfer to the IRR after completion of training as originally directed. Counsel these Marines on Reserve obligations prior to transfer to the IRR. These individuals retain their entitlement to enlistment incentive payments.

e. Inter-service transfer to another AC or RC per MCO P1900.16.

f. Discharge. The separation will be an uncharacterized entry level separation.

(1) For Marines at IADT the following instructions apply:

(a) In item 24 of the DD Form 214 (characterization of service) enter: "entry level separation." In item 28 of the DD Form 214 (narrative reason) enter "service inability to honor contract."

(b) A Separation Program Designator (SPD) of KDS2 will be reported in MCTFS in item 26 of the DD Form 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 Reservist 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 Reservist who is discharged.

(c) 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 SRB (both to be signed by the individual):

"I understand by accepting this discharge from the U.S. Marine Corps Reserve, that I voluntarily give up my entitlement to Transition Assistance Benefits, Reserve Montgomery G.I. Bill and any enlistment incentives that were offered to me upon my initial enlistment as reflected in my Reserve Optional Enlistment Program Statement of Understanding. I also understand that if, at a

later date, I choose to reenter 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. Signature of Marine."

(d) Ensure a copy of the Reservist's discharge paperwork is mailed to the Marine's SMCR unit and COMMARFORRES (G-1).

(2) For a Reservist awaiting IADT, discharge will be effected by a letter of release as shown in Figure 4-2 of MCO P1100.72.

3. The following actions will be taken for affected SMCR mandatory participants who are at the units:

a. If there are any other SMCR units within reasonable commuting distance, the SMCR CO will transfer these SMCRs to that unit. 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.

b. If another SMCR unit does not exist within a reasonable commuting distance, transfer these Marines to the IRR upon approval of COMMARFORRES. These Marines retain their entitlement to enlistment incentive payments. Any of these Marines who complete 12 months of SMCR participation (including IADT) rate MGIB-R benefits. An MGIB-R eligibility code of "T" will be entered into MCTFS by the unit per MCO P1080.40. The Reservist must obtain a NOBE from the SMCR unit. COMMARFORRES will enter a Selected Reserve transition type code of "X" for the Marines with 1 or more but less than 6 qualifying years.

c. 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, CG, MCRSC, the OpSponsor, and the Marine's current unit.

d. In lieu of transfer to the IRR, a Reservist may submit a request for:

(1) Inter-service transfer to a Reserve or active component

(2) Augmentation to active duty per MCO 1130.58.

4. The following actions will be taken for affected SMCR non-mandatory participants who are at the units:

a. Coordinate with COs of SMCR units within reasonable commuting distance to find and offer an SMCR billet of the same grade. Marines offered an SMR billet of the same grade. Marines offered an SMCR billet of the same grade within a reasonable commuting distance will sign the following page 11 entry in their service records:

> "I am aware I am not eligible for Reserve Transition Benefits under Public Law 102-484 of 921023 because I have been offered another SMCR billet of the same grade within a reasonable commuting distance. Signature of Marine."

b. Transfer to the IRR if an offer of an SMCR billet of the same grade within a reasonable commuting distance can not be made. These individuals retain their entitlement to reenlistment incentive payments. Any of these SMCR’s who complete 12 months of SMCR participation (including IADT) rate MGIB-R benefits and a MGIB-R eligibility code of "T" will be entered into MCTFS. Marines must obtain a NOBE from their SMCR unit. COMMARFORRES will enter a Selected Reserve transition type code of "X" for the Marines with 1 a Selective Reserve transition type code of "K" for the Marines with more than 6 but less than 15 qualifying years who rate Reserve involuntary separation pay.

c. For members who voluntarily elect a transfer to the IRR in lieu of an assignment to another SMCR unit within commuting distance, the following page 11 entry will be executed:

> "I am aware I am not eligible for Reserve Transition Benefits under Public Law 102-494 of 921023 due to my voluntary transfer to the IRR. Signature of Marine."

d. Allow the Marine to submit a request for retirement if eligible for early for early retirement awaiting pay at age 60 or Reserve special separation pay.

e. Request inter-service transfer to an AC or RC per the current edition of MCO P1900.16.

f. Request augmentation to active duty per the current edition of MCO 1130.58.

5. Many of these Marines may be eligible for Selected Reserve Transition Benefits, e.g., priority for affiliation, commissary-exchange privileges, continuation of MGIR-R, Reserve Involuntary Separation Pay, early retirement awaiting pay at age 60, and Reserve Special Separation Pay. Refer to Chapter 9, Section 6 of this Manual and MCO 1900R.17 for more information on the Selected Reserve Transition Benefit (RTB) Program.

6. MGIB-R eligible Marines transferred to the IRR who are not qualified for Reserve Transition Benefits because they have less than 12 months of SMCR participation should have the following page 11 entry made in their SRBs:

> "I understand that my Reserve Montgomery GI Bill-Reserve (MGIB-R) entitlement will be suspended the day I transfer to the Individual Ready Reserve. I am also aware that I have only one year to reaffiliate with an SMCR unit or another Reserve component unit in order to reestablish MGIB-R eligibility. Signature of Marine."

Reporting units with Marines in this category will submit a request to COMMARFORRES that MGIB-R eligibility be suspended and that the MGIB-R eligibility code of "P" be reported in MCTFS prior to effecting transfer to the IRR.

3107. FOREIGN TRAVEL

1. Notification of Intent to Leave the United States for 60 days or Less. Reservists intending to travel outside the continental United States must submit a letter of notification directly to COMMARFORRES or his designated representative using figure 3-3. This notification must be submitted at a minimum of 30 days prior to the member departing. Marines in the IRR or the IMA program must notify the CG, MCRSC.

2. Reservist employed on United States merchant vessels under friendly foreign registry (Maritime Preposition Shipping (MPS))will notify CG, MCRSC to be categorized as a Key Employee (refer to Chapter 7).

3. Reservists 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 Reservist should notify COMMARFORRES or his designated representative in writing. IRR and IMA personnel will notify the CG, MCRSC.

4. Foreign Travel/Residency in Excess of 60 Days

a. SMCR personnel requiring overseas travel or residency for a period in excess of 60 days and who are unable to satisfactorily participate in the Selected Reserve, must request permission to transfer to the IRR using Figure 3-4. IRR and IMA Marines must notify the CG, MCRSC. Under no circumstance will a mandatory participant be transferred to the IRR prior to COMMARFORRES approval.

b. Reservist incurring a long term civilian job 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. This policy may be waived by CG, MCRSC provided the Marine furnishes sufficient justification and demonstrates an ability to achieve the minimum participation requirements as set forth in paragraph 3104.7. This includes but is not limited to participation in an OCONUS IMA detachment and completion of requisite level PME/correspondence courses.

c. Mandatory participants transferred to the IRR are subject to involuntary administrative separation, as authorized by law, for failure to resume SMCR participation within 60 days of the date of return. CG, MCRSC is directed to monitor mandatory participants as outlined in Chapter 2 of this Manual.

d. This policy may be waived is the Marine is able to affiliate with

5. Travel Advisory. Due to terrorist activities, Reservists visiting foreign countries are encouraged to wear civilian clothes; use a tourist passport; use baggage which does not indicated 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.

6. AR Marines desiring to take annual leave in a foreign country will be processed in the same manner as active duty members per MCO P1050.3.

3108. ACTIVE DUTY FOR SPECIAL WORK (ADSW). MCO 1001.59 provides the policies and procedures for the assignment of RC personnel to active duty under the Total Force ADSW program. ADSW is designed to provide the Marine Corps with a means to utilize Reserve personnel on active duty to meet operational requirements short of Presidential Selected Reserve Call-up (PSRC) or mobilization and to support short term, special projects and exercise participation supporting both the AC and RC.

1. Administrative Guidance

a. Issuance of orders. Report the appropriate unit diary entries per MCO P1080.40. Ensure the correct component accurately reflected in MCTFS. The component code is based upon the pay group utilized in the appropriation data cited in the orders. The following codes pertain:

(1) ADSW orders for the less than 180 days.

	Active Component Codes				
	ADSW-AC	ADSW-ES	ADSW-TCA	ADSW-CO	ADSW-NC
C7	X	X	X		X

	Reserve Component Codes				
	ADSW-RC	ADSW-EP	ADSW-GO	ADSW-RR	ADSW-__
CC		X			
CE				X	
CF	X	X	X		X

(2) ADSW orders 180 days or more.

	Active Component Codes				
	ADSW-AC	ADSW-ES	ADSW-TCA	ADSW-CO	ADSW-NC
C4	X	X	X		X
KM				X	

	Reserve Component Codes				
	ADSW-RC	ADSW-EP	ADSW-GO	ADSW-RR	ADSW-__
CC		X			
CE				X	
CF	X		X		X

(3) The Component Code for Medical Hold is KM.

(4) Identification cards. Marines that perform ADSW orders for 31 days or more will be issued an active duty ID card in accordance with MCO P5512.1B.

(5) Dependents. The dependents of Marines performing ADSW orders 31 days or greater will be issued an active duty dependent ID card and enrolled in DEERS.

b. Completion of orders

(1) Upon completion of the ADSW period complete the appropriate unit diary entries per MCO P1080.40.

(2) Ensure a Fitness Report or proficiency and conduct marks, as applicable, are completed per current regulations.

(3) Ensure that travel orders are liquidated per the guidelines contained in the Joint Federal Travel Regulations. Marines must annotate on their orders and medical record that he/she is physically qualified for release from active duty indicated in MCO 1001.59.

(4) Separation. Marines performing ADSW orders 31 days or greater will be issued separation documents per MCO P1900.16.

(5) Physical. Ensure the Marine receives a complete separations physical upon release from active duty, per MCO 1001.59.

3109. SCREENING PERSONNEL TO PRECLUDE AD IN EXCESS OF 18 YEARS ACTIVE FEDERAL SERVICE

1. Per Title 10, U.S. Code, a member of the RC on active duty other than for training, and within 2 years of becoming eligible for retired pay or retainer pay under a purely military retirement system, may not be involuntarily released from duty before becoming eligible for that pay, unless such release is approved by the Secretary of the Navy.

2. Title 10 U.S.C., section 12686(b) provides the authority for a Reserve member on active duty to waive retirement sanctuary. This provision affords the Marine Corps the flexibility to bring a member of the RC on active duty for up to 179 days even if those members are in, or would enter, sanctuary (at least 18 years of active federal service) during the contemplated period of service. When conditions are that federal service through repeated use of short tours and becoming eligible for sanctuary protection, the following policy applies:

a. The COMMARFORRES and CG, MCRSC, will monitor Reservists under their cognizance who are approaching or have accrued 17 or more years of active duty. If the Marine chooses to waive the sanctuary provisions as offered in paragraph 3109.2 above, orders may be issued. The following statement must be included in the Marine’s orders and executed and signed by the Marine prior to issuance of orders:

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

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

b. If the Marine does not choose to waive the sanctuary provisions and issuance of orders will cause the Marine to exceed 17 years of qualifying active federal service, COMMARFORRES or the CG,

MCRSC, as appropriate, will forward the request for orders to CMC (RA) for approval.

(1) Requests for active duty other than for training, including ADSW, which will cause the member’s total active duty to exceed 18 years will not normally be approved.

(2) Exceptions may be granted by the CMC (RA) based on the needs of the Marine Corps.

5. Active duty for training, including IADT, ADT, AT, and RCT, is included in the computation of a member’s total active duty time. However, a member cannot claim sanctuary while serving on a period of active duty for training.

CHAPTER 3

PARTICIPATION AND ADMINISTRATIVE PROCEDURES

SECTION 2: INACTIVE DUTY TRAINING, SCHEDULING, ATTENDANCE AND ACCOUNTING

3200. INACTIVE DUTY TRAINING

1. IDT is authorized training performed by members of the Ready Reserve not on AD, AT, or ADT, and performed in connection with the prescribed activities of the units of which they are members.

2. IDT consists of regularly scheduled unit training periods, Additional Training Periods (ATPs), and equivalent training (associate and appropriate duty).

3. The primary purpose of IDT is to provide individual and/or unit readiness training.

4. IDT may support AC missions and requirements, i.e., operational support.

5. IDT also encompasses muster duty in the performance of the annual IRR screening program.

6. 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. 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.

3201. INACTIVE DUTY TRAINING SCHEDULING

1. Unit IDT schedules shall be prepared by the CO/OIC, in coordination with their I-I/Site Commander, as far in advance as possible for the upcoming fiscal year. The advanced schedule should provide adequate notice to their Reservists, who may then plan their activities to minimize disruptions to their families and employers.

2. OpSponsors for IMAs/MTUs shall schedule IDT periods by mutual agreement with their individual Marines.

3. 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. Rescheduled IDT periods should be announced 30 days in advance to allow sufficient time for the Reservist to be advised of the change. 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. IDT periods may be scheduled throughout the month, including weekdays, as necessary for training and performance of the unit mission.

3202. INACTIVE DUTY TRAINING ATTENDANCE

1. Tardiness at Muster. Reservists in SMCR units who report late for muster during an IDT period are considered absent from their IDT.

a. Excused Tardiness. At the discretion of the CO/OIC/OpSponsor, a Reservist reporting for IDT tardy may be excused. If the tardiness is excused and the Reservist is engaged in training for at least 2 hours of the scheduled 4 hour IDT period, the individual concerned may be given Reserve retirement credit points and receive pay for the IDT period.

b. Unexcused Tardiness

(1) When tardiness is not excused by the CO/OIC/OpSponsor, the IDT period will be designated as an unexcused absence, and the Reservist 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 Reservist will be required to participate in all subsequent IDT periods.

(2) 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 Equivalent Duty Period (EDP) to satisfy participation requirements.

2. Absence After Muster

a. Unsatisfactory Period. An IDT period will be declared unsatisfactory if a Reservist having reported for muster, is subsequently absent, without authority, from the assigned place of duty.

b. Follow-up Action. Regardless of whether or not disciplinary action is taken, Reservists 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.

c. Pay. Reservists 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 Reservist was engaged in training for at least 4 hours of the scheduled IDT

period. Under no circumstances will IDT pay be authorized for an IDT attended during which the Reservist was not engaged in training for at least 4 hours because the Reservist left IDT without authority.

3. Absence From IDT

a. Authority for Granting Excused Absences. The following individuals may excuse absences from IDT for Reservists in an SMCR unit:

(1) Reserve unit CO/OIC or designated representative.

(2) I-Is/site commanders in the absence of the officers listed above.

(3) IMA OpSponsors or their designated representative.

(4) Commanding Generals of MSCs or their designated representative.

b. 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 Reservist or the Reservist'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:

(1) Illness or injury of the Reservist prior to IDT when the attending physician certifies that attendance at IDT would be detrimental to the health or welfare of the Reservist.

(2) Military medical determination of not fit for full duty to include temporary not physically qualified (TNPQ), not physically qualified (NPQ), and Notice of Eligibility (NOE) cases.

(3) A death or life-threatening illness in the Reservist's immediate family.

(4) An emergency or circumstance whereby attendance at IDT would create a serious and unusual hardship on either the Reservist or the Reservist's immediate family.

(5) Serious automobile accidents or incidents enroute to the HTC.

(6) Severe inclement weather conditions or natural disasters which prevent the Reservist from either undertaking or completing the journey to the HTC.

(7) Other reasons as determined by the unit commander.

c. Considerations in Granting Excused Absences. Reservists are not required to make up excused absences. The determination will be based on the circumstances involved. A Reservist should be excused only from the IDT periods directly affected. However, all Marines should be encouraged to perform RIDTs in lieu of excused absences whenever possible to maintain their mobilization potential.

d. Procedures for Requesting Excused Absences

(1) Reservists 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.

(2) Commanders may authorize EDPs for excused absences.

4. Rescheduled Inactive Duty Training (RIDT)

a. A RIDT period is a period of training performed on dates other than those scheduled for IDT. A RIDT must be requested by the Reservist and approved 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 fiscal year. Marines who do not perform the RIDT on the date scheduled will be reported as absent (excused or unexcused).

b. The CO/OIC/OpSponsor will establish a 30 day tickler file to track all RIDT periods. The IDT Request Form (Figure 3-5) will be placed in the tickler file on the day the Marine is scheduled to perform the RIDT, e.g., an RIDT period scheduled for 25 June will be placed in the slot numbered as 25. When mustering an individual for an RIDT period the bottom portion of the IDT Request Form will be completed by authorized personnel.

c. Completed IDT Request Forms must be turned in with the unit’s regularly scheduled muster sheet upon conclusion of the drill. The Reservist will be provided with the original IDT Request Form once the unit commander has approved the drill. The unit commander must reconcile the authorized IDT Request Forms with the completed muster sheet to ensure all approved RIDTs are accounted for. Under no circumstances will an IDT Request Form be submitted without RIDT dates assigned.

5. Equivalent Duty Period (EDP)

a. An EDP is a period of instruction or duty, not less than 4 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.

b. An EDP may be performed to resolve an IDT for which the Reservist received an excused or unexcused absence. An EDP without pay may be performed to resolve IDT periods which have been declared unsatisfactory.

c. Paid EDPs must be performed within 60 calendar days after the missed IDT, and within the same fiscal year. EDPs performed in a fiscal year other than that in which the IDT was scheduled will be performed without pay.

d. 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 fiscal year. Nonpaid EDPs may be performed only for absences within the previous within the previous 12 months.

e. The combination of regular IDT and EDPs with pay will not exceed a total of 48 in any fiscal year.

f. An EDP may not be performed on a day on which 2 other IDT periods are performed, but may be performed when only 1 IDT period, is performed

g. Officers will only be allowed to perform unpaid EDPs (EIN). EDPs with pay are strictly prohibited for officers.

h. 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 Commanding General or designated representative.

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

j. Reservists 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.

k. The IDT Request Form contained in Figure 3-5 will be utilized to document an EDP.

6. Multiple Periods of IDT. At the unit commander’s discretion, Reservists may perform multiple periods of IDT within the same fiscal year. For example: A Marine joins from IADT or the AC on 1 August 1998. If the Marine so desires, and the CO/OIC/OpSponsor

authorizes it, the individual may be allowed to perform multiple IDT periods as long as the Marine attends all regularly scheduled IDTs with the unit for the remainder of the fiscal year and does not exceed 48 drills. Requests to exceed 48 drills in this situation will not be approved. Such IDT periods are not to be confused with RIDT periods.

7. IDT while in a Travel Status

a. 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. (NOTE: If the unit/individual is in receipt of IDT travel orders see paragraph 3202.6b below.) 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

b. Off-site IDT periods. Marines directed to perform IDT periods away from the RTC will be entitled to TDY/TAD allowances prescribed in the Joint Federal Travel Regulations (JFTR)(Per Diem and Travel). IDT credit will not be authorized while in a travel status under TDY/TAD orders. 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. 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. Travel and per diem authorized)
1800 Friday	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, commanding officers and OICs must take into consideration the time and distance required to complete the travel. Due to the geographic dispersion of COMMARFORRES, in some instances, off-site IDT may not provide a Marine with appropriate compensation for time lost from civilian employment, school, etc. Accordingly, commanders/OICs should consider utilization of ADSW and plan accordingly.

8. IDT in Conjunction with AT/ADSW.

a. The utilization of IDT in conjunction with AT/ADSW is authorized.

b. In accordance with the Joint Federal Travel Regulations (JFTR):

(1) Reservists are not entitled to travel and transportation allowances to and from their residence and their HTC in connection with IDT.

(2) All Reservists are entitled to payment for one round trip between home and the AT/ADSW site, unless their residence and the place of duty (AT/ADSW site) are in the corporate limits of the same town or city.

c. The order writing authority must carefully consider the circumstances and travel requirements of each Marine when issuing these type of orders in order to not preclude a Marine from receiving an authorized entitlement.

d. When authorizing these type of orders, the order writing authority must ensure that the orders accurately reflect the type and period of each segment of duty. For example, the period of AT is from 7-21 April; the period of IDT is from 22-26 April.

3203. INACTIVE DUTY TRAINING ACCOUNTING

1. 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) and the Unit Diary (UD).

2. UMS. The UMS is the source document substantiating IDT attendance for all paid and nonpaid IDTs.

a. Preparation. Figure 3-6 contains a sample UMS that can be used for mustering. It is recommended that the pre-formatted UMS contained in MCTFS be utilized for this purpose. Under no circumstances will a single muster sheet be used for more than one type IDT. The following guidelines must be adhered to:

(1) Prior to IDT, the UMS should be prepared with unit name, RUC, type and date of IDT, name, grade, and SSN of all Reservists.

(2) Reservists will be listed alphabetically. All SMCR unit personnel will be listed for unit IDT periods. Officers may be listed separately from enlisted personnel.

(3) Blocks will be filled in with black ink.

(4) A Reservist'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.

(5) Personnel not scheduled for IDT will be marked "NS" (not scheduled). Only Reservists who are on active duty (ADSW, AT), or who have made arrangements for a RIDT prior to the scheduled IDT are not scheduled. Following the NS, annotate in the comments column of the muster sheet the reason, e.g., RIDT: (date), or: "AT/ADSW (date) to (date)/(location)." A Reservist who arranges to miss a unit IDT and does not schedule the RIDT prior to the IDT is considered absent from the scheduled IDT.

(6) Names of personnel no longer in the unit, as substantiated by the MCTFS record status code, will be lined out (single line) with a reason recorded in the COMMENTS column.

(7) Absences, excused or unexcused, will be explained in the COMMENTS column. The UMS will be used as the authority for reporting on the UD. The CO/OIC/OpSponsor must make an immediate attempt to contact the Reservist absent without an excuse and determine the reason for such absence. The CO/OIC/OpSponsor will indicate in the COMMENTS column if the Reservist will be allowed to make-up the absences as paid or nonpaid.

(8) In cases of tardiness, the time the Reservist reports for IDT will be indicated in the COMMENTS column, and the CO/OIC/OpSponsor will indicate if the Reservist will be allowed to make-up the IDT period missed as paid or nonpaid.

(9) 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 unit muster sheet. 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.

b. General Officers

(1) The CG, MCRSC is responsible for general officer IDT accounting.

(2) The general officer performing the IDT period will ensure the muster sheet's administrative correctness and sign it to certify completion of IDTs. Each general officer will be listed on a separate muster sheet. Refer to Figure 3-7 for a sample.

(3) A facsimile copy of the muster sheet may be sent to MCRSC for timely reporting on the unit diary. The original may be maintained by the general officer for personal record keeping.

c. IMA Members

(1) The OpSponsor is responsible for the timely and accurate reporting of their IMA's IDTs.

(2) The OpSponsor will designate in writing the individual(s) authorized to sign, approve, and verify the muster sheet. The authorization letter must be forwarded to MCRSC where it will be maintained on file.

(3) A facsimile copy of the muster sheet may be sent to MCRSC for timely reporting on the unit diary. The original will be maintained by the OpSponsor for a period of two years.

d. Detailed Instructions

(1) Multiple IDT periods may require multiple UMSs to account for all periods of mustering.

(2) There will be a minimum of six musters per a four-IDT period weekend: (Note: Enter the time the muster was taken in the appropriate section found at the bottom of the UMS e.g., DATE (5/26/98) AM 0700 PM 1100 PM 1800. General Officer UMS' do not require the aforementioned time annotation.)

(a) Commencement of first IDT period of first training day.

(b) Commencement of second IDT period of first training day.

(c) Conclusion of second IDT period of first training day.

(d) Repeat steps above for third and fourth IDT periods; or any additional multiple. IDT periods.

