

- *Fiscal Year 2023 Retention*..... pg. 1
- *Preparing for a Selection Board*..... pg. 2
- *Meet your Counselors*..... pg. 3
- *Individual Mobilization Augmentee Duty* ..... pg. 4
- *Enlisted Distance Education Program* ..... pg. 5
- *Joint & Service Opportunities* ..... pg. 5
- *Director, RA Comments*..... pg. 6

Insights from the Career Management Team, Reserve Affairs (RA)

# Career Corner

## MARADMIN Update:

**383/22:** Announcement of the FY2023 RC Class Dates for the Regional SNCO Academies  
**432/22:** FY2023 SMCR Enlistment Bonus and Montgomery G.I. Bill Selected Reserve Kicker  
**446/22:** FY2023 Active Reserve (AR) Alignment Plan  
**448/22:** FY23 Foreign Area SNCO Program Supplemental Study Track Solicitation Message  
**450/22:** FY2023 Cornerstone: The Commandant's Combined Commandership Course  
**451/22:** FY2023 Security Cooperation Training Detachment Resident Course Dates  
**453/22:** Staff Noncommissioned Officer Promotion Selection Board Schedule Realignment  
**464/22:** Interim Guidance Regarding Marines Requesting Religious Accommodation from COVID-19 Vaccination Requirements  
**477/22:** Logistics Education Program Course Catalog  
**480/22:** Active Reserve Enlisted Career Force Controls Program  
**491/22:** New Independent Review Commission on Sexual Assault in the Military Positions  
**514/22:** 2022-23 Influenza Vaccine Guidance for Active and Reserve Components  
**523/22:** Forthcoming Changes to Reserve Component Parental Leave Policy  
**524/22:** Results of the AY2023-24 Reserve Officer Professional Military Education Board  
**536/22:** Announcement of the FY2023 First Sergeants School CID M02L645  
**551/22:** FY2024 AR Special Duty Assignment & Marine Combat Instructor Volunteer Period  
**555/22:** FY2023 Reserve SNCO Selection Board  
**558/22:** Defense Travel System User Manuals for Activated Reserve Component Temporary Additional Duty Travel  
**565/22:** Clarification of the Basic Allowance for Housing Entitlement  
**569/22:** Interim Guidance for SMCR, IMA, IRR, and Officer Candidates Authorized Line of Duty Medical Health Care Benefits

## Make Retention Great Again!

By: MGySgt Noyes

The Reserve FY23 retention campaign is the key to achieving career force objectives within the Ready Reserve. The purpose of the campaign is to reenlist qualified Marines, meet the career force MOS requirements, retain the best-qualified Marines, and sustain appropriate career force experience levels. The Marine Corps' emphasis on retention as a function of command and demonstrated willingness of proven performers to stay Marine is critical in shaping the enlisted career force.

We will accomplish this by focusing on the retention process at every level of command by promulgating the mission to the force. The success of our retention effort is depends on leaders at every level taking an active approach. We offer many incentives to both first term and subsequent term Marines. Incentives are issued on a first come, first served basis because of limited funds.

We will conduct the Retention effort in three phases:

(1) Phase I: 7 July 2022 to 1 February 2023. The purpose of Phase I is to initiate the submission and processing of retention requests via the Total Force Retention System (TFRS) to Reserve Affairs (RA). Prior to 1 February 2023, Marines in a drilling status with a Reserve End of Current Contract (RECC) that expire in FY23 are encouraged to submit a request for further service via TFRS to RA.

(2) Phase II: 2 February 2023 to 30 April 2023. The purpose of Phase II is to assess the progress of the FY23 retention effort, make adjustments, refine guidance, and continue processing retention requests.

(3) Phase III: 1 May 2023 to 6 July 2023. The purpose of Phase III is to continue the processing of retention requests, provide updated analysis, and assist commands in the final stages of their retention efforts.

Marines continue to make the Corps a prestigious organization by upholding the rich standards and traditions of the Marine Corps. As the service adapts with today's missions and the continually changing operating environment, Marines must remain adaptable, aggressive, and proactive in their professional development. Maintaining a "whole Marine concept" mindset ensures that individuals remain competitive for promotion and retention. Retaining the most qualified Marines will continue to be the strength of our Corps.

