



UNITED STATES MARINE CORPS
MARINE AIR SUPPORT SQUADRON 6
MARINE AIR CONTROL GROUP 48
4TH MARINE AIRCRAFT WING
570 PATRIOT AVE BOX 43
CHICOPEE MASSACHUSETTS 01022-1634

IN REPLY REFER TO:
3100
CO
25 Sep 17

Squadron Order 01-17

From: Commanding Officer, Marine Air Support Squadron 6
To: All Hands, Marine Air Support Squadron 6

Subj: INDIVIDUAL REQUIREMENTS FOR ASSIGNMENT TO ACTIVE DUTY AND
MANDATORY PARTICIPATION REQUIREMENTS SHORT TITLE: IRAADAMPR

Ref: (a) MCO 1001R.1L MCRAMM
(b) USERRA of 1994 (38 U.S.C. §§ 4301-4335)
(c) Updated Marine Forces Reserve DMO Ticketing Procedures
Policy dtd 27 MAR 17
(d) RIDT Policy
(e) OMB Policy

Encl: (1) Statement of Understanding
(2) Acknowledgement of Active Duty Training Assignment
(3) Administrative and Operational Submission Deadlines
(4) Official Travel Request
(5) School Request
(6) NAVMC 11580 Command Screening Checklist
(7) Employer Letter Template
(8) Valid Excuses

1. Background. Marine Air Support Squadron Six (MASS-6) has traditionally supported Annual Training (AT) Periods that match its mission to provide a Direct Air Support Center (DASC). The process that initiates and drives the assignment, funding, and movements of personnel in support of those ATs has recently changed. The new process necessitates a protracted lead-time for requests of all types involving Selected Marine Corps Reserve (SMCR) Marine orders and movements.

2. Purpose. References (a) and (b) provide essential structure and guidance for SMCR Marines in regards to the responsibilities required to appropriately request, accept, and execute assignments to active duty. This document will codify squadron policies and procedures developed to meet training and operational requirements in accordance with the references and various external procedures.

3. Mission. In accordance with reference (a), the purpose of this order is to promulgate local policy and procedural guidance in order to reduce errors in the planning, tasking, and execution phases of participation in exercises and movements. Enclosure (1) is a

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statement of understanding (SOU) that identifies standards intended to reduce errors by identifying individual Marine responsibilities.

4. Cancellation. All previous editions of this order have been superseded.

5. General Administrative Procedures

a. All assigned SMCR Marines should strive to maximize their participation as outlined by reference (a).

b. SMCR Marines assigned to this Squadron are responsible for tracking their drill attendance and all activities related to the operational support of the Squadron. This includes monitoring the number of drills per fiscal year as well as their anniversary year.

c. Any correspondence dealing solely with reserve issues should be processed to the maximum extent possible via electronic mail (email). Email is the most effective means of communication to and from the SMCR Marine regarding issues that are not time-sensitive. Time-sensitive issues shall be addressed via telephone and followed up with an email. Additional contact procedures are outlined in reference (e).

d. The following employment rules shall be strictly adhered to:

(1) While on Active Duty Training (ADT) (i.e. AT or Active Duty Operational Support [ADOS]), SMCR Marines shall not actively work or perform responsibilities for their civilian employer. Individuals who are employed as government contractors will not fulfill responsibilities while on active duty that directly and solely benefit their employer.

(2) While in a drill status (i.e. Inactive Duty Training [IDT] or Rescheduled IDT [RIDT]), SMCR Marines may be employed for civilian work performed on those days, provided the civilian work period does not coincide or overlap with the drill period.

