DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, D.C. 20350-3000

MCO 1001.52J
RAM

MARINE CORPS ORDER 1001.52J

JUN 6 2011

From: Commandant of the Marine Corps
To: Distribution List

Subj: ACTIVE RESERVE (AR) SUPPORT TO THE UNITED STATES MARINE CORPS RESERVE

Ref: (a) 10 U.S.C. 10211, 12012, 12301(d), 12310, and 14507
(b) DOD Instruction 1205.18, "Full-Time Support (FTS) to the Reserve Components," May 4, 2007
(c) DOD Instruction 1332.29, "Eligibility of Regular and Reserve Personnel for Separation Pay," June 20,1991
(d) SECNAVINST 1412.9B
(e) MCO 6110.3
(f) SECNAVINST 1920.6C
(g) NAVMED P-117
(h) MCO 1001.45J
(i) MCO P1900.16F
(j) MCO 6100.13
(k) MCO 1553.4B
(l) MCO P1040R.35B (NOTAL)
(m) MCO P1326.6D
(n) MCO P1300.8R
(o) NAVMC 11753
(p) SECNAV M-5210.1
(q) MCO 5311.1D
(r) MCO 5320.12G
(s) MCO 1000.6G
(t) MCO 1754.4B
(u) MCO P1400.31C
(v) MCO P1400.32D
(w) NAVMC 11754
(x) MCO 1001R.1K
(y) MCO 5000.12E
(z) DOD Instruction 1320.08, "Continuation of Regular Commissioned Officers on Active Duty and Reserve Commissioned Officers on the Reserve Active Status List," March 14, 2007

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

Encl: (1) AR Program Policy Manual

1. Situation. To update policy and responsibilities governing the AR Program.

2. Cancellation. MCO 1001.52H.

3. Mission. This Order promulgates policy and procedural guidance for accession into the program, the methodology of personnel assignments, the considerations associated with a separate promotion category, and retention and separation/retirement considerations of Reserve Component (RC) personnel who provide full-time, active duty support to the RC within the Total Force Marine Corps as outlined in references (a) through (z).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The AR Program will be executed with a disciplined approach to effectively execute responsibilities delineated and contained in reference (a) [Title 10 sections 10211, 12301(d), and 12310]. AR Program end-state: Provide a cadre of well-trained and experienced full-time RC Marines in order to facilitate the integration of the Total Force and assist the Active Component (AC) with their total force integration roles and responsibilities.

(2) Concept of Operations. The AR Program will facilitate the integration of the U.S. Marine Corps Reserve (USMCR) in the total force. The program will be structured to facilitate the mobilization of the USMCR by performing the following functions: (1) organizing, preparing and administering policies and regulations affecting the USMCR; (2) training and instructing the USMCR; (3) recruiting and retention for the USMCR; (4) administration of USMCR personnel.

b. Subordinate Element Missions

(1) DC, Manpower and Reserve Affairs (M&RA)

(a) Ensure Marine Corps' AR Program management policies and procedures are consistent with references (a) through (z).

(b) Validate and approve AR Program billets.

(c) Program and budget for AR Program funding.

(d) Conduct a bi-annual review of AR Program structure ensuring AR structure is validated and managed pursuant to the requirements of reference (a) as appropriate. Validation procedures for all AR billets will include periodic audits of funded billets and review of unfunded billets on T/O's. An AR billet description must clearly comply with the criteria established in applicable sections of reference (a) for the requirement to be validated.

(e) Provide AR program manpower planning.

(f) Approve/disapprove assignments and extensions for officers and enlisted personnel.

(g) Designate which AR billets are limited tour billets and those considered career force billets (as defined in Appendix A).

(h) Offer incumbents filling career force billets the opportunity to apply for career designation at the appropriate time, and screen applicants for such designations.

(2) Commanding General, Marine Corps Recruiting Command (CG MCRC). Prior Service Recruiting will execute AR recruiting mission contained in D/C M&RA Memo-01.

(3) Commanders, Marine Forces (MARFORs)

(a) Utilize assigned AR personnel in accordance with (IAW) prescribed RC tasks and responsibilities.

(b) When deemed appropriate, submit requests for new AR billets. Requests will be submitted per the guidance of this Order and reference (q).

(4) AR Marines should read and become thoroughly familiar with the information contained within this Order. AR Marines must strive to become the expert on RC issues and advise other Marines unfamiliar with the AR Program on current policies and responsibilities.

5. Administration and Logistics

a. Reserve Affairs Management (RAM) is responsible for the contents of this Order. All future change recommendations should be addressed accordingly.

b. Records created as a result of this directive shall include records management requirements to ensure the proper maintenance and use of records, regardless of format or medium, to promote accessibility and authorized retention per the approved records schedule and reference (p).

6. Command and Signal

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

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

R. E. MILSTEAD JR.
Deputy Commandant for
Manpower and Reserve Affairs

DISTRIBUTION: PCN 10200135900

AR PROGRAM MANUAL

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Chapter 1

Introduction

1. Program Details

a. Per reference (b), DOD policy requires the military services to develop Full-Time Support (FTS) programs and structures to be managed by the respective Services to support mission requirements in order to achieve readiness and mobilization requirements of RC forces. The purpose of the AR program is to facilitate the integration of the USMCR in the Total Force. The program is structured to facilitate the mobilization of the USMCR by performing the following functions:

(1) Organizing, preparing and administering policies and regulations affecting the USMCR.

(2) Training and instructing the USMCR.

(3) Recruiting and retention for the USMCR.

(4) Administration of USMCR personnel.

b. Per reference (n), the AR program will not be used as a substitute for manning AC shortfalls or to replace AC Inspector-Instructors (I&I) assigned to Selected Marine Corps Reserve (SMCR) units.

c. AR officers are found in sixteen occupational fields with nearly half of AR officer assignments being in 8006 billets while the AR enlisted force of 1910 Marines is found in twenty-three occupational fields. The majority of AR enlisted structure is based on the requirement to have full-time operators, maintainers, and administrative experts assigned to critical SMCR billets.

2. Mission. The mission of the AR program is to provide a cadre of well-trained and experienced RC Marines to serve as a critical piece of the Marine Corps' full-time support to the RC system, in order to facilitate the integration of the Total Force, and assist the AC with their Total Force integration roles and responsibilities.

3. Composition

a. Full-time support to the Marine Corps RC consists of over 6,300 Marines on active duty. AR Marines comprise roughly one-third of the full-time support to the RC.

b. HQMC (RAM) assigns AR Marines to valid billets for the explicit purpose of organizing, administering, recruiting, instructing, training or integrating the RC and to advocate and assist in the accomplishment of the following RC readiness goals per reference (b):

(1) Mobilize and enhance readiness and deployment capability for the RC.

(2) Maintain an effective training environment IOT ensure RC personnel remain proficient in their MOS.

(3) Recruit for the Selected Reserve.

(4) Provide RC advocacy, advice, expertise, and liaison to AC operating forces, bases and stations, Marine Force Commands (MARFORs), Combatant Commanders (CCDRs), Headquarters Marine Corps (HQMC) Departments, Offices of the Secretary of Defense (SECDEF), Secretary of the Navy (SECNAV) and the Joint Staff (JS).

(5) Advocate RC positions in the development of Total Force policies and procedures.

(6) Provide AC experience, advice, doctrinal expertise and liaison to the RC.

(7) Advocate and support Total Force integration initiatives.

(8) Advocate and support Marine Corps community outreach programs and provide transition assistance for those who leave active service while supporting injured Marines and their families.

4. Structure

a. AR end strength is established by reference (a).

b. AR personnel are counted against authorized Selected Reserve end strength as authorized by Congress each year. The congressional authorizations for the grades of E-8, E-9, O-4, O-5, and O-6 are defined by Congress and contained in reference (a).

c. AR program structure is identified on tables of organization as "B" in the Reserve Type Code column. AR program personnel are assigned a component code of B1, B2, or B3 via Marine Corps Total Force System (MCTFS).

Chapter 2

Officer Information

1. Officer Accessions

a. Officers are selected for accession into the AR program through a selection board process. HQMC (RAM) will periodically publish, via MARADMIN, the announcement of an upcoming AR Officer Accession Board (AR OAB). The MARADMIN will delineate eligibility requirements specific to the contemporary needs of the program to include: Rank, Time in Grade (TIG), and Primary Military Occupational Specialty (PMOS) in order to select the best and most qualified officers based on the needs of the AR program.

(1) HQMC, Reserve Affairs Personnel Policy, Plans and programming Branch (RAP) will specify the actual quantity and rank distribution authorized for each specific board based on the overall needs of the program, end-strength considerations and controlled grade limitations.

(2) No officer will be accessed in the program outside of the board selection process.

(3) Officers selected for accession are not assigned to a specific duty location at the time of the notification of selection. Selectees are considered world-wide deployable throughout the entire process.

(4) All names selected for accession will be sent to HQMC, Judge Advocate Military Justice (JAM), for legal review prior to release of the selection MARADMIN. Accession selection will be held in abeyance on a case-by-case basis until resolution of any incident under review. The Director, RA, reserves the right to revoke any named selectee upon conclusion of the accession board to include cases of misconduct, weight control, military appearance, or failure to accept an offer of accession in a timely manner.

(5) Selectees will be notified of their selection status in a MARADMIN announcing the results. Non-selects will be notified via separate correspondence. Selectees will indicate their desire to access by signing the acceptance contract sent to them by HQMC (RAM) after the conclusion of the accession board.

b. All new accessions will attend the entry-level immersion training course, Total Force Integration Staff Training (TFIST), at the first available opportunity.

c. Any new accession not holding a PMOS already compatible with the needs of the program will re-designate to a PMOS that is compatible with the needs of the program within twelve months of accession. Failure to re-designate may result in release from active duty. Further, officers who request and are approved for a new MOS will be provided funding and a school seat from HQMC (RAM) for retraining. School seat availability, convening dates, and command assignment priority are all factors which determine when a Marine will be scheduled for MOS school.

d. Information concerning the process, example format, and content requirements can also be obtained at the HQMC (RAM) website (www.manpower.usmc.mil/joinar).

e. AR unrestricted commissioned officers are generally accessed from multiple sources in the grade O2-O4. Accession sources include SMCR units, Individual Mobilization Augmentee (IMA) detachments, the Individual Ready Reserve (IRR), and AC Marines in transition from active duty. AR officer career patterns are similar in scope to that of AC counterparts with assignments generally starting at the reporting unit level followed by tours at Marine Forces Reserve (MARFORRES), HQMC, and on various MARFORS and joint commands. Both full-length Resident Professional Military Education (PME) and Reserve (two-week) school opportunities are available for captains through lieutenant colonel. See appendix B for common AR officer career paths.

