

Section III: Reserve Assignment And Participation

A. How the System Works.

1. **Reserve Retirement Point System.** Reserve Retirement “Credit” and “Points” are terms used interchangeably. They refer to the method provided by law for awarding credit for actual or constructive days of service. An anniversary year is a period of 12 consecutive months and is based on the date of initial obligation in the Marine Corps Reserve. Points are used to determine qualifying service for retirement eligibility and for computing the amount of retired pay to be received. They are also used to determine promotion eligibility and retention.

Each member of the Reserve is credited with retirement points based on participation during each “**anniversary year.**” A minimum of 50 retirement points, accrued within one anniversary year, constitutes a qualifying year of federal service creditable for retired pay purposes.

A maximum of 365 retirement points a year (366 for leap year) can be credited to a Marine when on active duty. A maximum of 90 retirement points can be credited for IDT, including 15 points for membership in an active reserve status. (Note: This is a change from the prior limitation of 75 IDT points per year.) Additional points may be credited for performance of periods of Active Duty Training or Active Duty for Special Works (ADSW).

Retirement points credited for activities (other than Active Service or Funeral Honors Duty) may not exceed:

- a. 60 points for any one anniversary year that closed before 23 September 1996.
- b. 75 points for anniversary years that closed on or after 23 September 1996, but before 30 October 2000.
- c. 90 points for anniversary years that close on or after 30 October 2000.
- d. A maximum of two retirement points awarded in one calendar day for any activity or combination of activities, and no more than one point for any day in which the member is in active service.

Reserve retirement points may be earned through attendance at scheduled drills with an organized unit or an MTU (1 point for attendance at each drill which is a minimum of four hours duration), attendance at service schools, active duty as a member of a selection board, as a training assistant during summer augmentation, associate duty performed with an SMCR unit or an IMA Detachment, appropriate duty for a specific purpose at the direction of CG, MCRSC, attendance at resident PME courses or approved conferences and seminars, completion of PME nonresident courses, MCI courses, and by assistance to units of the Marine Corps JROTC.

A minimum of 27 reserve retirement points (including 15 membership points) in the last complete anniversary year is required for all enlisted Marines to be considered for promotion by selection boards. The only exception is that Reserve Marines “pre-assigned” to mobilization billets need not meet this requirement. Twenty-seven points are the minimum requirement to maintain an “active” status in the Marine Corps Reserve.

2. **Officer Assignment Policies and Procedures.**

a. **SMCR Officer Assignments.**

- (1) **Priorities.** For officers, assignment to the SMCR is often competitive. The Commandant has established the following priorities for SMCR assignment:
 - (a) Ensure that each unit has sufficient MOS qualified officers to further mission accomplishment and readiness.
 - (b) Afford equal opportunities for assignment to the SMCR.
 - (c) Facilitate and encourage maximum participation by company grade officers.
 - (d) Assign officers to the correct billet whenever possible.
- (2) **Officer Tour.** Normally, the length of an officer’s tour in an SMCR unit or billet is three years. Multiple one-year extensions may be authorized when a suitable replacement is not available, or in the case of aviation officers of

the 4th MAW, when recommended by the CG, 4th MAW. The individual officer must initiate a request for an extension.

(3) **SMCR Unit Officer Strength and Grade Limitations.** The applicable Table of Organization (T/O) governs the number of officers in an SMCR unit or IMA detachment. Officers must hold the grade prescribed for the billet T/O except as follows:

(a) Captains may be substituted for Lieutenants and Warrant Officers.

(b) Majors may be substituted for Captains.

(c) Officers may fill billets of a higher grade.

(d) The COMMARFORRES or CG, MCRSC may grant authority to exceed the T/O.

(4) **Duty as Commanding Officer/Officer-in-Charge.**

(a) **Objectives.** As in the active component, the Marine Corps Reserve command screens applicants for Reserve command billets. The primary objective is to assign officers best qualified to further mobilization readiness. The secondary objective is to afford command experience to as many Reserve officers as possible.