6. SMCR Individual Responsibilities. SMCR Marines are required to perform the following individual responsibilities:

a. Maintain minimum SMCR participation requirements as per appropriate reserve instructions. The minimum expected participation is 50 drill credit points. ALL SMCR Marines will complete 48 Inactive Duty Training (IDT) periods and 14 days of ADT per anniversary year.

b. All Marines will sign enclosure (1) upon initial check in to MASS-6, affirming their understanding of this Order. Additionally, all Marines will sign enclosure (2) and submit to the S-3 in accordance with enclosure (3) before assignment to any off-site ADT. SMCR Marines must give proper notification of availability / non-

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availability to their employers and MASS-6 in accordance with references (a) and (b).

c. Adhere to all Squadron administrative and operational timelines for AT nomination. Detailed timelines can be found in enclosure (3).

d. Maintain a current Government Travel Charge Card.

e. Receive written orders and return receiving endorsements before departing on active duty orders.

f. Submit travel claims to the S-1 within five working days of completing orders. All local Marines will stop at the S-1 to sign travel claims on the final day of the ADT.

g. Report any injury that happens while on orders as soon as possible to the site corpsman and chain of command. Additionally, injuries occurring while not on orders or in a drill status need to be reported to the site corpsman and chain of command within five days of the injury.

h. Ensure Preventive Health Assessments and Human Immunodeficiency Virus screenings are current and updated annually prior to deadlines prescribed for ADT orders writing in enclosure (3). These dates can be tracked in Marine OnLine and are critical in obtaining any set of active duty orders.

i. In the event that a SMCR Marine is placed on Line of Duty Temporary Not Physically Qualified or Not Physically Qualified status the member is to provide medical updates to the site corpsman as they become available or, at a minimum, every 30 days. This status shall prevent any set of orders except those at the Home Training Center (HTC).

7. SMCR Administrative Procedures

a. The following is a brief description of the different types of training periods available to the SMCR Marine. References (a), (d), and (e) provide further amplification.

(1) Inactive Duty Training. An IDT drill is a work period during which SMCR Marines train and perform professional duties pertaining to the accomplishment of the mission. IDTs are commonly referred to as drills. Drills may also be used for the directed requirements necessary for professional advancement of the individual. Each SMCR Marine is allotted 48 IDT drills each fiscal year. All 48 IDT drills shall be executed each fiscal year. The minimum duration of any paid IDT period is four hours.

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(2) Additional Training Periods/Readiness Management Periods (ATP/RMP). ATPs/RMPs are paid training periods in addition to the 48 scheduled IDTs that may be authorized for certain members of the SMCR. ATPs/RMPs are allocated by the Squadron Operations Officer or their representative. They are to be used for administrative tasking and support of the command mission and are exclusively reserved for administrative tasking. Each Marine may perform a maximum of 36 ATPs per year.

(3) Annual Training. AT is one of two types of duty training each SMCR Marine must execute each fiscal year. SMCR Marines must complete a minimum of 14 duty days (excluding one day of travel for the AT) per fiscal year. Requests must be made within the guidelines of enclosure (2) if different than the scheduled Annual Training period. AT orders are coordinated through the S-3 Operations Section. AT periods may be split, but the SMCR Marine is entitled to travel and per diem for only one AT period. Additional funding of travel for the second AT period may be available at the discretion of Commander, Marine Forces Reserve.

(4) Active Duty Operational Support (ADOS). ADOS is the second most common type of Active Duty training that SMCR Marines may execute in a fiscal year. ADOS will be used to support the Active Duty staff in operational planning and execution, performance of maintenance, and in cases where necessary the execution of other requirements.

b. Combination of drills and AT or ADOS. IDTs, ATPs, and ADT may be combined for an extended period of active duty training, provided they fall within the standard set of stipulations. References (a), (d), and (e) further outline the management and stipulations of scheduling IDTs and ATPs. When scheduling any IDT or ATP in conjunction with AT, they must be scheduled after the period of AT when billeting is involved in the request. When IDTs and ATPs are scheduled before ADT, a gap in billeting coverage is created on the evening prior to the start of ADT.

c. It is imperative that **EVERY MEMBER** of this command fully understand the necessity of maintaining satisfactory participation. For information on the individuals Annual Retirement Credit Report and Career Retirement Credit Report, see Marine OnLine for a full depiction and explanation.