2. Qualifications

a. To be eligible for the AR program an officer must:

(1) Be a member of the RC, or be a member of the AC within four months of their end of active service (EAS). AC officers whose EAS reflects indefinite in MCTFS must agree to resign their regular commission upon selection and accept a reserve commission prior to being accessed into the AR program.

(2) Be enrolled in or have completed PME requirements, per reference (k), for the grade held.

(3) Meet height and weight standards prescribed in reference (j).

(4) Have experience, training, education, and expertise commensurate with grade and MOS.

(5) Not be in receipt of retainer/retired or disability pay for service with any of the Armed Services.

(6) Be certified as physically fit for duty in accordance with references (k) and (g).

(7) Not be in any of the below listed categories prior to selection for active duty in the AR program:

(a) Qualified for limited duty only (medically restricted status). Per reference (y), pregnancy qualifies a Marine for limited duty status. A Marine who is pregnant at the time of accession to the AR Program, regardless of when the pregnancy is identified, will be released from the AR Program within 60 days of medical determination of pregnancy, or 90 days prior to anticipated delivery date, whichever is sooner. Active Component female Marines directly accessing to the AR program will require confirmation of negative pregnancy test before being accessed into the AR Program.

(b) Hospitalized, or undergoing drug or alcohol rehabilitation.

(c) On sick or convalescent leave.

(d) Awaiting appearance before a Physical Evaluation Board (PEB).

(e) Awaiting final action on the recommended findings of a PEB or other medical board.

(f) Pending any military or civilian legal or disciplinary action.

(g) Being in, or above zone for selection to lieutenant colonel on the Unrestricted Reserve Promotion Board.

(8) Not exceed the following age for the grade indicated on initial application unless specifically waived by the HQMC (RAM):

Grade	Age
Major	39
Captain	34
Lieutenant	28
Chief Warrant Officer/Warrant Officer	39

(9) Pass the prescribed physical examination established by reference (g).

b. Additionally, to be accessed for assignment to an AR program career force billet, an individual must:

(1) Be in the grade of major and below for unrestricted officers and chief warrant officer 2 (CWO2) and below for warrant officers, based on the needs of the AR program.

(2) Be able to complete 14 years of active duty in 20 years of commissioned service for majors. Be able to complete 14 years of active duty in 20 years of commissioned service for CWO-2 through CWO-4.

(3) Not exceed 62 years of age prior to reaching 30 years commissioned service for officers, 30 qualifying years for warrant officers and chief warrant officers per reference (i).

(4) Be able to serve at least five consecutive active duty years before attaining eligibility for active duty federal non-disability retired or retainer pay.

c. Members who receive a RC direct commission must agree to affiliate and satisfactorily participate with an SMCR unit for at least three years following their commissioning. These RC officers with obligated service are not eligible to apply for the AR program until completion of this participation requirement unless released by Commander, Marine Forces Reserve (COMMARFORRES).

3. Application Process

a. Applications to join the AR program will be submitted to HQMC (RAM) in accordance with the guidance in this order and the announcing MARADMIN. Applicants selected for accession must accept accession into the program prior to receipt of official orders. Upon acceptance of accession, RAM-1 will coordinate directly with the officer to determine the official assignment

for which the officer will be ordered to active duty under 10 U.S.C. section 12301 of reference (a) for an initial three-year period subject to the needs of the AR program.

b. Marines accepted into the AR program and transitioning from active duty (AC, ADOS or mobilization) may be joined to the AR program without a break of active duty service. Leave may be carried forward, sold-back as Lump Sum Leave (LSL), or a combination thereof. Seamless transition to the AR program does not eliminate the requirement to document the member's service, complete fitness reports, separation physical assessments, etc. Additionally, the following forms shall be completed:

(1) NAVMC 11060. Remarks include the amount of leave carried forward as well as that sold-back as LSL.

(2) DD214. Remarks include the amount of leave carried forward as well as that sold-back as LSL.

(3) NAVMC 11116 (if leave is carried forward). Reestablish proper leave balances.

4. Assignment Policies

a. Policy concerning the assignment of officers in the Marine Corps is developed at the Department of Defense, Department of the Navy and Headquarters Marine Corps levels.

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

(1) Needs of the Marine Corps based on reference (q)

(2) MOS/billet variety

(3) Availability of the individual

(4) Seniority

(5) Individual Preference

c. HQMC (RAM) officer assignment policy is to limit Permanent Change of Station (PCS) moves to those required to achieve/maintain combat readiness or to ensure equitable treatment and career development of individual Marines. Compliance with this policy improves combat readiness by

controlling personnel turmoil, reducing travel costs and increasing family stability. A valid AR Marine Corps requirement shall exist as the basis for assigning a Marine.

d. HQMC (RAM) will make assignments for AR career force personnel. AR personnel can generally expect to remain in a geographic location for three years before receiving PCS orders. Career Marines having 12 months or more remaining until their EAS may also receive PCS orders. Extensions on station may be approved through the use of the AA Form and command endorsement if it is not detrimental to the overall program management effort.

e. All personnel on the AR Program should indicate their future duty assignment preferences in block 9 of the NAVMC 10835A (Fitness Report form). Communication (via phone call/interview/letter/E-mail) with the AR Officer Monitor Sections is encouraged during this process.

f. Pursuant to reference (a), commanders are not authorized to reassign AR Marines outside their lawful role of providing support to the Reserve component. COMMARFORRES is authorized to reassign AR Marines within their assigned Monitor Command Code (MCC) as appropriate to accomplish the unit's mission in coordination with HQMC (RAM). Commanders of units are authorized to reassign AR Marines within the assigned MCC only with prior approval from HQMC (RAM).

g. Deployments/Individual Augment (IA) Sourcing. AR Marines assigned to a deploying unit in an integrated table of organization are expected to deploy with the unit. AR Marines assigned to I&I duty or site support billets do not normally deploy with SMCR units, but may deploy at the unit commander's discretion. Marines are eligible to fill IA deployable billets with command approval. Submission of an AA Form to HQMC (MMFA) is required. The AA Form must include HQMC (RAM) as a "VIA" in order to allow HQMC (RAM) to effectively manage the slate and assignments process. In no case will an AR replacement be assigned to backfill a Marine on deployment.

5. Exceptional Family Member Program (EFMP)

a. EFMP is a mandatory enrollment program designed to improve the quality of life of families that support a member with a disability. Quality of life is improved through family support via Marine Corps Community Services (MCCS) programs

provided aboard Marine Corps installations, and through contractual partnerships with public and private organizations. By following specific procedures and guidelines, EFMP will ensure that sponsors with Exceptional Family Members (EFMs) are assigned to duty stations where services exist to support the EFM with access, and availability, to medical and educational services. Families and service providers must work together in a climate of mutual respect and trust to be successful. Enrollment in the EFMP shall not prejudice advancement or promotional opportunities.

b. Once enrolled, all PCS orders generated by Assignment Monitors for EFMP enrolled sponsors are routed to HQMC (MRY-1) for individual screening. HQMC (MFY-1) will review proposed assignment orders to ensure availability, accessibility, and reasonable travel time to TRICARE approved medical treatment (and related support services such as priority housing considerations or housing modification authorizations).

6. Humanitarian Requests

a. Humanitarian consideration is given to Marines whose presence is required, as verified by substantiating documentation, at a specific location to alleviate a hardship related to the member's immediate family. Humanitarian assignments for officers assigned to the AR program are screened by the Humanitarian Assistance Coordinator at MMEA, but final adjudication authority is HQMC (RAM).

(1) Humanitarian Attachment. Permissive TAD may be authorized at the Marine Corps activity located closest to the hardship when determined to be short-term (less than 6 months). Orders must be clearly in the best interest of the Marine Corps prior to approval. Attachment is considered for the personal convenience of the Marine and as such, travel entitlements are not authorized for either the Marine, their family members or dependants.

(2) Humanitarian Transfer. Hardship is determined to be 36-months or less in duration. Requested location must have a valid, vacant AR structure equal to the Marines grade and MOS. Consideration for a humanitarian assignment to a location that does not support valid AR rank/MOS structure may be waived by HQMC (RA) based on the needs of the AR program.

(3) Humanitarian Discharge. Hardship is determined long-term in nature exceeding 36-months.

b. All humanitarian requests are managed by the Humanitarian Assistance Coordinator at HQMC (MMEA). AR Personnel are directed to references (i), (n), and (s) for detailed information on humanitarian requests.

7. Dual-Service Spouse / Joint Household

a. Although the importance of family unity is recognized, military service by its very nature involves family separation. When both spouses are service members, every effort will be made to prevent separations longer than those incurred by Marines with civilian spouses. Military couples will be provided a reasonable opportunity to establish a joint household with due regard to the requirements of the service IAW reference (n). Staffing considerations are paramount and there must be a valid requirement in component, grade, and MOS for the Marine at the spouse's duty station or nearest military installation within a reasonable weekend commuting distance.

b. The Marine Corps' ability to co-locate dual-service spouses is sometimes limited, particularly when one of the spouses is a member of another service, an AC Marine, or AR Marine with a low density MOS. AR Structure is limited in many locations which further constricts the ability to establish a joint household. AR Marines are advised that the ability to establish consecutive joint households is not guaranteed. Additionally, Career Designation for some Marines may be impacted by the inherent limitations on the Corps' ability to facilitate continued joint households for reasons stated above.

c. Military spouses not stationed within close proximity of each other may request a transfer for the purpose of establishing a joint household. However, Marines who marry after executing PCS orders are expected to complete minimum time on station requirements prior to being issued subsequent PCS orders to establish a joint household.

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

other Marines. HQMC (RAM) implements single parent assignment policy IAW reference (n).

9. Officer Grade Caps and Grade Shaping

a. Title 10 U.S. Code limits the number of officers serving in the AR program as well as authorized grade caps for colonels, lieutenant colonels and majors.

b. Due to these statutory grade strength limitations, officers' dates of rank often further define eligibility for service in the AR Program. Non-compliance with this accession policy can result in AR officers selected to the next higher grade having their promotions delayed (if such promotions would cause the AR program to exceed statutory grade limitations). Adjustment of commissioned officer's date of rank is precluded.

10. Career Management

a. All Marines are responsible to manage their personal Marine Corps career. All leaders should encourage their Marines to become familiar with the tools available to assist them.

b. Career counseling for AR Marines is provided by HQMC (RCT). Prior to receiving feedback from a counselor, Marines will be required to review the Self Assessment Counseling Tool and complete the Counseling Checklist. The Self Counseling tool can be found at:
https://www.manpower.usmc.mil/portal/page?_pageid=278,1960798&_dad=portal&_schema=PORTAL.

c. Career Pattern. The Marine Corps has not established an expected or preferred career pattern for officers of the AC or RC. Officers rarely have direct influence over their assignments. As a result of assignment policies and practices determined to be in the best interests of the Marine Corps, some unrestricted officers have developed skills and experience outside of their primary MOS and may have been ordered to serve multiple tours in that sub-specialty. The Marine Corps benefits when the officer corps possesses a broad spectrum of experiences that are critical to the Marine Corps.

d. Career Paths. RC service typically does not fit into career templates as neatly as AC service, however, appendix B offers models that illustrate a common AR career path. Deviation from these paths is in no way a career hindrance.