# Package Preparation For Selection Boards

By: LtCol Esposito

There is reasonable cause for concern when being considered on a promotion board from any zone or whether applying for consideration to a selection board (Command Screening Board, Reserve Professional Military Education, Officer Accession, etc.). Every Marine must always put their best foot forward and ensure their “package” is complete and records are correct in order to be considered in the best possible view for the respective board members.



A complete review of records should encompass the Official Military Personnel File (OMPF) and of the Master Brief Sheet (MBS) to ensure all fitness reports are present with no date gaps. If an annual fitness report is due, it is the individual Marine’s responsibility to be proactive and ensure the fitness report is completed on time. More fitness reports equals more observation time. Date gaps may be viewed as unfavorably. The suggested method in which date gaps can be corrected depends on the nature of the situation, since admin fillers cannot be used for all situations. Marines should consistently review their OMPF records for adverse content, schools and training documentation, awards documentation, and current PFT/CFT scores. Documentation should support schools and personal awards contained on the MBS in the OMPF.

A cover letter is strongly encouraged for every board because the board needs to see that the Marine cares about their selection, has taken the time to prepare for selection, and provides military career and personal insight into a Marine’s life. The contents of the cover letter are different for each board. A cover letter can be divided into two basic parts: what Marines “needs” to convey to the board about their records and personal history, and what a Marine “wants” to convey to the board. What a Marine “needs” to convey are issues or concerns about their records. Some items to address in a Marine’s records are low observed time, date gaps, broken time, PME incomplete, low or no PFT/CFT scores. These inconsistencies need to be addressed to avoid any unanswered questions about a Marine’s records. The second part of a cover letter is what the Marine “wants” to convey about themselves or their military career to assist with providing a complete picture of themselves. The letter can highlight positives, such as critical billets, career progression, awards, significant military achievements, civilian occupation, and civilian awards and training. Depending on the board a Marine, the cover letter should also address the desire for promotion, specific PME, command, or any other message the Marine desires to convey to the board.

A Reserve Qualification Summary (RQS) should always be submitted to every board. Marines should ensure they are submitting the current RQS version since all previous versions are not to be used and the current 2016 version is more organized and allows for expansive narratives in the boxes provided. The RQS should provide a detailed description of the civilian occupation to allow the board to grasp the nature and scope of what a Marine is balancing between their civilian occupation and military career. Marines should compare their RQS to their OMPF and MBS, which will ensure what is listed on the RQS, is supported by documentation in the Marine’s OMPF and MBS. A Marine should not claim such things as military or civilian training, military or civilian education, or awards that are not supported by documentation in their OMPF.

Letters of recommendation are encouraged for every board, but the level of importance fluctuates with the type of board. A letter of recommendation can have a significant impact on Command Screening Boards and Senior Leader Boards because they will convey the recommendation for command based upon not only overall performance, but performance in key billets that qualify an Officer for command. Letters of recommendation are particularly important for those seeking promotion selection from the below zone or above zone, since selection from either zone for a rank may be viewed with more scrutiny. There are no specific guidelines that govern LORs; however, they should come from a colonel or general officer and not from a previous Reporting Senior (RS) or Reviewing Officer (RO), if possible. Section I/K Comments are the recommendations from RS and RO. If receiving a LOR from a previous RS and/or RO, a concern would be if the LOR deviates from their previous Section I/K comments. Overall, a letter of recommendation could assist greatly when competing for a competitive board selection.

Overall, when speaking of a complete “package” being submitted to a board for consideration, the OMPF and MBS should be free of errors and not missing any documentation, along with a well thought out, grammatically correct and concise cover letter, RQS, and letter (s) of recommendation. A complete package conveys a strong message to any board that shows that the Marine takes care of their records, has taken the time to prepare for the board and either sets the Marine apart from his peers or bring them up to the same level on certain boards. A Career Management Team (CMT) Career Counselor can assist with the records review process and provide pointed advice on cover letter contents and methods to overcome issues with records.



