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| **Activation Screening – Is the member eligible to be activated?**  | **I-I/SgtMaj/1stSgt Validation** |
| **Requirement** | **Notes** | **Initial** |
| Review MCTFS record to ensure Mbr has not elected "involuntary activation deferment" Ref: Sect 1, Under SECDEF memo for revised mob/demob personnel and pay policy for RC members ordered to active duty in response to the WTC and Pentagon attacks |  |  |
| Verify a validated Primary Residence Address is resident in MCTFS as directed by MARADM 204-15 |  |  |
| Expiration of RECC in MCTFS (RECC must not be prior to orders end date) |  |  |
| 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 |  |  |
| Record Status (RecStat), Strength Category (StrengthCat), Duty Limitation (DuLim) Codes must be reviewed and valid |  |  |
| 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 Notification; whichever occurs laterRef: 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 204-15 |  |  |
| Will and Power of Attorney (POA) (if needed) |  |  |
| Family Care Plan in place (if applicable) |  |  |
| Current PFT/CFT |  |  |
| Appropriate Marksmanship complete |  |  |
| Verify Pre-Deployment Audits are conducted NET 60 days prior to activation (Verify dependent information, BAH entitlements, RED, SGLI) |  |  |

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| **MROWS Orders Generation (NLT 30 days prior to activation date)** |  |
| **Requirement** | **Notes** | **Initial** |
| Orders Generation | 1. MROWS Template: TBD (will be provided) 2. PID Code for travel: TBD (will be provided)   |  |
| Orders Generation | 1. Modify template to support specific unit activation information (Will be provided) 2. ENSURE MSC’S FUNDING IS SELECTED.3. ALL members WILL BE DIRECTED to initially report to their designated HTC for activation. 4. Modify FFAs, as necessary, to capture all known movements (Will be provided) 5. Orders should be authenticated NLT 30-days prior to the effective date of activation |  |
| Orders Generation (Per Diem) | 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 2. If mbr lives outside reasonable commuting distance, GTRs are the preferred method of transportation and must be arranged by the reporting unit  |  |
| Non-Temporary Storage of Household Goods Ref: MARADMIN 045/03 | 1. Marines may be entitled, but must be counseled on their forfeiture of entitlement to BAH, if utilized. 2. A non-standard paragraph is required authorizing non-temporary storage of HHG, if requested. 3. Units must submit a roster depicting all members electing Non-temp storage of HHG and POV storage to the MFR Comptroller (POC: Debbie Wanko debbie.wanko@usmc.mil) 504-697-8733. 4. Roster must include respective SDNs and obligated amounts.  |  |

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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 0012. 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: “ZM”4. Ensure correct Executive Order number is reflected: “13223”5. Ensure the correct Crisis Code is Cited: TBD6. Action Date 1-day prior to date of activation. |  |
| Initial Join to Active Duty | 1. TTC 022 0072. Marine must be “initially joined for duty” to the Site Support RUC.3. Action date this entry the date of activation.\*\*NOTE Aviators must be INIT JOIN via TTC 022 016/017 for DIFOP or DIFDEN\*\* |  |
| 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 EntitlementRef: 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 COLARef: JTR Chapter 8 | 1. TTC 276 0002. Based on primary residence location at the time ordered to active duty.  |  |
| Family Separation Allowance (FSA)Ref: DoDFMR, Chapter 27 | 1. TTC 189 0032. 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. |  |
| BASRef: 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 343/344/345/346/347/3482. 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