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MARINEFORCESRESERVE | JULY 2015

# COMMUNICATOR

## BY THE NUMBERS

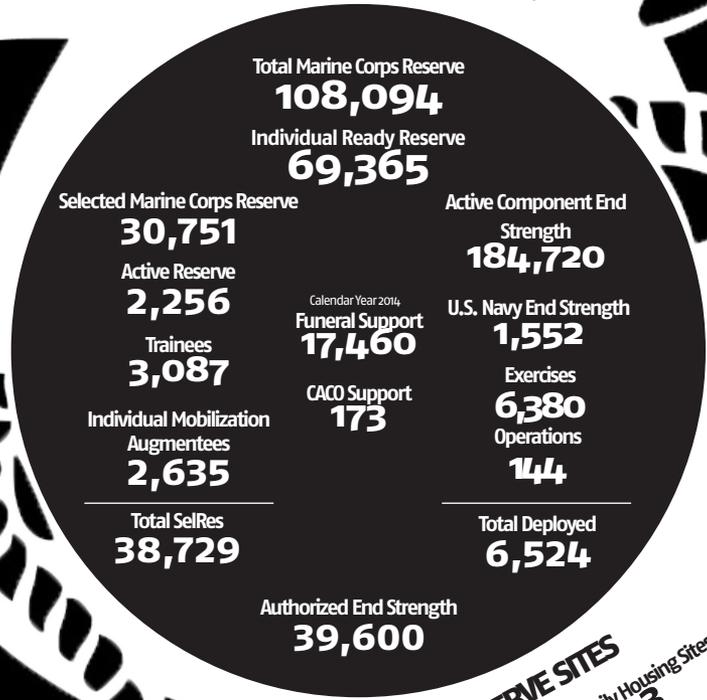
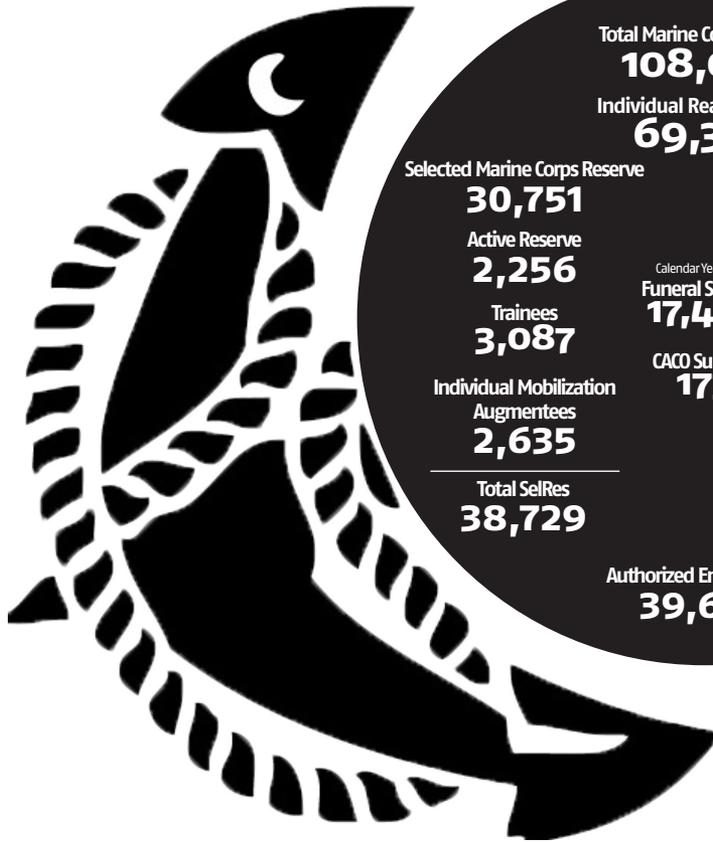
\* As of June 2015



**LT. GEN. RICHARD P. MILLS**

Commander, Marine Forces Reserve

We are in our busy season for exercises and annual training. Whenever orders are executed for duty, it is critical to ensure that all administrative requirements are met. This month, I want to be sure every Reserve Marine knows about a new administrative requirement that changes the way primary addresses are validated. This simple step must be completed by the end of August. It is incumbent upon leaders to understand, execute and enforce this policy change, just as it is the responsibility of all Marines to ensure their own records are complete. Failure to ensure your unit has your correct primary residence will impact your pay and other benefits. It is much easier to take care of this simple issue than to try to correct a mistake after the deadline. Take care of yourselves; take care of each other; take care of your Marines. Semper Fidelis.



