



## UNITED STATES MARINE CORPS

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

IN REPLY TO:

1001

G-1

**AUG 28 2007**

### FORCE POLICY LETTER 04-07

From: Commander, Marine Forces Reserve  
To: General Officers  
Commanding Officers  
Officers in Charge  
Inspector-Instructors

Subj: PROCESSING OF INTERSERVICE TRANSFER REQUESTS

Ref: (a) MCO P1001R.1J (MCRAMM)  
(b) MCO P1900.16F (MARCORSEPSMAN)

1. Purpose. The purpose of this policy is to modify the level of approval required by references (a) and (b) in authorizing an interservice transfer for reserve component Marines.

#### 2. Action

a. All requests for interservice transfers for mandatory participants, also known as "obligors", will be submitted, per Figure 2-5 of reference (a), to the Commander, Marine Forces Reserve (COMMARFORRES) for determination regardless of the component or branch of the Armed Forces to which the Marine is requesting entry. Under no circumstances will an official document authorizing transfer, such as the Request for Conditional Release Form (DD Form 368), be signed below the level of the COMMARFORRES Headquarters.

b. All requests for interservice transfers for non-mandatory participants, also known as "non-obligors", will be submitted, per Figure 2-5 of reference (a), to the Commanding General of their respective Major Subordinate Command (MSC) for determination regardless of the component or branch of the Armed Forces to which the Marine is requesting entry. Marines belonging to Force Level assets are required to submit a written request directly to the COMMARFORRES. Under no circumstances will an official document authorizing transfer, such as the Request for Conditional Release Form (DD Form 368), be signed below the level of the MSC Headquarters or, in the case of Marines belonging to Force Level assets, the COMMARFORRES Headquarters.

c. All requests for interservice transfers of mandatory participants of the Individual Ready Reserve (IRR) or Individual Mobilization Augmentee (IMA) Program will be submitted, per Figure

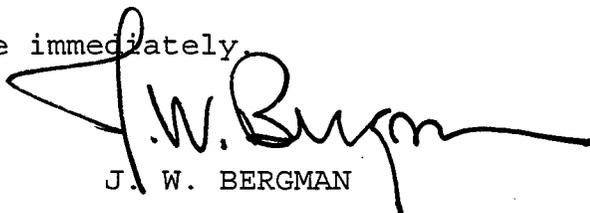
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2-5 of reference (a), to the COMMARFORRES for determination. Under no circumstances will an official document authorizing transfer, such as the Request for Conditional Release Form (DD Form 368), be signed below the level of the COMMARFORRES Headquarters. All requests for interservice transfer or augmentation for non-mandatory participants of the IRR or IMA will be submitted per Figure 2-5 of reference (a), to the Commanding General, Mobilization Command (MOBCOM) for determination. Under no circumstances will an official document authorizing transfer, such as the Request for Conditional Release Form (DD Form 368), be signed by other than CG, MOBCOM.

d. All requests for interservice transfers for officers will be submitted, per Figure 2-5 of reference (a), to the Director, Reserve Affairs Career Management Team via the COMMARFORRES for determination, regardless of the component or branch of the Armed Forces of which the Officer is requesting entry. Under no circumstances will an official document authorizing transfer, such as the Request for Conditional Release Form (DD Form 368), be signed by other than the Director, Reserve Affairs.

e. In all cases where requests for interservice transfer are approved, Marines must complete all applicable existing exit surveys prior to being officially released.

3. This policy is effective immediately.



J. W. BERGMAN