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| **Activation Screening – Is the member eligible to be activated?** | | **I-I /SgtMaj/1stSgt Validation** |
| **Requirement** | **Notes** | **Initial** |
| Expiration of RECC in MCTFS (RECC must not be prior to orders end date) |  |  |
| Verify a validated Primary Residence Address is resident in MCTFS.  Ref: MARADMIN 205-15 |  |  |
| Mandatory Removal Date in MCTFS (Date must not be prior to orders end date) |  |  |
| High Active Duty Time & Sanctuary Waiver (if applicable): Marines that will exceed 16years (5,840 days) active duty service by executing orders require waiver, if eligible. Coordinate with MFR G-1/Current Ops upon identification |  |  |
| 1095 Waiver: Required if the orders will cause the Marine to serve on 3 years of combined active duty in the immediately preceding 4 year period. Coordinate with MFR G1/Ops upon identification. |  |  |
| Completed MCT and MOS School  (MCT/SOI satisfies MOS School for 03XX) |  |  |

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Rank and Name of Activating Marine Sourcing Unit Sourcing Unit Senior Administrator Phone #

(Print rank and full name) (Senior Administrator)

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| **Pre-Activation Preparation (180-30 days prior to activation date)** | |  |
| **Requirement** | **Notes** | **Initial** |
| Early Tri-Care Benefits to be reported NET 180-Days prior to Activation or date of SecNav approval of IA; whichever occurs later  Ref: MCO 3000.19B (MAID-P) | 1. TTC 897 000: EARLY NOTICE DT YYYYMMDD PROJ ACDU DT YYYYMMDD CONTINGENCY CD XXXX 2. Not applicable to 12304b missions 3. If mbr later found non-deployable, terminate EID TTC 897 001 |  |
| Official Passport | POC: MFR G4 |  |
| Security Clearance | POC: MFR Security |  |
| Isolated Personnel Report (ISOPREP) SIPRNET access is https://prmsglobal.prms.af.smil.mil/ |  |  |
| Medical & Dental Deployable |  |  |
| Government Travel Charge Card applied for or “in hand” |  |  |
| Verify a validated Primary Residence Address is resident in MCTFS.  Ref: MARADMIN 205-15 |  |  |
| Will and Power of Attorney (POA) (if needed) |  |  |
| Family Care Plan in place (if applicable) |  |  |
| Current PFT/CFT |  |  |
| Appropriate Marksmanship complete |  |  |
| Marine Corps Water Survival Training |  |  |
| Joint AT Awareness Trainig (JATLV1000 Marine Net Course) |  |  |
| SERE 100.1 (JTSERE100A Marine Net Course) |  |  |
| Operations Security (OPSECUS001 Marine Net Course) |  |  |
| Substance Abuse Prevention (SALDRUG00 Marine Net Course) |  |  |
| Tobacco Cessation (SFTOBCESS0 Marine Net Course) |  |  |
| STD/HIV Transmission Prevention (SFSXHEALTH Marine Net Course) |  |  |
| Sexual Assault Prevention and Response (SAPR) |  |  |
| Take a Stand (NCOs by a certified UVA) |  |  |
| Nuclear Biologic and Chemical Defense Training Complete |  |  |
| Marine Corps Equal Opportunity and Sexual Harassment Training |  |  |
| Hazing |  |  |
| Combating Trafficking in Persons (DD01AO0000 Marine Net Course) |  |  |
| Suicide Prevention Awareness Training |  |  |
| Cyber Awareness Training (CYBERM0000, PII0090000, DODIA1000) |  |  |
| Injury Prevention (SFINJRURY00 Marine Net Course) |  |  |
| Health Promotion Training (SFFITNESS0, SFINJURY00, SFNUTRIT00) |  |  |
| Operational Risk Management (ORM) |  |  |
| Verify Pre-Deployment Audits are conducted NET 60 days prior to activation (Verify dependent information, BAH entitlements, RED, SGLI) |  |  |
| JPAS: Local Security Managers must request access (MCSCG SMO code: 20031FN5 - Submit NLT 14 days prior to commencement of visit/training at MCSGC, Ft Story, VA - POC 757-962-4430 ext 2402 | |  |

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| **MROWS Orders Generation (ASAP upon receiving SECNAV approval)** | |  |
| **Requirement** | **Notes** | **Initial** |
| Order Writing Instructions (OWI) received | 1. OWI will be provided to parent unit by MARFORRES G1/Ops |  |
| Orders Generation | 1. Generate MROWS orders as directed vi the OWI received from MARFORRES G1/Ops |  |
| Orders Generation (Per Diem or PCS) | Review OWI carefully IOT determine if orders will be written as TAD Excess (with Per Diem) or as PCS (no Per Diem).  1. If TAD Excess, per diem is authorized throughout period of activation. Orders shall state "Government quarters and messing are directed, if available". |  |
| Travel from Primary Residence to the RTC | 1. Travel will not commence prior to the effective date of orders  If orders are written as TAD Excess, member MUST report to parent SMCR Unit for initial activation PRIOR TO reporting to DPC.  If orders are written as PCS, member will execute PCS from his/her Primary Residence directly to the Gaining Command. |  |
| MROWS Routing | 1. If Commercial Air is required, ensure reservations are made with Ravenell  2. CMC (MMIB) is the “Fund Approver” of ADOS-CO Orders  3. Parent unit is responsible for “Authentication” of ADOS-CO Orders. |  |