(3) The UMS will be used for paid and nonpaid IDT periods.

(4) Every page will be signed after the final muster by the individual taking muster.

(5) Certification of UMS

(a) The Reserve CO/OIC/OpSponsor will certify each page of the UMS to verify attendance/absence of Reservists, after the final muster has been taken. Prior certification of the UMS by the Reserve commander is not authorized. In the absence of the Reserve CO/OIC/OpSponsor, the I-I/Site Commander or an officer designated in writing by the CO/OIC/OpSponsor will certify the UMS.

(b) For Reserve augment staffs, the Commanding General of the respective MSCs may designate in writing no more than three Reserve officers of the staff to certify attendance/absence of Reservists. In the absence of the Reserve staff members, the Chief of Staff of the MSC or senior active duty G-l officer will certify the UMS.

(6) Corrections or changes to the UMS will be made by drawing a thin-inked line (using black or blue-black ink) through the character(s)/numeral(s)/word(s) to be changed or corrected and entering the correct information directly above or beside the original information. Erasures, strikeovers, correction tape and/or any type of correction fluids or ink eradicators are prohibited. All changes and corrections will be initialed by the certifying official.

(7) After all personnel are accounted for, and prior to securing the unit at the end of the IDT periods, the UMS along with all completed IDT Request Forms (Figure 3-5) will be submitted to the active duty site commander/I-I staff or CG, MCRSC in the case of Reserve general officers and IMAs.

CHAPTER 3

PARTICIPATION AND ADMINISTRATIVE PROCEDURES

SECTION 3: UNSATISFACTORY PARTICIPATION

3300. DEFINITION

1. A Reservist may be termed an unsatisfactory participant when one or more of the following occurs:

a. Unsatisfactory IDT attendance or participation to include:

(1) Tardiness at IDT periods not excused by the CO/OIC/OpSponsor.

(2) Absence from an IDT period after muster without proper authority.

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

(4) Unsatisfactory personal or military appearance as determined by the CO/OIC/OpSponsor.

(5) Any unexcused absence from an IDT period.

(6) Failure to resume drilling obligation when terminated from a TNPQ/NPQ status for noncompliance.

b. Failure to attend scheduled AT or any other ADT requirement.

c. Failure to complete the required administrative action in conjunction with absences from the United States and visits to foreign countries under the provisions of this Chapter.

d. Failure of the mandatory participant to join an SMCR unit from the IRR on return to the United States.

e. Failure to report to the SMCR unit to which transferred within the time specified on transfer orders.

f. Failure to keep the CO/OIC/CG, MCRSC informed of current mailing address and telephone number.

g. 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 NJP or trial by court-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.

h. Failure to comply with the participation requirements of a SWAT.

3301. UNSATISFACTORY PARTICIPATION

1. Members Serving Pursuant to the Initial Enlistment Agreement. When a Reservist with a mandatory participation requirement acquires at least nine unexcused absences, 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 Reservist and authorize EDPs to regain satisfactory participation status.

b. Initiate separation proceedings, per MCO P1900.16.

NOTE: The nine unexcused absences do not have to be missed consecutively.

2. Nonmandatory Members and Members Serving Pursuant to a SWAT. When a nonmandatory participant or member serving pursuant to a SWAT is categorized as an unsatisfactory participant, the unit commander must pursue one of the following actions:

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

b. Initiate separation proceedings, per MCO P1900.16.
NOTE: A nonmandatory participant (not serving pursuant to a SWAT) cannot be retained in a SMCR status involuntarily solely for the purpose of administrative discharge processing should the member request a transfer to the IRR.

3. A Reservist determined to be an unsatisfactory participant will be sent a notification letter per figure 3-8.

3302. IDT PERIODS DECLARED UNSATISFACTORY BASED ON PERFORMANCE

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

2. Whether a Reservist's performance is satisfactory or unsatisfactory, the individual will be paid for each IDT period when engaged in training for at least 4 hours.

3. 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." The CO/OIC/OpSponsor will then initial the remarks section. If the command recognizes at the outset that a Reservist will not be able to perform satisfactorily, or observes after the IDT period has commenced but before 4 hours have passed, that the Reservist is not performing in a satisfactory manner, the command will not allow the Reservist to proceed with the IDT. If the Reservist was paid for a drill declared unsatisfactory (performed at least 4 hours of training), then the EDP can only be authorized without pay.

3303. FAILURE TO REPORT

1. Interunit Transfer. An enlisted Reservist failing to report to the new Reserve unit by the date designated in the orders may be classified as unsatisfactory participant.

a. Upon interunit transfer, if the individual does not physically report as directed, the CO/OIC of the gaining unit will contact the transferring unit and attempt to locate the Reservist (IMA OpSponsors will coordinate with CG, MCRSC). If the Reservist 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 Reservist was ordered will report a join if they have not already done so and subsequently transfer the Reservist back to the former unit at least one day after the join entry. The former unit will take appropriate administrative action.

b. Should the Reservist report to a new unit in person without appropriate orders, the Reservist will not be joined until the CO/OIC of the transferring unit is contacted to determine the member's status. The CO/OIC of the gaining unit can then join the Reservist. The date of join will not be retroactive. IMA OpSponsors will coordinate with CG, MCRSC.

2. Transfer to the SMCR Upon Release from Active Duty. If the Reservist fails to report from AD as directed, the I-I/site commander will attempt to locate the Reservist and ensure the active duty orders were not modified or canceled. When it is

determined that the Reservist was released from active duty but failed to report as directed, the gaining unit will join the Marine on the unit diary the day after the date the Marine was released from active duty as stipulated on the DD Form 214 and take appropriate administrative action. Unauthorized absences will be reported on the unit diary for all IDT periods scheduled but not performed by the Marine the day after the Reservist's last day of active duty. For example, if on 15 December 1998, a unit commander identifies a Reservist who was released from active duty on 31 October 1998 but failed to report, the individual will be joined on the unit rolls on 1 November 1998 and all IDT periods scheduled by the unit from 1 November 1998 through 15 December 1998 will be reported as unauthorized absences on the unit diary. The muster sheets will be corrected accordingly.

5. Transfers from the IRR to SMCR

a. Mandatory participants 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.

b. COMMARFORRES will direct CG, MCRSC to rejoin the Marine and process the Reservist for separation in accordance with MCO P1900.16.

SEPARATE WRITTEN AGREEMENT TO TRAIN

Name/Grade/SSN

Unit/Address

1. By virtue of having accepted formal school training in the United States Marine Corps Reserve on __(Date)__, I understand I must participate in the training prescribed for the Selected Marine Corps Reserve for a period of _____ year(s), effective (Date) and ending on __(Date)

2. I understand such training consists of satisfactory participation in at least 48 scheduled training periods and serving on active duty for training for not less than 14 days (excluding travel) each year.

3. I understand this obligation is incurred as a result of assignment to a formal school in excess of 5 weeks.

4. I understand my failure to comply with the terms of this agreement could result in my being declared an unsatisfactory participant, and as such I could be processed for involuntary transfer to the Individual Ready Reserve or for discharge under current Marine Corps regulations governing separations.

5. I further understand I may be released from this agreement only by competent authority as outlined in current Marine Corps regulations governing separations. I also understand I may request transfer. If approved, I must honor the obligation stipulated herein, and if I do not, I may be processed for involuntary separation as described in paragraph 4 above.

(Signature of unit commander) (Signature of Marine)

Date

Figure 3-1.--Sample Separate Written Agreement To Train.

Letterhead

(Date)

From: Commanding Officer
To: Distribution List

Subj: MANDATORY PARTICIPATION REQUIREMENTS IN THE SELECTED MARINE CORPS RESERVE (SMCR)

Ref: (a) MCO P1001R.1
(b) MCO P1900.16

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 annual training 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 circumstances.

Figure 3-2--Sample Mandatory Participation Requirements Policy Letter in the SMCR

Subj: MANDATORY PARTICIPATION REQUIREMENTS IN THE SELECTED MARINE CORPS RESERVE (SMCR)

6. Rescheduled IDT (RIDT) periods may be authorized by the commanding officer or designated representative, under the criteria 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 Period (EDP) for an IDT period missed for which the Marine did not receive an excused absence or perform a RIDT. 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.

9. Criteria for granting excused absence from IDT. (See paragraph 3202.3 of this Order.)

10. Criteria for RIDT periods. (See paragraph 3202.4 of this Order.)

SIGNATURE

DISTRIBUTION:____ plus each SMCR member

Figure 3-2--Sample Mandatory Participation Requirements Policy Letter in the SMCR--Continued

(Date)

From: Marine Concerned SSN/MOS USMCR
To: Appropriate Approval Authority
Via: Reserve CO/OIC

Subj: NOTIFICATION OF FOREIGN TRAVEL FOR LESS THAN 60 DAYS

Ref: (a) MCO P1001R.1X, par xxxx

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 Naval Attache 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 Commandant of the Marine Corps (RA).

d. I must participate satisfactorily in all scheduled Inactive Duty Training periods and, if applicable, Annual Training 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 resume my participation in the Marine Corps Reserve program.

Figure 3-3--Sample Request for Foreign Travel Less than 60 Days

Subj: NOTIFICATION OF FOREIGN TRAVEL FOR LESS THAN 60 DAYS

g. I have read, understand, and will comply with the instructions per MCO P1050.3, 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 terrorist activities, Reservists 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:
Intermediate chain of command e.g., CO, 3/24, etc.

Figure 3-3 --Sample Request for Foreign Travel Less than 60 Days
--Continued.

(Dated)

From: Marine Concerned
To: Commander, Marine Forces Reserve, 4400 Dauphine Street, New Orleans, LA 70146-5400
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 P1001R.1

Encl: (1) Certification of Employer or Sponsor

1. Per the reference, I request to be transferred to the Individual Ready Reserve for the period of my visit. 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 _____ (Include orientation training dates for requests involving LDS missionary travel at the Church of Latter Day Saints in Provo, UT.)

NOTES: Paragraphs 5, 9, 10, 11, are applicable to mandatory participants.

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 annual training during my total enlistment. I understand that my drilling obligation will be extended to _____ should this request is approved.

7. I must notify the CG, MCRSC by the date specified in the approval authority letter to resume my participation requirements.

Figure 3-4 -- Sample Request for Transfer to the IRR due to Foreign Travel/Residency in Excess of 60 Days

Subj: REQUEST FOR TRANSFER TO THE IRR DUE TO FOREIGN TRAVEL/RESIDENCY IN EXCESS OF 60 DAYS

8. I understand while residing in a foreign country for an indefinite period, I must report my address to the nearest United States Naval Attache 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

10. I understand that by law I am not permitted to accept employment in a capacity which is directly or indirectly under the control of any foreign government, without prior approval from the Commandant of the Marine Corps.

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 reaffiliate 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 unit, secure an interservice transfer to another Reserve component, 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 reaffiliate with an SMCR unit by my specified date in order for my eligibility to be reinstated.

13. I understand that due to terrorist activities, Reservists 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

Figure 3-4 -- Sample Request for Transfer to the IRR due to Foreign Travel/Residency in Excess of 60 Days --Continued

4 Sep 98
(date)

From: Sgt Brett A. Jones 123 45 6789/0151 USMCR
To: Reserve Unit Commander

Subj: REQUEST FOR RIDT/EDP/ATP/RMP (circle one)

Ref: (a) MCO P1001R.1

Encl: (1) Supporting Documentation

1. Per the reference, it is requested that I be authorized to perform an RIDT/EDP/ATP/RMP (circle one) on 18, 19 Sept 98 (date(s)) for my absence from regularly scheduled inactive duty training (IDT) period(s) on 5, 6 Sept 98 (date(s)) (if applicable).

2. Reason for request: Work conflict. The enclosure is provided to substantiate this action.

_____
SIGNATURE OF MARINE

---

4 Sep 98
(date)

MEMORANDUM ENDORSEMENT

From: Reserve Unit Commander
To: Sgt Brett A. Jones 123 45 6789/0151 USMCR

1. Returned approved / disapproved (circle one). To be performed with / without pay (circle one) (applicable to EDPs only).

2. You are directed to report to the Reserve Training Center by 0730 on 18 Sept 98 . Once the drill is completed, the bottom portion of this form must be filled out in its entirety by a mustering official and turned into the administrative office in order for you to receive all appropriate pay (if authorized) and retirement points for the drill performed.

3. Administrative action may be initiated against you should you fail to perform the drill on the dates indicated above without being excused by proper authority.

_____
RESERVE UNIT COMMANDER

Figure 3-5-- Sample Inactive Duty Training (IDT) Request Form

---

UNIT MUSTER SHEET

Unit Wpns Co, 1/24 RUC 14167 Type of IDT RIDT
Date/Month/Year of Drill 5-6 Sep 98

PM( )	PM( )	AM(05)	PM(05)	PM(05)	AM(06)	PM(06)	PM(06)	TOTAL	COMMENTS
NS	NS	X	X	X	X	X	X	4	

X - PRESENT

A - ABSENT

NS - Not Scheduled
(Report as "Present"
only personnel
actually at muster)

DATE ( ) AM NA PM NA PM NA

DATE (05) AM 0700 PM 1100 PM 1800

DATE (06) AM 0700 PM 1100 PM 1630

Certified Correct: _____ _____

Mustering Official Signature

Unit Commander or designated representative

ADMIN USE ONLY

Date Received _____Unit Diary Number_____Date_____

Copy to:
Unit's 30 Day Tickler File

Figure 3-5--Sample Inactive Duty Training (IDT) Request Form--Continued

UNIT MUSTER SHEET

UNIT: RUC:_____

TYPE OF IDT:	CERTIFIED CORRECT	IDT DATES	NO. IDT
REG	_____	990205	1___
	RESERVE UNIT	990206	2___
	COMMANDER	990207	2___

NAME	GRADE	SSN	PM (05)	PM (05)	AM (06)	PM (06)	PM (06)	AM (07)	PM (07)	PM (07)	TOTAL IDT	COMMENTS
DOE, J.	CAPT		X	X	X	X	X	X	X	X	5	
CAP, W.	GYSGT		NS	NS	X	X	X	A	X	X	4	Note 1
LEAF, T.	SSGT		NS	NS	NS	NS	NS	NS	NS	NS	0	Note 2
KING, L.	SGT		NS	NS	NS	NS	NS	NS	NS	NS	0	Note 3
STAR, D.	LCPL		A	A	A	A	A	A	A	A	0	Note 4
CANE, H.	LCPL		A	A	X	X	X	X	X	X	4	Note 5

X - PRESENT DATE (05) AM NA PM 1800 PM 2200

A - ABSENT DATE (06) AM 0700 PM 1100 PM 1800

NS - Not Scheduled (Report as "Present" only personnel actually at muster) DATE (07) AM 0700 PM 1100 PM 1630

_____
SIGNATURE OF MUSTERING OFFICIAL

Comments should normally be written in the COMMENTS section; however, due to space constraints, the example COMMENTS are noted below:

NOTE 1 - 990205 RIDT SCHOOL CONFLICT
- 990206 LATE EA 0810 CAR PROB

NOTE 2 - 990205-990207 ADSW

NOTE 3 - 990205-990207 MEMBER HAS EXCEEDED MAX FY DRILLS

NOTE 4 - UA EIN NO CONTACT WITH MEMBER

NOTE 5 - 990205 EA EIO FAMILY WEDDING

Page _ of _

Figure 3-6 -- Sample Unit Muster Sheet (UMS)

GENERAL OFFICER MUSTER SHEET

UNIT: GENERAL OFFICER ASSIGNMENT UNIT, MCRSC, KANSAS CITY, MO RUC: 88830

TYPE OF IDT:	LOCATION OF IDT	IDT DATES	NO IDT(S)

NAME	GRADE	SSN	PM ( )	PM ( )	AM ( )	PM ( )	PM ( )	AM ( )	PM ( )	PM ( )	TOTAL

SIGNATURE OF GENERAL OFFICER

NOTE:
UPON COMPLETION OF LAST IDT, FAX
COMPLETED MUSTER SHEET TO CG, MCRSC.
ORIGINAL MUSTER SHEET WILL BE RETAINED
BY THE GENERAL OFFICER FOR RECORD KEEPING PURPOSES

UNIT DIARY NUMBER:

PAGE _____ of _____

FIGURE 3-7--Sample General Officer UMS

(Date)

From: Commanding Officer
To: Marine Concerned

Subj: UNSATISFACTORY PARTICIPATION IN THE SELECTED MARINE CORPS RESERVE

1. You have been declared an unsatisfactory participant in the Selected Marine Corps Reserve 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 under conditions other than honorable.

b. Administrative reduction to the next lower grade.

c. Termination of Reserve Montgomery GI Bill and Selected Marine Corps Reserve Incentive program benefits.

d. Adverse fitness report (sergeants and above) or adverse conduct marks (corporals and below).

e. Derogatory comments entered into your official military personnel file.

3. To regain a satisfactory status, you must correct your deficiencies. You may do this through the performance of equivalent duty periods. 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 3-8 -- Sample Unsatisfactory Participation in the SMCR

CHAPTER 4

RESERVE TRAINING PROGRAMS

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CHAPTER 4

RESERVE TRAINING PROGRAMS

SECTION 1: RESERVE TRAINING CATEGORIES AND REQUIREMENTS

4100. RESERVE TRAINING CATEGORIES

1. Uniform training and pay categories have been established within the RC for training and pay purposes. Each member of the Ready Reserve and Standby Reserve shall be placed in a specific training category utilizing the appropriate code as found in MCO P1080.20.

2. Individuals will be assigned to training/pay categories based on the amount of training each is required to perform.

4101. RESERVE TRAINING REQUIREMENTS

1. Basic Military Training Requirements and Deployability. Title 10, U.S.C. section 671, states: "No member of an Armed Force may be assigned to active duty on land outside the United States and its territories and possessions, until 12 weeks of basic training or its equivalent are completed."

a. Trainees completing recruit and subsequent Marine combat training in excess of 12 weeks during the IADT period meet the requirement for possible subsequent deployment.

b. Enlisted trainees who have not completed recruit training and Marine combat training are considered available for mobilization, but are not available for deployment outside the United States or its territories.

c. Unless contingency/mobilization requirements dictate, officers and enlisted Marines will complete MOS training prior to deployment.

2. Personnel with a total of 2 years Active Duty or Active Duty Training. Members completing a combined total of 2 years of AD or ADT are considered fully trained. Mandatory participants may elect to transfer to the IRR upon obtaining 2 years of AD or ADT even though they have not fulfilled their mandatory drilling obligation under the Reserve Optional Enlistment Program (ROEP). However, the Marine must be advised that he/she will forfeit their entitlement to the Reserve Montgomery GI Bill and any other enlistment incentives.

3. Individual and unit training requirements are identified annually in COMMARFORRES/OpSponsor training plans and will include, in accordance with the applicable Marine Corps Order, at a minimum:

a. Marine Battle Skills Training (MBST). MBST focuses on firing individual and crew-served weapons, basic knowledge of field skills, participation in battle drills, and combat oriented physical conditioning.

b. Physical Fitness Testing (PFT). SMCRs will conduct PFT testing per MCO 6100.3, Physical Fitness Testing.

c. Marksmanship. SMCR qualification requirements are per MCO 3574.2, Marksmanship Training with Individual Small Arms.

d. Professional Military Education (PME). PME requirements include professional reading, completion of appropriate nonresident PME, and attendance at resident PME per MCO P1553.4.

CHAPTER 4

RESERVE TRAINING PROGRAMS

SECTION 2: ACTIVE DUTY TRAINING

4200. PURPOSE. ADT is a category of active duty used to provide structured individual and/or unit training, or educational courses to a Reservist. The primary purpose of ADT is to provide individual and/or unit readiness training. Furthermore, ADT may support AC missions and requirements i.e., operational support. ADT also includes Other Training Duty (OTD), AT, and Initial Active Duty Training (IADT).

4201. OTHER TRAINING DUTY. OTD is authorized ADT, other than IADT or AT, and shall be used to provide all other structured training to include on-the-job training, for individuals or units to enhance proficiency. It shall be used to support RC members in obtaining the necessary skills and disciplines to achieve required readiness standards. OTD may support AC missions and requirements, when it also provides individual and/or unit readiness training as follows:

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. For a list of current courses of instruction see NAVMC 2771, Marine Corps Formal Schools Catalog, or consult the By-Name Assignment (BNA) System.

2. Specialized Skill Training. Specialized Skill Training provides personnel with skills and knowledge needed to perform in an occupational field (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 Reservists in an MOS beyond the basic MOS. This category may include training received by those Reservists making a lateral move from one MOS to another; is usually conducted in formal schools; and may be conducted in the unit environment as MOJT or field skill training (FST)

b. Skill Progression Training. A subcategory of specialized skill training received subsequent to IST which provides a Reservist with additional skills and knowledge required to perform in the same occupational field 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 positions within the national security environment.

4. Reserve Counterpart Training (RCT). The objective of the RCT program is to increase the readiness of the IRR and the Marine Corps as a whole. This program provides officer and enlisted members of the IRR, including preassigned Pretrained Individual Manpower (PIM) IRR, an opportunity to volunteer annually for assignments to ADT at designated AC commands or for AT. The program is specifically designed to upgrade and maintain MOS and technical skills considered essential upon mobilization. Refer to the current edition of MCO 1510.39 for additional information.

5. Exercise Participation. This program provides officers and enlisted members of the Ready Reserve (IRR/SMCR) with the opportunity to volunteer annually for assignments to ADSW in conjunction with FMF exercises. The program is designed to increase the readiness of the Total Force. Procedures and instructions to be utilized by supported commands will be issued by the CMC (RA). Although it is addressed in this section, exercise participation is ADSW and not ADT; therefore, the screening requirements addressed in paragraph 3109 apply.

4202. ACTIVE DUTY TRAINING FOR RESERVE PERSONNEL

1. Eligibility. SMCR personnel may apply for all Reserve categories of training except RCT. Formal school training must:

a. Prepare the Reservist to fill a specific billet vacancy in the SMCR;

b. Provide refresher/proficiency training in an occupational field or MOS in which the individual is already qualified; or

c. Contribute to the Reservist’s career development.

2. Training Status

a. Alternate Annual Training (Alt AT). SMCR 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.

b. Additional Active Duty Training SMCR personnel may attend any training, except RCT, as additional ADT. COMMARFORRES is authorized to approve requests for such training within funding ceilings established by the CMC (RA) and school quota availability as shown in the BNA System.

3. Application Procedures

a. ADT. ADT will be requested using the appropriate application format as directed by COMMARFORRES/CG, MCRSC.

b. Reserve Officer Professional Military Education (PME)

(1) The CMC (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 and MOS enhancing Courses (STC). 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 CMC (RA) determines require board selection. Those STCs that require board selection will be announced separately via MARADMIN.

(3) Reserve officers within 3 years of statutory retirement per Title 10 U.S.C. are not eligible for PME.

(4) Majors are encouraged to complete the Command and Staff Nonresident Program before entering the zone for lieutenant colonel. Captains are encouraged to complete Amphibious Warfare School, either by attending the Phase I and II Reserve Courses or by correspondence before entering the zone for major.

c. Enlisted PME

(1) For enlisted Marines, PME is directly linked to promotion. Per MCO P1400.32, successful completion of an appropriate level non-resident PME course is required for promotion and retention. Attendance at the appropriate level resident course 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) 624-8762.

(3) Resident Reserve PME course information is available from the unit career planner, MARFORRES G-3 Training, and/or the CG, MCRSC.