11. Career Designation. Officers must apply for career designation through a board process, held concurrently with the Officer Accession Board, in order to continue serving on the AR Program at the conclusion of their initial accession tour. Process guidelines and instructions will be promulgated by MARADMIN announcing the board. Unrestricted officers are eligible to apply for career designation after having 540 cumulative days of observed reporting while serving on the program from their original accession date. Those selected for career designation will be assigned an indefinite Expiration of Active Service (EAS) and will be retained on the AR program consistent with Marine Corps requirements, grade limitations, applicable statutory provisions, and service policy. Those not selected for career designation or those not applying for career designation will continue serving until reaching the expiration of active service date originally established at the time of initial accession.

12. Promotions

a. Officer Promotions. AR Officers selected for promotion in the AR competitive category are independent of AC and other RC promotions and are based solely on the constraints of the program. AR Officers compete for promotion in their own competitive category which may mirror the date of rrank (DOR) and date of promotion for the AC if the Running Mate System is instituted for that promotion board.

(1) Grade Limitations. Title 10 U.S. Code sets specific grade limitations for the AR program. The promotion zone and opportunity is calculated to adhere to controlled grade limitations and offer a consistent selection opportunity, commensurate with that experienced by officers competing on the Active Duty List (ADL). Because the accession process does not always produce an equal and equivalent number of officers within each year group, the actual zone may vary considerably from year to year in order to maintain the necessary selection opportunity and not exceed controlled grade limitations.

(2) General Officer. There are no general officer billets in the AR competitive category. An AR colonel who desires to compete for the grade of O-7 must be released from active duty in the AR program at least 60 days prior to the convening date of the Reserve Brigadier General promotion board.

(3) Warrant Officer. AR Warrant Officers are promoted to CWO-2 based on time in grade requirements (18 months as a WO). Promotions from CWO-2 through CWO-5 are competitively based within grade and MOS. Promotion opportunity is based on billet vacancy.

13. Non-Selection

a. Majors and lieutenant colonels who have twice failed selection to the next higher grade may be separated upon reaching 20 years of active duty. Retention in the AR program will be consistent with Marine Corps requirements, strength limitations, applicable statutory provisions and service policy. The following are general guidelines regarding officers who twice fail selection. Sanctuary provisions may apply in accordance with references (f) and (i).

(1) If Marine Corps requirements, strength limitations and applicable statutory provisions and service policy dictate, AR officers in the grade of lieutenant colonel who twice fail selection to colonel will be released from active duty not later than the first day of the seventh month after which the report of the selection board that considered the officer for the second time is approved by the Secretary of Defense.

(a) Release may be deferred, if necessary, only to enable officers to become eligible for an active duty retirement, but in no case will release be deferred later than the first day of the month following the month in which the officer completes 28 years total commissioned service.

(b) Release may be deferred, if necessary, to retain certain officers consistent with Marine Corps requirements, strength limitations and applicable statutory provisions and service policy.

(2) Twice passed majors will be released from active duty on the first day of the month following the month in which they reach 20 years of active duty. Normally, the officer requests retirement to accomplish this transition from active duty; however, if so requested and not otherwise precluded in policy or statute, the officer may request transfer to another category of the RC. In this case, the officer will not receive retirement pay if not officially retired.

b. Commissioned officers in the permanent grades of captain and first lieutenant on active duty in the AR program who twice failed for selection to the next higher grade may be released from active duty or retired, if qualified, no later than the first day of the seventh month following the board results approved by the Secretary per references (a) and (i). CWOs will be separated or retired IAW references (d,f,h,i)

c. Reserve warrant officers in the grade of CWO2, CWO3, and CWO4 on active duty in the AR program who have twice failed for selection by an AR promotion board and will qualify for active duty retirement under Title 10 U.S. Code 6323 within six years, may be continued on the AR program until completion of 20 years active federal military service per paragraph 3008 of reference (i) and IAW the provisions of reference (d).

14. Separation/Resignation

a. Requesting Early Separation. AR officers requesting release prior to their current end of active service must meet all conditions outlined in reference (i) and enclosure (2) of reference (f). Requests for early release will be submitted to HQMC (RAM) via their chain of command.

b. Separation Eligibility. Eligibility for requesting separation and/or resignation is contained in reference (i).

c. Separation from the RC due to unsatisfactory performance or misconduct is governed by references (i) and (f).

d. The conditions applicable to the payment of separation pay to AR Marines are contained in references (c) and (d).

e. AR colonels may remain in the AR program until they reach 30 years commissioned service per reference (a) unless earlier separated by policy. AR lieutenant colonels may remain in the AR program until they reach 28 years of commissioned service unless earlier separated by policy. AR majors may remain in the AR program until they reach 20 years active duty and are twice passed for promotion to lieutenant colonel per reference (f).

f. AR field grade officers may be subject to a Selective Early Release from Active Duty (SERAD) Board per reference (f).

15. Retirement. Retirement is not automatic, it must be requested. Officers may become eligible for an active federal service retirement and benefits for the highest grade held when they have achieved 20 years of active duty service, and have achieved promotional Time in Grade (TIG) and Time on Station (TOS) obligations. Per reference (i), TIG/TOS waiver requests may be submitted to HQMC (MMSR) for consideration.

Chapter 3

Enlisted Information

1. Enlisted Accessions. SMCR, IRR, and AC enlisted Marines may apply for accession to the AR program via their local Prior Service Recruiter (PSR) or Career Planner. Applications are accepted throughout the year as requirements exist.

2. Qualifications

a. To be eligible for the AR program a Marine must:

(1) Be a member of the RC, or be a member of the AC within 180-days of their EAS.

(2) Be enrolled in or have completed PME requirements, per reference (k), for the grade held.

(3) Meet height and weight standards prescribed in reference (j).

(4) Have experience, training, education, and expertise commensurate with grade and MOS currently held, unless requesting a lateral move.

(5) Not be in receipt of retainer/retired or disability pay for service with any of the Armed Services.

(6) Be certified as physically fit for duty in accordance with reference (g).

(7) Not be in any of the below listed categories prior to selection for active duty in the AR program:

(a) Qualified for limited duty only (medically restricted status). Per reference (y), pregnancy qualifies a Marine for limited duty status. A Marine who is pregnant at the time of accession to the AR Program, regardless of when the pregnancy is identified, will be released from the AR Program within 60 days of medical determination of pregnancy, or 90 days prior to anticipated delivery date, whichever is sooner. Active component female Marines directly accessing to the AR program will require confirmation of negative pregnancy test before being accessed into the AR Program.

(b) Hospitalized, or undergoing drug or alcohol rehabilitation.

(c) On sick or convalescent leave.

(d) Awaiting appearance before a PEB.

(e) Awaiting final action on the recommended findings of a PEB or other medical board.

(f) Pending or awaiting final action of any legal action (military or civilian) which would preclude a Marine's reenlistment eligibility.

(8) Not exceed the following age for the grade indicated on initial application unless specifically waived by the CMC (RAM):

Grade	Age
Gunnery Sergeant	39
Staff Sergeant	35
Sergeant and below	31

(9) Pass the prescribed physical examination established by reference (g).

(10) Meet the prerequisites set forth in appendix (c) and references (o) and (w).

b. Additionally, to be accessed for assignment to an AR program career force billet, an individual must:

(1) Normally be in the grade of Sergeant and below.

(2) Be able to complete 20 years of active federal military service before reaching 30 total years of service.

(3) Not exceed 60 years of age prior to reaching 30 total years of service per reference (i).

(4) Be able to serve at least five consecutive active duty years before attaining eligibility for military non-disability retired or retainer pay.

3. Application Process

a. Marines currently on active duty or in the Ready Reserves (including SMCR, IRR and IMA) who are interested in applying for the AR Program should contact their local Prior Service Recruiter (PSR) or Career Planner in accordance with references (o) and (l). Marines currently on active duty are encouraged to apply within 180 days of their EAS.

(1) Application packages must contain the documents identified in Appendix C.

(2) Requests will be electronically submitted via the Total Force Retention System (TFRS). TFRS is a web-based program that inter-faces with the Marine Corps Total Force System (MCTFS) and loads individual Marine personal and training data.

(3) Upon receipt of the application, HQMC (RAM) will consider the eligibility of the applicant for accession. Factors considered include PMOS, prior experience, service record, program requirements, command recommendation, financial stability, proficiency and conduct marks, etc. Applicants can expect a response of acceptance or denial from HQMC (RAM) within 30-45 days from receipt of application.

(4) Marines accepted for accession will be sent a Letter of Acceptance which will identify the MOS, billet, and location of assignment. Marines will sign the endorsement indicating their acceptance or declination and return the endorsement to HQMC (RAM) within 15 days. Marines who fail to return the endorsement will be considered to have declined accession.

(5) HQMC (RAM) will normally issue initial assignments orders to the AR Program within 30 days of receipt of the signed acceptance endorsement.

(6) Marines who request and are approved for a lateral move will be provided funding from HQMC (RAM) for retraining, if required. Marines will be accessed to the AR Program with the basic Military Occupational Specialty assigned and will be awarded the new PMOS to which hired upon successful completion of MOS training. School seat availability, convening dates, and funding are all factors which determine when a Marine will be scheduled for MOS school.

(a) Follow-on training requests for quotas must be directed to HQMC (RAM) via the unit training section.

(b) Orders for attendance at a formal school will be generated at the local command using the Defense Travel System (DTS). HQMC (RAM) will provide the local command's training section with appropriation data and detailed information for all formal school training orders.

(c) Marines assigned to a formal school will be notified via their command by e-mail and Naval message traffic. Requests for rescheduling will only be considered for emergency circumstances and must be submitted by the Marine's parent command, via message traffic, to HQMC (RAM).

(d) Failure to attend or complete required MOS training within 12 months of accession may result in ineligibility for career designation and/or early release from the AR Program.

(7) Initial assignments to the AR Program are 36-months for most MOSs. Assignments requiring retraining in some aviation MOSs will require a 48-month obligation due to the length of training. Upon completion of the initial assignment, Marines filling career path MOSs may submit for reenlistment and may request Career Designation. Marines selected for initial assignment to Limited Tour billets may request a one-time, one-year extension. Information on Career Designation and Limited Tour assignments may be found in chapter 3, sections 16 and 17.