8. Administration and Logistics

a. Official Travel Requests. Any time an individual Marine intends to conduct individual official travel that is not tracked by the S-3 as part of a group of Marines on ADT, an Official Travel Request (OTR) will be submitted for approval through the chain of command in accordance with enclosure (3). A copy of the OTR can be found in enclosure (4). Full and accurate completion of section one

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of the OTR form is the responsibility of the individual requesting official travel. OTRs will be digitally signed by their section's active duty section head before submission.

b. School Requests. All requests for schools, which require submission to higher headquarters via the 4th Marine Aircraft Wing (MAW) schools database or Marine Corps Training and Information Management System will require the submission of enclosure (5) in addition to enclosure (4). Submission timelines within enclosure (3) apply to requests of this type. Full and accurate completion of the schools request form is the responsibility of the individual requesting the school seat. School requests will be digitally signed by their section's Active Duty section head before submission.

c. Command Screening Checklist. All requests for schools that require the submission of enclosure (6) will be submitted with enclosures (4) and (5). Submission timelines within enclosure (3) apply to requests of this type. Full and accurate completion of the command screening checklist is the responsibility of the individual requesting the school seat.

d. Employer Letters. In accordance with references (a) and (b), an employer letter may be written for members of the SMCR if needed. An example of this letter can be found in enclosure (7). The need for this letter shall be advertised to the Instructor-Inspector (I-I) when the individual acknowledges the assignment of ADT. The MASS-6 I-I is the only acceptable authority for signing these letters. Any time that an employer letter is needed, Marines shall fill their information into the letter and submit to the I-I via the organizational mailbox for review and signature in accordance with reference (e).

e. Late Requests. All members of MASS-6 intending to execute official travel will request to do so prior to the deadlines established in enclosure (3). When requested late, any orders for ADT or schools will require a carte-blanche waiver from COMMARFORRES. The waiver process is highly undesirable and reflects negatively on the unit. MFR Distribution Management Office only authorizes 30 waivers per major subordinate command, per month. 4th MAW is composed of thousands of Marines and cannot support waivers for every applicable excuse. Waivers will not be requested unless verifiably within reason, given that there are waivers remaining for that month.

f. Exemptions. Exemptions to the deadlines are only authorized for the following reasons:

- 1) Medical Emergencies
- 2) Weather Cancellations
- 3) Changes to mission end-date

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4) Immediate "on-the-road" maintenance requirements

5) Short-notice Commandant of the Marine Corps directed boards
and conferences

6) Emergent activations

g. Authorities. The decision authority for removing the
individual Marine from an ADT based on excuses are identified within
enclosure (8).

9. Command and Signal. This order will remain in effect until
superseded.



T. V. MATTHEWS

Copy to:
All Hands
S-1

Date: _____

STATEMENT OF UNDERSTANDING

1. I, _____ affirm that I understand and will comply with the provisions of Squadron Order 01-17, the MASS-6 Policy on Individual Requirements for Assignment to Active Duty and Mandatory Participation Requirements.

2. _____ I understand that IAW SqdnO 01-17, I am required to attend a minimum of one ADT period totaling 14 days of Annual Training.

3. _____ I understand that if I cannot make my scheduled ADT, I must inform my S-3, at minimum, before the established guidelines of 60 days before the start of my OCONUS AT orders and 50 days before the start of my CONUS AT orders.

4. _____ I understand if an emergency arises, after the notification deadline, I will notify the chain of command immediately and that any changes to my orders require the approval of my command. I further understand that any last minute changes, unless deemed an emergency will not be viewed favorably in future AT manning considerations.

5. _____ I understand that I must positively contact the S-3 via email/phone after notifying my command to coordinate other arrangements.