4. Application for Formal School Training for SMCR

a. Applicants must meet all prerequisites set forth in the Training Quota Memorandum in BNA, and as listed in NAVMC 2771 and MCO P1200.7. Waiver requests will be submitted to the CMC (RA) via the appropriate chain of command.

b. Applications for formal school training must be submitted per instructions promulgated by COMMARFORRES/CG, MCRSC.

4203. TRAINING PRIOR SERVICE ENLISTED PERSONNEL. Prior service personnel recruited without the required MOS to fill a specific billet will begin attendance at an MOS proficiency school within 18 months of joining an SMCR unit. The Prior Service Training Assignments (PSTA) section (MARFORRES, G-3T) will:

1. Provide liaison between MCRSC and MCCDC (TE) for requesting school-seats as needed.

2. Track all prior service accessions that are non-MOS matches for 18 months from the date joined to the SMCR to assist in providing the necessary training.

3. Provide all administrative liaison between SMCR units/dets and MOS training commands.

4. Provide, if needed, two opportunities for retraining of personnel. If, for any reason, cancellation is required after the second opportunity, the individual will no longer be eligible for retraining utilizing PSTA funding.

5. Ensure all prior service accessions meet the prerequisites before assignment to formal school training.

6. Issue assignment actions that include course dates and appropriation data used when assigning school seats. The responsibility for issuing orders rests with SMCR unit/dets.

4204 INITIAL ACTIVE DUTY FOR TRAINING (IADT)

1. Non-Prior Service (NPS) personnel will have a school seat for MOS proficiency assigned by the Entry Level Training Assignment (ELTA) unit (CMC (RA)).

2. Formal School Training for NPS Enlisted Personnel Coordinated by ELTA. Annually, the SMCR is allocated entry-level formal school quotas based on the requirements of COMMARFORRES. These quotas are distributed by the SMCR Manpower Plan to the Recruiting Service to support enlistment requirements. The SMCR Manpower Plan provides the Recruiting Districts with a quota serial number, class number,

recruit ship date, class convening, and class completion dates. This formal school training is referred to as IADT. See MCO 1001R.54 and MCO P1100.72 for further guidance.

3. NPS Assignment to IST/IADT. After final screening, the CG, Marine Corps Recruit Depot, Parris Island/Eastern Recruiting Region and CG, Marine Corps Recruit Depot, San Diego/Western Recruiting Region, through the ELTA liaison, will take the following actions:

a. Notify Reservists if additional training is required beyond that completed for basic MOS qualification. Endorse orders directing compliance with the remainder of the scheduled training.

b. Notify Reservists not fully qualified for assignment in their primary MOS. Coordinate with CMC (RA) for MOS reclassification. CMC (RA) will coordinate with COMMARFORRES for MOS reclassification. Issue orders directing compliance with the remainder of IADT as directed by CMC (RA), specifying the reason the Reservist was not qualified for training in the original primary MOS. A copy of the orders will be sent to the parent SMCR unit.

4. CMC (RA), CG, MCRC and ELTA will make every effort to ensure the Reservist spends a minimum amount of time between recruit training and IADT to eliminate personal/financial hardships.

5. Change in Status of IADT

a. Reservists 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 CMC (RA). When unavoidable situations occur causing delay, early release, or MOS change in a Reservist’s training track, the training activity will notify the parent SMCR unit, COMMARFORRES, and CMC (RA).

b. 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 CMC (RA) prior to the Marines 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.

c. If a Reservist’s administrative status changes, the training activity will notify CMC (RA).

d. The releasing endorsement from IADT will include the specific date the Reservist 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."

e. The training activity will ensure appropriate disposition of the SRB, medical and dental records per MCO P1070.12. They will forward a copy of the releasing endorsement to the parent SMCR unit.

6. Change in Residence Prior to Release from IADT

a. Reservists ordered to IADT from one SMCR unit, but changes residence prior to release from IADT (which precludes reassignment to that unit), will be released from active duty and transferred to the SMCR unit nearest the new residence. A copy of orders with endorsements will be forwarded to the SMCR unit from which the Reservist was ordered to active duty and the SMCR unit to which the Reservist is transferred.

b. If the Reservist's new residence is not within reasonable commuting distance of an SMCR unit, the training activity will submit a request to COMMARFORRES per the guidance contained in paragraph 3104.4 of this Order. See Figure 2-3 for a sample request. The Reservist will be retained on active duty pending final approval of the request by COMMARFORRES. As a result, it is imperative that the request be submitted by the releasing activity at least 30 days prior to the projected training completion date. It is strongly encouraged that MARFORRES be contacted telephonically to expedite the process. If approved, the training activity will release the Marine from IADT. 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.

4205 . ADMINISTRATIVE INSTRUCTIONS. In order for a Reservist to perform active duty the following administrative instructions are provided.

1. Screening. Marines who will be performing any type of duty must be screened to ensure they meet the qualifications listed below. The military activity commander authorizing/requesting duty must ensure a completed NAVMC 11350 is submitted and provide an endorsement that the member has been screened as required. Refer to MCO P1001.59 for details on completing the NAVMC 11350.

a. Physical qualifications. To be physically qualified for ADT or ADSW, the Marine must:

(1) Have a current physical on file.

(2) 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.

(3) Reserve members applying for extended active duty for a period 30 days or more or active duty for training for over 30 days in any capacity, must have a current negative HIV-1 test within 12 months of execution of orders documented in their health records.

(a) In circumstances where a current HIV-1 test is not available and cannot be obtained prior to the required active duty, the Reserve member may be ordered to active duty and the HIV-1 test performed on blood drawn within the first 10 days. If that test is positive, the active duty will be terminated and the member will revert to inactive status.

(b) Reserve personnel performing official duty outside of the United States for any period must have a negative HIV-1 test documented in their health records within 12 months prior to departure.

(c) Reserve component members testing positive for the HIV-1 antibody are ineligible for active duty for over 30 days or more except under conditions of mobilization.

(d) See paragraph 3105 for additional HIV guidance.

b. Security Clearances and Sensitive Compartment Information (SCI) Access and Special Background Investigation (SBI). Clearances will be issued per MCO 5521.3 and OPNAVINST 5510.1. For SCI handling, use the SCI Security Manual, DoD Directive C5105.21 (M-1 Manual). All personnel with the MOS 02XX, 26XX, and 994X are required to submit an SBI in order to obtain a Top Secret Clearance. SBIs should be submitted through the command Special Security Office (SSO) or security manager.

c. Equipment, Supplies, and Clothing. Reservists assigned to active duty will bring all uniform items as specified by the order issuing authority.

2. Orders

a. Orders will be prepared on NAVMC 11078, Individual Reserve Orders/Pay Data Form, unless an automated order writing process is used.

b. Orders will indicate details of entitlement to pay and allowances, including authorized travel time to and from the duty site, as prescribed by the DoDFMR and the JFTR.

c. Orders for Aeronautically Designated Personnel will indicate either "Duty Involving Flying - Operational (DIFOP)" or "Duty Involving Flying - Denied (DIFDEN)."

d. Reservists 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 Reservist is released early.

e. General Officers. The CG, MCRSC will ensure that each set of general officer orders reflect the cumulative fiscal year totals, by category (ADSW, ADT, and AT) of duty performed.

3. Travel. Reservists assigned to active duty with or without pay will be advised that orders are valid, and that orders indicate a duty status only during periods of actual travel time, not exceeding commercial air constructive travel time. 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 Reservist must return the orders to the issuing activity. The Reservist will be instructed regarding this stipulation prior to issuance of orders. In NO INSTANCE will a Reservist execute orders or commence travel without being in receipt of signed/approved copy of original orders authorizing duty/travel.

4. Administrative/Personnel Processing. The unit with which the Marine is performing duty will assume administrative responsibility for the Marine from the first day of duty. If the period of duty is in excess of 30 days, the gaining command will report the initial join to generate pay and allowances to which the Marine is entitled during that period per the MCTFSPRIM unless administrative support is not available. In those instances, the I-I/Site support/CG, MCRSC, as applicable, will report the initial join.

5. Host Activity Facilities

a. Reservists 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 9.

6. Leave and Liberty

a. Liberty will be granted at the discretion of the CO/OIC/OpSponsor.

b. When a Reservist 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 (See MCO P1050.3 for additional guidance). When requesting orders for a Reservist for a period of 30 consecutive days or more, it is the responsibility of the respective CO/OIC/OpSponsor and the individual to plan and coordinate whether the Marine will sell back or elect to take leave accrued during the period of duty. For example, if a CO/OIC/OpSponsor requires a Reservist for 60 days, they must factor into their planning that the Marine will be entitled to 5 days of leave and subsequently must provide the Marine with an opportunity to take the leave unless, of course, the Marine has declared an intent to sell back the accrued leave. Orders will not be extended to accommodate leave accrued.

7. Promotion. Eligible Reservists will be promoted by the organization to which the individual is administratively attached. Refer to MCO P1400.31 and MCO P1400.32 for officer and enlisted promotions, respectively, for further information.

8. Identification Cards/DEERS Enrollment. Active duty and dependent identification cards will be issued to those Reservists ordered to active duty in excess of 30 days. Action must be initiated to ensure all eligible dependents are enrolled in DEERS. These actions can only be accomplished at a DoD RAPIDS facility. Failure to do so may result in denial of medical treatment/benefits for the Marine and his/her dependents.

9. Career Retirement Credit Reports (CRCR). It is essential that a Marine’s CRCR accurately reflects all inactive duty and active duty training performed. For those Marines ordered to active duty in excess of 30 days the CRCR must be screened and corrected prior to assigning the Reservist to active duty. It is critical that this screening be accomplished in 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. See Chapter 6 of this manual for further details.

10. Fitness Reports. Fitness reports will be prepared for all sergeants and above per the instructions contained in MCO P1610.7.

11. Proficiency and Conduct Marks. Proficiency and Conduct marks will be assigned for all corporals and below per the instructions contained in MCO P1070.12.

CHAPTER 4

RESERVE TRAINING PROGRAMS

SECTION 3 ANNUAL TRAINING

4300. ANNUAL TRAINING (AT). AT is the minimum period of training 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. Furthermore, AT may support AC missions and requirements i.e., operational support.

4301. DURATION OF ANNUAL TRAINING

1. SMCR Unit Members

a. SMCR unit members must perform a minimum of 14 days AT (15 days, including travel) per fiscal year.

b. The requirement of performing an AT 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 active duty (AD), to include AD performed with the AC or RC, that is performed in the same fiscal year as the scheduled unit AT.

3. IMAs. IMAs will perform a minimum of 12 days of AT (13 days, including travel) per fiscal year.

4. Requests for extended or additional AT will be submitted through the chain of command to CMC (RA). Requests for extended AT periods will be made on an individual basis with complete justification. Blanket requests for extended AT will not be considered; however, units may submit consolidated requests, with justification and personnel rosters, through their chain of command for a specific unit AT or exercise. AT will not exceed 30 days, inclusive of travel, in a fiscal year.

5. AT normally is performed during one consecutive period. Split AT periods may be authorized if required to meet training missions; however, AT can only be split once. All costs beyond pay and allowances associated with the second interval of split AT will be the responsibility of the respective CO/OIC/OpSponsor. 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 CG, MCRSC.

4302. TRAVEL TO ANNUAL TRAINING. Units will normally travel under group travel orders.

1. Orders to Travel

a. COMMARFORRES will direct COs/OICs and/or CG MCRSC (in the case of IMAs) to issue orders to Reservists not on active duty via the AAS system.

b. When possible, group travel orders will be issued for the unit, regardless of the mode of travel used or the number of personnel authorized to travel at personal expense.

c. All SMCR Marines performing AT will be ordered from their home address to and from the RTC. Group travel orders will commence upon departure from and return to the RTC.

d. Separate unit orders will be prepared for each unit.

e. Per the MCO P1000.6, when more than one individual is listed on orders and/or in addition to other events and the orders will be delivered to an individual(s) only the last four digits of the SSN preceded by zeros in lieu of any other digit will be listed. All copies of the receiving endorsement will be annotated with the individual's rank, name, full SSN and component. This procedure concerning privacy of the individual's SSN is in accordance with DoD regulations. THIS PROCEDURE APPLIES TO ALL TYPES OF ORDERS REGARDLESS OF THE TYPE OF FORMAT USED.

f. If an individual is relieved from or retained on duty and is unable to travel with the unit, transportation at government expense is authorized.

2. Travel at Personal Expense. Commanding officers may permit Marines to travel to and from AT at personal expense without reimbursement.

a. 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.

b. 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).

c. Disability or death benefits may also be granted by the Department of Veterans Affairs 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.

d. The Marine Corps does not impose any limitation on the number of personnel authorized to travel independently under this authority; however, personnel traveling by POC must comply with the host base or training activity's regulations regarding operation of private vehicles aboard the facility.

e. If a Reservist performs travel to AT for personal convenience, return travel at Government expense is not authorized.

3. 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.

4303. TRAVEL IN CONJUNCTION WITH ACTIVE DUTY PERIODS

1. CO/OIC/OpSponsors may use IDT, AT, and ADSW accounting in conjunction with each other in order to cover the complete period of an exercise that exceeds a normal AT period. Orders must identify each specific type of duty and its required line of accounting. For example, for an exercise period covering 1 to 17 October 19XX in which 1 to 14 Oct is the AT and 15 to 17 Oct is either IDT or ADSW, the orders issuing authority should follow these steps:

a. In the orders writing application create AT orders from 1 to 14 Oct 19XX (do not authenticate).

b. In the orders writing application create a message act (to the originator--yourself, if you are the originator) for IDT/ADSW orders (as appropriate) for the period of 15 to 17 October 19XX and authenticate. Copy the appropriation line created into a non standard paragraph in the AT orders (paragraph 4303.1a., above) that are not yet authenticated. Begin the paragraph with:

"The period of duty from 15 to 17 October 19XX is considered ADSW."

Then cite the appropriate line of accounting provided annually and authenticate the AT orders.

NOTE - Contract billeting cannot be provided for IDT periods in conjunction with ADSW/AT unless the IDT is performed at the end of the ADSW/AT period and the Marine performs at least two IDTs on that date.

2. COs/OICs/OpSponsors must carefully consider the associated travel and per diem implications associated with conducting AT in conjunction with IDT/ADSW and plan accordingly in the best interest of the Marine.

4304. BILLETING AND PER DIEM

1. Reservists ordered to AT will be billeted and subsist on the station to which assigned for training. Government quarters will not be provided for dependents.

2. 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, as prescribed in the Joint Federal Travel Regulations (JFTR).

4305. BAH and BAS. Regulations governing the payment of BAH are found in the DoDFMR. MCO 10110.47 and the DoDFMR contain the regulations for BAS.

4306. PAY. Procedures for payment of Marine Corps Reserve personnel, including SMCR units at AT, are per MCO P1080.40, DFAS-KC 7220, and MCO 7220.50. These orders delineate the unit CO/OIC's administrative responsibilities. Familiarity with these directives will ensure timely and proper payment of Reservists.

4307. MESS DUTY

1. Enlisted Reservists 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 exceed 2 days of mess duty during any period of AT.

2. Unit commanders may request authority to use augmentee support from COMMARFORRES or his designated representative. If approved, ADSW orders will be issued. When SMCR augmentees are not available, COMMARFORRES may request IRR augmentees. The CG, MCRSC will solicit augmentees and issue ADSW 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.

4308. CLOTHING AND UNIFORMS

1. Commanding officers will ensure units conform to MCO P10120.28 and Marine Corps Bulletins in the 10120 series pertaining to uniforms required by Reserve members.

2. The CG, MCRSC will ensure members of the IRR are advised of uniform retention requirements and will provide information regarding the acquisition of uniforms in conjunction with orders for duty with specific uniform requirements.

3. Uniform

a. Marines traveling in uniform will wear the service uniform appropriate for the season in accordance with MCO P1020.34 or the utility uniform as conditions dictate. When traveling aboard a carrier which utilizes a commercial terminal, the service "A" or "C" will 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 commanding officer.

b. Under no circumstances are utilities authorized inside a commercial terminal. Civilian clothing may be worn if authorized by the commanding officer.

4309. RETENTION ON DUTY

1. The CO/OIC/OpSponsor may terminate a Reservist’s AT on request, when circumstances arise that would qualify as emergency leave per MCO P1050.3.

2. AT may be terminated by relief for cause. A full account of circumstances including disciplinary action, if any, will be furnished to COMMARFORRES/CG, MCRSC via the appropriate chain of command.

3. 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 CMC (RA) via the appropriate chain of command. See paragraph 5002.

4310. INJURY/ILLNESS. 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. Supplemental orders may not be issued for the extent of injury/illness. If entitled to an NOE, the Reservist’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 NOE request will be forwarded to CMC (RA) per MCO 1770.2.

4311. ABSENCE FROM ANNUAL TRAINING

1. Unit commanders may excuse Marines from AT. Reservists excused from AT by proper authority will be required to schedule an appropriate alternate AT as soon as practicable. If excused, the Reservist will be notified as such in writing by the CO/OIC/OpSponsor.

2. 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.

4312. ATTENDANCE AT ANNUAL TRAINING FOR IIADT PERSONNEL. Upon approval of COMMARFORRES or his designated representative, Reservists from the IIADT Program may attend AT after completion of the first increment, vice attending the second increment, if MOS training is completed at AT. Units must advise CMC (RA), via the chain of command, if a Marine is no longer required to attend the second increment of IIADT.

4313. WEIGHT STANDARDS. Reservists must comply with weight and personal appearance standards per MCO 6100.10.

1. SMCR Marines

a. All provisions pertaining to assigning Marines to the Weight Control and Personal Appearance Program will be applied to the SMCR.

b. Those Marines who do not meet the weight standards will not be ordered to active duty unless they are properly assigned to a Weight Control Program in keeping with MCO 6100.10 and/or they are performing a required AT.

c. IMA OpSponsors must coordinate with the CG, MCRSC to document the assignment of IMA Marines to weight control.

2. IRR Marines

a. The CG, MCRSC will identify, by the review of periodic physical examinations, those IRR Marines not meeting the Marine Corps standards for height and weight and take appropriate action as set forth in MCO 6100.10.

b. IRR Marines exceeding the Marine Corps standards for height and weight will not be ordered to active duty. Additionally, IRR Marines who exceed prescribed height and weight standards while on active duty may have their orders terminated and be returned to the IRR.

3. In addition to the Report of Medical Examination (SF 88), the CG, MCRSC will determine what other documentation is acceptable proof of adherence to the standard for IMA and IRR Marines.

CHAPTER 4

RESERVE TRAINING PROGRAMS

SECTION 4: INACTIVE DUTY TRAINING

4400. PURPOSE. IDT is authorized training performed by members of the Ready Reserve not on AD and performed in connection with the prescribed activities of the units of which they are members. IDT consists of regularly scheduled unit training periods, Additional Training Periods (ATPs), and equivalent training (associate and appropriate duty). The primary purpose of IDT is to provide individual and/or unit readiness training. Furthermore, IDT may support AC missions and requirements, i.e., operational support. IDT also encompasses muster duty in the performance of the annual IRR screening program.

4401. PROGRAMS. Nonpaid IDT programs, exclusive of SMCR training, consist of, Associate Duty (paragraph 4603), Appropriate Duty (paragraph 4604), and Mobilization Training Units (chapter 8).

4402. ASSIGNMENTS

1. Assignments to IDT must satisfy program objectives. Inactive duty Reserve retirement credit points will be awarded for satisfactory performance of duty under these programs per this Order.

2. COMMARFORRES and his designated representatives will approve and issue orders for personnel under their cognizance.

4403. ASSOCIATE DUTY

1. The CG, MCRSC may authorize members of the IRR and the Standby Reserve (ASL) to perform inactive duty on an affiliated basis with a Reserve or AC unit. The intent of associate duty must be to enhance the Reservist’s readiness. Pay and allowances are not authorized for performing this duty, however, inactive duty Reserve retirement points are awarded.

2. Associate Duty with SMCR Units. An eligible Reservist may serve in an associate duty status with an SMCR, MTU or AC unit provided the Reservist has a current SGLI in effect and is junior to the CO/OIC of the unit to which assignment is requested.

3. Associate Duty with Reserve Units of Other Services. It is preferable that a Marine Corps Reservist train with a Marine Corps unit. However, in localities where there is no Marine Corps unit,

or when the local Marine Corps Reserve unit cannot provide appropriate MOS training, associate duty with other Armed Forces RC units may be permitted. The following criteria apply:

a. The commanding officer of the other Service unit must concur with the request.

b. Assignment must provide training commensurate with the Reservist's grade and MOS.

c. The CG, MCRSC concurs and approves the request.

4. SMCR Marines to include mandatory participants are not eligible to perform associate duty.

5. Application for Orders to Associate Duty. Reservists seeking assignment to associate duty should submit an application to the CG, MCRSC. 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, SSN, unit to be associated with, current address, and home/work telephone number. The application will include as an enclosure a statement from the CO/OIC of the unit to which associate duty is requested. This statement should indicate concurrence with the request and the duties the Reservist will perform.

6. Orders. Upon approval, the CG, MCRSC will issue orders authorizing the individual to perform associate duty. These orders will include:

a. The assignment date and an automatic termination date (normally issued for a period of one year, by fiscal year).

b. The T/O billet for the Reservist affiliating with an SMCR unit, if applicable.

c. A statement indicating pay, allowances, travel, subsistence, uniforms, and monetary compensation for any other expenses incurred while performing associate duty are not authorized.

d. A statement indicating the Marine understands that during the performance of associate duty that Reservists are subject to the UCMJ.

e. Instructions for submission of fitness reports or Pro/Con marks and awarding of Reserve retirement credit points.

f. A statement indicating the Reservist will forward a certified copy of the orders with the acceptance endorsement to the CG, MCRSC.

7. Awarding of IDT Points. Each Marine will be required to complete and forward a NAVMC 799 to the CG, MCRSC for the awarding of IDT points.

8. Annual Training. Reservists performing associate duty may be authorized to attend AT with that unit upon approval of the COMMARFORRES/OpSponsor, as appropriate. Reservists on associate duty may be issued active duty orders without pay and allowances for the AT period. 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. Requests for orders will be submitted to the CG, MCRSC via the chain of command and will include:

a. AT date and location.

b. Description of training involved.

c. Availability of transportation.

4404. APPROPRIATE DUTY

1. COMMARFORRES/CG, MCRSC may authorize Reservists under their cognizance to attend special functions, to perform certain tasks or to undergo IDT for Reserve retirement credit points, in a nonpay status. Appropriate duty orders, without pay, may be issued to members of the SMCR, IRR, and ASL. COMMARFORRES may delegate this authority.

2. COMMARFORRES/CG, MCRSC may approve and issue appropriate duty orders to Reservists under their cognizance for:

a. The Marine Corps Recruiting Service for activities performed in conjunction with recruiting. Refer to MCO 1150.1 for additional guidance.

b. Performance of public affairs duties and activities not in conjunction with civilian job duties that benefit the Marine Corps.

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

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

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

f. Participation in parades and ceremonies, outside scheduled IDTs, as permitted by current regulation. Per this subparagraph only, COMMARFORRES may delegate authority to issue appropriate duty orders to subordinate SMCR unit commanders.

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

h. Performance of duty for required annual administrative functions, including physical examinations.