4. Rank and Date of Rank Adjustment

a. Consistent with reference (o), this Order places an emphasis on prior service personnel retaining the current rank held; however, a Marine's rank and/or date of rank may be adjusted depending upon the member's active duty service and Program targeted active duty years. These adjustments are made in order to properly shape the AR enlisted inventory to meet established active duty targets for promotion, improve promotion opportunities by minimizing adverse impact on current AR Marines, establish Military Occupational Specialty credibility commensurate with rank and experience, and provide equity for all Marines. In support of this end state, the following are the AR program active duty promotion targets which may be adjusted annually via a Marine Administrative Message (MARADMIN):

Cpl	2 years
Sgt	4 years
SSgt	8.5 years

Rank adjustment equity for all new accessions is facilitated by utilizing the above targeted active duty years. The following examples clarify:

(1) An SMCR sergeant with six years total service and less than four years active duty, if qualified and accepted, would be accessed as a corporal.
(2) An IRR sergeant with five years total service and four or more years of active duty, if qualified and accepted, would be accessed as a sergeant.

b. Once a Marine's rank is identified, the appropriate date of rank is determined based on the method prescribed in the current MARADMIN regarding AR Enlisted Career Force Controls, which is released annually during September or October.

c. Reversion of Status. If a Marine was accessed to the AR program with an adjusted DOR and is subsequently released from the AR program, without being promoted or reduced in rank, SNM can request to have their original rank and DOR restored upon such release.

5. Assignment Process and Policies

a. Reference (n) will be used for general assignment guidance. HQMC (RAM) will make assignments for career force personnel. A standard tour of duty at each location is considered 36 months. However, the needs of the AR Program and management of grade-shaping requirements may necessitate change of station/assignment outside the standard tour. Career Marines having 12 months or more remaining until their EAS may also receive PCS orders.

b. Billet assignments and tour lengths in the AR program will be made by HQMC (RAM) based on the following priorities (listed in order of precedence) and in accordance with reference (n):

(1) Needs of the Marine Corps,

(2) MOS/billet variety,

(3) Availability of the individual,

(4) Seniority, and

(5) Individual preference.

c. All personnel in the AR program should indicate their future duty assignment preferences in block 9 of the NAVMC 10835A (Fitness Report form). Communication (via phone call/interview/correspondence/E-mail) with the AR Enlisted Monitor Section is encouraged during this process. Career Planners should ensure duty station preferences for AR enlisted personnel are resident in MCTFS upon submission of a request for reenlistment.

d. Commanders are not authorized to reassign AR Marines outside their lawful role of providing support to the Reserve component. COMMARFORRES is authorized to reassign AR Marines within the assigned MCC as appropriate to accomplish the unit's mission in coordination with HQMC (RAM). Commanders of units are authorized to reassign AR Marines within the assigned MCC only with prior approval from HQMC (RAM).

e. Deployments/Individual Augment (IA) Sourcing. AR Marines assigned to a deploying unit in an integrated table of organization are expected to deploy with the unit. AR Marines assigned to I&I duty or site support billets do not normally deploy with SMCR units, but may deploy at the unit commander's discretion. Marines are eligible to fill IA deployable billets with command approval. Submission of an AA Form to HQMC (MMFA) is required. The AA Form must include HQMC (RAM) as a "VIA" in order to allow HQMC (RAM) to effectively manage the slate and assignments process. In no case will an AR replacement be assigned to backfill a Marine on deployment.

6. Manning Precedence. Reference (r) identifies the precedence for manning and staffing commands based on available inventory against the Table of Organization and Equipment (T/O&E) requirements. This order is applicable to the Total Force and supplements the Commandant's Planning Guidance in support of war time contingencies. Accordingly, not all T/O&E billets will be manned or staffed, particularly when AR inventory does not meet end-strength goals. It is the intent and directive of HQMC (RAM) to comply with the provisions contained within the reference with regard to command staffing priorities.

7. Fleet Assignment Tours (FAT)

a. The purpose of the FAT program is to enhance the professional training of AR Marines with short-duration assignments to specified units and organizations.

b. AR FAT assignments will be based solely on the needs of the AR program. These tours are not intended as a means to fill unit/organization staffing shortfalls and are not tied to assigned-command staffing requirements. Assignments will normally be made at the major subordinate command level (4th MARDIV, 4th MAW, 4th MLG) for further assignment to a regiment, group, squadron, or battalion. Assignments may also be made to Marine Expeditionary Force (MEF) level staffs. The total numbers of enlisted personnel assigned to this program may vary based on AR training requirements.

(1) Eligibility. Enlisted Marines in the grade of sergeant-gunnery sergeant screened for a FAT assignment will meet the following general criteria:

(a) No fleet assignment within the last five years.

(b) Minimum two years time on station in current assignment.

(c) Able to complete an additional two-year tour of duty after completion of a FAT tour.

(d) Have not failed selection to the next higher grade.

(e) Career designated in the AR program.

(2) Administration

(a) Subsequent training assignments will be made by the applicable Commanders per guidelines provided in paragraph 7.(3) below.

(b) AR Marines assigned to a FAT will not count against a unit/organization's authorized strength.

(c) Assignments will normally be two years in duration.

(d) Orders will be issued by HQMC (RAM). Once assigned, gaining commands will advise HQMC (RAM) via Naval message of the Marine's unit to which assigned and billet title/function within ten days of the Marine's report date.

(e) HQMC (RAM) shall be notified by the gaining command if a Marine is reassigned to another unit or relieved of duties. HQMC (RAM) shall be included as information addressee on correspondence related to an AR Marine's status (e.g., casualty/serious incident reports, hospitalization, legal processing, etc.).

(f) AR Marines assigned to a FAT will be aligned to Headquarters Marine Corps structure in an AR training category.

(g) There is no intent to backfill an AR Marine assigned to the FAT program with a Marine of similar grade/MOS unless such an assignment is consistent with AR training requirements.

(3) Assignment. The following guidelines are provided for gaining command compliance to ensure that assignments are consistent with the training intent of the AR FAT program and are not designed to constrain the commander's assignment discretion. This information will be passed via assignment orders and via Naval message to the gaining command.

(a) Assign to duties appropriate to grade, experience, and education consistent with the Marine's primary MOS.

(b) Consistent with the FAT program's intent to provide operational experience to AR Marines, assignments should be to the lowest level unit possible appropriate to an AR member's grade.

(c) Assignments to deploying units are encouraged. No assignments to "B" type billets will be made.

8. Special Duty

a. There are currently 213 structured billets for special duty. Special duty billets encompass:

(1) Prior Service Recruiting

(2) Drill Instructor

(3) Marine Combat Instructor

(4) Training Chiefs

(5) Designated enlisted staff billets (primarily at major subordinate commands and HQMC).

b. Special Duty billets are represented in the career path pyramid for enlisted assignments as part of the preferred enlisted career progression. Special duty billets are three-year assignments with the possibility of a 1-year extension on station.

c. Each Occupational Field Monitor is required to release to the Special Assignment Monitor a percentage of their population each year to fill these billets. Marines who are released by their primary monitor will be screened for suitability for these assignments. Marines may also request through their primary monitor assignment to special duty. Marines who are screened and qualified for these assignments will be issued orders and tracked by the Special Assignments Monitor through completion of their tour.

9. Humanitarian Requests

a. Humanitarian consideration is given to Marines whose presence is required, as verified by substantiating documentation, at a specific location to alleviate a hardship related to the member's immediate family. All humanitarian assignments are screened and adjudicated by the Humanitarian Assistance Coordinator at MMEA IAW reference (s).

(1) Humanitarian Attachment. Permissive Temporary Additional Duty (TAD) may be authorized at the Marine Corps activity located closest to the hardship and determined to be short-term (less than 6 months). Orders must be clearly in the best interest of the Marine Corps. Attachment is considered for the personal convenience of the Marine and as such, travel entitlements are not authorized for either the Marine, their family members, or dependents.

(2) Humanitarian Transfer. Hardship is determined to be 36-months or less in duration. Requested location must have a valid, vacant AR structure equal to the Marine's grade and MOS.

Consideration for a humanitarian assignment to a location that does not support valid AR rank/MOS structure may be waived by HQMC (RAM) based on the needs of the AR program.

(3) Humanitarian Discharge. Hardship is determined long-term in nature exceeding 36-months.

b. Marines with approved humanitarian requests will be issued an RE-30 reenlistment code, pending resolution of their humanitarian situation. Until resolution, these Marines are ineligible for reenlistment and may be ineligible for other enlistment and/or retention incentives.

c. All humanitarian requests are managed by the Humanitarian Assistance Coordinator at CMC (MMEA). AR personnel are directed to reference (j), (n), and (s) for detailed information on humanitarian requests.

10. Exceptional Family Member Program (EFMP)

a. EFMP is a mandatory enrollment program designed to improve the quality of life of families that support a member with a disability. Quality of life is improved through family support via MCCS programs provided aboard Marine Corps installations, and through contractual partnerships with public and private organizations. By following specific procedures and guidelines, EFMP will ensure that sponsors with EFMs are assigned to duty stations where services exist to support the EFM with access, and availability, to medical and educational services. Families and service providers must work together in a climate of mutual respect and trust to be successful. Enrollment in the EFMP shall not prejudice advancement or promotional opportunities.

b. Once enrolled, all PCS orders generated by Assignment Monitors for EFMP enrolled sponsors are routed to HQMC (MRY-1) for individual screening. HQMC (MFY-1) will review proposed assignment orders to ensure availability, accessibility, and reasonable travel time to TRICARE approved medical treatment (and related support services such as priority housing considerations or housing modification authorizations).

11. Dual Service Spouse / Joint Household

a. Although the importance of family unity is recognized, military service by its very nature involves family separation.

When both spouses are service members, every effort will be made to prevent separations longer than those incurred by Marines with civilian spouses. Military couples will be provided a reasonable opportunity to establish a joint household with due regard to the requirements of the service. Staffing considerations are paramount and there must be a valid requirement in component, grade, and MOS for the Marine at the spouse's duty station or nearest military installation within a reasonable weekend commuting distance.

b. The Marine Corps' ability to co-locate dual-service spouses is sometimes limited, particularly when one of the spouses is a member of another service, an AC Marine, or AR Marines with low density MOS. AR structure is limited in many locations which further constricts the ability to establish a joint household. AR Marines are advised that the ability to establish consecutive joint households is not guaranteed. Additionally, Career Designation for some Marines may be impacted by the inherent limitations on the Corps' ability to facilitate continued joint households for reasons states above.

c. Military spouses not stationed within close proximity of each other may request a transfer for the purpose of establishing a joint household. However, Marines who marry after executing PCS orders are expected to complete minimum time on station requirements prior to requesting subsequent PCS orders to establish a joint household.

12. Single Parents. Single parents will be assigned on the basis of the same policies and procedures applicable to other Marines. The Marine Corps recognizes the unique situations that occur when single parents are assigned to some types of duty or particular duty stations; however a preferential assignment policy regarding single parents would be discriminatory toward other Marines. HQMC (RAM) implements single parent assignment policy IAW reference (n).