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| **Activation Processing** **(effective date of activation)** | |  |
| **Requirement** | **Notes** | **Initial** |
| TD FITREP (Sgts and above) |  |  |
| TD PRO/CONS (Cpls and below) |  |  |
| Pregnancy. Females only. Test 10-14 days after activation. Ref: MARADMIN 049/03 | Mandatory test 10-14 days after activation |  |
| Mobilization/Activation  Ref: PRIUM, para 11-110403 TTC 826 001 | 1. TTC 826 001  2. Effective the date of activation, Marine must be “transferred to active duty” via the Marine’s Reserve RUC.  3. Ensure correct Activation Status Code is reflected: “ZA”  4. Ensure correct Executive Order number is reflected: “13223”  5. Ensure the correct Crisis Code is Cited: TBD  6. Action Date 1-day prior to date of activation. |  |
| ADOS-CO PCS ORDERS | All actions below are NA for PCS Orders. When PCS is executed, the gaining Unit will INIT JOIN the Marine and initiates all pay and allowances. |  |
| Initial Join to Active Duty | 1. TTC 022 007  2. Marine must be “initially joined for duty” to the Site Support RUC.  3. Action date this entry the date of activation. |  |
| EAS/ECC Reporting | 1. Marine must have contractual time to complete the activation period. 2. MCTFS will automatically flag EAS and change to 1 day prior to RECC 3. Report ECC in a separate UD entry |  |
| BAH Entitlement  Ref: JTR Chapter 10, para 10428.E | 1. TTC 338 001 2. Based on primary residence location at the time ordered to active duty.  3. Zip Code Designator: "M" |  |
| CONUS COLA  Ref: JTR Chapter 8 | 1. TTC 276 000  2. Based on primary residence location at the time ordered to active duty. |  |
| Family Separation Allowance (FSA)  Ref: DoDFMR, Chapter 27 | 1. TTC 189 003  2. If Marine has dependents, start FSA-II as follows:  a. Not commuting daily to HTC, FSA starts the date of activation.  b. Commuting daily to HTC, FSA starts the date the Marine departs HTC for ILOC/PTP/GFC. |  |
| BAS  Ref: PRIUM, Chapter 8, Section 2 | 1. Ensure the applicable BAS was automatically started with the INIT JOIN entry. |  |
| PERSTEMPO | 1. TTC 323 0000 2. Type Code for OEF is : "WAA" 3. Start Crisis Code must be action dated 1 day prior to the "START PERSTEMPO" entry to allow MCTFS to properly cycle |  |
| Clothing Allowance (Officers) Ref: DoDFMR, Chap 29 | Officers: Entitled to active duty uniform allowance ($200) if they have not served a period of 90 days consecutive active duty in the past 2 years and have not received the initial uniform allowance within 2 years preceding activation. |  |
| Clothing Allowance (Enlisted)  Ref: DoDFMR, Chap 29 | 1. Type of allowance is contingent upon how long the Marine was last released from active duty and in receipt of a clothing allowance  a. Within 90-days Marine rates Clothing Replacement Allowance (CRA) . Use TTC 305 001 and the CRA date previously reflected in MCTFS.  b. More than 90-days Marine rates Reduced Clothing Replacement Allowance (RCRA). Use TTC 311 001 effective the date of activation. |  |
| Pension "Waived" or "Not Waived" | 1. Marines in receipt of VA pension or disability compensation must complete VA Form 21-8951-1 2. Waived (TTC 860 001) 3. Not Waived (TTC 860 002) |  |
| Tax Exemptions | 1. TTCs 430 000 and 302 000 2. Ensure exemptions are updated/accurate 3. Audit tax exemptions forms on file to ensure changes made by Marine in MyPay are reflected |  |
| Dependent Information | **1. Ensure**: DD Form 1172s are completed DEERS is updated Depn ID Cards issued **2. Below info accurate/updated**: Number Depn DDLB (Date of Activation) DEPN LOC/DEPN LOC ALL Service Spouse Info Custody Status |  |
| Complete Audit of RED | 1. TTCs 343/344/345/346/347/348  2. Ensure a complete audit of the RED is completed and changes submitted via Unit Diary |  |
| SGLI Verification (Member and Spouse) | 1. Ensure election is verified during initial join processing. 2. Initial join triggers max coverage in MCTFS unless “reduced” or “no” coverage is RESUBMITTED. |  |
| Home Telephone | 1. TTC 499 024 2. Ensure it is updated/accurate |  |

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Rank, Name, Billet of I-I, 1stSgt/SgtMaj (Print) Signature of I-I, 1stSgt/SgtMaj Date