(b) **Applications.** The Commandant of the Marine Corps publishes command billet information via message each year. Information on Command/OIC billets is available from HQMC (RAM) at (703) 784-9105. Information on billets may also be obtained from Prior Service Recruiters; Inspector–Instructor (I&I) site administration personnel or MCRSC. Applications must be submitted via the chain of command to HQMC (RAM).

(c) **CO/OIC Tour.** A CO/OIC of an SMCR unit/IMA detachment normally serves for two years. The command authority may authorize an extension of one year.

b. Officer Transfer within the Ready Reserve.

(1) Transfer to the SMCR.

(a) Eligibility to Transfer.

- (i) An IRR officer is eligible to transfer to an SMCR unit if physically qualified **and** junior in grade to the CO/OIC of the unit.
- (ii) Newly commissioned officers awaiting assignment to initial active duty, who were previously enrolled in the Simultaneous Membership Program, may be joined to SMCR units regardless of T/O strength or non-availability of billet vacancies while awaiting assignment to The Basic School (TBS).

(b) SMCR Application Procedures.

- (i) Officers wanting to join an SMCR unit must submit a request, via the chain of command. The unit commander or detachment OIC will process the application through the Prior Service Recruiter for verification of the applicant's status and qualification.
- (ii) Applicants who do not meet the billet MOS/background requirements but are otherwise qualified and eligible for service may be joined as the needs of the unit dictate. Officers should be encouraged to:
 - (a) Obtain appropriate specialized skill training or a professional development formal school quota.
 - (b) Enroll in military and civilian correspondence courses.
 - (c) Where possible attend courses at a local civilian educational institution in subjects related to the applicable MOS.
 - (d) Request annual training or Reserve Counterpart Training (RCT) compatible with duties to be performed in the unit.

(2) **Transfer to the IRR.**

(a) **Voluntary Transfer.** COs/OICs of SMCR units may transfer an officer without an IDT obligation to the IRR at the officer's own request.

(b) **Involuntary Transfer.** Commander, Marine Forces Reserve (COMMARFORRES) or CG, MCRSC may involuntarily transfer Reserve officers from the SMCR to the IRR. Reasons for transfers may include tour completion, failure to become MOS qualified within 18 months of joining, exceeding billet grade, unacceptable performance, or unit deactivation or relocation.

(c) **Officer Interunit Transfer.** Officers may request transfer between SMCR units through their chain of command. If approved, interunit transfer orders are issued. A new three-year tour commences upon joining the new unit.

c. **Officer Interservice Transfer.** Officers of other services who are especially qualified to contribute to the Marine Corps Reserve may request an Interservice Transfer to an SMCR unit via Commandant of the Marine Corps (CMC). Applicants should contact the CMC Career Management Team (CMT), or a Prior Service Recruiter for application and eligibility details. Applicants are considered on a highly selective, case-by-case basis depending upon the needs of the Marine Corps Reserve.

d. **Reappointment of Former Marine Corps Officers.** Officers who resigned in good standing or who were honorably discharged and are especially qualified to contribute to the Marine Corps Reserve may submit a request for reappointment to an SMCR unit via Commandant of the Marine Corps (CMC). Applicants should contact the CMC CMT or a Prior Service Recruiter for application and eligibility details. Applicants are considered on a highly selective, case-by-case basis depending upon the needs of the Marine Corps Reserve.

3. **Enlisted Assignment Policies and Procedures.**

a. **Enlisted Non-prior Service (NPS) Tour.**

- (1) **Category “P” Program Participation.** Mandatory participants within 270 days of assignment to Initial Active Duty Training (IADT) may be authorized to participate in IDT with pay.
- (2) **SMCR Participation Requirement.** Mandatory participants will be retained in an SMCR unit for the duration of the member’s specific program (e.g., 3x5, 4x4, 6x2).
- (3) **Platoon Leader Class (PLC) Program.** PLC members may participate in the SMCR as part of the Simultaneous Membership Program.

b. Enlisted Prior Service (PS) Tour.