13. Enlisted Grade Caps

a. Reference (a) limits the number of enlisted serving in the AR program as well as prescribed grade caps for E-8s and E-9s.

b. The AR Program is subject to statutory limits on end-strength and grade strength for enlisted Marines (E-8s and E-

9s). These limits affect promotions as outlined in chapter 3 section 17.

14. Enlisted Grade Shaping. Enlisted grade shaping is based off of the Authorized Strength Report (ASR) received twice a year (Feb and Aug) from Total Force Structure Division (TFSD) and Title 10 restrictions for E-8s and E-9s.

15. Career Management

a. Marines are responsible for managing their Marine Corps careers. Leaders should encourage their Marines to become familiar with the resources and tools available to assist them in that effort.

b. Career counseling for AR Marines (Sgt and above) is provided by HQMC (RCT). Prior to receiving feedback from a counselor, Marines will be required to review the Self Assessment Counseling Tool and complete the Counseling Checklist. The Self Counseling tool can be found at: https://www.manpower.usmc.mil/portal/page?_pageid=278,1960798&_dad=portal&_schema=PORTAL.

c. Career Paths. Reserve service typically does not fit into career templates as neatly as does active service. However, the table below offers models that illustrate a common, if not an ideal, AR career path. Deviation from these paths should in no way be considered a career hindrance. The establishment and adherence to a desired career path provides a foundation for understanding reserve unique requirements and functions specific to Total Force integration. Each successive assignment is designed to build on previous experiences.

Grade	**Billet Assignment**
LCpl & Cpl	I&I/Site Support unit in primary MOS
Sgt	I&I/Site Support unit in primary MOS
SSgt	B Billet, Career Planner, Recruiting, SMCR Unit/Intermediate command billet (Regt/MAG)
GySgt	I&I/Site Support unit level, B Billet, Ready Reserve Liaison, MARFORRES/HQMC
MSgt	MARFORRES/HQMC, Recruiter Instructor, Ready Reserve Liaison Chief, Reporting unit level
MGySgt	MARFORRES/HQMC

The intent is to develop a career pattern that generally starts at the reporting unit level (with rare exceptions), followed by tours in recruiting, MARFORRES, and HQMC. Different MOSs may require variations to the above pattern.

16. Career Designation

a. Career Designation is a competitive process. A Career Designated Marine is defined as a Marine who has successfully reenlisted for a second tour on the AR Program. A second tour is a reenlistment of 36 or more months in the AR Program. Neither reenlistment nor Career Designation is automatic and approval of either will be based on the needs of the AR Program. Marines who have been approved for Career Designation may earn an active duty military retirement after a minimum of 20 years of active federal military service provided they remain competitive for advancement.

b. Enlisted Marines who are serving in career force billets are eligible to apply for Career Designation after completing their initial tour and executing a second PCS.

(1) Career designated enlisted personnel will normally be assigned an EAS that corresponds to their Expiration of Current Contract (ECC), and Reserve Expiration of Current Contract (RECC).

(2) Marines who are not accepted for Career Designation will be released from active duty at their EAS. These Marines may be eligible to apply for reenlistment in the Marine Corps Reserve upon their release from active duty. Commanders are not authorized to extend the assigned EAS of AR Marines without written authority from HQMC (RA).

17. Promotions

a. Enlisted AR members will compete for promotion in separate competitive categories. AR members will only compete against other eligible AR members for regular promotion selection, except as noted in paragraph 17.a.(3) below.

(1) AR enlisted promotions are requirements-driven based on known and forecasted vacancies. Policies concerning enlisted promotions are contained within reference (v).

(2) Career Force Marines. AR enlisted Marines compete for promotion within the AR Career Path to which they are assigned by HQMC (RAM) and are immediately eligible upon joining the AR program.

(a) Non-Commissioned Officers (NCO). Promotions to and within the NCO ranks for AR Marines are conducted quarterly (January, April, July and October).

(b) Staff Non-Commissioned Officers (SNCO). A Marine selected for advancement by the annual AR SNCO Selection Board will be promoted when their seniority number is reached. Reference (a) provides statutory grade limitations on E-8s and E-9s.

(3) Limited Tour Marines. Marines assigned to a limited tour billet compete for promotion within the Unrestricted Reserve category by Occupational Field.

(4) Flow Points. AR and AC enlisted promotion flow points do not typically match. AR promotions are relatively faster than AC flow points if the comparison is based on years of active service at time of promotion, but slower if based on years of total service at time of promotion are used. The AR program's targeted promotion opportunity chart is listed below for all CMOS targeted zones:

GRADE	YEARS ACTIVE DUTY SERVICE
Cpl	2
Sgt	4
SSgt	8.5
GySgt	13
MSgt	17.5
MGySgt	22

18. Non-Selection

a. Career Designated AR sergeants who twice fail selection to the next higher grade may, based on the needs of the Marine Corps, be released from active duty or retired, if qualified per reference (i), no later than the first day of the seventh month following approval of the results of the selection board. A member released from active duty may serve in the Ready Reserve

until their RECC. Promotion passes on the AR Program do not carry over to the other Ready Reserve competitive categories.

b. Sergeants, on initial tour orders, who twice fail selection to the next higher grade will be retained until the end of the initial orders.

c. An Initial Tour or Career Designated sergeant who twice fails selection to the next higher grade can request reenlistment or extension in the Marine Corps Reserve in order to affiliate with the SMCR, IMA, or IRR provided they have not reached service limits.

d. Enlisted members of the AR program who reach service limits will be discharged in accordance with references (i), (n), and (s) and chapter 3 section 22 of this Order.

19. Retention. Retention in the AR Program is managed by HQMC (RAM). While RC membership is required for accession/retention in the AR Program, the two are not synonymous. Contractual time in the reserve component does not guarantee continued service in the AR Program. All requests for extension or reenlistment in the reserve component are submitted to HQMC (RCT) via TFRS. Any determinations for continuation in the AR Program will be decided by HQMC (RAM) based on the needs of the AR program.

20. Reenlistments and Extensions

a. Initial Tour enlisted personnel who desire Career Designation and continuation of service in the AR Program should submit reenlistment requests after completing a minimum of 30 months of their initial tour. Chapter 3 section 16.b pertains.

b. Career Force Marines

(1) Career force enlisted personnel will request reenlistment or extension via TFRS. Reenlistment requests should be submitted at least 6 months, and no earlier than 12 months, prior to the Marine's EAS.

(2) Retirement eligible Marines selected for promotion to E-7 through E-9 may, depending on their CMOS, be granted continued AR service in 24-month increments beyond 20 years of active military service in order to maintain enlisted career force controls. Acceptance of promotion to the highest rank available for a respective occupational field acknowledges the

member's agreement to fulfill all service obligations required for promotion to that rank. Marine's eligible for a federal active duty retirement at the time of actual promotion to these ranks (or whose 24-month TIG "pay-back" will take the member beyond 20 years of active service) will be granted contractual time with a corresponding AR program EAS allowing the member to fulfill the 24-month obligated service period. Marines in this category must acknowledge through their Career Planner (documented in TFRS prior to promotion) that they will be required to submit for a retirement date coinciding with the end of their 24-month TIG obligation NLT four months prior to their new EAS. Once the retirement request is submitted, HQMC (RAM) will, based on AR program needs, approve the retirement request, or offer continued service. Failure to submit for retirement no later than four months prior to the member's EAS may result in the Marine being released from the AR program at their EAS. Marines who accept promotion and subsequently request to retire prior to fulfilling their obligated service will be retired at a lesser grade in accordance with references (v) and (i) unless approved by DC, M&RA to retire at the higher grade. Requests for such retirement will be considered exceptions to policy and not normally receive favorable consideration without sufficient and extenuating justification.

c. Limited Tour Marines. With sufficient justification, Limited Tour Marines may request from HQMC (RAM) a one-time, one-year extension to their initial assignment. An individual filling a limited tour billet will not be authorized a full second tour in a limited tour billet without submission of a new Limited Tour Billet package. Requests with justification for retention in a limited tour billet will be submitted through TFRS. Limited tour billets are restricted to GySgt and below. Marines selected to E8 will be released from the AR program NLT the first day of the fourth month following the results of the promotion board in which selected.

21. Service Beyond 20 Years Active Federal Military Service

a. Career Designated enlisted AR Marines in the grades of E-7 and above may be selectively continued on active duty in the AR program beyond 20 years of active federal military service, consistent with AR program requirements and service limits for that grade. Enlisted AR Marines not selected for retention beyond 20 years of active federal military service may voluntarily request retirement, or they will be released from the AR Program or discharged at their EAS. Enlisted AR Marines

may be retained beyond 20 years of active federal military service if retention is consistent with AR program requirements, strength requirements (both grade and MOS), statutory and regulatory requirements, and the needs of the Marine Corps.

b. For Career Force Marines selected for promotion to E-7 through E-9 whose obligated "pay-back" service takes the Marine beyond 20 years of active federal military service, chapter 3 section 20.b(2) above applies.

22. Release From Active Duty

a. Failure to complete training. A new accession whose AR billet assignment requires career transition and retraining in another MOS, and who fails to qualify for or to complete such training, will be released from the AR program. Such release will be on the first day of the fourth month following academic disenrollment or failure to report to assigned MOS school. Unless valid justification of non-attendance is submitted to HQMC (RAM), the Marine will be released. The Marine may be retained on the AR program if another appropriate AR billet assignment, for which the individual is qualified, is available.

b. Service Limits. Members of the AR program shall be released from active duty and retired, discharged, or removed from active status per reference (i) upon completion of the total number of years as listed below. These service limits may be adjusted in the annual MARADMIN regarding AR Enlisted Career Force Controls:

Grade	ACTIVE DUTY YEARS OF SERVICE
Master Gunnery Sergeant	30*
Master Sergeant	27
Gunnery Sergeant	22
Staff Sergeant	20
Sergeant	13
Corporal and below	8

*Normally, no enlisted grade will exceed 30 total years of service. For example, a master gunnery sergeant who has 24 years active service and 30 years total service will be discharged from the Unites States Marine Corps Reserve or voluntarily retired with pay NLT attaining 30 years of total service. Irrespective of service limits, service beyond 20 years is based on the needs of the AR Program.

c. Sanctuary. In accordance with reference (i), AR Marines who have completed at least 18, but less than 20 years of active service for retirement eligibility purposes are afforded protections from involuntary separation or release from active duty. Within the restrictions provided in statute, enlisted Marines on the AR program who have attained 18 years active duty will be retained under 10 U.S.C. § 12686, unless otherwise provided in statutory authority. Enlisted AR Marines who meet these provisions may not be voluntarily discharged, denied reenlistment, or released from active duty without their consent.

d. Conditional/Early Release. AR program personnel are hired to fill valid structure billets for a prescribed period. Additionally, Career Designation status and reenlistments of contract support program grade shaping, PMOS career progression needs, and billet rotation planning. Enlisted personnel who request early/conditional release from the AR Program can have a detrimental effect on these initiatives and more importantly, unit readiness. Enlisted AR members requesting early/conditional release must meet all conditions outlined in references (i). Additionally, it is the policy of HQMC (RAM) that requests for Conditional Release from the AR Program for Return to Active Duty (RAD), Inter-service transfer or officer commissioning programs will receive favorable consideration when submitted within six-months of the member's end of active service date. Requests for early release for other reasons will be considered on a case-by-case basis as an exception to policy provided sufficient justification and/or extenuating conditions exist and which support the intent of the early release policy. Requests for early release will be submitted to HQMC (RAM) via the chain of command and MSC. Only HQMC (RAM) is authorized to approve conditional release from the AR Program for AR Marines regardless or program or service for which applying.

e. Unsatisfactory Performance or Misconduct. Separation from the RC due to unsatisfactory performance or misconduct is governed by reference (i). Separation authorities will ensure that HQMC (RA) is on the distribution list for enlisted personnel separation letters when an AR Marine is separated. Marines may be denied continued service in the AR Program if their record reflects unsatisfactory performance or misconduct.

f. Separations Pay. The conditions applicable to the payment of separation pay to AR Marines are contained in references (b), (c) and (i).

