

## REENLISTMENT PREREQUISITES FOR RETENTION IN THE INDIVIDUAL READY RESERVE

This is a list of all the requirements necessary for reenlistment in the Individual Ready Reserve. Please initial all items once they are completed or annotate they have already been completed or are not out of regulation. Once you complete these items, your request can be processed through the MCIRSA chain of command and then forwarded to HQMC.

**\*\*\*\*\*Each form attached has been optimized for digital input. If practical, please utilize the electronic inputs for each form in order for a more thorough and timely processing of your request.**

- \_\_\_\_\_1. Complete a Reserve RELM routing sheet
  - a. Instructions are Listed on Next Page.
- \_\_\_\_\_2. Certify Your Civilian Employment Information (CEI). Duration: Annually via MOL.
  - a. [mol.usmc.mil](http://mol.usmc.mil)
- \_\_\_\_\_3. Certify your Career Retirement Credit Report (CRCR). Duration: Annually via MOL.
  - a. [mol.usmc.mil](http://mol.usmc.mil)
- \_\_\_\_\_4. Height and Weight Verification Form. Annual Requirement.
  - a. Enclosed. Cannot be older than 90 Days
- \_\_\_\_\_5. Medical Examination Form DD 2807-1. Duration: Annual Requirement.
  - a. Enclosed: Filled out by Civilian or Military Medical Office.
- \_\_\_\_\_6. Dental Examination Form DD 2813. Duration: Annual Requirement
  - a. Enclosed: Filled out by Civilian or Military Dental Office.
- \_\_\_\_\_7. Physical Fitness Test: Must be valid within the last 5 years.
  - a. Can be completed by a local Recruiter's Office, Prior Service Recruiter or Local SMCR Unit. Send the roster to the Career Planner.
- \_\_\_\_\_7. Combat Fitness Test: Must be valid within the last 5 years.
  - a. Can be completed by a local Recruiter's Office, Prior Service Recruiter or Local SMCR Unit. Send the roster to the Career Planner.
- \_\_\_\_\_9. Verify you don't have any Fitness Report Date Gaps via Website below.
  - a. [https://www.mmsb.usmc.mil/PesQuery/Date\\_Gap.aspx](https://www.mmsb.usmc.mil/PesQuery/Date_Gap.aspx)
  - b. If you have Date Gaps, follow the instructions below:
    1. Contact your prior Reporting Seniors to correct the issues.
    2. If that is not possible, contact MMSB at (703)784-5690.
- \_\_\_\_\_10. Read, initial, and sign the IRR Statement of Understanding.
  - a. Enclosed.
- \_\_\_\_\_11. Sign the Medical Release Form.
  - a. Enclosed.
- \_\_\_\_\_12. Digital Photo.
  - a. Must be in Military or Civilian PT Gear; Front and Side Full Body shot.
- \_\_\_\_\_13. Letter acknowledging Lack of Satisfactory Participation.
  - a. 4 Years of Unsatisfactory Participation.
  - b. What your plan is to earn future satisfactory participation point.

**Below are instructions on how to complete the RRELM route sheet (NAVMC 11537A):**

1. **Blocks 1 - 18:** Personnel Information. This information can be obtained via MOL:  
BIR and BTR
2. **Blocks 19 & 20:** Not applicable.
3. **Block 21:** Type in "Marine Corps Individual Reserve Support Activity".
4. **Block 22:** Type in a GOOD contact phone number where you can be reached at regular business hours
5. **Blocks 23 - 33:** Not Applicable.
6. **Block 34:** This will be verified by the Career Planner.
7. **Block 35 (a-g):** Fill out only if you have an Active Duty Spouse.
8. **Block 37:** Sign and date on line stating "Marines Signature". Your Career Planner will Sign on the next line.
9. **Blocks 38a - 38b (Medical & Dental):** These will be verified by the Career Planner via 2807-1 and 2813 (see below).
  - a. You should also have a Physical Health Assessment Form DD 2807 completed within 1 year of this form which is reflective in 3270, if not, complete one (Instructions on first page).
  - b. You should also have a Dental Examination Form DD 2813 completed within 1 year of this form, if not, complete one (Instructions on first page).
5. **Blocks 38c (Security Screening):** Type in "Not applicable for the IRR" inside the Comments Section.
6. **Block 38d (S-3 Training):** This information will be verified and entered by the Career Planners office from MCIRSA. The PFT and CFT should be within (5) years. This information can also be verified by using MOL.
7. **Block 38e (Legal Certification):** The following statement will be typed or written in by you: "I certify that I have no legal action pending with civilian authorities at this time." You will then fill in your information and sign in the LEGAL signature line.
8. **Block 38f (Saco Certification):** The following statement will be typed or written in by you: "I certify that I have not been assigned to any treatment program during my current enlistment contract." You will then fill in your information and sign in the SACO signature line.
9. **Blocks 39a-39g:** These will be completed by the Marine Corps Reserve Individual Support Activity.