



UNITED STATES MARINE CORPS

COMMANDER, MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

ForO 1001.1C

CMD

1 Mar 10

FORCE ORDER 1001.1C

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: MANAGEMENT POLICIES FOR SERGEANT MAJOR AND FIRST SERGEANT
SELECTED MARINE CORPS RESERVE (SMCR) BILLETS

Ref: (a) MCO P1001R.1
(b) MCO 1040.31
(c) MCO 5320.17

1. Purpose. To promulgate instructions for the assignment of Sergeants Major/First Sergeants to billets within the SMCR, Inactive Ready Reserve (IRR), and Individual Mobilization Augmentation (IMA).
2. Cancellation. ForO 1001.1B
3. Background. The Senior Enlisted Manpower Advisor (SEMA) is the Sergeant Major of Reserve Affairs, 8999 monitor at Commandant of the Marine Corps (RA). The SEMA is responsible for the assignment and reassignment of all Reserve Sergeants Major/First Sergeants billets within Marine Forces Reserve (MARFORRES). The SEMA is presently the only authority for these assignments. Unit/Site Commanders, Inspector-Instructors, Mobilization Training Unit Commanders, and IMA Detachment Officer's in Charge (OIC) may not hire or reassign Sergeants Major/First Sergeants without the approval of the SEMA.
4. Summary of Revision. This revision contains numerous changes and should be reviewed in its entirety.
5. Information. Reference (a) sets forth the policy for assignment, reassignment and tour limitations of all Sergeant Major and First Sergeant positions and will be strictly followed.
 - a. Billet Assignments. Every attempt will be made to fill Sergeant Major billets with Sergeants Major and First Sergeant billets with First Sergeants. In situations where this cannot be accomplished, a Master Gunnery Sergeant or Master Sergeant may fill a Sergeant Major billet and a Master Sergeant may fill

a First Sergeant billet until appropriate personnel are assigned. Units that have Master Gunnery Sergeants or Master Sergeants filling Military Occupational Specialty (MOS) 8999 billets will make continuous coordination with respective Major Subordinate Command (MSC) Sergeant Major in order to gain assignment of a 8999 to the billet. At no time will a Sergeant Major/First Sergeant fill a billet other than that of MOS 8999. Though First Sergeants may be assigned by the SEMA to fill Sergeant Major billets, at no time will a Sergeant Major be downgraded to fill a First Sergeant billet.

b. Group and Regimental Sergeant Major billets will be slated in coordination with the MARFORRES Sergeant Major and the respective MSC Sergeant Major. These billets will generally be filled with the most senior Sergeants Major and will be subject to approval by the Commander, MARFORRES (COMMARFORRES).

c. Service Limitations. Reference (b) specifies that total time served is limited as follows: Sergeants Major/Master Gunnery Sergeants will not exceed 30 years and First Sergeants/Master Sergeants will not exceed 27 years. COMMARFORRES will not favorably endorse requests for additional service.

d. Tour Length. Except in cases of extreme hardship or relief for cause, the tour length for Sergeant Major/First Sergeant billets is three years. Applications may be made for a one-year extension by AA Form to the SEMA, via the chain of command.

e. Assignment Refusal. Sergeants Major/First Sergeants who are offered a billet and subsequently refuse assignment will be transferred to the IRR by their parent command, and will be assigned a draw case code of "BC", and made part of members service record.

f. Relief. All relief for cause or good of the service packages will be forwarded via the chain of command in accordance with reference (c). Sergeants Major/First Sergeants who are relieved for cause will be transferred to the IRR by their parent command and an appropriate Draw Case Code (DCC) of "AU" be assigned and made part of the members service record.

6. Staffing. Units will not exceed authorized Table of Organization (T/O) requirements except as follows:

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a. SMCR Sergeants Major/First Sergeants recently promoted, who become excess to the T/O, will be authorized a 90-day on board extension from the date of promotion to enable the SEMA to assign him/her to an appropriate billet.

b. If there is no current Sergeant Major or First Sergeant billet on the unit's T/O, and the unit Commander believes his unit strength warrants one, a T/O Change Request (TOCR) must be submitted, via MARFORRES (G-1P) and CMC (RA-SEMA/MMEA-65).



J. F. KELLY

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