23. Retirement

a. Active Federal Retirement. AR Marines become eligible for an active federal service retirement and benefits for the highest grade held when they have achieved 20 qualifying years of active service, and have achieved promotional TIG TOS requirements. Per reference (i), TIG and TOS waiver requests may be submitted to HQMC (MMSR) for consideration.

b. Marines who reach 30 years of active service will be retired. Marines who achieve 20 or more years of active service will be transferred to the Fleet Marine Corps Reserve (FMCR). Neither transfer to the FMCR or retirement is automatic. Marines must make a formal request for either course in accordance with the provisions of reference (i).

APPENDIX A

TERMS AND DEFINITIONS

1. Active Reserve (AR). Marines who are part of the Selected Reserve on full-time active duty under Title 10 U.S.C. § 10211, § 12301(d) or § 12310 for the purpose of organizing, administering, recruiting, instructing, or training the RC.

2. Career Designation. Designation that represents career force status of Marines on the AR program who, through competitive advancement, may earn a military retirement after a minimum of 20 years of active federal military service. Career designated personnel will fill AR career force billets.

3. Career Force Billet. AR billets requiring grades and MOS's established in sufficient quantities that permit grade shaping under guidelines similar to the AC skill grade flow rates. These billets will allow reservists to progress through positions of increasing responsibility and skill requirements appropriate to the grade held. Additionally, career force billets provide the individual Marine the opportunity for career designation, retention on the AR program and potentially an active federal service retirement.

4. Career MOS (CMOS). Four-digit AR-unique code used to identify a specific competitive category for promotion. Each CMOS is comprised of several feeder MOSs. CMOSs enable grade shaping for career progression.

5. Full-Time Support (FTS). Members of the RC or AC, Non-Dual Status Technician (NDST), and civilian personnel, assigned to organize, administer, instruct, recruit and train, maintain supplies, equipment, and aircraft, and perform other functions required on a daily basis in the execution of operational missions and readiness preparation as authorized in Title 5, Title 10, and Title 32.

6. Incumbent. An officer or enlisted Reservist selected to the AR program, currently on active duty, and assigned to an AR billet. There are three types of AR incumbents:

a. Career Incumbents are incumbents who have been career designated.

b. Limited Tour Incumbents are incumbents contracted to fill specific AR billets for which no career path can be developed.

c. Initial Tour Incumbents are incumbents who are filling career force billets who will be eligible to request career designation.

7. Individual Mobilization Augmentee (IMA). An individual member of the Selected Reserve who receives training and is pre-assigned to an AC organization, the Selective Service System, or a Federal Emergency Management Agency (FEMA) billet that must be filled to meet the requirements of the organization to support mobilization (including pre- and/or post-mobilization) requirements, contingency operations, operations other than war, or other specialized or technical requirements. IMAs train with these organizations on a regular/scheduled basis. The IDT requirement can vary from 0 to 48 Inactive Duty for Training (IDT) periods per year. A minimum of 12 days Annual Training (AT) (13 including travel) is required of all IMAs.

8. Individual Ready Reserve (IRR). A trained manpower pool of Ready Reservists who are not in the Selected Reserve. The IRR consists of (1) Marines who have had training and served previously in the AC or in the Selected Reserve and have some period of Military Service Obligation remaining (MSO), (2) Marines who have completed their MSO and are in the IRR by choice, and (3) Marines of the Delayed Entry program.

9. Limited Tour Designation. Designation given to reservists on the AR program who are contracted to fill a specific AR billet, for a set length of time, and for which no career path can be developed.

10. Limited Tour Billet. Limited tour billets do not have a career path and cannot be grade shaped. These AR billets will be filled by limited tour personnel.

11. Primary MOS (PMOS). Used to identify the primary skills and knowledge of a Marine.

12. 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 Selected Reserve and the IRR.

13. Selected Reserve. That part of the Marine Corps Ready Reserve consisting of members of Selected Marine Corps Reserve Units, Individual Mobilization Augmentees, and members serving in the AR Program.

APPENDIX B

ACTIVE RESERVE OFFICER CAREER PATHS

1. Unrestricted AR Officer Career paths

Table B1: 0180 Projected Career Path
Table B2: 0202 Projected Career Path
Table B3: 0302 Projected Career Path
Table B4: 0402 Projected Career Path
Table B5: 0602 Projected Career Path
Table B6: 1302 Projected Career Path
Table B7: 3002 Projected Career Path
Table B8: 3404 Projected Career Path
Table B9: 4302 Projected Career Path
Table B10: 4402 Projected Career Path
Table B11: 6602 Projected Career Path
Table B12: 72XX Projected Career Path
Table B13: 75XX Projected Career Path

2. AR Warrant Officer Career Paths

Table B14: 0170 Projected Career Path
Table B15: 6004 Projected Career Path
Table B16: 6502 Projected Career Path

Table B-1.--0180 Projected Career Path

Active Reserve (AR) Officer Career Roadmap	
PMOS: 0180	
Formal School	Adjutant, Marine Corps Combat Service Support School, Camp Johnson
Critical Skills	Manpower Officer, IMA Management, Personnel Officer, Legal Admin
Key Billets	Adjutant (Bn or Squadron), Manpower Officer (MFR), RAM/RAP, RLO (G-1) Joint Duty, MARFOR's, or MEF's

Projected Career Path

RANK	BILLET	UNIT TYPE	PME
1stLT PMOS Specific (Desired) 8006 Assignments	Adjutant Admin Officer Actions Officer Aide-de-Camp	MACG-48, MAG-41, 4th Supply Battalion MMPR, MCRC, M4L MFR	EWS (Non-resident)
Capt PMOS Specific (Desired) 8006 Assignments	Adjutant Admin Officer Actions Officer Aide-de-Camp	MAG-41, 4th Supply Battalion, HQ MFR MMPR, MCRC, M4L MFR, WWR MFR	EWS (Non-resident) EWS (Resident)
Maj PMOS Specific (Desired) 8006 Assignments	Manpower (Ops) Systems Analyst Adjutant Ops Officer Manpower Officer Action Officer OIC RLO	RA, HQ MFR MI RSU (Camp Lejeune, Miramar) RSU (Camp Lejeune), MFR RA , TECOM PSR (MCRC) MARFOR's	ILS (Non-resident) ILS (Resident)

LtCol PMOS Specific (Desired)	Branch Head Personnel Officer Res Integration Chief Dep Asst G-1	MCRD HQ MFR USSOUTHCOM	SLC (Non-resident) SLC (Resident)
8006 Assignments	Res Issue Coord/Support Officer Action Officer RLO	MCTFD, EWTG PAC MMSR, WWR, OSD, SecNav, OLA, RA CE (MEF), MARFOR's, JOINT DUTY	

Table B-2.--0202 Projected Career Path

Active Reserve (AR) Officer Career Roadmap

PMOS: 0202	
Formal School	MAGTF Intel Officers Course (0202 Designator)
Critical Skills	Intelligence Officer, IMA Management
Key Billets	Reserve Requirements Manager, Res Intel Program Manager, Ops Officer, Joint Duty

Projected Career Path

RANK	BILLET	UNIT TYPE	PME
1stLT PMOS Specific (Desired) 8006/7 Assignments	Res Req Mgr Prod Task Mgr/MCIA LNO Asst OpsO	CE (I,II,III MEF) ISB, MFR MCRC	EWS (Non-resident)
Capt PMOS Specific (Desired) 8006/7 Assignments	Res Req Mgr Prod Task Mgr/MCIA LNO Actions Officer Aide-de-Camp	CE (I,II,III MEF) ISB, HQ MFR, OLA MCRC, M4L MFR, WWR MFR	EWS (Non-resident) EWS (Resident)
Maj PMOS Specific (Desired) 8006/7 Assignments	Res Req Mgr Prod Task Mgr/MCIA LNO Operations Officer Reserve CapO (IOP) Action Officer OIC RLO H&S CO, Site Support	CE (I,II,III MEF) ISB, MFR ISB, MFR MCIA RA, TECOM, MFR G3/G5 PSR (MCRC) MARFOR's 23d, 24th, 25th Marines	ILS (Non-resident) ILS (Resident)

LtCol PMOS Specific (None Available)			SLC (Non-resident) SLC (Resident)
8006/7 Assignments	Action Officer	WWR, OSD, SecNav, OLA, CE (I,II,III MEF), MARFOR's, Joint Duty	
	RLO	CE (I,II,III MEF), MARFOR's, Joint Duty	

Table B-3.--0302 Projected Career Path

Active Reserve (AR) Officer Career Roadmap	
PMOS: 0302	
Formal School	Infantry Officers Course (IOC)
Critical Skills	MCPP, OPT Leadership, MAID-P, Force Generation Model, Training Management
Key Billets	SOI, I&I, MFR G3/G5, RA, MMFA, MFR G-3/G-5, PP&O

Projected Career Path

RANK	BILLET	UNIT TYPE	PME
1stLT PMOS Specific (Desired)	CO or OIC	SOI (East and West)	EWS (Non-resident)
Capt PMOS Specific (Desired) 8006/7 Assignments	CO or OIC H&S CO, Site Support CO	SOI (East and West) 23d, 25th Marines SOI (East and West)	EWS (Non-resident) EWS (Resident)
Maj PMOS Specific (Desired) 8006/7 Assignments	XO Training/Plans O Action Officer Res Integration	ITB, SOI (West) MAGTF TTECG RA, TECOM, MFR MARFOR's, CE (I,II,III) MEF	ILS (Non-resident) ILS (Resident)
LtCol PMOS Specific (Limited Availability) 8006/7 Assignments	I & I Action Officer XO Res Integration	CAG (3d & 4th) WWR, OSD, SecNav, HQ MFR, MARFOR's, MCCDC RSU (Camp Lejeune) CE (I,II,III MEF), MARFOR's, PP&O (POC/PLN)	SLC (Non-resident) SLC (Resident)