- (1) **Tour Length and Grade Limits.** MARFORRES, Division, Wing, and FSSG reserve units have no tour length restrictions for Private to Master Sergeant. IMA billets all have a three-year limit with an opportunity for a one-time 12-month extension. Typically, all these units can fill billets with Marines of a grade that is one higher or one lower than that specified for the billet. Personnel assignments to First Sergeant and Sergeant Major billets, as well as their tour lengths, are assigned by the Sergeant Major, MARFORRES.
- (2) **MOS Requirements.** Enlisted Marines who match billet MOS requirements can join without a period of retraining. Marines who do not match MOS requirements must agree to MOJT or attend a formal MOS producing school within 12 months.
- (3) **Transfer to the SMCR.** Enlisted members of the IRR are eligible for transfer to the SMCR provided they meet physical and moral qualifications. A Prior Service Recruiter will process applications. The applicant will be interviewed by the SMCR unit CO/OIC, or the operational sponsor for IMAs, prior to being joined. COMMARFORRES and CG, MCRSC cannot exceed prescribed enlisted end strengths without prior approval of CMC (RA).
- (4) **Transfer to the IRR.** Commanding Officers may transfer SMCR participants not having an IDT obligation to the IRR upon request of the individual, or as directed by COMMARFORRES.

- (5) **Enlisted Interservice Transfer.** Enlisted Members of other services who are especially qualified to contribute to the Marine Corps Reserve may request an Interservice Transfer to an SMCR unit via Commandant of the Marine Corps (CMC). Applicants should contact CMC CMT or a Prior Service Recruiter for an application and eligibility details. Approved applicants will normally be expected to successfully complete recruit training prior to further assignment. Applicants are considered on a highly selective, case-by-case basis depending upon the needs of the Marine Corps Reserve.

B. Physical/Medical Requirements.

1. **Medical Examinations (SF88).** Section 1004(a) of Title 10, *United States Code*, amended by the Fiscal Year 1994 Authorization Act, adjusted the interval between medical examinations to five years for each member of the Ready Reserve. Physical examinations must be obtained from a DoD-authorized medical agency. DoD-approved physical examination sources include Military Entrance Processing Stations (MEPS), military medical facilities and contract civilian physicians. Reserve Marines should contact the nearest Prior Service Recruiter, I-I personnel Officer, or MCRSC to obtain information on available physical examination agencies and locations. Marines may, within the guidelines of Marine directives, receive one retirement credit point for performing a required physical examination.

a. SMCR Medical Examination Requirements.

- (1) Upon entry to enlisted or commissioned active duty.
- (2) At intervals of five years through age 50.
- (3) At intervals of two years, age 50 through 60.
- (4) Annually after age 60.

- b. **IRR and Standby Reserve Medical Examinations.** All Marines in the IRR and Standby Reserve must have a medical examination every five years, or more often if deemed necessary. The completion date of the last physical examination determines the beginning date of the 5-year period.

- c. **Aviation Flight Status Examinations.** Reserve personnel in a flight status will receive complete flight physicals at ages 21, 24, 27, 30, 33, 36, 39 and annually thereafter, or more often as deemed necessary. During the years that a complete flight physical is not required, an Annual Interval Medical Evaluation will be performed. Frequency of physical examinations for other special duty personnel, such as weapons handlers, will comply with the current Manual of the Medical Department (MANMED).
 - d. **Annual Certificate of Physical Condition (SF93).** During the years that a complete medical examination is not required, an Annual Certificate of Physical Condition will be completed. If information indicates the possibility that a member may be unfit, the CG, MCRSC will take necessary action to determine the member's physical fitness for retention.
 - e. **Security Clearance Requirement.** Depending on Reserve Marine's MOS there may be a requirement to retain a current security clearance. If required, you may request to update security clearance information via the MCRSC website, then access "Security Clearance" for instructions. All other Marines requiring a security clearance upon receipt of orders (ADSW, RCT, etc) should contact the MCRSC Security Section at 1-800-255-5082 extension 3119.
- 2. **Indications of Health Problems.** Ready Reserve personnel with abnormal results reflected on the physical exam will be referred to their civilian healthcare provider (at the Marine's expense) for further evaluation. Physical examination and follow-up documentation reflecting disqualifying findings will be processed as required by current directives.
 - 3. **Failure to Comply with Requirements.** Marines who have completed their MSO and fail to comply with a request to complete a physical examination will be transferred to the IRR involuntarily for further assignment to the ASL.
 - 4. **Status: Either Fit or Not Fit for Duty.** Marines are either fit for full duty or not fit for full duty. Marines will not be joined to an SMCR unit or IMA detachment, nor perform any category of AD or IDT, when found not fit for full duty.
 - a. **Temporarily Not Physically Qualified (TNPQ).** Drilling Marines who are identified as TNPQ due to illness or injury that was not incurred as a result of