## Meet Your Counselors >>>>>

### Major Margaret Seymour

#### CMT Officer Career Counselor

Major Seymour commissioned into the United States Marine Corps in August 2007 and designated as an Air Intelligence Officer. After completing initial training, she was assigned to Marine Aircraft Group-26. From January 2009 to January 2010, as the Intelligence Officer for MAG-26 (REIN), Major Seymour deployed to Al Anbar Province, Iraq in support of Operation IRAQI FREEDOM. Upon return to CONUS, she was sent to VMM-264 where she completed Weapons Tactics Instructor (WTI) School. From December 2010 to August 2011, she deployed to Helmand Province, Afghanistan in support of Operation ENDURING FREEDOM. After the completion of that deployment, she attended MAGTF Intelligence Officers' Course and transferred to Marine Detachment Dam Neck as the Course Director for the Air Intelligence Officers' Course (AIOC). From December 2011 to August 2014, Major Seymour served as the Director of AIOC.



After leaving AIOC, Major Seymour transferred to Marine Air Group (MAG)-16, Marine Corps Air Station (MCAS) Miramar to serve as their Intelligence Officer. In 2016, Major Seymour attached to SPMAGTF-CR-CC as the Air Combat Element S-2 and deployed to Al Jaber Air Base, Kuwait in support of Operations INHERENT RESOLVE and NEW DAWN. In August 2017, Major Seymour transferred off active duty and into the Reserves. From August 2017 to August 2019, she served as Detachment OIC for Production and Analysis Company, Intelligence Support Battalion. Later she served as G-2 Operations Officer for III MEF from August 2019 to April 2021. She currently serves as Officer Career Counselor with the Career Management Team. As a civilian, she serves as a Foreign Service Officer with the US Department of State. Major Seymour holds a BA in Political Science, an MA in Military History, an MA in Journalism, and PhD in International Relations.

### Master Sergeant Jessica Browning

#### CMT Enlisted Career Counselor

Master Sergeant Browning graduated from MCRD Parris Island, SC in 2000 and served on active duty for eight years in the intelligence community. In 2001, Master Sergeant Browning was assigned as an Intel Analyst to Marine Unmanned Aerial Vehicle Squadron-1, Twentynine Palms, CA. In 2003, Master Sergeant Browning deployed in support of Operation Iraqi Freedom and Operation Enduring Freedom. In 2004, Master Sergeant Browning transferred to U.S. Marine Corps Forces Command (MARFORCOM), Norfolk, VA and was assigned to the Current Intel Section. Master Sergeant Browning deployed in 2006 as an Individual Augment to Combined Joint Task Force-76 in support of Operation Enduring Freedom. She again deployed in 2007 as in Individual Augment to Joint Intelligence Operations Center-Afghanistan. In 2008, Master Sergeant Browning transferred to the SMCR and served as Current Intel Analyst, MARFORCOM, Norfolk, VA; Operations Chief, Readiness Support Program-4, Lexington, KY; and Intel Analyst, Marine Corps Security Cooperation Group, Fort Story, VA. In 2022, Master Sergeant Browning transferred to her current assignment with the Career Management Team in Quantico, Virginia.



Master Sergeant Browning obtained a Bachelor's degree in Paralegal Studies in 2012 and was employed as a paralegal with a private practice in Kentucky for eight years. In 2020, Master Sergeant Browning diversified her civilian career by accepting a position as a Project Manager for a commercial construction company in Kentucky, where she is currently employed.

# What About Individual Mobilization Augmentee (IMA) Duty?

By: Col Aylward & Col Delgado

My first seventeen years in the reserves, minus two deployments, were spent within the Division. My first adventure as an Individual Mobilization Augmentee (IMA) came late in my career. As I ventured out on my first IMA BIC I asked lots of questions: What is my role, and how can I be successful? How often do we drill? Is travel reimbursed? How do I muster for drills? How do I complete my PFT/CFT or PHA/Dental Readiness requirements? What about annual training? As I gathered the answers to my questions, I quickly realized that while IMA means Individual Mobilization Augmentee it really calls out the role of the “Individual” more so than service in the SMCR. IMA, much like Independent Duty, requires you to be disciplined and resourceful. For those contemplating an IMA billet, I offer the following advice:

As a Reserve augment to an Active Duty command, IMA Marines often require flexibility in how they structure their participation. Since Active Duty units follow a normal workweek, IMA Marines primarily drill when their Active Duty counterparts are at work – so fewer weekends and mainly Monday thru Friday. Successful IMA Marines find a way to make an impact by being flexible in their duties and can be a great asset when a command is short-staffed (summer transfer season) or when experiencing high op-tempo (major exercises).