Table B-4.--0402 Projected Career Path

Active Reserve (AR) Officer Career Roadmap

PMOS: 0402

Formal School or PME Enhancing	Logistics Officers Course, Tactical Logistics Operations Course, Advanced Logistics Operations Course, Joint Course on Logistics, Multinational Logistics Course
Critical Skills	Logistics Planning, Convoy Ops, Maintenance Management, Synchronization and Logistics, Maritime Prepositioning Force Concepts, MC War Reserve System, Hazardous Materials
Key Billets	Logistics Officer (Unit or Squadron), Logistics Officer (MSC), Plans Officer, Ops Log Plans Officer (MLG), AC/S, G-4, MSC and MFR

Projected Career Path

RANK	BILLET	UNIT TYPE	PME
1stLT PMOS Specific (Desired) 8006 Assignments	Logistics Officer Actions Officer	RSU Camp Lejeune, 4th Supply Bn, MACG-48, MAG-41, MALS-MAG-49, HQ MFR MCRC	EWS (Non-resident)
Capt PMOS Specific (Desired) 8006 Assignments	Logistics Officer Actions Officer Aide-de-Camp	RSU Camp Lejeune, 4th Supply Bn, MACG-48, MAG-41, MALS-MAG-49, HQ MFR MCRC, M4L, WWR MFR	EWS (Non-resident) EWS (Resident)
Maj PMOS Specific (Desired)	Dep Dir/Log O Res Log Ops&Plns Assistant OpsO Plans O Site Commander Reserve Integration Log Officer Ops Log Plns	RSU Quantico MARCORLOGCOM HQTRS MFR MWSG-47 PP&O MACG-48	ILS (Non-resident) ILS (Resident)

8006 Assignments	Asst Ops Action Officer OIC RLO/Asst RLO Reserve Integration	RA , TECOM PSR (MCRC) MARFOR's/CE (I,II,III MEF) MARSOC	
LtCol PMOS Specific (Limited Available) 8006 Assignments	Theater LNO Operations O Log Ops-West Environmental MMO Current Ops Action Officer RLO	HQ MFR USNORTHCOM DC I&L WWR, OSD, SecNav, OLA, CE (I, II, III MEF), MARFOR's, Joint Duty CE (I,II,III MEF), MARFOR's, Joint Duty	SLC (Non-resident) SLC (Resident)

Table B-5.--0602 Projected Career Path

Active Reserve (AR) Officer Career Roadmap

PMOS: 0602	
Formal School	Basic Communications Officers Course (BCOC)
Critical Skills	Network Operations, Basic Tactical Comm, Planning
Key Billets	4th MARDIV G-6

Projected Career Path

RANK	BILLET	UNIT TYPE	PME
Capt PMOS Specific (Desired) 8006 Assignments	Deputy, AC/S, G-6 CommO Assistant Ops O Liaison Officer Aide-de-Camp I&I HQTRS Action Officer	HQ MFR MCRC OLA HQ MFR 23d , 25th Marines MCRC, M4L, WWR	EWS (Non-resident) EWS (Resident)
Maj PMOS Specific (Desired) 8006 Assignments	Deputy, AC/S, G-6 CommO Action Officer Res Integration OIC	HQ MFR RA , TECOM, MFR, WWR MARFOR's, CE (I,II,III MEF) PSR (MCRC)	ILS (Non-resident) ILS (Resident)
LtCol 8006 Assignments	Action Officer Strategic Planner XO Res Integration	WWR, OSD, SecNav, HQ MFR, MARFOR's, MCCDC RSU (Camp Lejeune) CE (I,II,III MEF), MARFOR's, OSD Mobilization Billets	SLC (Non-resident) SLC (Resident)

Table B-6.--1302 Projected Career Path

Active Reserve (AR) Officer Career Roadmap

PMOS: 1302	
Formal School	Combat Engineer Officer Course
Critical Skills	Staff Planning, Environmental Compliance, Project Management
Key Billets	Eng Ops Company Commander, Operations Officer, MFR Facilities

Projected Career Path

RANK	BILLET	UNIT TYPE	PME
1stLT PMOS Specific (Desired) 8006 Assignments	I&I, Company Eng Ops Officer Actions Officer Aide-de-Camp	6th ESB MWSS-473, 472, 471 MMPR, MCRC, M4L MFR	EWS (Non-resident)
Capt PMOS Specific (Desired) 8006 Assignments	I&I, Company Eng Ops Officer Actions Officer Aide-de-Camp	6th ESB MWSS-473, 472, 471 MMPR, MCRC, M4L MFR, WWR	EWS (Non-resident) EWS (Resident)
Maj PMOS Specific (Desired) 8006 Assignments	Ops Officer Liason Officer Action Officer OIC Recruiting RLO	MWSS-473 NORTHCOM RA , TECOM PSR (MCRC) MARFOR's	ILS (Non-resident) ILS (Resident)
LtCol PMOS Specific (None Available) 8006 Assignments	Res Issue Coord/Support Officer Action Officer RLO	HQ MFR MCTFD, EWTG PAC MMSR, WWR, OSD, SecNav, OLA, CE (I, II, III MEF), MARFOR's, Joint Duty	SLC (Non-resident) SLC (Resident)

Table B-7.--3002 Projected Career Path

Active Reserve (AR) Officer Career Roadmap	
PMOS: 3002	
Formal School and PMOS Enhancement	Ground Supply Officers Course, Tactical Logistics Officers Course, Basic Comptrollership, Advanced Logistics Officers Course
Critical Skills	Inventory Management, Supply Chain Management, Requisition and Distribution, Financial Management, Staff Planning, Staff Estimates
Key Billets	Bn Supply O/Fiscal Officer, Regimental Supply Account, MSC Supply/G-4, RA, MLG, MFR G-4

Projected Career Path

RANK	BILLET	UNIT TYPE	PME
1stLT PMOS Specific (Desired)	Supply Officer/Plt CDR	Battalion (AAV, Recon, Tank, CEB, LAR, MT)	EWS (Non-resident)
Capt PMOS Specific (Desired) **May also substitute for 0402 assignments.* 8006 Assignments	Supply Officer/Plt CDR Actions Officer Aide de Camp	RSU (CPen, CLNC), HQTRS MFR, Base Support NOLA, Site Support (Ft Lewis, MACG-48, MASS-6), 23d , 25th Marines MCRC, M4L, WWR MFR	EWS (Non-resident) EWS (Resident)
Maj PMOS Specific (Desired) **May also substitute for 0402 assignments* 8006 Assignments	Supply Officer/Plt CDR MMO/Log Ops Actions Officer Aide de Camp	RSU (CPen, CLNC), HQTRS MFR, Base Support NOLA, Site Support (Ft Lewis, MACG-48, MASS-6), 23d, 25th Marines MACG-48, ATBN MCRC, M4L, WWR MFR PSR (MCRC)	ILS (Non-resident) ILS (Resident)

	OIC		
LtCol PMOS Specific (None Available—Acceptable Substitute for 0402 if Career Path supports assignment) 8006 Assignments	Theater LNO Operations O Log Ops-West Environmental MMO Current Ops Action Officer RLO RLO (continued)	HQ MFR USNORTHCOM DC I&L WWR, OSD, SecNav, OLA, CE (I, II, III MEF), MARFOR's, Joint Duty CE (I,II,III MEF), MARFOR's, Joint Duty	SLC (Non-resident) SLC (Resident)

Table B-8-.--3404 Projected Career Path

Active Reserve (AR) Officer Career Roadmap			
PMOS: 3404			
Formal School	Financial Management Officer – Finance (FMOC-F)		
Critical Skills	SABRS, POM Process, Budget Execution		
Key Billets	MFR Internal Control Officer, Reserve Budget Officer, RA, Reserve Budget Officer, P&R, Comptroller, MFR		
Projected Career Path			
RANK	BILLET	UNIT TYPE	PME
1stLT PMOS Specific (Desired) 8006 Assignments	Budget Officer Actions Officer Aide-de-Camp	MARCORSYSCOM MMPR, MCRC, M4L MFR	EWS (Non-resident)
Capt PMOS Specific (Desired) 8006 Assignments	Internal Control Officer Budget Officer Actions Officer Aide-de-Camp	HQ MFR RA MMPR, MCRC, M4L MFR, WWR MFR	EWS (Non-resident) EWS (Resident)
Maj PMOS Specific (Desired) 8006 Assignments	Budget Officer Internal Control Officer Budget Officer Action Officer OIC RLO	P&R MFR RA RA , TECOM PSR (MCRC) MARFOR's	ILS (Non-resident) ILS (Resident)

LtCol PMOS Specific (None Available) 8006 Assignments	 Res Issue Coord/Support Officer Action Officer RLO	 HQ MFR MCCDC, EWTG PAC, WWR, OSD, SecNav, OLA CE (I, II, III MEF), MARFOR's, Joint Duty	SLC (Non-resident) SLC (Resident)

Table B-9.--4302 Projected Career Path

Active Reserve (AR) Officer Career Roadmap	
PMOS: 4302	
Formal School	Public Affairs Officer, Joint Intermediate Public Affairs Course
Critical Skills	Communication Skills, Understanding of MAID-P, Mass Communications,
Key Billets	External Information Officer, MFR; Reserve Liaison (PA) Div HQMC; PAO, MFR

Projected Career Path

RANK	BILLET	UNIT TYPE	PME
1stLT PMOS Specific (Desired) 8006 Assignments	External Information Officer Actions Officer Aide-de-Camp	MFR PAO MMPR, MCRC, M4L MFR	EWS (Non-resident)
Capt PMOS Specific (Desired) 8006 Assignments	External Information Officer Actions Officer Aide-de-Camp	MFR PAO MMPR, MCRC, M4L MFR, WWR MFR	EWS (Non-resident) EWS (Resident)
Maj PMOS Specific (Desired) 8006 Assignments	External Information Officer Reserve Liaison Action Officer OIC RLO	MFR PAO PA Div HQMC RA , TECOM PSR (MCRC) MARFOR's	ILS (Non-resident) ILS (Resident)

LtCol PMOS Specific 8006 Assignments	PAO Action Officer RLO	MFR PAO MMSR, WWR, OSD, SecNav, OLA CE (I, II, III MEF), MARFOR's, Joint Duty	SLC (Non-resident) SLC (Resident)