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

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

k. Participation in other approved activities to include professional or trade conventions, Armed Forces seminars, professional meetings, or training conferences may earn the member one point per day with a minimum of four hours of participation. The following requirements apply:

(1) The meeting is sponsored, supervised, and conducted by one or more military departments; or

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

(3) The Reservist provides the order writing authority with evidence of attendance; and

(4) The Reservist's participation is without pay.

3. Orders

a. COMMARFORRES/CG, MCRSC may issue appropriate duty orders without pay to Reservists under their cognizance. Orders shall state the Reservist is not authorized pay, allowances, subsistence, per diem, or compensation for expenses incurred in conjunction with appropriate duty. Travel on a space available basis at no expense to the government may be authorized. If billeting or travel space is unavailable the Reservist will incur all associated costs.

b. Reservists should submit a request for appropriate duty orders no later than 30 days in advance of the proposed activity to allow necessary administrative processing. In unusual cases where time limitation prohibits processing of written orders, order

writing authorities may grant verbal orders to be followed by written orders.

c. The assignment date and termination date must be within the same fiscal year.

4. 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 the Reservist's service record, using the NAVMC 799. Points should be reported indicating dates duty was performed, and in 4 hour increments.

CHAPTER 4

RESERVE TRAINING PROGRAMS

SECTION 5: ADDITIONAL PAID INACTIVE DUTY TRAINING PERIODS

4500. ADDITIONAL TRAINING PERIOD (ATP). ATPs are additional IDT periods intended to improve readiness by providing for individuals and units to receive required and necessary training for attaining and maintaining designated readiness levels.

1. ATPs are performed by SMCRs to accomplish additional required training as defined by a unit's wartime mission or a member's CO/OIC/OpSponsor.

a. 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, or training rehearsals, unit training, administration, and support functions.

b. 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.

c. Only Reservists in a satisfactory IDT status may perform ATPs. Each ATP will consist of a minimum of 4 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 12 per fiscal year.

d. ATPs may not be used in addition to or as a substitute for additional flight training periods (AFTPs).

2. COMMARFORRES/CG, MCRSC may authorize the use of ATPs consistent with allocations provided by CMC (RA). COMMARFORRES/CG, MCRSC will establish control procedures to ensure that ATPs are used solely as outlined above.

4501. READINESS MANAGEMENT PERIOD (RMP)

1. RMPs are performed by SMCRs to support the ongoing day-to-day operation of the unit/OpSponsor. RMPs may be used to perform day-to-day administrative functions, training preparation, support activities, and maintenance functions necessary to maintain a state of readiness. These training periods will be used only where

sufficient active duty personnel are not available to accomplish these duties.

2. Only Reservists in a satisfactory IDT status may perform RMPs. Each IDT will consist of a minimum of 4 hours and not more than one RMP may be authorized per individual per day.

3. RMPs will not be performed the same day another IDT period is performed.

4. The maximum number of RMPs that may be performed by an individual is 24 per fiscal year.

NOTE - Per DoD Instruction 1215.19, in no case shall either ATPs or RMPs, or a combination of those additional IDT periods, exceed 30 in each FY for each person. Those training periods shall not be used for augmenting missions or functions, and must provide bona fide training opportunities required to meet readiness levels.

4502. ADDITIONAL FLIGHT TRAINING PERIOD (AFTP)

1. AFTPs are authorized for SMCR aircrew members for conducting aircrew training and combat crew qualifications training. AFTPs will be used to attain and maintain aircrew flying proficiency and sustain mobilization readiness.

2. AFTPs Authorized

a. Annually. The maximum number of AFTPs and ATPs may not exceed 48 total per fiscal year for each individual aircrew member. The CG, 4th MAW may authorize AFTPs to Reservists requiring additional IDTs to prepare for field joint service and mobilization exercises, to meet the requirements for local unit flight operations, 4th MAW directed flight operations, flight minimums, aircraft currency, and the Training and Readiness Manual. Budgetary constraints may reduce the maximum number authorized, as determined by the CG, 4th MAW.

b. Daily. Not more than 2 AFTPs may be authorized during 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 inactive duty periods does not exceed 2 per calendar day and provided the total of the periods is of at least 8 hours duration. AFTPs are not authorized when the Reservist is in an active duty status.

3. Requirements. In order for a Reserve aircrew member to receive credit for an AFTP, the following conditions must be met:

a. The AFTP period must be a minimum of 4 hours.

b. The general intent is to perform a scheduled flight training activity during the minimum 4-hour period. The CG, 4th MAW will provide further regulations governing the policies pertaining to AFTPs.

4503. AUTHORITY TO EXCEED 48 PAID AFTPS. Authority to exceed 48 AFTPs per fiscal year can only be granted by the Secretary of the Navy.

4504. AUTHORITY TO EXCEED 48 PAID REGULAR IDT PERIODS

1. SMCR units and category "A" IMAs are authorized to conduct 48 paid regularly scheduled IDT periods each fiscal year. Individuals may perform no more than 48 paid regularly scheduled IDT periods per fiscal year. Any paid EDP performed in lieu of regularly scheduled IDT periods counts in the total of 48 paid IDT periods. Neither ATPs, AFTPs, nor RMPs are considered regularly scheduled IDT periods and are not counted in regularly scheduled IDT period fiscal year restrictions.

a. SMCR units participating in a Mobilization Operational Readiness Deployment Test (MORDT) will utilize regularly scheduled IDT periods as a means of payment for participating Reservists. These periods will count toward unit/individual fiscal year IDT restrictions. Training schedules must be adjusted accordingly.

b. Approval to exceed 48 paid IDTs will be extremely limited. A Reservist may be permitted to exceed the 48 paid regularly scheduled IDT restriction only when the unit has documented that the lack of the individual’s presence at the remainder of the unit’s scheduled IDT periods for the fiscal year would impair unit training or mission accomplishment.

c. Units must exhaust all means of compensating the Marine to include the use ADSW, ATPs and RMPs prior to submitting a request to exceed 48 IDTs.

d. Requests for prior approval should be submitted to CMC (RA) via the COMMARFORRES/CG, MCRSC, as appropriate, at least 30 days in advance of the Marine exceeding the authorized limit and will include the following information:

(1) Name, rank, SSN, MOS.

(2) Number of additional IDT periods requested and total cost (One IDT period is equivalent to one day of base pay, based on the Marines rank and time in service).

(3) Number of IDT periods attended and number yet to be attended during the fiscal year; or

(4) Alternate measures taken by the unit prior to requesting additional IDT periods, e.g., ADSW, ATPs, and/or RMPs; and

(5) Justification for requirement to exceed 48 IDTs and impact upon unit readiness and mission accomplishment.

e. In the event a Reservist is inadvertently permitted to attend more than 48 paid regularly scheduled IDT periods during the fiscal year, commands should immediately submit a request using the format described in paragraph 4504.1d, above, to CMC (RA) via the COMMARFORRES/CG, MCRSC, as appropriate. Additionally, all commands must provide an explanation as to how/why the Marine exceeded 48 IDTs.

2. Unit commanders/I-I staffs and IMA OpSponsors have a dual responsibility to ensure unit training schedules are modified and IDT attendance records are monitored to preclude individuals from exceeding fiscal year paid IDT restrictions.

3. The aforementioned policy in paragraph 4504.1 above pertains to the following IMA categories, as applicable:

a. Category B IMAs will not exceed 24 paid IDTs.

b. Category C IMAs will not exceed 12 paid IDTs.

c. Category D IMAs will not receive any paid IDTs.

CHAPTER 4

RESERVE TRAINING PROGRAMS

SECTION 6: TRAINING IN FOREIGN NATIONS

4600. POLICY

1. Reservists residing in the United States will not be ordered to training activities in any foreign country without prior approval of the CMC (RA).

2. Reservists 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 attache personnel) may apply for ADT (without pay), ADSW (without pay), appropriate duty, or correspondence courses.

3. Prior to conducting training, appropriate overseas commanders will request the naval attache or the attache of the United States Armed Forces 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 CMC (RA) with all relevant facts, and any recommendations.

4. 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 exists between the United States and the foreign nation concerning the conduct of such training.

5. Conduct of any training in foreign countries in which the United States does not maintain active military forces or where a Status of Forces Agreement does not exist is not authorized.

4601. PROCEDURE FOR REQUESTING TRAINING

1. Marine Reservists residing overseas desiring to participate in Reserve training must submit requests to their appropriate command via appropriate channels, e.g.:

   a. The cognizant naval attache; 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. Requests not forwarded per these procedures or not containing the required information will be returned to the applicant disapproved.

5. 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.

6. Reservists desiring training in the United States will submit requests to their appropriate command.

4602. 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 point of entry into the United States to the duty site, and return from the duty site to the point of exit from the United States .

2. In a Foreign Nation. Unless otherwise authorized by the CG, MCRSC, 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 the JFTR. Travel may be performed at personal expense on a non-reimbursable basis.

3. In NATO Countries. Reservists traveling in NATO countries under individual orders must possess NATO travel orders per MCO P1000.6, in addition to official travel orders.

CHAPTER 5

UNIFORM CODE OF MILITARY JUSTICE

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CHAPTER 5

UNIFORM CODE OF MILITARY JUSTICE

5000. GENERAL REQUIREMENTS FOR NJP AND COURTS-MARTIAL

1. The guidelines in this Chapter assist the Reserve commanding officer in properly exercising disciplinary action over members of the RC.

2. At the time nonjudicial punishment (NJP) is imposed, the commanding officer must be subject to the UCMJ.

3. Before imposing NJP or convening a court-martial, the commanding officer must ensure the following requirements are met:

a. The accused must have been subject to the UCMJ at the time of the commission of the offense; and

b. The accused must be subject to the UCMJ at the time of the NJP or trial by court-martial.

4. To be "subject to the UCMJ", the Reservist must be either:

a. On active duty or ADT, as defined in paragraph 5002, or be;

b. On IDT, as defined in paragraph 5003.

5. In addition, to be subject to the UCMJ, the Reservist must not have been discharged from all military service obligations before committing the offense or before the imposition of NJP or commencement of court-martial proceedings.

5001. AUTHORITY TO IMPOSE NJP AND CONVENE COURTS-MARTIAL

1. Nonjudicial Punishment. COs/OICs and I-Is, are authorized to administer NJP subject to the limitations contained in Article 15, UCMJ, Part V, MCM (1998), and Chapter 1, JAGMAN. If the commanding officer determines 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 lawyer before deciding whether to accept or refuse NJP. Guidance in this area should be obtained from the command legal advisor.

2. Summary Courts-Martial. Officers empowered to convene special courts-martial have summary courts-martial convening authority. Other commanding officers and OICs have summary courts-martial convening authority only when specifically authorized by the Secretary of the Navy. No officer may convene a summary court-martial

unless in a duty status (i.e., subject to the UCMJ).

3. Special Courts-Martial. Commanding officers of regiments, air groups, battalions, squadrons, active duty site commanders, and all I-Is not collocated with the regimental commanding officer are authorized to convene special courts-martial. At the discretion of COMMARFORRES, special courts-martial convening authority may be withheld per JAGINST 5800.7 (Manual of the Judge Advocate General). Other commanding officers and OICs have special court-martial convening authority only when specifically authorized by the Secretary of the Navy. No officer may convene a special court-martial unless in a duty status, i.e. subject to the UCMJ.

4. General Courts-Martial. COMMARFORRES is designated the general courts-martial convening authority for offenses committed by all Reservists assigned to MARFORRES including Reservists serving on AD, ADT, and IDT periods; all members of the SMCR, IRR, Standby Reserves, and IMAs administratively attached to the MCRSC; and all AR personnel assigned to MCRSC. The general courts-martial convening authority of the Commanding Generals of 4th MarDiv, 4th MAW, 4th FSSG, and MCRSC is accordingly withheld.

5. The convening of courts-martial, conduct of trial, and appellate review in cases concerning members of the Marine Corps Reserve will be per the UCMJ, MCM (1998), JAGMAN, and other regulations applicable to the Marine Corps Reserve.

5002. JURISDICTION OVER RESERVISTS ON ACTIVE DUTY OR ACTIVE DUTY TRAINING

1. Members of the Marine Corps Reserve lawfully called or ordered to AD or ADT are subject to the UCMJ beginning with the effective date of such orders.

2. Reservists 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 R.C.M. 202(c) and JAGMAN section 0123(d). Assistance should be obtained from the Office of the Staff Judge Advocate of the host command or the nearest military activity in such cases.

5003. JURISDICTION OVER RESERVISTS ON INACTIVE DUTY TRAINING

1. Article 2A(3) UCMJ extends court-martial jurisdiction over Reservists while on IDT. A Reservist on IDT is subject to the UCMJ beginning at the time the command conducts its initial muster. Such status and UCMJ jurisdiction shall continue until the member

completes the final IDT period on the last day of such periods. Therefore, the following IDT schedule is intended as an example to commanders:

a. 1st IDT period - 5 and 1/2 hours (duty 0730-1130 and lunch and/or PT 1131-1259).

b. 2nd IDT period - 11 hours (duty 1300-1700 and liberty 1701-2359).

c. 3rd IDT period - 11 and 1/2 hours (liberty 2400-0729, duty 0730-1130, and lunch and/or PT 1131-1259) -

d. 4th IDT period - 4 hours (duty 1300-1700).

(NOTE: During an IDT period, 1st IDT would begin at the discretion of the commander and end at 2359. The 2nd IDT would begin at 2400 and end at 1259):

2. A Reservist is subject to the UCMJ regardless of whether absent with or without authority from the training center or site after committing an offense under the UCMJ while on IDT. A Reservist is subject to the UCMJ even if the offense is not discovered until after the Reservist departed the training center or site at the end of the IDT period.

3. A Reservist must be on active duty prior to arraignment at a general or special court-martial per R.C.M. 204(b)(1), MCM (1998). NJP may be imposed on a Reservist during IDT, and a Reservist may be tried by summary court-martial during IDT per R.C.M. 204(b)(2).

4. Unless ordered to active duty involuntarily under paragraph 5004, a Reservist on IDT cannot be held beyond the end of a normal period of IDT for trial or to serve any punishment. See paragraph 5006. IDT cannot be scheduled solely for the purpose of conducting a summary court-martial. See "Discussion" following R.C.M. 204(b)(2). As a matter of policy, IDT cannot be scheduled solely for the purpose of conducting an Article 15, UCMJ proceeding.

5004. <u>ORDERS TO INVOLUNTARY ACTIVE DUTY</u>

1. In instances in which an offense under the UCMJ is committed by a Reservist 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 Reservist may be ordered to involuntary active duty for:

a. Imposition of NJP; or

b. Investigation under Article 32, UCMJ; or

c. Trial by court-martial.

2. Article 2(d)(1), UCMJ, and JAGMAN 0123 (e) contains procedures for requesting such orders.

3. Unless the order to involuntary active duty was approved by the Secretary of the Navy or his designee, a Reservist cannot be required to serve a punishment of any restraint on liberty during a period other than a period of IDT or active duty. See JAGMAN 0123(e) and paragraph 5006.

4. A Reservist ordered to involuntary active duty for the purpose of disciplinary proceedings must be released from active duty:

a. No later than the close of business 1-full working day after completion of disciplinary proceedings (i.e., announcement of the sentence by a court-martial or imposition of punishment pursuant to NJP, as the case may be, if ordered to active duty without Secretarial approval)

b. 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).

5005. SUBJECT MATTER JURISDICTION. Reservists on AD or IDT committing offenses under the UCMJ may be subject to trial by court martial regardless of the location of the offenses.

5006. PUNISHMENT

1. All lawful punishments remaining unserved at the time a Reservist 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 R.C.M. 204(b).

2. Paragraphs e and f of Part V, MCM (1998), and JAGMAN sections 0111, 0112 and 0123 contain guidance concerning imposition of punishments in the case of Reservists.

CHAPTER 6

RESERVE CAREER PROGRESSION

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CHAPTER 6

RESERVE CAREER PROGRESSION

SECTION 1: RESERVE CAREER OPPORTUNITIES

6100. RESERVE OFFICER OPPORTUNITIES

1. The many Reserve programs discussed in this Manual offer a Reserve officer the potential for a varied Reserve career until resignation, discharge or retirement. It is the responsibility of the Reserve officer to monitor and plan a career. The Reserve officer should maintain a career balanced with varying billets and duty assignments and undertake both resident and non-resident Reserve PME courses.

2. The CMC (RAM) provides career counseling, record updates, and fitness report evaluation for Reserve officers. A counselor can be contacted by telephone at Toll Free 877-415-9275, DSN 278-9130/1/2, Comm (703) 784-9130/1/2, DSN Fax 278-9807 or Comm Fax (703) 784-9807. Hours of Availability: Mon-Fri, 0730-1630 Eastern Standard Time, and the first two weekends of each month.

6101. RESERVE ENLISTED PERSONNEL OPPORTUNITIES

1. A variety of options exist for enlisted personnel within the RC to include technical training programs and educational funding assistance programs. MCO P1040R.35 details the many options available to the enlisted Reservist.

2. The CMC (RAM) provides career counseling, record updates, and fitness report evaluation for enlisted Marines. A counselor can be contacted by telephone at Toll Free 877-415-9275, DSN 278-9130/1/2, Comm (703) 784-9130/1/2, DSN Fax 278-9807 or Comm Fax (703) 784-9807. Hours of Availability: Mon-Fri, 0730-1630 Eastern Standard Time, and the first two weekends of each month.

6102. OTHER SOURCE OF INFORMATION FOR RESERVE OPPORTUNITIES. Information on opportunities for Reserve Marines (officer and enlisted) may be found on the Internet at the following URL: http://www.marforres.usmc.mil. Upon access click on "Careers."

CHAPTER 6

RESERVE CAREER PROGRESSION

SECTION 2: INCENTIVES/BONUSES

6200. SELECTED RESERVE INCENTIVE PROGRAM (SRIP). The SRIP offers an enlistment bonus, a reenlistment/extension bonus, and an affiliation bonus. These incentives serve as a measure to assist Reserve forces to meet and sustain manpower requirements and help stabilize the Reserve forces through longer service commitments. MCO 7220R.38 explains the provisions of the SRIP. Incentives, bonus payments and eligibility requirements are addressed in Marine Corps Bulletin 7220 series.

1. Enlistment Incentive. Non-prior service individuals who are or will be secondary school graduates who agree to serve in the SMCR for a minimum of 6 years and are to be assigned to or designated to be trained in a qualified MOS, occupational field or unit identified by a 7220 series MCBul, may be eligible to receive an enlistment bonus.

2. Reenlistment or Voluntary Extension Incentive. Reserve Marines serving in an MOS, occupational field, or unit designated by a MCBul in the 7200 series who have been satisfactory participants in the SMCR for 3 months or more at the time of reenlistment or extension, meet the years of service criteria, and hold a rank/grade commensurate with the billet may be eligible to receive a bonus for either a 3-year or 6-year reenlistment/extension.

3. Affiliation Incentive. Prior active duty Marines who affiliate with a unit and/or hold a qualified MOS designated by Marine Corps directives published annually in the 7220 series and have obligated service remaining on a contract may be entitled to an affiliation bonus.

4. Education Assistance. The Montgomery GI Bill-Reserve (MGIB-R) provides educational assistance to Reservists in the SMCR upon agreement to serve at least 6 years in the SMCR. This program provides money for courses approved by the Department of Veterans Affairs. See the current edition of MCO 1560R.30 for details.

6202. FOREIGN LANGUAGE PROFICIENCY AND FOREIGN AREA EXPERTISE

1. In order to encourage language proficiency in the Reserve Component and track those Marines with language skills, qualified Marines may be entitled to Foreign Language Proficiency Pay (FLPP).

2. Foreign language proficiency is awarded to qualified personnel in the MOS's O2XX (Intelligence), 26XX (SIGINT/EW), and 994X (Foreign Area Officer (FAO)).

3. The Foreign Area Officer additional MOS allows an officer of any primary MOS to receive FLPP. Policy concerning the FAO MOS is contained in MCO 1520.11

4. Policy concerning entitlement to FLPP is contained in MCO 7220.52. Language testing arrangements can be made through the CMC (MA).

CHAPTER 6

RESERVE CAREER PROGRESSION

SECTION 3: RESERVE PROMOTIONS

6300. OFFICER PROMOTION POLICY

1. Promotion of Marine Corps Reserve officers is governed by Title 10, U.S.C., and MCO P1400.31, Marine Corps Promotion Manual, Volume 1, Officer Promotions. Selection boards are convened annually by the Secretary of the Navy.

a. A Reserve officer is in the promotion zone and eligible for consideration for promotion to the next higher grade when that officer's active duty running mate is in or above the promotion zone established for that officer's present grade provided the officer meets the statutory requirements as set forth in Title 10 U.S.C.

b. 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) 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 (ISL) to establish a record of performance before being considered by a promotion board.

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

d. 90-Day rule. Pursuant to Title 10 U.S.C. section 14301, the Secretary of the Navy may exclude from consideration for promotion by a promotion board any officer who has an established date for removal from the Reserve Active Status List 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.

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

3. On the day an officer is due to be promoted, the CMC (MM) shall enter the appropriate unit diary entry into MCTFS affecting the promotion for that officer.

6301. ENLISTED PROMOTION POLICY. Promotion of enlisted members of the Marine Corps Reserve is detailed by the guidance established in MCO P1400.32, Marine Corps Promotion Manual, Volume 2, Enlisted Promotions.

1. Marine Reservists in the grades Pvt and PFC in an SMCR unit or preassigned position must, for promotion to PFC and LCpl, respectively:

a. Complete the minimum time in grade and time in service requirement; and

b. Be recommended by the commanding officer.

2. Marine Reservists, in the grades of LCpl and Cpl, in an SMCR unit or preassigned position must, for promotion to Cpl and Sgt, respectively:

a. Complete the minimum time in grade and time in service requirement; and

b. Be recommended by the commanding officer; and

c. Have a composite score equal to or above the minimum established for his grade and occupational field.

3. For promotion to staff noncommissioned grades, Marine Reservists in an SMCR unit/IMA status must:

a. Meet the basic time in service and time in grade eligibility requirements; and

b. Be selected for promotion by the annual Reserve staff noncommissioned officer selection board.

4. The CG, MCRSC is delegated authority to promote IRR Reservists, up to the grade of sergeant, provided:

a. The minimum time in grade requirements are fulfilled; and

b. The member is an active participant; and

c. The member is recommended by the CG, MCRSC.

6302. UPDATE MATERIAL

1. Each eligible officer may communicate with the President of the respective Promotion Selection Board. However, such communication must be received no later than the convening date of the board. Reserve officers eligible for consideration for promotion are required to submit the following to the CMC (MMPR-l):

a. A completed Reserve Qualification Summary (NAVMC 10476) to provide the board information not included in other official records or fitness reports.

b. An official photograph.

2. Sergeants and above eligible for consideration for promotion are required to submit to the CMC (MMPR-2)

a. A completed Reserve Qualification Summary (NAVMC 10476) to provide the board information not included in other official records or fitness reports.

b. An official photograph.

3. All Marines are personally responsible for the accuracy and completeness of their Official Military Personnel File (OMPF). The OMPF is the primary record used by selection boards. Marines should request a copy of their OMPF 12 months prior to anticipated entry into a promotion eligibility zone or at least once every three years and review it for accuracy and completeness. Refer to MCO P1610.7 for additional guidance.

4. Career Retirement Credit Reports (CRCRs) are required and reviewed by selection boards. The Promotion branch will obtain the reports via MCTFS. It is each Reserve Marine's responsibility to ensure that their CRCR is accurate and up-to-date.

