



UNITED STATES MARINE CORPS  
MARINE FORCES RESERVE  
2000 OPELOUSAS AVE  
NEW ORLEANS, LA 70114-5400

1306  
G-1  
JUN 03 2013

FORCE POLICY LETTER 05-13

From: Commander  
To: Distribution List  
Subj: EARLY TRANSFER OF NAVY ENLISTED PERSONNEL  
Ref: (a) MILPERSMAN 1306-104  
(b) MILPERSMAN 1306-112

1. Purpose. To provide the Commander's guidance on requests for early transfer of Navy enlisted personnel permanently assigned with Marine Forces Reserve (MARFORRES) units and Major Subordinate Commands (MSCs) 60 days or more prior to the current Projected Rotation Date (PRD) per reference (a).

2. Information

a. Per reference (b), all Navy enlisted personnel requesting a transfer from their current assigned billet within MARFORRES or its MSCs must route an Enlisted Personnel Action Request Form (NAVPERS 1306/7) via their chain of command to the MARFORRES G-1 Navy Manpower Officer. Upon receipt MARFORRES G-1 will confer with and solicit input from the MARFORRES Command Master Chief (CMDCM) prior to being routed to the Bureau of Navy Personnel (BUPERS), Millington, Tennessee.

b. This includes the vacating of any current billet to allow the absence of a Hospital Corpsman/Religious Program Specialist for 60 days or more, to include Permanent Change of Station, transfers for training, schools, special programs or the like thereof.

c. This requested action will prompt the CMDCM to engage respective MSCs and Immediate Superior in Command and apprise them of the follow on actions once BUPERS approves the request.

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3. Scope. The scope of this Policy includes all Navy Reserve and Active component personnel assigned under the purview of MARFORRES and its MSCs.



S. A. HUMMER

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