While most IMA detachments have Reserve Liaison Officers (RLOs) and Operations Sponsors, they may not have full mastery of reserve administrative issues. Given your limited participation, you must be resourceful and persistent in ensuring you accomplish your administrative and annual requirements. Most reservists have experience a civilian world that has shifted to a “self-service” model for support requirements. Unfortunately, DoD systems have yet to allow this same “anywhere, anytime” access and many active duty supporting functions (Admin, Medical) may not fully interface with Reserve admin.

IMA billets are a great duty that offers unique workplace experiences and exposure to Active Duty commands, but expectation management is key. Your civilian career and personal commitments may not allow frequent absences during the work week or lengthy periods away, to support a major exercise. Know your commitments and reflect on your capacity to fulfill these requirements. Leverage these options to get things done and remain proactive. For example, instead of the typical PHA, get a NAVMED 6120/8 filled out by a civilian provider when you have your annual physical or apply it to a sports physical. Remember, a current PHA is required for PFT/CFT - active or Reserve. For dental readiness, use the same method and have your dentist complete the DD Form 2813 on your next visit. For CFT/PFT/weigh-in and other key annual training, rely on your Active Duty counterparts who have the same requirements as you do. Ideally, maintain your connections with your active counterparts and, when possible, join them for their training events. If your schedule does not allow this, coordinate with your nearest Marine unit on base, Reserve HTC, or recruiting station.

IMA experiences can be very rewarding and provide professional growth that can only come with such independent duty, but it is essential for Marines to clearly understand their obligations while individually maintaining their Marine Corps Reserve requirements.

## Highlight on Resources

**USMC Connect app** is an enterprise-wide mobile application that delivers portable, customizable information to USMC Reservists. **The app includes a Mobile Common Access Card (CAC) portal** and allows Marines to pair their device with a mobile CAC reader to access some CAC-secured sites. The app will not touch or transmit data to or from the MCEN, MCDSUS, or any other government network.

- Anyone can download the app - the main page contains publicly available information that can assist anyone in the Marine Corps.
- The USMC Connect App was piloted with 4th Marine Division and was expanded to all MARFORRES MSCs in FY22.
- Download the app from the Apple App Store for iPhones and from the Play Store for Android devices.



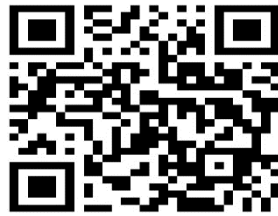


**Are you PME complete? Is the 2-week resident course not a good option for you?**

## **Enlisted College Distance Education Program** **can help.**

### **The College of Distance Education and Training Offers:**

- Reserve Sergeants School Seminar Program
- Reserve Career School Seminar Program
- Reserve Advance School Seminar Program



**Scan the QR code for related MARADMINs, schedule, enrollment information, and more**

### **Multiple options to facilitate your schedule:**

[https://www.usmcu.edu/CDET/enlisted/#cdet\\_schedules](https://www.usmcu.edu/CDET/enlisted/#cdet_schedules)

#### **Weekday Onsite**

- ✓ Meet 1 night per week for ~3 hours, for 15 weeks

#### **Online**

- ✓ Participate online for 15 weeks, Asynchronously or synchronously

#### **Weekend Onsite**

- ✓ 5 months and 1 weekend a month during months 2-5 (Saturday & Sunday)
- ✓ Reserve Marines can apply for a funded seat to weekend onsite

**For more information or to enroll in a WEEKDAY or ONLINE seminar, please contact your Regional Office.**

<https://www.usmcu.edu/CDET/contact-regions/>

**For more information or to enroll in a WEEKEND seminar, please contact the Enlisted Reserve Liaison.**

SSgt Jason Greene  
[Jason.greene@usmcu.edu](mailto:Jason.greene@usmcu.edu)

## **Manpower Management Integration Branch – 2** **(MMIB-2)**

Mr. Jack Allen

MMIB-2 conducts future manpower planning and Individual Augment (IA) coordination for the Director, Manpower Management Division to support Overseas Contingency Operations (OCO). This office manages approved IA requirements, initiates and maintains oversight of individual mobilization orders, and screens for utilization of OCO funding for the Deputy Commandant, Manpower & Reserve Affairs to support sourcing solutions for IA billets. MMIB-2 reviews and manages tasking determinations for IA requirements for Headquarters Marine Corps,

Marine Forces, and Major Subordinate Commands. This management is an in-depth analysis of the requirement itself and then a review of available forces in assigned commands. MMIB-2 executes and manages the involuntary/voluntary activation/mobilization of Reserve Component (RC) Marines from the Individual Ready Reserve, Individual Mobilization Augmentees, Retirees, and the Selected Marine Corps Reserve.