6303. CONTINUATION

1. Effective 1 October 1996, Title 10 U.S.C. provides the SecNav and the CMC with the flexibility to continue Reserve officers on the RASL beyond their maximum service limitations.

2. Continuation opportunities will be extremely limited and will be based upon the needs of the Marine Corps.

3. Continuation will require the convening of a statutory board approved by the SecNav to consider officers for continuation who possess critical skills or capabilities that cannot be met by in zone promotions or officers currently on the RASL. Officers desiring consideration for continuation MUST apply in writing, by submitting a letter to the President of their respective board. The letter should contain the following statement: "In the event that I am not selected for promotion to the next higher grade for the second time, I request to be considered for continuation on the RASL." Officers who fail to properly apply WILL NOT be considered for continuation.

4. Policy. Current continuation policy mirrors AC policy by

offering continuation to Reserve majors who are required to be removed from the RASL (usually for failure of selection and exceeding statutory service limitations) and who if continued will be able to achieve a Reserve retirement or in the case of an AR major, an active retirement. Furthermore, continuation is offered to AR captains who twice fail selection to the next higher grade in order to provide them with two opportunities to compete for promotion, in the above zone, of the unrestricted (other than AR) competitive category following their required release from the AR program.

5. The convening of continuation boards and eligibility requirements will be announced in separate correspondence, as required, based on a SecNav approved continuation plan. Applications will be limited to only those officers possessing the qualifications as approved by the SecNav.

6. Period of Continuation

a. For majors:

(1) An officer career designated in the AR competitive category may be continued on active duty for a period not to extend beyond the last day of the month in which the officer completes 20 years of active federal service for retirement, 24 years commissioned service (YCS), or age 60, whichever occurs first.

(2) An officer not career designated in the AR competitive category or an officer in the unrestricted (other than AR) competitive category may be continued on the RASL for a period not to extend beyond the last day of the month in which the officer completes 20 years of qualifying service for retirement, 24 YCS, or age 60, whichever occurs first.

b. For captains, any officer in the AR competitive category who was twice considered by an AR promotion board and twice failed of selection may be continued on the RASL following release from active duty on the AR program until the officer has been considered twice above-zone for promotion in the unrestricted (other than AR) competitive category.

c. For chief warrant officers:

(1) Any officer in the AR competitive category who was twice considered by a promotion board and twice failed of selection may be continued on the RASL following release from active duty on the AR program until the officer has been considered twice above-zone for promotion in the unrestricted (other than AR) competitive category.

(2) Any officer in the unrestricted (other than AR) competitive category may be continued on the RASL for a period not to extend beyond the last day of the month in which the officer completes 20 years of qualifying service for retirement or age 60, whichever occurs first.

7. Voluntary Decline of Continuation. A Reserve officer continued may decline continuation on the RASL. In such a case, the officer shall be removed from the RASL as provided for in 10 U.S.C. 14513 or 14514 or SECNAVINST 1920.2, as applicable.

8. Effect of Non-selection for Continuation. An officer who is not approved for continuation will be removed from the RASL as provided for in Title 10 U.S.C. 14513 or 14514, or SECNAVINST 1920.2 as applicable.

CHAPTER 6

RESERVE CAREER PROGRESSION

SECTION 4: RESERVE RETIREMENT

6400. INTRODUCTION

1. A Reservist must perform at least 20 years of qualifying service to be eligible for retirement with pay at age 60. MCO P1900.16 provides detailed guidance for determining eligibility and computation of Reserve retirement. The unit commander is responsible for ensuring that Reserve retirement credit points are properly reported per MCO P1080.40.

2. To be credited with a year of qualifying service, the Reservist must earn at least 50 reserve retirement credit points during the anniversary year and serve a full 365/366 day period.

3. The term "unit commander" refers to the commanding officer of the Selected Reserve unit on whose rolls the Reservist is carried, or the commanding officer, including commanders of AC Marine Corps organizations having administrative control of AR/EAD personnel. IMA Reserve retirement credit points will be reported by CG, MCRSC.

6401. CRITERIA FOR ESTABLISHING A SATISFACTORY YEAR FOR RESERVE RETIREMENT

1. Qualifying Years of Satisfactory Service. A qualifying year of service for Reserve retirement is a full year, as described in paragraphs 2 and 3 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

2. Establishment of an Anniversary Year.

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

b. Except as noted in paragraph 6401.4, these anniversary year periods are calculated from an anniversary date. The date used to determine the anniversary year 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 as set forth in Title 10 U.S.C. 513.)

3. Adjustment to Anniversary Years

a. 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 to another AC or RC.

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

4. Exceptions to Calculating Anniversary Years

a. In the case of officers with Reserve service as a cadet or midshipman at a Service Academy or in a ROTC program, the date for the start of a member’s initial anniversary year will be established as the date the member entered into active service or active status minus any service as a cadet or midshipman.

b. 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.

5. Credit for Partial Years of Service

a. 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.

b. When, as a result of a break-in-service, a partial year occurs, the service member must meet the minimum retirement point requirements as set forth in Figure 6-1 for the member’s service to be credited as a partial year towards a qualifying 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 credit for a partial year shall be made according to Figure 6-1.

c. Partial years of qualifying service may be combined and credited towards total qualifying service.

d. Membership points for any partial year shall be credited based upon Figure 6-2. On completion of a partial year, inactive

duty points, which include prorated membership points, creditable for reserve retirement pay purposes shall be credited.

6. Saving and Transition Procedures. On 15 October 1993, all present members of the Marine Corps Reserve shall retain their current anniversary date. Except as indicated elsewhere in this section, anniversary dates established or revised after 15 October 1993 (including anniversary dates for members of an AC) shall be based on procedures established in this section.

6402. ELIGIBILITY FOR RETIREMENT POINT CREDIT. Members in the following categories are eligible for retirement point credit:

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

2. Members of the RC in an active status as defined in Section 10141 of Title 10, U.S.C. (This includes service in a Delayed Entry Program established by Title 10 U.S.C. 513). This service is credited toward Reserve retirement since it is service in an active status as a member of the Ready Reserve.

3. 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 Title 10 U.S.C. 1001(b), who are ordered to perform active duty or other appropriate duty in a retired status may be credited with active or inactive duty service pursuant to such order.

4. Members of the Marine Corps Reserve in an inactive status who are carried in the ISL of the Standby Reserve under of Title 10 U.S.C. 10151 may not be credited with service for retirement per Title 10 U.S.C. 1334(a) (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 retirement point credit in that status.)

6403. ACTIVE DUTY POINTS

1. A Reservist is awarded one point for each day of active Federal service, paid or unpaid, performed under valid orders, including days of authorized travel. NOTE: Marines credited with time lost during periods of active duty will not be credited for those days that were declared as time lost.

2. In computing a Reservist’s retirement points, a maximum of 365/366 total active duty points may be awarded in an anniversary year.

6404. INACTIVE DUTY POINTS

1. Awarding Inactive Duty Points

a. Inactive duty points will be awarded for membership, attendance at IDT, or periods of equivalent instruction. Table 6-1 refers.

b. A maximum of 75 inactive duty points may be credited per anniversary year for retirement purposes. Points earned in one anniversary year may not be credited against any other anniversary year. A maximum of two retirement points may be awarded in one calendar day for any activity or combination of activities and no more than one point for any day in which the member is in active service. A person performing active service may not receive retirement points for other activities concurrently, however no deduction in the membership points is required for active service, other than service as a member of an AC, during an anniversary year. A maximum of 365 points (366 points in a leap year) may be awarded in any anniversary year.

NOTE: For retirement point accounting purposes total retirement points credited for inactive duty participation may not exceed 60 points for members whose anniversary years close before September 23, 1996 and 75 points for members whose anniversary years close on or after September 23, 1996.

2. Membership in the Marine Corps Reserve

a. Reservists discharged from an active Reserve status prior to completion of the current anniversary year shall be given credit for the completed portion on a prorated basis, provided the Reservist has accumulated sufficient points to establish a partial year of satisfactory Federal service. For the method of computation, see Figure 6-1.

b. Each member of the Marine Corps Reserve is awarded 15 membership points for each anniversary year completed. See Figure 6-2. Membership points are awarded for time spent in the Delayed Entry Program; however, they are not awarded to a Reservist carried on any retired list or the ISL of the Standby Reserve.

3. Other Inactive Duty Points

a. Correspondence and Non-Resident Courses. Correspondence and non-resident courses are available to Reservists per MCO 1550.3. Other military service courses of instruction are available for Reservists to further enhance educational opportunities. No retirement points may be earned for individual or group

enrollment courses when lessons, study units, etc., are conducted during IDT or other periods for which retirement points are awarded.

b. Associate Duty. For each 4 hours of associate duty with a SMCR unit, the Reservist may be awarded 1 point, with a maximum of 2 points per day.

c. Appropriate Duty. One point may be awarded for each 4 hours of duty performed with a maximum of 2 points per day. Attendance at seminars may earn a maximum of 1 point per day with a minimum of 4 hours participation.

d. Assistance to Marine Corps Junior Reserve Officer Training Corps (MCJROTC). Reservists providing assistance to an MCJROTC unit may earn 1 inactive duty point for each 4 hours of participation, not to exceed 2 points per day.

4. Limitations

a. Except for membership, inactive duty points shall not be awarded on days of active duty service. However, points for correspondence courses completed prior to assignment to active duty may be awarded.

b. A maximum of 75 inactive duty points may be credited for retirement purposes for the anniversary year. Active and inactive duty points combined shall not exceed 365/366 for the anniversary year. (Refer to paragraph 6404.1b)

CHAPTER 6

RESERVE CAREER PROGRESSION

SECTION 5: CAREER RETIREMENT CREDIT REPORT

6500. DEFINITIONS

1. Retirement Credit Report. Retirement credit points are earned by a Reservist completing active duty while serving with the Regular Component, ADSW, ADT, AT, IDT, EAD, and on the AR program. Reservists are awarded one active duty point for each day performed with or without pay of ADSW, ADT, AT, or AR, including days of authorized travel. One inactive duty point is awarded for each 4 hours of inactive duty training performed with or without pay. A minimum of 4 hours of IDT is required to receive retirement credit. Table 6-1 further defines the type of inactive duty that can be performed for retirement credit.

2. Satisfactory Year. A Reservist must earn a minimum of 50 points per anniversary year and serve a full 365/366 day period to complete a satisfactory year for retirement purposes. Any period less than 365/366 will be credited as a partial period of service. A Reservist earns 15 inactive duty membership points for each full year completed. A Reservist can be credited with no more than 75 inactive duty training points during an anniversary year (Refer to paragraph 6404.1b for further guidance). A Reservist can only be credited a maximum of 365 or 366 points during an anniversary year.

3. Annual Retirement Credit Report (ARCR). The ARCR is a document that records the retirement credit points in MCTFS for the current anniversary year.

4. Career Retirement Credit Report (CRCR). The CRCR is a document that summarizes the annual totals of retirement credit points resident in MCTFS. It reflects a Reservist’s entire career as a Marine and is derived from the ARCRs.

6501. CRCR FUNCTIONS

1. Chronological Participation. The CRCR summarizes retirement credit points earned towards retirement eligibility and retired pay for the Reservist’s entire career. However, retirement and retired pay are not the only functions of the CRCR. The CRCR measures a Reservist’s chronological participation. The CRCR is an important

tool utilized by selection boards to measure a Reservist's activity in the Marine Corps Reserve. The CRCR is considered by:

a. Promotion boards.

b. PME selection boards.

c. AR selection boards.

d. Reenlistment evaluators.

e. Sections responsible for screening and evaluating requests for assignment to active duty.

2. Planning. Reserve planners use CRCR-derived data to make projections about:

a. Force shaping plans and policy.

b. Transition benefits.

c. Base realignment and closure (BRAC driven relocations)

d. Early retirement for downsizing.

6502. ARCR AND CRCR CERTIFICATION PROCESS

1. MCO P1080.40 requires that upon completion of the anniversary audit, the CRCR certification date be reported in MCTFS via unit diary entry within 120 days of the audit. The CRCR certification date will be reported after Marines have reviewed their CRCR and certified them to be accurate and complete. The ARCR and CRCR certification process for the various training/pay categories within the reserve component are outlined below:

a. IRR and IMA Process. MCRSC automatically mails an ARCR and CRCR to each IRR Marines and IMA within 60 days of the Reservist's anniversary date for certification, correction and return by mail. 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) to substantiate any correction. IRR certifications returned with bad addresses are revised and resent. IRR certifications that are not returned are not re-sent because of associated manpower and postage costs. It is imperative that each IRR and IMA correct, certify and return by mail the ARCR and CRCR to MCRSC as soon as possible. The CG, MCRSC has the capability to update current, previous, and historical retirement data contained in the MCTFS master record.

b. SMCR Unit Process. Each reporting unit provides the Reservist with an ARCR and CRCR for review and certification after their anniversary date. Reporting units receive unit diary advisories identifying Marines who have not certified their ARCRs and CRCRs within 120 days of the lapsed anniversary year. 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 current CRCR must be accompanied by supporting documentation (i.e., muster sheets, orders, or historical NAVMC 798) to substantiate any correction. The SMCR reporting units have the capability to update current and previous year's data but historical data must be updated by COMMARFORRES headquarters.

c. AR Process. The Reservist's reporting unit provides the AR Reservist with the ARCR and CRCR for review, certification, and signature within 30 days of receipt by the command (after the Reservist's anniversary date). Copies of ARCR and CRCR are available on-line through MCTFS. 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. The Unit commander will forward the audited CRCR to MISSO-17 for input with a cover letter certifying the information is correct. The annotated CRCR must be accompanied by supporting documentation (i.e., muster sheets, orders, or historical NAVMC 798) to substantiate any correction. Once corrective action is taken by MISSO-17, a new CRCR will be generated for the Marine's signature and distributed. If the AC reporting unit does not have the capacity to locally request a CRCR, the unit must request one from the Marine Corps Support Activity (MISSO-17), Kansas City, MO 64197-0001.

6503. DISTRIBUTION. ARCR and CRCR distribution will take place as follows: The original signed CRCR will be retained in the Reservist's OQR/SRB, as applicable and one copy goes to the member. The ARCR will be returned to the member.

6504. QUALITY CONTROL OF ARCR AND CRCR DISTRIBUTION. The following actions will be taken to improve ARCR and CRCR certification rates:

1. COMMARFORRES. Ensure MARFORRES units are complying with the certification process outlined in this Order.

2. AC and SMCR Reporting Units. Ensure annual certifications of ARCRs and CRCRs are conducted for Reserve Marines.

3. MCRSC. Ensure ARCRs and CRCRs are mailed to each IRR and IMA Marine within 45 days of the Reservist's anniversary date for certification and return by mail. Correct ARCRs and CRCRs returned by Reservists if they are annotated and substantiated by prior documentation.

4. Reservists. If AR or MARFORRES Reservists have not received their ARCR and CRCR within 30 days after their anniversary date, the Marine should request them from his/her unit. If IRR or IMA Reservists have not received an ARCR and a CRCR from MCRSC within 60 days after their anniversary date, they should request them from CG, MCRSC. After the Marine receives his/her ARCR and CRCR, it should be reviewed carefully and corrections will be annotated. Corrections must always be substantiated with documentation (i.e. muster sheets, copies of orders). It must be clearly understood that the ARCR and CRCR are critical to the Marine Reservist. The reports should be routinely audited to ensure accuracy. Missing or incorrect information may affect promotion opportunities, deny reenlistment, deny selection for a PME school, and impact AR program status. Each Marine Reservist must ensure that his/her ARCR and CRCR is correct.

TYPE DUTY	MINIMUM TIME REQUIRED	AUTHORITY REQUIRED	IDT POINTS	ACTIVE DUTY POINTS	MAX # PTS
ADSW, EAD or ADT	1 day	Orders		1	365,366 /yr
Associate	4 hrs	Orders	1		2/day
Appropriate	4 hrs	Orders	1		2/day
Seminars/Confers	4 hrs	Orders	1		1/day
Physical Exam	4 hrs	As directed	1		2/yr
Acquire 1 Enl/ Reenl or Ext of Enl in USMC/USMCR	8 hrs equiva-lent	CO RS	4		12/yr
MCJROTC Unit Assistance	4 hrs	CO MCD	1		2/day
Acquire 1 PS IRR who joins SMCR	6 hrs	CG MCRSC	3		9/yr
Correspondence Studies	3 hrs	Dir MCI/ Other Service	1		n/a
Membership	1 yr	MCR Membership	15		15/yr
IDT periods	4 hrs	UMS	1		2/day
AFTP/ATP	4 hrs	UMS	1		2/day
EIO/EIN	4 hrs	UMS	1		2/day
RMP	4 hrs	UMS	1		1/day
MTU meetings	4 hrs	UMS Membership	1		2/day
MTU Command Duty	4 hrs	OIC, MTU	1		2/day
MTU Instruction Preparation	4 hrs	OIC, MTU	1		2/day

Table 6-1--Reference Table for Inactive/Active Duty Points

Number of Days in an Active Status FROM	THRU	Minimum Points Required	Number of Days in an Active Status FROM	THRU	Minimum Points Required
0	7	1	183	189	26
8	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	50

Figure 6-1.-- Minimum Points Required to Establish A Partial Anniversary Year as Qualifying Service.

Number of Days in an Active Status FROM	THRU	Membership Points to be Credited	Number of Days in an Active Status FROM	THRU	Membership Points to be Credited
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
153	182	7	353	365/366	15

Figure 6-2.--Membership Points.

CHAPTER 7

MOBILIZATION

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7-1 SAMPLE RESERVE STATUS REQUEST (KEY POSITION). 7-13

CHAPTER 7

MOBILIZATION

SECTION 1: MOBILIZATION MANAGEMENT/READINESS SCREENING

7100. TOTAL FORCE POLICY. The Marine Corps Total Force consists of the AC, RC, and retired personnel. The RC provides trained units and qualified individuals required to augment and reinforce the AC during wartime or national emergency. Refer to the Marine Corps Mobilization Management Plan (MPLAN) for detailed guidance and procedures for mobilizing/recalling members of the Reserve.

7101. READINESS SCREENING. All Ready Reserve Marines except Reservists on active duty, will be screened annually. The annual screening involves an audit of service records to determine mobilization readiness.

7102. ANNUAL SCREENING

1. COMMARFORRES. Screening the SMCR will be accomplished by unit commanders during the Reservist's anniversary month. The Basic Individual Record/Basic Training Record (BIR/BTR), Career Retirement Credit Report (CRCR), Record of Emergency Data (RED), Service-member's Group Life Insurance (SGLI), DEERS information, Medical, and Dental information will be audited, inspected, and certified. Audits, other than annual screening, may be conducted at any time. See MCO P1070.12, Chapter 5 for further guidance on audits.

2. CG, MCRSC. The CG, MCRSC will conduct the following annual screenings:

a. IMAs will be screened per the guidance provided in paragraph 7102.1, above.

b. Members of the IRR will be required to perform muster duty or be screened by mail to confirm each IRRs physical condition, dependency status, military qualifications, civilian occupation skills, availability for service, current address, telephone number and other information required for mobilization readiness

c. The CG, MCRSC will conduct an Officer Mobilization Potential Screening Board annually, to determine the potential and availability for mobilization of portions of the IRR and Standby Reserve (ASL and ISL). Reservists to be screened will be notified in accordance with MCO P1900.16. The board will be conducted as prescribed in a precept signed by the Secretary of the Navy and will recommend one of the following:

(1) Transfer to the Retired Reserve, if qualified.

(2) Transfer to or retention in the ASL/ISL.

(3) Discharge.

(4) Other action as authorized in the board precept.

7103. ONGOING SCREENING

1. IMAs, preassigned Pretrained Individual Manpower (PIM) Marines, and IRRs will notify the CG, MCRSC of any change of the following:

a. Address

b. Telephone number

c. Marital status

d. Dependents

e. Civilian employment, and/or

f. Any change of physical condition which would prevent the member from attaining the physical or mental standards prescribed by the Marine Corps.

7104. MOBILIZATION SCREENING. Upon mobilization and until directed otherwise by CMC, all mobilization screening activity will cease. All members of the Ready Reserve will be considered to be immediately available for active duty.

7105. MISCELLANEOUS SCREENING. Ready Reservists identified in the following categories will be screened as specified:

1. Conscientious Objectors. The processing of conscientious objectors is detailed in MCO 1306.16, Conscientious Objectors. Conscientious objectors are not addressed under deferment or separation criteria, but should be screened prior to mobilization. If upon notification of mobilization, a Reservist declares conscientious objector status, the Reservist will be ordered to active duty and must report as directed in his/her orders to active duty. The request for conscientious objector status will be processed while the individual is on active duty.

2. Health Care Professional Graduate Study. Per DoD Directive 1200.7, Ready Reservists may not be transferred from the Ready Reserve solely because they are students, interns, residents, or fellows in the health care professions. 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.

3. Theological Students. 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. These students must be transferred to the Standby Reserve (ASL) for the duration of ministerial studies at accredited theological or divinity schools upon approval by COMMARFORRES (SMCR members) or CG, MCRSC (IRR/IMA members). Upon graduation or ordination, the Reservist will be transferred, upon request, to a military service sponsoring a military chaplain program.

4. Key Employees. Employers/Federal agencies must submit a Reserve Status Request (Figure 7-1) to CG, MCRSC for approval/disapproval. A Reservist who is designated a Key Employee by CG, MCRSC will be processed per paragraph 2500.5 of this Order. CMC (MMSR) is the approval authority for retirees. CG, MCRSC will maintain a Key employee database and update CMC (RA) quarterly with the name, rank, SSN, and number of Key employees.

5. Federal Government Officials. Federal Government officials will be screened as follows:

a. 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.

b. 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.)

6. Hardship. Personal or community hardships peculiar to the RC are addressed in this section to provide guidance to commanders. MCO P1900.16 provides detailed guidance on the subject. Personal hardship cases shall be screened as follows:

a. When the immediate recall to active duty of a Reservist would create a hardship as determined and approved by the CMC (RA), the Reservist 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.

b. 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, CMC (RA), will determine if such a situation will cause a potential community hardship.

7. Potential Humanitarian Assignments. Personal and family problems that can reasonably be expected to continue, are considered long term in nature, and limit the Reservist's potential for worldwide assignment may be the basis for a special duty station assignment during mobilization. The problem must involve the Reservist's immediate family and the individual's presence must be required to alleviate or eliminate the hardship. Requests, per MCO P1000.6 will be forwarded to the CMC (RA) via the chain of command.

8. Critical Skills. The CMC (RA) will identify and publish a list of critical short skills in the Selected Reserve. CMC (MP) 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 from the IRR by CMC (MM) during the Manpower Mobilization Assignment System (MMAS) process once Partial Mobilization has been declared.

9. Legal Matters

a. Reserve commanders are responsible for premobilization 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 need for custodial care of dependent children. Refer to MCO 1740.13.

(4) Applicable portions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Paragraph 7400 of this Order contains more information.

CHAPTER 7

MOBILIZATION

SECTION 2: MOBILIZATION OPERATIONAL READINESS DEPLOYMENT TEST (MORDT)

7200. PURPOSE

1. Units of the SMCR must be at a high state of readiness for mobilization and deployment to combat. The MORDT is a no notice IDT designed to test mobilization/deployment readiness.

2. SMCR units, singly, 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.

3. The MORDT may be conducted during scheduled weekend IDT periods or precede AT; and may include deployment to a training site or preselected SIA. Further details are contained in MCO 3060R.17.