military duty cannot perform any period of IDT or active duty. TNPQ is defined as “an injury or illness that will prevent the member from drilling for a minimum of two but not to exceed six months.”

- b. **Not Physically Qualified (NPQ).** A Marine who is classified as TNPQ for six months must have an NPQ determination submitted to the Special Assistant for Physical Qualifications and Review, Department of the Navy, Bureau of Medicine and Surgery (MED 02D), 23rd & E Streets, Washington, DC 20372-5120, via the chain of command and COMMARFORRES (HSS). Each request should contain a recent DD Form 2807-1 or 2808 indicating the member is NPQ for retention. In the absence of a military medical officer's findings, documentation from a civilian physician will suffice. Include all supporting documents associated with the disqualifying factor.
 - c. **Notice of Eligibility (NOE).** An NOE is a document authorizing medical care and/or incapacitation pay to Marines due to a service-connected condition incurred while performing AD for 30 days or less, or IDT, to include travel directly to or from training. Members are entitled to appropriate treatment per MCO 1770.2, Notice of Eligibility Benefits for Members of the Marine Corps Reserve.
 - d. **Injury on IDT, AT, ADT, or ADSW.** Marines injured while on IDT or active-duty orders 30 days or less (AT, ADT, or Active Duty for Special Work [ADSW]) will not have their orders terminated due to incapacitation but shall become entitled to NOE benefits at the end of their active duty period.
5. **Dental Entitlements for IDT.** Marines performing IDT are not entitled to routine dental care.
6. **Dental Care Entitlement; Duty over 30 Days.** Per MCO 6000.1A, Marines on active duty in excess of 30 days are entitled to full dental coverage. In order for dependents of Marines to be eligible for the Dependents Dental Plan, the Marines must be on active duty for more than 30 consecutive days. The MCO requires a minimum of 24 months intended active duty. The intent to remain on active duty is determined by the number of months of active duty (minimum of 24 months required) indicated in the Marines orders.

7. **Deoxyribonucleic Acid (DNA) Reference Specimens.** All Marines are required to have DNA specimens on record. Commanders will ensure this requirement is met.

C. Weight Standards. All Marines must comply with weight and personal appearance standards established by Marine Corps Order. All provisions of the Marine Corps Weight Control Program and body fat standards apply to all Reserve Marines. The weight standards were revised in 2002; see Appendix K for details.

D. Satisfactory Participation: How To Get There.

1. Mandatory Service Obligation (MSO).

- a. Anyone inducted, enlisted or appointed in the Armed Forces on or after 1 June 1984, incurs an 8-year period of obligated service. Any part of the service not served on active duty or ADT will be performed in a Reserve component.
- b. Members of the SMCR who have not completed their contractual IDT obligation or at least two years of active duty serve with the SMCR by virtue of their initial enlistment agreement. All other participants affiliate by virtue of a reserve reenlistment or other contractual agreement.

2. Participation Requirements.

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

TRNG PAY CAT	COMPRISED OF	MIN # OF PERIODS OF IDT*	# OF DAYS OF AT*
A	SMCR	48	15 including tvl
B	SMCR (IMA)	0, 12, 24, 48	13 including tvl
F	NPS personnel on IADT	NA	Completion of IADT
P	NPS personnel awaiting IADT (with IDT Pay)	NA	NA

* Required annually with pay.