Table B-10.--4402 Projected Career Path

Active Reserve (AR) Officer Career Roadmap

PMOS: 4402	
Formal School	Naval Justice School
Critical Skills	Military Justice, Legal Assistance, Trial Counsel
Key Billets	MFR SJA (Military Justice Officer, Defense Counsel), Reserve Affairs Judge Advocate, Deputy SJA, MFR SJA

Projected Career Path

RANK	BILLET	UNIT TYPE	PME
1stLT PMOS Specific	Legal Admin Officer Trial Counsel Civil Law Officer	HQ MFR MFR SJA MFR SJA	EWS (Non-resident)
Capt PMOS Specific	Legal Admin Officer Trial Counsel Civil Law Officer	HQ MFR MFR SJA MFR SJA	EWS (Non-resident) EWS (Resident)
Maj PMOS Specific (Desired) 8006 Assignments	Legal Admin Officer Trial Counsel Civil Law Officer Reserve Policy Analyst By exception	HQ MFR MFR SJA MFR SJA RA	ILS (Non-resident) ILS (Resident)
LtCol PMOS Specific 8006 **Col** I&I Judge Advocate	SJA By exception LSSS Reserve Affairs	HQ MFR HQMC (JA)	SLC (Non-resident) SLC (Resident)

Table B-11.--6002/6602 Projected Career Path

Active Reserve (AR) Officer Career Roadmap	
PMOS: 6002/6602	
Formal School	Naval Aviation Maintenance Program Indoctrination (6002), Marine Aviation Supply Officer Qualification (6602), Marine Corps Logistics Educations Program (MCLEP), Marine Aviation Supply Short Course (6002), AMO Short Course (6602), Maritime Pre-positioning Force Staff Planning Course, Joint Course on Logistics (JCL), Multinational Logistics Course, Marine Aircraft Group Fiscal Officer
Critical Skills	Inventory Control, Staff Planning, Staff Estimates, Planning Process
Key Billets	Acquisition Officer, Analyst, Plans Officer (ALD), 4th MAW

Projected Career Path

RANK	BILLET	UNIT TYPE	PME
1stLT PMOS Specific (Desired)	Aviation Supply Officer	HQ MFR	EWS (Non-resident)
Capt PMOS Specific 8006 Assignments	Plans Officer Action Officer / Program Manager	HQ MFR M&RA, RA, MCRC, TECOM	EWS (Non-resident) EWS (Resident)
Maj PMOS Specific (Desired) 8006 Assignments	Plans Officer Action Officer / Program Manager OIC Operations Officer	HQ MFR HQ MFR, RA, TECOM, MCCDC PSR (MCRC) RSU (CPen, CLNC)	ILS (Non-resident) ILS (Resident)

LtCol PMOS Specific	ASL-3 RES AVNLOG Strategy/Plans Officer	DC Aviation (AVN) Dept HQMC	SLC (Non-resident) SLC (Resident)
8006 Assignments	RLO	MARFOR, CCDR, Joint Staff, OSD, TECOM, MCCDC	
	Deputy Branch Head	RA	

Table B-12.--72XX Projected Career Path

Active Reserve (AR) Officer Career Roadmap	
PMOS: 72XX: (Company Grade: 7204, 7208, 7210, 7220), (Field Grade: 7202)	
Formal School	Low Altitude Air Defense Officer Crs (7204), Air Support Control Officer Crs (7208), Air Defense Control Officers Crs (7210), Marine Air Traffic Control Officer (ATCO) (7220).
Critical Skills	Aviation Command & Control
Key Billets	Squadron Operations Officer, Group Asst Operations Officer, Group Operations Officer, Site Commander/Group Executive Officer

Projected Career Path

RANK	BILLET	UNIT TYPE	PME
Capt PMOS Specific (Desired) 8006 Assignments	Operations Officer Action Officer / Program Manager Aide-de-Camp Liaison Officer	MACS-23, MACS-24 HQ MFR, M&RA, RA, MCRC, TECOM MFR OLA	EWS (Non-resident) EWS (Resident)
Maj PMOS Specific (Desired) 8006 Assignments	Operations Officer Asst Operations Officer Operations Officer Action Officer / Program Manager OIC	MACS-23, MACS-24 MACG-48 MACG-48 HQ MFR, RA, MCCDC, TECOM, WWR, MCCDC PSR (MCRC)	ILS (Non-resident) ILS (Resident)
LtCol PMOS Specific (Desired) 8006 Assignments	Operations Officer Site Commander / Executive Officer RLO Deputy Branch Head	MACG-48 NS Great Lakes / MACG-48 MARFOR, CCDR, Joint Staff, OSD, TECOM, MCCDC RA	SLC (Non-resident) SLC (Resident)

Table B-13.--75XX Projected Career Path

Active Reserve (AR) Officer Career Roadmap			
PMOS: 75XX			
Formal School	Flight School, T/M/S Fleet Replacement Squadron		
Critical Skills	Current & proficient in T/M/S, Div Ld, Msn Cdr, NSI, TERF, ACTI		
Key Billets	Pilot, Aviation Safety Off, DOSS, Ops Off, OIC, Site Commander, Action Officer (Wing, MFR, HQMC)		
Projected Career Path			
RANK	BILLET	UNIT TYPE	PME
1stLT PMOS Specific	Pilot	Appropriate Platform	EWS (Non-resident)
Capt PMOS Specific	Pilot	Appropriate Platform	EWS (Non-resident) EWS (Resident)
Maj PMOS Specific (Desired) 8006 Assignments	Pilot Safety Officer, DOSS, Ops Off By exception	Appropriate platform MAG-41, MAG-49, HQ MFR	ILS (Non-resident) ILS (Resident)
LtCol PMOS Specific 8006 Assignments	Pilot, Ops Off, Plans Off, Tng Off, Site Commander Action Officer, CO	Appropriate platform MAG-41 & 49, HQ MFR Warner Robbins, Ft Worth, McGuire, Miramar Dept of Avn, M&RA RSU Miramar, Quantico	SLC (Non-resident) SLC (Resident)
Col	G-3, ATS Dir Branch Head	HQ MFR Dept of Avn, M&RA	

Table B-14.--0170 Projected Career Path

Active Reserve (AR) Officer Career Roadmap			
PMOS: 0170			
Formal School	Personnel Officer Course		
Critical Skills	MCTFS, UP/MIPS, various pay entitlements		
Key Billets	RUC level, MISSO, MI, HQMC		
Projected Career Path			
RANK	**BILLET**	**UNIT TYPE**	**PME**
WO PMOS Specific	Personnel/Admin Officer	Co/Sqdn	None
CWO2 PMOS Specific	Personnel/Admin Officer	Co/Sqdn/Bn	EWSDEP Eligible
CWO3/CWO4 PMOS Specific	Personnel Officer/ Branch Head OIC	MAG/Regt/MSC MISSO HQMC	EWSDEP CSCDEP Eligible
CWO5 PMOS Specific	AR Monitor, Director, IPAC Head, AAU	HQMC MSC MSC	None

Table B-15.--6004 Projected Career Path

Active Reserve (AR) Officer Career Roadmap	
PMOS: 6004	
Formal School	Aviation Fundamentals ("A" School) & Fleet Replacement Enlisted Skills Training (FREST) squadron ("C" School/MOS initial accession School)
Critical Skills	Maintenance Control, Production Control, Quality Assurance
Key Billets	Maintenance Controller, Production Controller, Quality Assurance Representative

Projected Career Path

RANK	BILLET	UNIT TYPE	PME
WO PMOS Specific	MM Control Officer	O-Level Squadron	None
CWO2 PMOS Specific	MM Control Officer	O-Level Squadron	EWSDEP Eligible
CWO3 PMOS Specific	COR/AMO, Maintenance Liaison OIC	Training Squadron MACG-48	EWSDEP CSCDEP Eligible
CWO4 PMOS Specific	Quality Assurance Officer	MALS	EWSDEP CSCDEP Eligible
CWO5 PMOS Specific	AMMT OIC	HQ MFR, ALD	None

Table B-16.--6502 Projected Career Path

Active Reserve (AR) Officer Career Roadmap			
PMOS: 6502			
Formal School	Aviation Ordnance AO "A" enlisted course, Aviation Ordinance Officer Career Progression Training Course		
Critical Skills	Secret Security Clearance		
Key Billets	Ordnance Assessment, MSC Ordnance Officer		
Projected Career Path			
RANK	**BILLET**	**UNIT TYPE**	**PME**
WO PMOS Specific	Ordnance Officer	Squadron	None
CWO2 PMOS Specific	Ordnance Officer	MALS	EWSDEP Eligible
CWO3/CWO4 PMOS Specific	Asst Aviation Ordnance Officer	MALS/HQ MFR	EWSDEP CSCDEP Eligible

APPENDIX C

ACTIVE RESERVE PROGRAM
ACCESSIONS PACKAGE CHECKLIST

NOTE: Submission requirements must be in compliance with MCO 1001.52J (Active Reserve (AR) Support to the Reserve Component (RC)). Prior Service Recruiter's are encouraged to familiarize themselves with the criteria set forth in the AR order.

Application package (all applicants) must include the following enclosures:

____ Command/PSR OIC endorsement
(SMCR obligors must have unit endorsement)

____ Application letter acknowledging willingness to be assigned anywhere the needs of the Marine Corps require.

____ Current photograph with HT/WT/BF composition (certified) within 12 months. HT/WT/BF% on photograph needs to match medical documentation.

____ Financial Worksheet (Appendix D).

____ Commanding Officer/PSR OIC AR Application Interview/Screening Guide.

____ Date of Rank Statement of Understanding (SOU).

____ Copy of DD Form 2807/1 (Report of Medical History) current within 3 months.

____ Current Physical Health Assessment (PHA) within 1 year or copy of DD form 2808 (Report of Medical Examination) current within 2 years.

____ Tattoo Screening Form

____ SRB pages 3, and 11. Pages 12 and NAVMC 10132 (Unit Punishment Book) are also required, if applicable)

____ PSR Interview Screening Checklist

____ If requesting MOS retrain, additional documentation required for specific MOS per MCO 1200.17.

Provide additional information, where applicable:

____ Waivers (legal, professional, financial, tattoos) Refer to the most current edition of MCO P1040R.35 Reserve Career Planning and Retention Manual (Chapter 5) for waiver guidelines.

____ Reenlistment/extension request in TFRS; when the Marine does not have sufficient obligated service time for initial accession.

____ Active duty spouse information (MCTFS DEPN or equivalent of different branch of service). This may delay the accession process.

____ Information regarding Exceptional Family Member Program (EFMP) status (application letter EFMP enrollment form). This may delay the accession process.

____ Letter(s) of recommendation (optional).

____ AR Affiliation Bonus Statement of Understanding (refer to current MCBUL to determine bonus eligibility).