CHAPTER 7

MOBILIZATION

SECTION 3: MARINE CORPS PREASSIGNMENT SYSTEM (MCPS)

7300. GENERAL. Under the MCPS, Reservists and retirees are recruited and trained to fill mobilization billets at major bases and stations within the continental United States These billets must be filled on or shortly after activation of the RC. The CG, MCRSC issues preassignment letters to those Marines who are qualified. For additional information see MCO 1001.60.

7301. RESPONSIBILITIES. Responsibilities under this program are as follows:

1. The CG, MCRSC will:

a. Preassign members of the IRR, FMCR and retirees to specified billets.

b. Notify preassigned Marines by letter of their selection.

c. Determine the length of assignment to a preassigned billet.

d. Issue RCT and/or ADSW-TF orders to provide preassigned Marines training in their billets.

e. Provide PIM Sponsors access (inquiry/read only) to the MCPS. This system is used to manage the preassignment system.

f. Assist PIM Sponsors in recruiting IRR, FMCR and retirees for preassignment to their specific T/O’s.

g. Maintain the capability to issue mobilization orders, if directed by the CMC (MP).

2. PIM Sponsors will:

a. Maintain contact with their preassigned Marines.

b. Notify the CG, MCRSC, in writing, of changes in status of preassigned personnel.

c. Submit to the CG, MCRSC funding requirements for training of preassigned IRR Marines.

d. Solicit Marines to train in the billet that they are preassigned.

e. Request RCT orders for preassigned IRR Marines from CG, MCRSC.

CHAPTER 7

SECTION 4: UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT OF 1994 (USERRA)

7400. UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT OF 1994 (USERRA)

1. Purpose. The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) was first enacted as part of the Selective Training and Service Act of 1940 and was called the Veterans' Reemployment Rights (VRR) law. USERRA provides that a person who leaves a civilian job for voluntary or involuntary military service, in peacetime or wartime, is entitled to reemployment in the civilian job upon release from active duty under honorable conditions. The purpose of the law is to encourage non-career service by minimizing employment problems that can result from such service, minimize disruption to the lives of service members, their employers, fellow employees, and communities; and to prohibit discrimination against persons who perform such service. Under the 1994 law, several significant changes have occurred:

a. An employee no longer requests permission to be absent for military leave but rather provides notification of pending military service;

b. There is no longer any differentiation between voluntary and involuntary service;

c. An employee cannot be required to use earned vacation or similar leave days for military leave of absence; and,

d. Time away from the employer for military service counts toward vesting and retirement purposes

2. Coverage. The law covers 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.

3. Application to Employers. The law applies to all employers in this country (federal, state, and all private employers, regardless of size).

4. Eligibility Criteria. A Reservist must meet six criteria to have the right of reemployment after a period of active duty. They are:

a. The Reservist must have held an "other than temporary" civilian job. (A temporary job is defined as one with a definite end date in the near future).

b. The Reservist must have left the job for the purpose of entering active duty.

c. The period of active duty must not have exceeded FIVE years. (Exceptions to the eligibility criteria are: emergency recalls, Reserve IDT, and annually scheduled ADT. These periods DO NOT count toward the five year cumulative total.)

d. The Reservist must have given prior notice to his/her civilian employer.

e. The Reservist must have been discharged or released from active duty under honorable conditions.

f. The Reservist must have applied for reemployment in a timely manner.

5. Responsibilities of Reservist. The Reservist has two major responsibilities in order to retain his/her rights under USERRA. They are as follows:

a. The Reservist must give prior notice to the employer of an impending absence due to military service (including IDT). This advance notification can be either verbal or written. Notification is not required if it is precluded by military necessity, or under all relevant circumstances, it is impossible or unreasonable to give.

b. The Reservist must report back to work or apply for reemployment in a timely manner.

(1) For Reservists serving up to 30 days of training or service, the deadline to report back to work is the first full regularly scheduled work period on the first full calendar day following the completion of the period of service and the expiration of eight hours after the time required for safe transportation from the place of service to the person’s residence.

(2) Reservists serving 31-180 days must apply for reemployment within 14 days following release from active service.

(3) Reservists serving 181 days or more must apply within 90 days from their release from service.

6. Entitlements. If a returning veteran meets USERRA’s eligibility criteria, the veteran is entitled to the following:

a. Prompt reinstatement and status.

b. Seniority. The returning Reservist 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 training or service was 181 days or more, the returning Reservist 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 service lasted 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 Reservist because of such a tour.

d. Training or Retraining. The returning Reservist 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 Reservist learn new equipment and methods.

e. Reinstatement of Health Insurance Coverage. The returning Reservist 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.

f. Accommodations for disabled veterans.

7. Discrimination Prohibited. 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.

8. Assistance and Enforcement. Assistance and enforcement of USERRA 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

c. The National Committee for Employer Support of the Guard and Reserve (NCESGR) can provide further advice and information on USERRA at 1 (800) 336-4590 or via the Internet at www.esgr.org.

CHAPTER 8

MOBILIZATION TRAINING UNIT (MTUs)

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CHAPTER 8

MOBILIZATION TRAINING UNIT (MTU)

SECTION 1: MISSION AND OPERATION

8100. MISSION. 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.

8101. DEFINITION. Per DODI 1215.19, 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.

8102. OPERATION

1. The CG, MCRSC manages and administers the MTU program. Commanding generals and commanding officers are encouraged to assist MTUs to the greatest extent possible in the accomplishment of essential administrative requirements

2. OPCON of MTUs is assigned by the CG, MCRSC in coordination with the OpSponsor. Command of an MTU is normally for 3 years. Extensions may be requested by the OpSponsor to the CG, MCRSC.

3. The OpSponsor provides tasking in the form of MTU projects. Accomplishment of MTU projects must benefit the mission of the OpSponsor as well as the mobilization readiness of the individual MTU member(s).

4. The CG, MCRSC will issue a Standard Operating Procedure (SOP) to outline the responsibilities of the CG, MCRSC, OpSponsors, and MTU members, not covered in this Order.

8103. ACTIVATION. Requests for MTU activation will be submitted to the CG, MCRSC using the format prescribed in the MCRSC MTU SOP.

8104. COMMANDING GENERAL, MCRSC RESPONSIBILITIES

1. Manages the MTU program.

2. Provides administrative control of all MTUs, to include:

a. Activations.

b. Deactivations.

c. Designations of MTU titles.

d. Assignment of MTU OICs.

e. Approval and execution of joins and drops. Figures 8-1, through 8-3 apply.

3. Approves Opsponsors.

4. Validates MTU projects in coordination with OpSponsors.

8105. OPERATIONAL SPONSORS

1. Provide proposed projects to the CG, MCRSC.

2. In coordination with the CG, MCRSC:

a. Validate and evaluate projects.

b. Develop a plan of action and milestones for projects.

3. Submit proposed budgets for RPMC funds required for support of projects to the CG, MCRSC.

8106. OFFICERS IN CHARGE OF MOBILIZATION TRAINING UNITS

1. MTU OICs will conduct a minimum of 40 IDTs annually per the guidance provided by the CG, MCRSC.

2. MTU OICs will insure each IDT period and associated duties are equivalent to a minimum of 4 hours per IDT. No more than two IDT periods may be credited per day.

3. MTU OICs will ensure all members submit annual certificates of physical condition to the CG, MCRSC.

8107. MEMBER RESPONSIBILITIES

1. MTU members will attend at least 90 percent of all scheduled IDT periods.

2. MTU members will submit an annual certificate of physical condition to the CG, MCRSC and maintain weight and military appearance standards per MCO 6100.10.

3. Members of MTUS are automatically insured under Servicemember’s Group Life Insurance (SGLI) for $200,000 which requires a monthly premium payment of $16.00. MTU members are required to pay their SGLI premium payments in advance, quarterly, on a calendar year basis. A check or money order made payable to the U. S. Treasury indicating "SGLI payment only" with the Marine’s Social Security Number should be forwarded directly to CC, MCRSC.

4. Per DoD Instruction 1215.18, 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. MCO P1741.8 provides additional information and procedures for failure of a member to remit Reserve SGLI payments.

8108. FITNESS REPORTS. Fitness reports will be submitted per MCO P1610.7.

CHAPTER 8

MOBILIZATION TRAINING UNIT (MTU)

SECTION 2: TRAINING

8200. TRAINING. Members of MTUs do not perform AT. However, OICs of MTUs may request designated members of the unit be assigned ADSW in support of an MTU project. The request must be submitted via the OpSponsor to the CG, MCRSC. Only OpSponsors are authorized to submit requests for orders directly to MCRSC. Requests for duty must be received by MCRSC at least 30 days prior to the requested date of commencement of the ADSW.

8201. FACILITIES AND SUPPLIES. Supplies required by the MTU to support necessary training or projects are provided by the OpSponsor or project sponsor.

(Date)

From: (Grade) (Full Name) (SSN/MOS)
(Full Mailing Address)
(Home Phone) (Work Phone)
To: Commanding General, Marine Corps Reserve Support Command,
15303 Andrews Road, Kansas City, MO 64147-1207
Via: Officer in Charge, Mobilization Training Unit (MTU) ____

Subj: REQUEST FOR MEMBERSHIP IN THE MOBILIZATION TRAINING UNIT

Ref: (a) MCO P100R.1

Encl: (1) Current Photograph

1. Per the reference, I request authorization to become a member of the MTU ___ . The enclosure is forwarded as part of my application.

2. I voluntarily accept orders subjecting me to the Uniform Code of Military Justice.

3. If circumstances arise requiring me to discontinue membership with the unit, or should I have a change of address, I will notify the CG, MCRSC immediately.

4. I understand that I may not participate in the MTU program until the CG, MCRSC has approved my application and I have received assignment orders.

SIGNATURE

- -

FIRST ENDORSEMENT

From: Officer in Charge, Mobilization Training Unit _____
To: Commanding General, Marine Corps Reserve Support Command

1. Forwarded, recommending approval.

2. I certify that this Marine meets the height and weight requirements of MCO 6100.10.

SIGNATURE/DATE

Figure 8-1 -- Sample Request for Membership in the MTU

1326
(Date)

From: Commanding General, Marine Corps Reserve Support Command
To: <Rank> <First Name, Last Name> <SSN/MOS> USMCR <Full Address>

Subj: MOBILIZATION TRAINING UNIT (MTU) MEMBERSHIP ORDERS

Ref: (a) Membership Application of (date)
(b) MCO P1001R.l
(c) MCO P1020.34
(d) OPNAVINST 5510.1H

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 for training (non-paid) as a member of the MTU program.

2. Please endorse the enclosure and return it to the Commanding General, MCRSC, via your Officer in Charge. Failure to do so within 30 days will require this Command to transfer you from the MTU program to the Individual Ready Reserve (IRR). Do not return the original orders to this Command. They are to be retained by you for your records.

3. You will be subject to the provisions of references (b) and the Uniform Code of Military Justice while attending unit meetings and during any subsequent periods of inactive or active duty training.

4. Per reference (c), you are required to wear the appropriate uniform when attending unit meetings and when performing authorized duty, with or without pay.

5. Per reference (d), your security clearance has been administratively withdrawn without prejudice. 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 this Command. This clearance will only cover the period required by the orders.

Figure 8-2 -- Sample MTU Membership Orders (Individual Assignment Orders)

Subj: MOBILIZATION TRAINING UNIT (MTU) MEMBERSHIP ORDERS

6. You are directed to notify the Commanding General, MCRSC immediately, and in writing, if you have a change of address, home or work telephone numbers, or if you wish to terminate your participation in the MTU program.

7. Your Reporting Unit Code is (RUC) _____. Your anniversary date is _____.

8. Upon joining the MTU, you are automatically insured under Servicemen's Group life Insurance (SGLI) for $200,000, which requires a monthly premium payment of $16.00. If you elect either reduced coverage (less than $200,000) or no coverage, an election must be made in writing by indicating on SGLI Form 8296 your desire for reduced or no coverage. MTU members are required to pay their SGLI premium payments in advance, quarterly, on a calendar year basis. Make your check or money order payable to U. S. Treasury" and indicate "SGLI payment only" with your Social Security number on the front of your check or money order. Forward all payments directly to the MCRSC. <u>YOU WILL NOT BE PERMITTED TO VOLUNTARILY DRILL OR SERVE ON ACTIVE DUTY IF AT ANY TIME YOUR SGLI PREMIUM PAYMENTS BECOME IN ARREARS.</u>

9. These orders remain in effect until terminated by this Command.

10. If you have any questions, please call _____ at 1-800-255-5082.

SIGNATURE

Figure 8-2 -- Sample MTU Membership Orders (Individual Assignment Orders) -- Continued

(Date)

FIRST ENDORSEMENT on CG, MCRSC ltr 1326 of (Date)

From: <Rank> cFirst Name, Last Name> <SSN/MOS> USMCR
To: Commanding General, Marine Corps Reserve Support Command,
15303 Andres Road, Kansas City, MO 64147-1207

Subj: MOBILIZATION TRAINING UNIT ORDERS

1. I have received these orders at (Place) at (Time) on (Date).

SIGNATURE

Figure 8-2 -- Sample MTU Membership Orders (Individual Assignment Orders) -- Continued.

(Date)

From: Commanding General, Marine Corps Reserve Support Command
To: Marine Concerned SSN/MOS USMCR

Subj: TRANSFER FROM MOBILIZATION TRAINING UNIT (MTU)

Ref: (a) MCO P1001R.1

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 based on the following reason(s):

( ) Members own request

( ) OICs 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 honorable service in the MTU Program is appreciated.

NOTE: If qualifying service is more than 20 years, add paragraph below:

4. Reservists 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

PRIVILEGES, BENEFITS AND ENTITLEMENTS

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CHAPTER 9

PRIVILEGES, BENEFITS AND ENTITLEMENTS

SECTION 1: IDENTIFICATION CARDS

9100. GENERAL. Identification (ID) cards are used to identify members of the Marine Corps dependents, survivors and other persons eligible for military service related benefits and privileges. Detailed procedures for implementing the policies and procedures concerning the issue, recovery, and replacement of the Uniform Services Identification and Privilege Cards are contained in MCO P5512.11, ID Cards for Members of the Uniformed Services. These provisions also apply to members of the Standby Reserve when fulfilling the affiliation requirements of a period of active duty. The ID card 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.

9101. DD FORM 2MC (ACTIVE). The DD Form 2MC (Active) is the primary ID card for Marines serving on active duty and is used to identify eligibility for benefits and privileges administered by the uniformed services. Reservists ordered to active duty for more than 30 days are authorized this form. Reservists ordered to active duty for periods of 30 days or less may be identified by copies of orders or other documents establishing their duty status and by their DD Form 2MC (Reserve), or DD Form 2 (Retired), as appropriate.

9102. DD FORM 2MC (RESERVE). The DD Form 2MC (Reserve) is the primary ID card for Reservists in an active status and is used to identify eligibility for benefits administered by the uniformed services. Reservists must be issued the DD Form 2MC (Active) if on active duty for more than 30 days.

9103. DD FORM 2 (RETIRED). The DD Form 2 (Retired) is the primary ID card for retired Marines entitled to retired pay and shall be used to identify retirees eligibility for benefits and privileges.

9104. DD FORM 1173. UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGES CARD. The DD Form 1173 shall be issued to qualifying dependents of all Marines on active duty for more than 30 days.

9105. DD FORM 1173-1, DOD GUARD AND RESERVE FAMILY MEMBER IDENTIFICATION CARD. The DD Form 1173-1 is the primary identification card for dependents of Reservists not on active duty or on active duty for 30 days or less.

CHAPTER 9

PRIVILEGES, BENEFITS AND ENTITLEMENTS

SECTION 2: MILITARY MORALE WELFARE AND RECREATION(MWR) FACILITIES

9200. GENERAL. Members of the Ready Reserve, Reservists entitled to retirement pay at age 60, and their dependents, are authorized access to certain morale, welfare, and recreation facilities. MCO P1700.27 details the activities available for unlimited and limited use by Reservists.

1. 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. Local installation commanders can authorize use of other facilities provided a corresponding increase in use does not have an impact on the manning level of the facility. Table 9-1 lists the primary privileges available to members of the Retired Reserve.

9201. EXCHANGE

1. Members of the Ready Reserve and retirees eligible for retired pay at age 60 are entitled to unlimited exchange privileges on the same basis as members on active duty per MCO P1700.27. Dependents may also use the exchange on an unlimited basis. Proper identification (ID card) is required in all cases.

2. Reservists 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.

9202. COMMISSARY

1. Members of the Ready Reserve who earn 50 or more Reserve retirement credit points to achieve a satisfactory year for retirement purposes are eligible for 24 military commissary days. Eligibility is based on points earned in the Reservist’s previous anniversary year, which must have concluded sometime during the previous calendar year. For example, a Reservist who earned 50 or more points in an anniversary year ending on 30 June 1998 is eligible for 24 military commissary days during calendar year 1999. Retirees entitled to receive retired pay at age 60, and their dependents, are also authorized 24 commissary days use per calendar year.

2. Commissary Privilege Cards. Commanders will issue each eligible Reservist a DD Form 2529, Commissary Privilege Card, based on the criteria delineated above. The cards may be processed either on an automated data systems printer or on a standard typewriter and consists of the following three parts:

a. A control number/name portion to be detached and retained by the issuing activity as a control record for a minimum of one year.

b. A mailer portion to display the individual's name and address through a window envelope.

c. The Privilege Card portion that can be detached from the mailer and used by the member/dependent to gain entry to military commissaries.

NOTE: Commissary Privilege Cards (DD FORM 2529) will be revised for issuance in calendar year 2000 and will contain 24 blocks. In the interim, commands administering the records of Reservists/Reserve retirees will issue two of the current 12 Commissary Privilege Cards to authorized members.

3. Commissary Privilege Cards - Basic Instructions on Use and Issuing.

a. Each card has a unique control number printed in three vertical sections on the rear. One control number is directly on the rear of the privilege card portion, and duplicate numbers appear on the mailer and control record portions. These numbers will be used to regulate issue of the cards as well as to certify eligibility for a replacement card because of loss or theft.

b. The control numbers will be used to regulate general issue of cards, and to associate a specific control number with a specific individual Reservist for record-keeping purposes. For example, if card sequence 001 through 100 were issued to a unit, the unit would be responsible for maintaining a listing of the individuals receiving each card, as well as voided cards, and unissued cards (verified by the unit commander or his designated representative). Consequently, during a card audit, the number of cards issued plus the number of voided cards plus the number of cards remaining must equal 100. The unit is required to record the fact that card 001 was issued to Captain John Jones. The control record portion of the privilege card will be detached and retained by the issuing activity for a minimum of one year to complete the audit trail outlined above.

c. Responsibility and accountability of Commissary Privilege Cards will be in accordance with the same guidelines found in

MCO P5512.11. Every 6 months (or more frequently as determined by the Commanding Officer), and upon relief of the issuing agent, the Commanding Officer will conduct a joint inventory of blank cards on hand with all ID card issuing officers/agents. Logbooks will be maintained to include the following entries:

(1) Serial number of the card.

(2) Date of issue.

(3) Name, grade and SSN of the Reservist to whom the card is being issued.

(4) Expiration date of the card.

(5) Signature of the Reservist.

(6) Signature of the issuing officer.

d. Initial and replacement Commissary Privilege Cards will be issued on a calendar year basis. If a member joins a unit following the start of the calendar year the gaining command will verify with the former unit or CG, MCRSC, as appropriate, if the member was previously issued a card for the calendar year. If the Marine has not been previously issued a card by the former command/CG, MCRSC and is eligible, the gaining command shall issue an initial or replacement Commissary Privilege Card.

e. No input is required on the back of the card at the time of issue. Commissary officials will date stamp the current date in one of the 24 blocks on the card prior to authorizing entry to the commissary.

f. The full name of each of the Reservist’s eligible dependents will be typed on the Commissary Privilege Card. (If the Reservist does not have a dependent, the word "NONE" will be entered in the appropriate space.) To gain entry to the commissary, an eligible dependent must present a Reservist’s Commissary Privilege Card or valid orders during the inclusive period of actual active duty, along with a valid form of identification containing a picture of the dependent.

g. SMCR unit COs/OICs will issue Commissary Privilege Cards to all eligible Marines in their command. CG, MCRSC will issue Cards to all eligible IMAs and members of the IRR, as appropriate. CMC (MMSR) will issue Cards to all eligible Reserve retirees awaiting pay at age 60.

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SECTION 3: NOTICE OF ELIGIBILITY (NOE) AND DEPENDENT MEDICAL CARE

9300. NOTICE OF ELIGIBILITY. Notice of Eligibility (NOE) is a document authorizing benefits to qualifying Marine Reservists for a service incurred or aggravated injury, illness, or disease which occurred in the line of duty, requiring continued medical care beyond the period of the active duty orders or IDT. Medical or dental care may be provided at a military, veterans, or civilian medical or dental facility. MCO 1770.2 provides detailed guidance on the applicability and eligibility for benefits to members

9301. COVERAGE. An NOE will address an injury, illness, or disease incurred or aggravated between the time the Marine Reservist 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.

9302. DEPENDENT MEDICAL CARE. Dependents of Reservists ordered to or retained on active duty in excess of 30 days are entitled to medical treatment in a military hospital or Civilian Health and Medical Program for Uniformed Services (CHAMPUS) coverage. To preclude denial of medical treatment or nonpayment of a CHAMPUS claim, the unit commander will ensure an application for a Uniformed Service Identification and Privilege card (DD Form 1172) is completed for enrollment of dependents in the Defense Enrollment Eligibility Reporting System (DEERS) for Reservists ordered to active duty for more than 30 days. Failure to properly enroll a Reservist’s dependents in DEERS may result in the denial of dependent care in a military hospital and payment of a legitimate CHAMPUS claim.

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SECTION 4: SERVICEMEMBERS' GROUP LIFE INSURANCE (SGLI)

9400. GENERAL

1. SMCR Marines (Unit and IMA) are eligible for full-time coverage. The premium amounts for SMCR members are automatically deducted from the member's pay.

2. Poolees who volunteer to enlist in the Delayed Entry Program for assignment to Category P are required to attend regularly scheduled IDT periods while awaiting assignment to IADT. These individuals are granted free SGLI coverage until IADT.

3. Part-time coverage is granted to Reserve members 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 muster duty and Reservists who travel to and from place of duty are also covered part-time.

4. Refer to MCO P1741.8 for additional information and guidance.

9401. PREMIUM PAYMENTS. Premiums for eligible Reservists (other than SMCR) will be paid as required by the CG, MCRSC.

9402. DEATH CLAIMS. In the event of the death of a Reservist, the beneficiary(ies) may make a claim to the Commandant of the Marine Corps, Manpower and Reserve Affairs Department, Casualty Branch (MRC), 3280 Russell Road, Quantico, VA 22134 for payment of the SGLI. MCO P1741.8 outlines the procedures to follow to effect the SGLI payment.

9403. 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.

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SECTION 5: RESERVE COMPONENT SURVIVOR BENEFIT PLAN (RCSBP)

9500. PURPOSE. The RCSBP is designed to provide retirement eligible Reservists an early opportunity to select guaranteed protection for survivors. The main provisions of the RCSBP are contained in Title 10, U.S.C. 1447

9501. BACKGROUND. RCSBP allows Reservists the opportunity to make important decisions regarding survivor protection. These decisions are made as soon as Reservists are officially notified of retirement eligibility with 20 years of qualifying service. The RCSBP allows eligible Reservists 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 Reservist before or after age 60.