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

c. **Reasonable Commuting Distance.**

(1) The maximum distance a mandatory participant may be required to travel between residence and Home Training Center (HTC) is:

(a) A 100-mile radius of the HTC, not exceeding the distance that can be traveled by automobile under average conditions of traffic, weather, and roads within three hours. This applies only if government-furnished meals and quarters are provided at the base where the unit performs IDT; or

(b) A 50-mile radius of the HTC, not exceeding a distance that can be traveled by automobile under average conditions of traffic, weather, and roads within a period of an hour and a half. This applies only if government-furnished meals and quarters are not provided at the base where the unit performs IDT. (However, if a mandatory participant travels over 50 miles, meals and quarters can be provided if the base does not.)

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

(2) A mandatory participant may request transfer to the IRR when the member relocates beyond the limits as set forth above. Transfers must be approved by COMMARFORRES, and will remain in effect until:

(a) The member joins or is assigned to another SMCR unit. When a mandatory participant relocates within a reasonable commuting distance of an SMCR unit, the CG, MCRSC will order the individual to report to the SMCR unit to resume participation; or

- (b) The member transfers to another Service component; or
 - (c) The member completes their MSO and fails to reenlist.
- d. **Deferment: Childbirth or Adoption.** A female Marine will not be required to perform active duty for four months after childbirth. A single-parent Marine will not be required to perform active duty for four months after the effective date of receiving an adopted child or receiving custody of a dependent child.
- (1) A Marine may waive the four-month deferment, or any part of the deferment period.
 - (2) If the deferment is not waived and a unit AT is performed during the four-month period, the Marine will attend an alternate AT.
 - (3) A female Marine will not be required to perform IDT for six weeks after she gives birth to a child. This may be waived by the Marine.
 - (4) Paternity Leave policies are not applicable to the Reserves; these policies affect only the Active Component.
- e. **Unit Policy Letter for Mandatory Participation.** The unit CO will publish a policy letter outlining SMCR participation requirements and the criteria established for granting excused absences from IDT and AT periods.
- f. **Minimum Participation Requirements.** Reserve officers who have completed their MSO are required to earn a minimum of 27 retirement points per anniversary year to be retained in an active status.
- (1) Marines who are qualified for transfer to the Retired Reserve Awaiting Pay (those who have completed at least 20 years of qualifying service) are required to earn a minimum of 50 retirement points per anniversary year to be retained in an active status. A request for a one-time waiver of this requirement may be submitted via the appropriate chain of command to the Secretary of the Navy via the CMC CMT.
 - (2) Failure to attain minimum participation requirements will result in transfer

to the ISL, or other action specified in MCO P1900.16,
MARCORSEPMAN.

3. **Methods of Fulfilling Participation Requirements.** All duty requests for the IMA, IRR, and MTU must be submitted via the Reserve Order Writing System (ROWS) through the appropriate chain of command (See Section IV for additional details). Participation includes:
- a. Active duty: (opportunities listed under the Reserve Duty On Line [RDOL] section of the Marine On Line [MOL] page on the MARFORRES website at www.mfr.usmc.mil)
 - b. SMCR participation and Annual Training
 - c. Readiness Support Program participation (RSP)
 - d. two-week formal courses of instruction
 - e. Exercise support
 - f. Board membership
 - g. Reserve Counterpart Training
 - h. Solicitation: (see a. above)
 - i. Inactive duty
 - j. Associate duty
 - k. Appropriate duty
 - l. Civilian-sponsored seminars
 - m. Annual Reserve Officer Military Conferences (MCROA Convention)
 - n. Acquire one enlistment/reenlistment/extension referral in the USMC or USMCR

- o. Junior ROTC unit assistance
- p. Recruiting an IRR member to join an SMCR unit
- q. MCI Correspondence Course Completion (see www.mci.usmc.mil)
- r. Funeral Honors Duty

E. Unsatisfactory Participation.

1. **General.** A Marine may be designated an unsatisfactory participant when one or more of the following occurs:
 - a. Unsatisfactory IDT attendance or participation to include:
 - (1) Tardiness not excused by the CO/OIC.
 - (2) Absence from an IDT period (without proper authority) after muster.
 - (3) Failure to meet minimum standards of performance as determined by the CO/OIC (or the Operational Sponsors) and applicable Marine Corps regulations.
 - (4) Unsatisfactory personal/military appearance as determined by the CO/OIC (or the Operational Sponsors).
 - (5) Any unexcused absence from an IDT period.
 - (6) Failure to resume drilling obligation when terminated from a TNPQ/NPQ status for non-compliance.
 - b. Failure to attend scheduled AT or any other ADT requirement.
 - c. Failure to complete the required administrative action in conjunction with absences from the United States and visits to foreign countries under the provisions of this section.