**RESERVE SITES**  
 Tenant Locations **134**  
 Owned Sites **27**  
 Family Housing Sites **3**

Click on the names below to view the bios and photos

# LEADERSHIP

Secretary of the Navy  
 Commandant of the Marine Corps  
 Assistant Commandant  
 Sergeant Major of the Marine Corps  
 Commander, Marine Forces Reserve  
 Executive Director, Marine Forces Reserve

Hon. Ray Mabus  
 Gen. Joseph F. Dunford, Jr.  
 Gen. John M. Paxton Jr.  
 Sgt. Maj. Ronald L. Green  
 Lt. Gen. Richard P. Mills  
 Mr. Gregg T. Habel

Sergeant Major, Marine Forces Reserve  
 Command Master Chief, Marine Forces Reserve  
 4th Marine Division  
 4th Marine Aircraft Wing  
 4th Marine Logistics Group  
 Force Headquarters Group

Sgt. Maj. Anthony A. Spadaro  
 CMDCM Chris Kotz  
 Maj. Gen. Paul W. Brier  
 Maj. Gen. William T. Collins  
 Brig. Gen. Patrick J. Hermesmann  
 Brig. Gen. Helen G. Pratt

# Updating Your Primary Residence



Marine administrative message 204/15 lists the requirements for establishing and updating the primary residence of Reserve Marines. Marines must submit the required documentation for validation of their primary residence and establishment of their address in the Marine Corps Total Force System **no later than Aug. 31, 2015.**

1. Any changes or updates to a Marine's primary address must be validated by source documentation and submitted through the unit diary by the Marine's Integrated Personnel Administration Center.



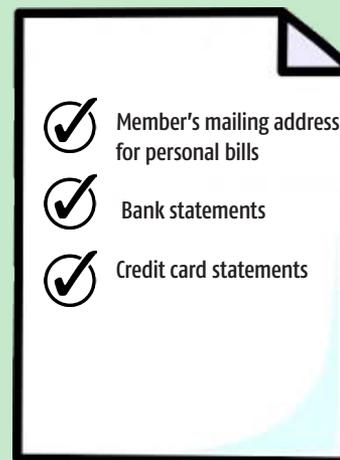
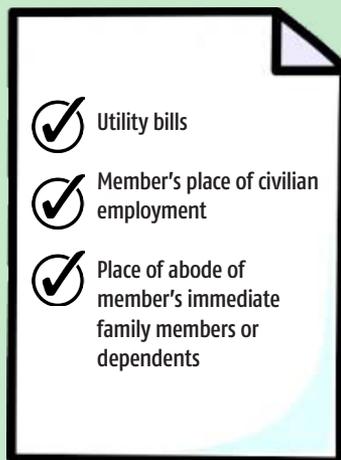
2. Marines are no longer able to make changes to their mailing address through Marine Online alone. The submission of documents must now be validated by authorized personnel.



3. Validation will be performed by the unit commanding officer, executive officer, inspector-instructor, assistant inspector-instructor, personnel officer, administration chief, sergeant major, first sergeant or individual mobilization augmentee operational sponsor. Two forms of documentation must be submitted:



Two forms of supporting documentation are required. Acceptable forms include:



4. The request must be in-person through the Marine's unit or through MOL via electronic personnel action request.



- \* Individual Ready Reserve, IMA and Selected Marine Corps Reserve Marines who are administratively supported by the Marine Forces Reserve IPAC or any SMCR unit that uses MOL EPAR should submit a primary residence change through the MOL EPAR function. The Marine should electronically enter the information and scan/attach supporting documents.
- \* Marines not supported by MARFORRES IPAC or are not using MOL EPAR function are required to request changes in-person.

For more information see MARADMIN 204/15