Currently, MMIB-2 manages over 250 Joint and Service IA billets that support multiple Combatant Commands with over 100 mobilized Reserve Marines in Fiscal Year 2023. To support the Marine and the gaining command, MMIB-2 manages and processes; High Active Duty Time Waivers (HADTW), oversee the multi-million dollar OCO ADOS budget, sanctuary protection, the 1825 rule (formerly the 1095 rule) allocations assigned to MMIB-2, coordinate requests for voluntary activation/mobilization, and the Assistant Secretary of Navy (ASN) voluntary mobilization requests for approval.

Reserve Component Marines looking to volunteer for active duty can visit the Marine Forces Reserve Sourcing Cell website at <https://www.marforres.marines.mil/General-Special-Staff/G1/Global-Billets/>. Marines may also submit a completed Reserve Qualification Summary (RQS) to MMIB-2 at [force\\_augmentation@usmc.mil](mailto:force_augmentation@usmc.mil) or contact (703) 432-9177. MMIB-2 will review any RQS submitted and forward to an appropriate command, which has specific activation/mobilization opportunities available.





## From the General...



MajGen Michael S. Martin  
Director, Reserve Affairs

I want to start off by saying that it is an honor to serve as the Director, Reserve Affairs Division. I am excited about the efforts Headquarters Marine Corps is undergoing with Force Design and Talent Management 2030. Reserve Affairs, hand-in-hand with Marine Forces Reserves are tackling each initiative to best support the Marines in the Ready Reserve. Reserve Affairs Division is the Headquarters Marine Corps advocate for all things Reserve.

A few of the key initiatives we are focused on are;

- **The Direct Affiliation Program.** It is extremely imperative we keep Marines in uniform, retain the talent of the Active Component Marines, and transition them into the Selected Marine Corps Reserve.
- **Total Force Integration.** This means an integrated Reserve force. The Reserve Component is not a strategic or operational Reserve. We are integrated with our Active Duty counterparts in all facets of planning, exercises, and deployments.
- **Professional Military Education (PME).** Corporals and Sergeants Course are important, but getting Marines to MOS enhancing schools (i.e. Infantry Squad Leaders Course, Infantry Unit Leaders Course, etc.) is just as, if not, more important.

Additionally, I would like to personally congratulate the Marines selected on the recent command screening and senior leader board, the Reserve PME and Active Reserve Accession board. Each of these boards was highly competitive, and each board saw some high quality applicants to lead our Marines and represent the Marines Corps at the various PME schools.

With the Major/Lieutenant Colonel and Staff Non-Commissioned Officer promotion boards are about to kick off, each one of you should be contacting the Career Management Team (CMT). The CMT is a resource to support you. Their purpose is to provide you with career guidance and counseling, so you can be as competitive as possible for future boards. They will strive to meet your goals with the best guidance and advice as you progress in your individual career. Bottom line, the CMT is here to help, utilize them.

Finally, as we continue to publish these newsletters, I ask that you provide the team with issues/items of interest you wish to receive more information on as it relates to your career and future success. Take care Marines and have a safe and enjoyable holiday season.

S/F,  
MSM

### **CMT Center Desk POC:**

Maj Jonathan Arnold  
(703) 784-0556

MSgt Shane Fisher  
(703) 432-9347

Sgt Maria Castro-Clark  
(703) 432-9119

OMB: [SMB manpower CAC@usmc.mil](mailto:SMB_manpower_CAC@usmc.mil)

WEBSITE: [https://www.manpower.usmc.mil/web-center/portal/CMT/pages\\_home](https://www.manpower.usmc.mil/web-center/portal/CMT/pages_home)



Reserve Affairs  
HQMC  
3280 Russell Rd  
Quantico VA 22134