- d. Failure of a mandatory participant to join an SMCR unit on return to the United States.
- e. Failure to report to the SMCR unit to which transferred, within the time specified on transfer orders.
- f. Failure to keep the unit CO/OIC and CG, MCRSC informed of current mailing address and telephone number.
- g. Commission of an offense under the UCMJ during an IDT period. Only the IDT at which the offense occurred may be declared unsatisfactory regardless of any subsequent NJP or trial by courts-martial. The fact an IDT period was declared unsatisfactory does not in itself affect the individual's pay status for the IDT period in question.
- h. Failure to comply with the requirements of a Standard Written Agreement to Train (SWAT).

2. Authority to Determine Unsatisfactory Participation.

Only the CO/OIC (or Operational Sponsors or designated representative) may declare an IDT period unsatisfactory for failure to meet standards of performance. Notification by the CO/OIC is a prerequisite for declaring an IDT period unsatisfactory.

- a. Whether a Marine's performance is satisfactory or unsatisfactory, the individual will be paid for each IDT period when engaged in training for at least four hours.
- b. If an IDT period is declared unsatisfactory for failure to meet standards of performance, Reserve retirement points will not be awarded and an Equivalent Duty Period (EDP) may be authorized. If the command recognizes at the outset, or at any point during the IDT period, that the Marines IDT will be performed unsatisfactorily, the command will not allow the Marine to proceed with the IDT. If the Marine was paid for a drill declared unsatisfactory (performed at least four hours of training), then the EDP can only be authorized **without** pay.

3. **Unit Commander Action.** When a Marine with a mandatory participation requirement acquires at least nine unexcused absences, or is categorized as an unsatisfactory participant for reasons other than excessive absences, the unit commander must pursue one of the following actions:
 - a. Retain the Marine and authorize EDP's to regain satisfactory participation status.
 - b. Initiate separation proceedings, per MCO P1900.16, MARCORSEPMAN.
4. **Service Pursuant to a Standard Written Agreement to Train (SWAT).** When a non-mandatory participant or member serving pursuant to a SWAT is categorized as an unsatisfactory participant, the unit commander must pursue one of the following actions:
 - a. Retain the Marine and authorize EDP's to regain satisfactory participation status.
 - b. Initiate separation proceedings, per MCO P1900.16, MARCORSEPMAN.
NOTE: A non-mandatory participant (not serving pursuant to a SWAT) cannot be retained in a SMCR status involuntarily solely for the purpose of administrative discharge processing.
5. **Failure to Report.**
 - a. **Interunit Transfer.** Enlisted Marines failing to report to the new Reserve unit by the date designated in the Marines orders may be classified as unsatisfactory participants.
 - b. Upon interunit transfer, if the individual does not physically report as directed, the CO of the gaining SMCR unit will contact the transferring unit and attempt to locate the Marine. If the Marine cannot be located within 15 days of the transfer date and the orders are not modified or canceled by the issuing authority, the transferring unit will rejoin the Marine on the UD and take appropriate administrative action.
 - c. Should the Marine report to a new unit in person without appropriate orders, the Marine will not be joined until the CO of the transferring unit is contacted

to determine the member's status. The CO of the gaining SMCR unit can then join the Marine. The date of join will not be retroactive.

6. **Transfer to the SMCR Upon Release from Active Duty.** If the Marine fails to report from active duty as directed, the I-I/Site Commander will attempt to locate the Marine and ensure their active duty orders were not modified or canceled. When it is determined that the Marine did not report as directed, the gaining unit will join the Marine on the unit diary the day after the release from active duty, as stipulated on the DD Form 214, and take the necessary administrative action to process the Marine for separation, as appropriate.