9502. RESPONSIBILITIES

1. It is a command responsibility to ensure that all Reservists are familiar with the provisions of the RCSBP and all retirement eligible Reservists receive timely and sufficient counseling concerning the benefits of participation in the plan prior to completing election certificates.

2. COMMARFORRES, MCRSC, SMCR unit COs/OICs and IMA/MTU Opsponsors/Det OIC’s, are responsible for:

a. Periodically educating all Reservists and spouses in the command about the provisions of the RCSBP.

b. Reviewing the RCSBP with all retirement eligible Reservists and spouses immediately prior to completing election certificate.

3. The CMC (MM) will:

a. Set policy and provide guidance for the administration of the RCSBP.

b. Review legislation pertaining to the RCSBP.

c. Respond to requests for administrative action to enroll, disenroll, make authorized changes, and respond to other inquiries except as noted in subsequent paragraphs.

d. On request, check marital status of Reservists who do not elect RCSBP or elect less than the maximum amount. This ensures a Reservist's spouse is notified and concurs in the cases where the member's election is to provide an annuity for the spouse at less than maximum level or to provide an annuity for dependent children but not for the spouse.

4. The CMC (MMSR-5) will:

a. Send the initial RCSBP election certificate and information explaining the coverage available to Reservists eligible to retire.

b. Maintain the original completed election certificate as part of the record of the retirement-eligible Reservist.

5. The CMC (MMSR-6) will:

a. Administer the RCSBP exclusive of pay and data processing matters.

b. Be the voting member of the DoD Joint Retired Serviceman's Family Protection Plan/SBP Policy Board and votes on RCSBP matters in coordination with the Assistant Deputy Chief of Staff for Manpower and Reserve Affairs, for Reserve Affairs.

6. 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 were retirement eligible.

9503. BASIC PROVISIONS. The Reservist has three options:

1. Option A. Reservists may decline to participate by selecting Option A. The survivors will not have annuity eligibility should the member die before age 60. If the death occurs before age 60, all retirement pay and dependent benefits are forfeited. If the member attains age 60 and begins to draw retired pay, the member will automatically be enrolled in the RCSBP at the maximum amount unless a lesser election is made at that time. Provisions of the SBP are per MCO P1741.11.

2. Option B. Reservists may elect to provide an annuity to survivors which becomes effective on the 60th anniversary of a Reservist's birth if death occurs before that date. The annuity payable will be reduced by the cost of RCSBP; or on the day after the date of death if the Reservist dies on or after the 60th birthday. The survivor annuity will be 55 percent of the member's full retired pay or such lesser amount designated by the member until age 62 and 35 percent thereafter. Other benefits the survivor is entitled to

may affect this percentage. Additionally, when the Reservist receives retired pay, the cost of participation in the RCSBP will be deducted from that pay. The amount of the deduction is based on the amount of the annuity the Reservist elected, plus applicable cost of living increases.

3. Option C. Reservists may elect to provide an immediate annuity for survivors beginning on the day after the date of death, until age 60. The survivors annuity will be 55 percent of the Reservist's full retired pay or such lesser amount designated by the member until age 62 and 35 percent thereafter. Additionally, when the Reservist starts to receive retired pay, the cost of participation in the RCSBP will be deducted from that pay. The amount of the deduction is based on the amount of retired pay the Reservist will receive or a lesser amount if a reduced coverage is elected.

4. 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 or coverage is for a person with an insurable interest, 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.

5. Reservists 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. Regardless of election, the spouse will acknowledge being advised of the election by signing the election form in the space provided.

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SECTION 6: SELECTED RESERVE TRANSITION BENEFITS (RTB) PROGRAM

9600. DESCRIPTION. The Selected Reserve Transition Benefits (RTB) Program is designed to assist members of the SMCR who are involuntarily separated due to force shaping policy. Benefits are available to members involuntarily separated from the Selected Reserve (to include AR Marines) after 1 October 1991. Benefits providing Reserve Involuntary Separation Pay (RISP), Reserve Special Separation Pay (RSSP), or Early Qualification for Retirement awaiting pay at age 60 are available to certain members separated or transferred from 11 March 1993 through 30 September 2001. MCO 1900R.17 provides comprehensive information, policies and administrative procedures for the program.

9601. APPLICABILITY

1. Benefits are available to Marines transferred or discharged from the SMCR as a result of any of the following:

a. Billets which were relocated or deleted.

b. Units which were relocated or deactivated.

c. Those who retire due to imminent involuntary separation. (For example: Marines who retire from the SMCR due to their unit deactivating, relocating, a reduction of unit strength due to reorganization or loss of a billet due to policy established after 22 October 1992).

2. See paragraph 4(d), MCO 1900R.17, for a summary of restrictions in the program.

9602. ADMINISTRATION

1. CMC (RA) will manage the RTB Program.

2. COMMARFORRES will establish administrative support teams as required who will assist the unit 90 days prior to relocation or deactivation in order to process RTB applications. COMMARFORRES will determine the necessity to send the teams back to the unit a second time before the relocation or deactivation occurs.

a. The CG, MCRSC will utilize the guidance contained in MCO 1900R.17 for the administration of involuntarily separating IMA personnel.

b. SMCR units will utilize the same guidance for the administration of involuntarily separated SMCR personnel.

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SECTION 7: MONTGOMERY GI BILL-RESERVE (MGIB-R)

9700. DEFINITION. The MGIB-R is a non-contributory educational assistance benefit available to Marines who enlist, reenlist, extend, or obligate themselves for a 6-year period in the SMCR. The Marine Corps reports and maintains eligibility; the Department of Veterans' Affairs (DVA) approves and awards benefits. The current edition of MCO l560R.30 provides detailed guidance on the applicability and eligibility for benefits to members of the Marine Corps Reserve.

9701. RESPONSIBILITIES

1. It is a command responsibility to ensure that eligible Reservists receive DD Form 2384-1, Notice of Basic Eligibility (NOBE), even if they are not planning to attend college.

2. Commanders will ensure that all MCTFS records are screened for a valid MGIB-R Code. See MCO P1080.40 for reporting requirements.

3. Reservists must remain in the SMCR to receive benefits unless discharged for a medical condition (which is not a result of willful misconduct), or involuntarily separated and eligible for RTBs. Commanders will ensure that eligible Marines who voluntarily leave the SMCR are briefed on MGIB-R suspension and termination per MCO 1560R.30.

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SECTION 8: TRICARE SELECTED RESERVE DENTAL PROGRAM

9800. GENERAL. The Tricare Selected Reserve Dental Program (TSRDP) is a managed health care program established by the Secretary of Defense with the dental care provided by Humana Military Healthcare Services (a civilian contractor). The TSRDP is a voluntary program and became effective on 1 October 1997.

9801. APPLICABILITY AND SCOPE. TSRDP is a dental program for all members of the Selected Reserves. The program is for Reservists only; member's dependents are not covered under the program.

9802. POLICY

1. Reserve Marines who desire to enroll in the TSRDP must have at least 12 months of service remaining and must initially enroll for a 12 month period. After the initial 12 month period, Reserve Marines may enroll on a month-by-month basis as long as they remain eligible and pay their premiums.

2. The DoD pays 60 percent of the monthly premium (S6.17). Enrollees pay only $4.12 per month.

3. Paragraph 5402 of the DODFMR, Volume 7A, contains the applicable regulations pertaining to the TSRDP.

9803. RESPONSIBILITIES AND PROCEDURES

1. Enrollment and disenrollments are 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 MCTFS pay, is received each month from the TSRDP contractor via the Defense Manpower Data Center (DMDC). DMDC will perform a file comparison with DEERS to ensure that only Reserve Marines eligible for the TSRDP 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.

2. If a Reserve Marine has insufficient or no pay due during the month to cover the TSRDP insurance premium, no collection is made from the Marine's MCTFS record. A notification of insufficient or no pay available to make collection is reported back to the TSRDP contractor via the DMDC. The TSRDP contractor will bill the Marine directly for that month's premium.

3. Neither the finance officer (DFAS-KC, Reserve Pay Division) nor the member's CO/OIC/OpSponsor can adjust or cancel the TSRDP insurance premium collections in MCTFS. The only method to stop the TSRDP premium deduction is for the Marine to contact the TSRDP contractor directly to have their name removed from the file being sent from the TSRDP contractor to the DMDC. The contractor is responsible for answering any questions the member may have regarding these deductions and any refunds from overpayment of premiums must be made by the TSRDP contractor.

4. The TSRDP premium collection will be displayed along with the TSRDP contractor's name and telephone number each month on the Reservist's Leave and Earnings Statement (LES).

5. The above procedures will be repeated monthly.

6. Further information on the TSRDP may also be found on the Humana web site at www.humana-military.com.

Retired Reserve Awaiting Pay at Age 60 (Gray Area Retirees)

- Retain rank as a member of the Reserve Component.
- Wear the prescribed uniform on appropriate occasions.
- Identification card, DD Form 2MC (Reserve)
- Unlimited access to military exchanges and MWR facilities.
- Use of military commissaries (up to 24 visits per year)
- 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).
- Medical care on a space available basis.
- Retain rank as a member of the Reserve Component.
- Wear the prescribed uniform on appropriate occasions.
- Identification card, DD Form 2 (Retired)
- Unlimited access to military exchanges, commissaries and MWR facilities.
- Space available transportation via Military Airlift Command (MAC), domestic and international.

Table 9-1 -- Primary Retired Reserve Benefits and Privileges

CHAPTER 10

INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) PROGRAM

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CHAPTER 10

INDIVIDUAL MOBILIZATION AUGMENTEE PROGRAM

10000. GENERAL. The IMA Program provides a source of trained and qualified members of the SMCR to fill individual military billets which augment active component structure of the Marine Corps, Department of Defense or other Departments or Agencies of the U.S. Government. IMA billets are required to support mobilization (including pre and/or post mobilization), contingency operations, operations other than war, or other specialized or technical requirements.

NOTE: As previously noted in paragraph 1002, for the purpose of this order, unless specifically directed otherwise, all policies pertaining to the SMCR include both SMCR units and IMAs.

10001. IMA STRUCTURE

1. IMA billets will be identified on AC structure documents (T/Os) for fill by RC members. IMA billets will be further designated on AC T/Os by a billet status code.

2. IMA billets will not be assigned to units of the RC force structure.

3. IMA structure change requests are to be forwarded to the Total Force Structure Division (TFSD), Marine Corps Combat Development Command. TFSD will validate, prioritize, and approve structure to support Marine Corps, Defense Agency, and non-DoD IMA requirements.

4. During the billet validation process, TFSD will assign each IMA billet a special category code (SCC) which will reflect the number of IDTs required to maintain billet proficiency in addition to the required 12 days of annual training. The following SCCs will apply:

SCC	Minimum number of IDT periods required:	Minimum number of AT days required (exclusive of travel):
A	48	12
B	24	12
C	12	12
D	0	12

10002. MANNING LEVELS. IMA manning levels will be determined by CMC(RA) in concert with CG, MCCDC (TFSD) and CG, MCRSC and will be included in the annual Reserve manpower plan. CG, MCRSC will manage the IMA program within the established manning levels.

10003. ADMINISTRATIVE CONTROL. During peacetime, the CG, MCRSC exercises ADCON over all IMAs. The CG, MCRSC will:

1. Identify, recruit, and assign eligible and qualified Marines to IMA billets in consonance with OpSponsors.

2. Maintain IMA medical and dental records as well as service record books and officer qualification records.

3. Issue orders to active duty.

4. Grant interim security clearances when requested by Operational Sponsors.

5. Report Special Mobilization Assignments per the MPLAN.

10004. OPERATIONAL CONTROL. Commands or organizations assigned IMA billets on their T/Os will exercise OPCON of assigned IMAs. These commands and organizations are identified as the OpSponsor for the IMAs. In the event of an involuntary activation, the OpSponsor will assume ADCON for assigned IMA personnel from CG, MCRSC. OpSponsors will provide MCRSC with the name of an active duty personnel officer or Reserve liaison officer to work directly with MCRSC on all IMA matters.

10005. CLASSIFICATION AS IMA DETACHMENT. OpSponsors possessing large numbers of IMAs may create an IMA detachment and designate an officer-in-charge and an assistant OIC. The following applies to IMA detachments:

1. IMA detachments are administrative groupings designed to facilitate IMA management and training for the OpSponsor.

2. The mission of the detachment OIC/assistant OIC is to assist the OpSponsor with the administration of IMA members assigned to the organization or command.

3. As it pertains to the detachment, the OIC/assistant OIC will perform duties consistent with the execution of their assigned T/O billet and additional duties as designated by the OpSponsor.

4. Assignment as detachment OIC/assistant OIC is a collateral duty and not a primary responsibility.

5. IMA detachments will cease to exist when all members assigned to those detachments have been mobilized.

10006. ASSIGNMENT POLICY

1. IMAs will be assigned to billets commensurate with their grade and training. Assignments may be made one grade above or below the billet grade designated on the units T/O.

2. Officers may not be assigned to billets designated for enlisted Marines; likewise, enlisted Marines may not be assigned to billets designated for officers. Sergeants major/first sergeants will only serve in approved 9999 billets. CMC (RA) assigns all sergeants major/first sergeants.

3. IMAs may not be assigned to vacant positions designated for fill by AC military or civilian personnel.

4. IMAs may be assigned to validated billets within the Office of the Secretary of Defense, the Joint Chiefs of Staff, and other Defense agencies.

5. IMAs are authorized for assignment to the Selective Service System (SSS) and the Federal Emergency Management Agency (FEMA). The SSS and FEMA reimburse the Marine Corps for inactive and active duty pay for IMAs assigned.

6. Mandatory participants (obligors) will not normally be assigned to IMA billets. See paragraph 3106.3 for additional guidance.

10007. TOUR LENGTHS

1. The standard tour length for both officers and enlisted Marines assigned to an IMA billet is three years.

2. Unless extended, Marines will be separated from the unit assigned upon completion of their three year IMA tour and transferred as appropriate.

3. IMA Marines with a mandatory participation obligation will either be extended in their current billet or transferred to another IMA billet or SMCR unit, as appropriate, for the duration of their remaining service obligation.

4. All requests for extensions shall be forwarded through the chain of command via CG, MCRSC (DRD) to CMC (RAM) for approval/disapproval.

5. Periods of active duty performed as the result of an involuntary activation, as defined in sections 12301, 12302, and 12304, Title 10, U.S.C., will not be included when calculating cumulative service in an IMA billet.

10008. TRAINING

1. IMAs shall participate in training with the command/organization to which assigned or attached or as designated by that command/organization. (See paragraph 3200 for drill accounting procedures.)

2. OpSponsors are responsible to ensure IMAs receive the necessary training to acquire and maintain proficiency in the duties of the military billet to which assigned.

3. IMAs will perform the number of IDT periods specified by the SCC listed on the T/O of the command or organization to which assigned.

4. All IMAs are required to perform a minimum of 12 days active duty for training per fiscal year.

5. Combining periods of ADSW, AT, and IDTs is authorized. Orders for periods of duty consisting of a combination of ADSW, AT, and/or IDTs will specify the periods, by date, for each type of training. Refer to paragraph 4303 for further information.

6. AT periods may be split once. The RC will fund the cost of travel for the first increment, and pay and allowances for both increments of a split AT; however, funding for travel costs to the second increment of a split AT will be the responsibility of the OpSponsor.

10009. INVOLUNTARY TRANSFER. OpSponsors may submit a request to COMMARFORRES via CG, MCRSC for an IMA to be involuntarily transferred to the IRR due to unsatisfactory performance or inability to attain billet proficiency. This request should be based upon a relief for cause and endorsed by an officer in the OpSponsor’s chain of command with court-martial convening authority over the IMA.

APPENDIX A

REFERENCES

Title 10	United States Code
DoDDir 1200.7	Screening the Ready Reserve
DoDI 1200.15	Assignment to and Transfer Between Reserve Categories, Discharge from Reserve Status, Transfer to the Retired Reserve, and Notification of Eligibility for Retired Pay
DoDDir 1215.6	Uniform Reserve, Training and Retirement Categories
DoDDir 1215.9	Standby Reserve
DoDDir 1215.13	Reserve Component Member Participation Policy
DoDDir 1235.11	Management of Individual Mobilization Augmentees (IMAs)
DoDDir 1304.25	Fulfilling the MSO
DoDDir C5105.21	M-1 Manual/SCI Security Manual
DoDI 1205.19	Procedures for Transfer of Members Between Reserve and Regular Components of the Military Services
DoDI 1215.7	Service Credit for Reserve Retirement
DoDI 1215.18	Reserve Component Member Participation Requirements
DoDI 1215.19	Uniform Reserve, Training and Retirement Category Administration
DoDI 1235.14	Administration and Management of the IRR and the Inactive National Guard
DoDI 1336.5	Automated Extracts of Active Duty Military Personnel Records
DoDFMR	DoD Financial Management Regulations
JFTR	Joint Federal Travel Regulations
JAGINST 5800.7	Manual of the Judge Advocate General
OPNAVINST 5510.1	Department of the Navy Information and Personal Security Program Regulations
MANMED	Manual for Medicine
SECNAVINST 1920.6A	Separation of Officers
SECNAVINST 5300.30	Management of Human Immunodeficiency Virus-l (HIV-l) Infection in the Navy and Marine Corps
MPLAN	USMC Mobilization Management Plan
MCO 1001R.54	Marine Corps Reserve IIADT Program
MCO 1001.59	Active Duty Special Work - Total Force (ADSW-TF)
MCO 1001.52	AR Program
MCO 1001.60	Pretrained Individual Manpower (PIM) Assignment Program
MCO 1130.58	Reenlistment of Prior Service Marines and Augmentation of Marine Corps Reservists into the Marine Corps

MCO 1130.63	Enlistment/Reenlistment of Reserve SNCOs and Officers/Former Officers in the Regular Marine Corps
MCO 1133R.26	Reserve Optional Enlistment Program (ROEP)
MCO 1150.1	Reserve Special Staff Officer Program for Marine Corps Personnel Procurement.
MCO 1300R.1	Command Screening of the Marine Corps Reserve
MCO 1500R.36	Category P Program
MCO 1510.39	Reserve Counterpart Training
MCO 1520.11	Foreign Area Officer Program
MCO 1550.3	Marine Corps Institute Catalog
MCO 1500.24	Women Marines Assignment Policy
MCO 1560R.30	Montgomery GI Bill - Reserve (MGIB-R)
MCO 1740.13	Establishment of Child Care Plans for Dual-Service Parents and Single Parents with Custody of their Children
MCO 1770.2	Notice of Eligibility (NOE) Benefits For Members of the Marine Corps Reserve
MCO 1771.1	Collection of Deoxyribonucleic Acid (DNA)
MCO 1900R.17	Selected Reserve Transition Benefits (RTB) Program
MCO 3060R.17	Mobilization Operational Readiness Deployment Test (MORDT)
MCO 3574.2	Marksmanship Training with Individual Small Arms
MCO 5000.12	Marine Corps Policy and Procedures for Pregnant Marines
MCO 5521.3	Personnel Security Investigation, Security Clearances and Access
MCO 6100.3	Physical Fitness Testing
MCO 6100.10	Weight Control
MCO 7220R.38	Selected Reserve Incentive Program
MCO 7220.50	Marine Corps Policy for Paying Reserve Marines
MCO 7220.52	Foreign Language Proficiency Pay (FLPP) Program
MCO 10110R.1	Issue and Sale of Meals to SMCR Unit Personnel
MCO P1000.6,	ACTS Manual
MCO P1020.34	USMC Uniform Regulations
MCO P1040R.35	Reserve Career Planning and Development Guide
MCO P1050.3	Regulations for Leave, Liberty, and Administrative Absence
MCO P1070.12	IRAM
MCO P1080.20	MCTFSCODESMAN
MCO P1080.40	MCTFSPRIM
MCO P1100.72	MPPM ENLPROC
MCO P1100.73	MPPM OFFPROC
MCO P1200.7	MOS Manual
MCO P1300.8	Marine Corps Personnel Assignment Policy
MCO P1400.31	Marine Corps Promotion Manual, Volume 1, Officer Promotions

MCO P1400.32	Marine Corps Promotion Manual, Volume 2, Enlisted Promotions
MCO P1553.4	Professional Military Education
MCO P1610.7	Performance Evaluation System
MCO P1700.27	MWR Manual
MCO P1741.8	Government Life Insurance Manual
MCO P1741.11	Survivor Benefit Plan
MCO P1751.3	BAQ for Marines with Dependents
MCO P1760.8	Civil Readjustment Manual
MCO P1900.6	Marine Corps Separation and Retirement Manual
MCO P3040.4	Casualty Manual
MCO P5512.11	Identification Cards for Members of the Uniformed Services, their Dependents and other Individuals
MCO P10110.47	SOP Manual for the Marine Corps Food Service and Subsistence Program
MCO P10120.28	Individual Clothing Regulations (ICR)
NAVMC 2771	Marine Corps Formal Schools Catalog
DFAS-KC 7220.31-R	MCTFS Automated Pay Systems Manual

APPENDIX B

LIST OF LONG TITLES AND DEFINITIONS

The following is a list of long titles and acronyms used frequently in this manual.

1. 139 Day Rule. By Marine Corps policy, ADSW tours (which include Exercise Participation orders) are generally limited to an aggregate of 139 days or less per fiscal year. On an individual basis, extensions up to 179 days may be granted by the CMC (RA). "Breaking the period" by terminating orders prior to the 139-day maximum, and issuing anadditional set of orders to report to the same command for the same project is not authorized.

2. Active Component (AC). Any Marine serving in the Regular Marine Corps who is not serving on a Reserve EAD or a SWAG.

3. Active Duty (AD). Full-time duty in the active military service of the United States. It includes full-time training duty, annual training duty, and attendance, while in active military service, at a school designated as a service school by law and the Secretary of the military department concerned. It does not include full-time National Guard Duty. For the RC, AD is comprised of the categories of ADT and ADOT. A general term applied to all active military service with either the Regular or Reserve Component. (DODI 1215.19)

4. Active Duty for Specia1 Work (ADSW). A tour of AD which is authorized for Reservists: a) using Military Personnel Marine Corps (MPMC) appropriations if the project supports the Regular Component, or b) using Reserve Personnel Marine Corps (RPMC) appropriations for projects supporting the RC. The purpose of ADSW is to provide the necessary skilled manpower assets to support existing or emerging requirements. By policy, ADSW tours are normally limited to 179 days, or less, in one fiscal year. Tours exceeding 180 days are accountable against AC or AGR (AR) end strength IAW 10 U.S.C. 115, unless specifically provided for in public law. Training may occur in the conduct of ADSW. (DoDI 1215.19)

5. Active Duty Training (ADT). ADT is a category of AD used to provide structured individual and/or unit training, or educational course to RC members. Included in the ADT category are AT, IADT, and OTD. The primary purpose of ADT is to provide individual and/or unit readiness training, but ADT may support AC missions and requirements; i.e., operational support thereby adding substance to the Total Force. (DODI 1215.19)

6. ACTIVE DUTY OTHER THAN FOR TRAINING (ADOT). A category of AD used to provide RC support to either AC or RC missions. It includes categories of ADSW, AGR (AR) duty, and involuntary AD IAW 10 U.S.C. Sections 12301, 12302, and 12304. Training may occur in the conduct of ADOT. (DODI 1215.19)

7. Active Federal Service. All forms of active duty with or without pay, including ADSW, EAD, and ADT. (Minimum time involved: 1 day.) (DODFMR)

8. Active Reserve (AR). Marines who are part of the SMCR on full-time active duty under 10 U.S.C. Sections 10211, 12310(d) or 12310 for the purpose of organizing, administering, recruiting, instructing, or training the Reserve Component. (MCO 1001.52)

9. Active Status. The status of all Reserves, except those in an inactive status list of the Standby Reserve or in the Retired Reserve. Reservists in an active status may train with or without pay, earn retirement points, and may earn credit, and be considered, for promotion. (DODI 1215.19)

10. Active Status List (ASL), Standby Reserve. RC members designated as key employees; who have fulfilled their statutory MSO, but are temporarily assigned for a hardship reason and intend to return to the Ready Reserve; or retain in an active status because of a special skill/expertise. Members of the ASL may participate voluntarily without pay for retirement credit points and may be considered for promotion, except for promotion to general officer grade. (DoDDir 1215.6)

11. Additional Training Periods (ATP). A sub-category of IDT. These are additional IDT periods intended to improve readiness by providing for individuals and units to receive required and necessary training for attaining and maintaining designated readiness levels. Three categories of additional IDT periods are:

a. Additional Training Periods (ATPs) for units, components of units, and individuals for accomplishing additional required training, as defined by a unit’s post-mobilization mission;

b. Additional Flight Training Periods (AFTPs) are authorized for primary aircrew members for conducting aircrew training and combat crew qualification training to attain and maintain aircrew flying proficiency and sustain mobilization readiness; and,

c. Readiness Management Periods (RMPs) are to support the ongoing day-to-day operations of the unit, accomplishing unit administration, training preparation, support activities, and maintenance functions. (DODI 1215.19)

12. Aeronautically Designated Personnel (ADP). Naval Aviators, Naval Flight Officers, and Aerial Navigation Officers who hold a Military Occupational Specialty (MOS) of 75XX or 7380.

13. Alternate Annual Training Duty (Alt AT). ADT performed in lieu of AT. Alt AT is specifically approved by COMMARFORRES or the IMA OpSponsor in lieu of regularly scheduled AT. COMMARFORRES may delegate approval authority to subordinate commanders.

14. Anniversary Year/Date. The anniversary year is a period of 12 consecutive months (365/366 days) during which a member must accrue a minimum of 50 points (including membership) if such period is to be credited as a qualifying year for retirement purposes. The anniversary date is the date on which the anniversary year commences. (MCO P1900.16)

15. Annual Screening. One-day ADT or muster duty (MD) each year for. IRR members that enables the Marine Corps to maintain current status of each member's physical condition, dependency status, military qualifications, civilian occupation skills, availability for service, and other information IAW 10 U.S.C 10149. (DODI 1215.19)

16. Annual Training (AT). It is the minimum period of training that SMCR members must perform each year to satisfy Marine Corps training requirements associated with their assignment. The primary purpose of AT is to provide individual and/or unit readiness training, but AT may support AC missions and requirements; i.e., operational support thereby adding substance to the Total Force. (DODI 1215.19)

17. Appropriate Duty. A form of IDT without pay, for attendance at special functions or to perform certain tasks.

18. Associate Duty. A form of IDT without pay performed on an affiliated basis with an AC or RC unit.

19. Aviation Service. Service performed by AC and RC officers who hold, or are in training leading to, aeronautical designation, and who engage and remain in military aviation on a career basis. Years of Aviation Service are the number of years of completed service computed from an ADP's Aviation Service Entry Date.

20. By-Name Assignment (BNA) System. The BNA System is an automated approach to ensuring that identified formal training requirements are fulfilled to the maximum extent possible. The overall goal of BNA is properly trained Marines, in the required numbers, reporting to Marine Corps units in the most efficient and expeditious manner.

21. Collective Training. Training conducted to prepare two or more individuals (crews, teams, squads, platoons, battalions, squadrons, etc.) to accomplish tasks required of the group as an entity. (MCO 1553.1)

22. Community Hardships. A substantial adverse effect on the health, safety, or welfare of a particular community that may result from a reservist's mobilization. A finding of such hardship can serve as a basis for separation. (DoDDir 1200.7)

23. Component. A term used to denote a specific category of the Armed Forces; e.g., Active Component and Reserve Component.

24. Component Code (COMP CODE). A two-character code which indicates a Marine's military enlistment/obligation.

25. Contributory Support. Support to military operations or missions, other than war or contingency operations, provided by members or units of the RC. (DoDI 1215.19)

26. Demobilization. The process by which part or all of the RC is released after a mobilization.

27. Duty Involving Flying - Denied (DIFDEN). A duty assignment where the ADP are permitted to no flight activity and no OPFLY time accrual.

28. Duty Involving Flying - Operational (DIFOP). Duty in a flying status involving operational flight. For a Reserve officer, this is an assignment to an operational flying billet or an assignment to duty in training for an aeronautical designation. OPFLY is accrued in this type of assignment.

29. End Strength. The authorized personnel strength set by Congress annually of the component concerned (AC/RC) determined necessary to provide for the national defense or to provide for mobilization requirements. For the RC, unit manning levels are assigned by the CMC (RA) and administered by the COMMARFORRES/CG, MCRSC, to be achieved on 30 September of each fiscal year.

30. Entry Level Training. The combination of recruit training (or officer acquisition training) and initial skill training required to qualify in an MOS. Training required to make a lateral move from one occupational field to another is also considered entry-level training. (MCO 1553.1)

31. Entry Level Training Assignment (ELTA). Assignment subsequent to recruit training which is required to qualify a basic Marine in the specific minimal skills required for assignment of other than a basic MOS in the assigned occupational field.

32. Equivalent Duty Period (EDP). Instruction or duty of not less than 4 hours duration, either paid (designated an EIO) or nonpaid (designated an EIN), performed as a "make-up" or substitute IDT period.

33. Exercise Participation. Short term tours specifically designed to allow officers and enlisted members of the IRR/SMCR to have the opportunity to volunteer annually for FMF exercises using ADSW orders.

34. Extended Active Duty (EAD). AD performed by a member of a RC when strength accountability passes from a RC to the AC contingent upon funding source.

35. Fleet Marine Corps Reserve (FMCR). Category of enlisted personnel who complete 20, but less than 30 years of active service and who receive retainer pay.

36. Formal School. A school which satisfies Marine Corps wide training and education requirements; has facilities, funding and personnel requirements provided by the Marine Corps; has quotas normally controlled by the Director, Marine Air-Ground Training and Education Center (C-463); is funded under program element number 847XX; and has course descriptive data approved by the Director; MAGTEC for each course of instruction. (MCO 1553.1)

37. Graduated Mobilization Response (GMR). The process of providing a viable deterrent capability that can sequentially build a response force appropriate to the threat.

38. Gray Area Retirees. Reservists who have completed the required number of qualified years under 12731 10 U.S.C. to qualify for a Reserve retirement. These Reservists are no longer in an Active Status but are retired awaiting pay at age 60. They are entitled to various benefits, i.e. to carry the Reserve Retiree ID card, 24 commissary visits per year and unlimited use of MWR and Marine Corps Exchange facilities. They ARE NOT entitled to any kind of medical benefits until they attain age 60.

39. Inspector-Instructor (I-I)/Active Duty Support. The AC and AR Marines who organize, train, and administer MARFORRES SMCR units. (MC Manual)

40. Inactive Duty Training (IDT). IDT is authorized training performed by members of the Ready Reserve not on AD and performed in connection with the prescribed activities of the units of which they are members. IDT consists of regularly scheduled unit training periods, Additional Training Periods (ATPs), and equivalent training (associate and appropriate duty). The primary purpose of IDT is to provide individual and/or unit readiness training. (DODI 1215.19)

41. Inactive Status List (ISL), Standby Reserve. That part of the Standby Reserve which is comprised of Reservists who are not required by law or regulation to remain in an active Reserve status but desire to retain their Reserve affiliation in a nonparticipating status and whose skills may be of future use to the Marine Corps. Members on the ISL may not participate for points or pay and will not be considered for promotion. (DoDI 1215.19)

42. Incremental Initial Active Duty for Training (IIADT). An enlistment program for college, university, or trade school students allowing an individual to attend basic military and initial/technical skill training during summer semester break within 1 year after the completion of recruit training. This training is normally completed in two increments, however a third summer of training may be required to complete Marine Combat Training for some MOSs. (MCO 1001.54)

43. Individual Mobilization Augmentee (IMA). An individual member of the SMCR who receives training and is pre-assigned to an AC organization, an SSS, or a FEMA billet that must be filled to meet the requirements of the organization to support mobilization (including pre- and/or post-mobilization) requirements, contingency operations, operations other than war, or other specialized or technical requirements. IMAs train with these organizations on a regular/ scheduled basis. The IDT requirement can vary from 0 to 48 IDTs per tear. A minimum of 12 days AT (13 including travel) is required of all IMAs. (DoDI 1215.19)

44. Individual Mobilization Augmentee Detachment. An administrative peacetime grouping of IMAs.

45. Individual Ready Reserve (IRR). A trained manpower pool of Ready Reservists who are not in the SMCR. The IRR consists of: (1) Marines who have had training and served previously in the AC or in the SMCR and have some period of Military Service Obligation (MSO) remaining, (2) Marines who have completed the MSO and are in the IRR by choice, and (3) Marines of the Delayed Entry Program.

46. Individual Training. The training a Reservist receives, either in the institution/formal school or in the unit/organization environment which prepares an individual to perform specific duties and tasks related to an assigned MOS and duty position.

47. Initial Active Duty Training (IADT). A sub-category of ADT used to provide basic military training and technical skill training required for all accessions. The required period of ADT when recruit training, Marine Combat Training, and initial skill training are accomplished, incrementally and/or continuously, for all initial enlisted accessions. (DoDI 1215.19)

48. Initial Skill Training (IST). A subcategory of specialized skill training, subsequent to recruit or officer acquisition training, to initially qualify Marines in an MOS beyond the basic MOS. This category may include training received by those Marines making a lateral move from one MOS to another; is usually conducted in formal schools; may be conducted in the unit environment as MOJT or FST. (MCO 1553.1)

49. Involuntary Active Duty. Duty used in support of military operations when it is determined by the President or the Congress that RC forces are required to augment the AC. (DoDI 1215.19)

50. Key Employee. Any Reservist identified by their employer, private or public, as filling a key position. (DoDI 1215.19)

51. Key Position. A civilian position, public or private (designated by the employer IAW DoDDir 1200.7) that cannot be vacated during war or national emergency. (DoDI 1215.19)

52. M-DAY. The day on which mobilization commences or is due to commence.

53. Major Subordinate Command (MSC). Major commands under the administrative and operational control of COMMARFORRES to include 4th MarDiv, 4th FSSG, 4th MAW, and MCRSC. I MACE and II MACE are also considered MSC’s but are ADCON only to COMMARFORRES.

54. Mandatory Participant. A Marine who has a Military Service Obligation (MSO) acquired under the provisions of Federal law.

55. Managed On-The-Job Training (MOJT). Training conducted in the unit environment which utilizes a combination of classroom instruction and practical application. Evaluation of the trainees is based upon the capability to demonstrate specific training standards. (MCO 1553.1)

56. Mobilization Reserve Training Center (MRTC). A facility designated to initially process members of the IRR and retirees upon activation. Conducts the basic minimum required administrative functions to effectively bring PIM back on active duty and then report their status upon activation.

57. Military Service Obligation (MSO). Individuals who become members of an Armed Forces sign a contract incurring a military obligation known as a MSO. Any part of this service that is not served on AD or ADT will be performed in a RC.

58. Mobilization. The process of preparing for war or other emergencies by assembling and organizing personnel and material for active duty forces, activating the RC, including federalizing the National Guard, extending terms of service, and bringing the

Armed Forces of the United States to a state of readiness for war or other national emergency. (MPlan)

59. Mobilization Operationa1 Readiness Deployment Test (MORDT). A no-notice exercise designed to evaluate the mobilization deployment readiness of SMCR units. (MCO 3060R.17)

60. Mobilization Processing Center (MPC). Activities designated to receive, process and transfer or assign Reserve personnel and retired Marines reporting to an SIA during mobilization.

61. Mobilization Training Unit (MTU). A unit established to provide RC training in a non-pay status for volunteers of the IRR and the Standby Reserve (ASL) attached under competent orders and participating in such units for retirement points. (DoDI 1215.19)

62. Muster Duty (MD). A special category of IDT. Meets the continuous screening requirement established in 10 U.S.C. 10149. A member of the Ready Reserve may be ordered without his consent to MD one time a year. (DoDI 1215.19)

63. Nonmandatory Participant. A Reservist who has completed the MSO required by Federal law or has been earlier discharged.

64. Non-prior Service (NPS) Personnel. Individuals without any prior Military Service, who have not completed IADT or its equivalent, and enlist directly into the Marine Corps Reserve. (DoDI 1215.19)

65. Notice of Eligibility (NOE). A document authorizing medical or dental care to Reservists incurring an aggravating injury or illness, or contracting a disease in the line of duty. (MCO 1770.2)

66. Officer Acquisition Training. Training which leads to a commission as a Marine Corps officer. (MCO 1553.1)

67. Operationa1 Sponsor (OpSponsor). An AC sponsor having responsibility for the operational training and recall of designated preassigned personnel.

68. Operational Flying Time (OPFLY). Time accumulated in years and months while serving in operational assignments, whether in an aeronautically designated status or while undergoing training leading to the award of an aeronautical designation.

69. OTHER DUTY TRAINING (ODT). ODT is authorized ADT, other than IADT or AT, and shall be used to provide all other structured training to include on-the-job training, for individuals or units to enhance proficiency. It shall be used to support RC members in obtaining the necessary skills and disciplines to achieve required readiness standards. (DoDI 1215.19)

70. Pay Groups. Pay groups are three-digit numerical designations of the pay categories of the Ready Reserve.

71. Personal Hardship. An adverse impact upon the family resulting from the mobilization of a reservist. Any request for a determination of such hardship will be made by the Reservist and supported by substantiating documentation, to the CMC (RA), via the chain of command.

72. Post Entry Level Training. Training a Marine receives after assignment to a unit in order to maintain proficiency acquired during entry level training and to develop more advanced individual and collective skills. This training may be conducted either in the unit, training center, or formal school. (MCO 1553.1)

73. Preassigned IRR. Reservists in the IRR preassigned to mobilization billets which must be filled on or shortly after mobilization. Training may or may not be required.

74. Prior Service (PS) Personnel. Marines who have served on active duty for a sufficient length of time. to have completed the active duty obligation, or have enlisted in the Reserve Component and have completed the SMCR IDT obligation.

75. Pretrained Individual Manpower (PIM). Members of the Ready Reserve, Standby Reserve, FMCR, and Retired Reserve.

76. Prior Service Training Assignment (PSTA). Assignment to an entry level formal MOS producing school of non-MOS match prior service personnel recruited to SMCR units, in accordance with enlisted mission requirements.

77. Professional Management (PROMAN) Resume. A data base maintained by the CG, MCRSC that identifies unique civilian skills of Reservists in the event such expertise is needed by the Marine Corps.

78. Qualifying Years of Creditable Service for Non-Regular Retire Pay. The time a Reserve member must serve to be eligible for non-regular retired pay at age 60 years. Individuals must have at least 20 years of service in which they received at least 50 retirement points, and the last eight years of such service (six years during designated drawdown period which expires on 30 Sep 2001) must have been served in an RC. (DoDI 1215.19)

79. Rated Position. Terminology used to identify a T/O billet requiring a designated naval aviator, naval flight officer, or aerial navigation officer. Specifically, these are T/O billets with the following MOS designations: 7207, 7380, 75XX, 9907, 9965, 9966, 9967, 9969.

80. Ready Reserve. Those units and individuals of the RC liable for active duty in time of war or national emergency. The Ready Reserve of the Marine Corps consists of the SMCR and the IRR.

81. Rescheduled Inactive Duty Training (RIDT). Rescheduled IDT periods for a Reservist which are other than the dates originally scheduled for the parent unit of the Reservist.

82. Reserve Counterpart Training (RCT). A program designed to give members of the IRR an opportunity to enhance military skills by training with their AC counterparts. RCT provides mobilization readiness training for preassigned IRR's. (MCO 1510.39)

83. Reserve Training Center (RTC). A facility where IDT is scheduled and performed. During mobilization, SMCR units report to and are released from the RTC.

84. Reserve Transition Benefits (RTB). Benefits designed to assist members of the Selected Reserve affected by unit deactivation/relocation/reorganization and voluntary separation programs during periods of force reduction. (MCO 1900R.1)

85. Retired Reserve. The Retired Reserve consists of:

a. RC members who are or have been retired under the provisions of 10 U.S.C. Sections 3911, 6323, or 8911; and,

b. RC members who have been transferred to the Retired Reserve upon their request, retain their status as Reserves, and are otherwise qualified. (DoDI 1215.19)

86. Satisfactory Participation. Attendance and participation in the required training for the Marine's individual training category.

87. Screening. The audit of service records and personal status of a Reservist to determine an individual's mobilization potential and readiness.

88. Selected Reserve. A category of the Ready Reserve consisting of units and individuals. (DoDI 1215.19)

89. Selected Marine Corps Reserve (SMCR). That portion of the Marine Corps Ready Reserve having an IDT and AT requirement. SMCR members are in MARFORRES units, IMA status or the AR program.

89. Senior Enlisted Manpower Advisor (SEMA). The SEMA is a Sergeant Major assigned to CMC (RA). The SEMA coordinates the assignment and reassignment of all Reserve Sergeants Major/First Sergeants command billets within MARFORRES. The SEMA operates under the direction of the CMC (RA).

90. Standard Written Agreement to Train (SWAT). A contractual agreement between the Marine Corps and a nonmandatory enlisted participant which obligates the Reservist to participate in Reserve training in the SMCR.

91. Standby Reserve. Consists of those units or members, or both, of the RC, other than those in the Ready Reserve or the Retired reserve, who are liable for active duty only as provided in 10 U.S.C. Sections 12301 and 12306. The Standby Reserve consists of personnel who are maintaining their military affiliation without being in the Ready Reserve, but have been designated key civilian employees, or have a temporary hardship or disability. Those individuals are not required to perform training and are not part of units. The Standby Reserve is a pool of trained individuals who may be mobilized as needed to fill manpower needs in specific skills. The Standby Reserve consists of the ASL and the ISL. (DoDI 1215.19)

92. Trained Strength in Units. Personnel assigned to Reserve units who, in the case of enlisted personnel, have completed IADT of 12 weeks, or its equivalent, and are eligible for deployment overseas on land when mobilized under proper authority. Excludes personnel in non-deployable accounts or a training pipeline. (DoDI 1215.19)

93. Training and Retired Category (TRC). Categories identifying an TRC member’s training or retirement status in an RCC and an RC. (DoDI 1215.19)

94. Unit Training. Training, either collective or individual, conducted in a unit. (MCO 1553.1)

95. Unsatisfactory Participant. A member of the Ready Reserve who fails to fulfill an obligation or agreement as prescribed in Federal law; or a member who fails to meet the standards prescribed by the Marine Corps for attendance at IDT, AT, ADT, or performance of duty.

96. Voluntary Training. Training in a pay or non-pay status, especially applicable to RC members of the IRR, Standby Reserve (ASL), and retirees. Participation in voluntary training may be achieved by training with the SMCR or MTUs; performing ADT; completing authorized military correspondence courses; attending designated courses of instruction; performing equivalent duty; participating in authorized civil defense activities. Retirees may voluntarily train with organizations to which they are properly pre-assigned by orders for recall to AD in a national emergency or time of war. Such training shall be limited to the resources available.

APPENDIX C

ABBREVIATIONS

1. The following is a list of abbreviations associated with the Reserve component and used frequently in this Manual.

AC . . . . . Active Component
AD . . . . . Active Duty
ADSW . . . . . Active Duty for Special work
ADT . . . . . Active Duty Training
AFTP . . . . . Additional Flying Training Period
AltAT. . . . . Alternate Annual Training
AR . . . . . Active Reserve
ASL . . . . . Active Status List, Standby Reserve
AT . . . . . Annual Training
ATP. . . . . Additional Training Period
AT . . . . . Annual Training

BIR . . . . . Reserve Basic Individual Record
BNA . . . . . By-Name Assignment System
BTR . . . . . Reserve Basic Training Record

COMP CODE. . . Component Code
COMMARFORRES . Commander, Marine Corps Reserve

EAD . . . . . Extended Active Duty
EDP . . . . . Equivalent Duty Period
ELTA . . . . . Entry Level Training Assignment

FMCR . . . . . Fleet Marine Corps Reserve

GMR . . . . . Graduated Mobilization Response

IADT . . . . . Initial Active Duty Training
IDT. . . . . Inactive Duty Training
I-I . . . . . Inspector - Instructor
IIADT. . . . . Incremental Initial Active Duty for Training
IMA . . . . . Individual Mobilization Augmentee
IRR. . . . . Individual Ready Reserve
ISL . . . . . Inactive Status List, Standby Reserve

MARFORRES . . Marine Forces Reserve
M-DAY . . . . Effective Date of Mobilization
Mplan . . . . Mobilization Management Plan
MCPS . . . . . Marine Corps Preassignment System
MCRSC . . . . Marine Corps Reserve Support Center
MCTWS . . . . Marine Corps Total Force System
MD . . . . . Muster Duty (of IRR)
MDR . . . . . Medical Department Representative

MOB . . . . . Mobilization
MOBRUC . . . . . Mobilization Reporting Unit Code

MORDT . . . . . Mobilization Operational Readiness Deployment Test
MPC . . . . . Mobilization Processing Center
MRTC . . . . . Mobilization Reserve Training Center
MSC . . . . . Major Subordinate Command
MSO . . . . . Military Service Obligation
MTU. . . . . Mobilization Training Unit

NOE . . . . . Notice of Eligibility
NPS . . . . . Nonprior Service Personnel
NS . . . . . Not scheduled

OpSponsor . . . Operational Sponsor

PIM . . . . . Pretrained Individual Manpower
PLC . . . . . Platoon Leaders Class
PROMAN . . . . . Professional Management Resume
PS . . . . . Prior Service Personnel
PSTA . . . . . Prior Service Training Assignment
PTCD . . . . . Projected Training Completion Date

RA . . . . . Reserve Affairs Division, HQMC
RASL . . . . . Reserve Active Status List
RCSBP . . . . . Reserve Component Survivor Benefit Plan
RCT . . . . . Reserve Counterpart Training
RIDT . . . . . Rescheduled Inactive Duty Training
RLO . . . . . Reserve Liaison Officer
RMP . . . . . Readiness Management Period
ROEP . . . . . Reserve Optional Enlistment Program
RQSR . . . . . Reserve Qualification Summary Report
RRCR . . . . . Reserve Retirement Credit Report
RTB . . . . . Reserve Transition Benefits
RTC . . . . . Reserve Training Center
RSU . . . . . Reserve Support Unit

SIA . . . . . Site of Initial Assignment
SMCR . . . . . Selected Marine Corps Reserve
SRIP . . . . . Selected Reserve Incentive Program
SRBP . . . . . Selected Reenlistment Bonus Program
SWAT . . . . . Separate Written Agreement to Train

TPC . . . . . Training Pay Category

UMS . . . . . Unit Muster Sheet
USERRA . . . . . Uniformed Services Employment and Reemployment
Rights Act of 1994

APPENDIX D

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