6. _____ I acknowledge that if I fail to attend an AT and/or fail to coordinate with my command and the Operations Section to reschedule this AT, I will have an increased risk of an UNSATISFACTORY PARTICIPATION.

7. _____ My employer is aware that according to the Uniformed Services Employment and Reemployment Rights Act of 1994 (38 U.S.C. §§ 4301-4335) I will be able to attend any ADT requirement and that I will provide them adequate notice of my ADT period.

8. _____ I understand that I am required to run a PFT and CFT IAW MCBUL 6100 and AT attendance does not excuse me from completing the requirement.

Marine Name (Print)

Marine Signature

Date

Marine's email

Marine's Phone Number

Date: _____

ACKNOWLEDGEMENT OF ACTIVE DUTY TRAINING ASSIGNMENT

1. I, _____ understand that I am attending (ADT name) _____ from _____ to _____ and that any date changes will come only from the Operations Section (S-3).

2. _____ My employer is aware that according to the Uniformed Services Employment and Reemployment Rights Act of 1994 (38 U.S.C. §§ 4301-4335) I will be able to attend this ADT requirement and that I will provide them adequate notice of my ADT period.

Marine Name (Print)

Marine Signature

Date

Marine's Email

Marine's Phone Number

Administrative and Operational Submission Deadlines

OCONUS ADT		
➤ NLT 60 Days	Manning Document and Ack. completed	Individual Marine
➤ NLT 55 Days	OCONUS T3 Entered at MASS-6	S1, S4 and Fiscal
NLT 50 Days	OCONUS T3 Approved by MACG-48	Group S3
NLT 45 Days	OCONUS T3 Approved by 4th MAW	MAW G3
NLT 30 Days	MFR will have funds available for the T3	MIPR
➤ NLT 30 Days	OTR Submitted to CoC	Individual Marine
➤ NLT 15 Days	MROWS Authenticated	S1, S4 and Fiscal
NLT 12 Days	MFR tickets all pending SMCR MROWS	NLT 12hrs prior
NLT 72 Hrs	MFR tickets pending DTS travel	NLT 12hrs prior
➤ NLT 12 Hrs	MASS-6 verifies T3/Ticket/Orders	S1/S3/S4/Fiscal
➤ NLT 4 Hrs	Travelers at HTC with required docs	GTCC/Orders/Itiner

All Deadlines are the minimum required for submitting approved events

CONUS ADT		
➤ NLT 50 Days	Manning Document and Ack. completed	Individual Marine
➤ NLT 45 Days	CONUS T3 Entered at MASS-6	S1, S4 and Fiscal
NLT 35 Days	CONUS T3 Approved by MACG-48	Group S3
NLT 30 Days	CONUS T3 Approved by 4th MAW	MAW G3
NLT 30 Days	MFR will have funds available for the T3	MIPR
➤ NLT 25 Days	OTR Submitted to CoC	Individual Marine
➤ NLT 15 Days	MROWS Authenticated	S1, S4 and Fiscal
NLT 12 Days	MFR tickets all pending SMCR MROWS	NLT 12hrs prior
NLT 72 Hrs	MFR tickets pending DTS travel	NLT 12hrs prior
➤ NLT 12 Hrs	MASS-6 verifies T3/Ticket/Orders	S1/S3/S4/Fiscal
➤ NLT 4 Hrs	Travelers at HTC with required docs	GTCC/Orders/Itiner

The intended traveler shall exhaust every means to submit requests to MASS-6 well in advance of the deadline to allow time for review, corrections and submission

SCHOOLS		
➤ NLT 60 Days	Forms Submitted to MASS-6 Training	Individual Marine
➤ NLT 55 Days	Schools Database and T3	S3

- Official Travel Request
- Schools Request
- Command Screening Checklist (as required)

Official Travel/Orders Request Worksheet

CC	Rank	Last Name	First Name	MI	EDIPI	MOS	Phone	Unit	WkSec	Clearance
----	------	-----------	------------	----	-------	-----	-------	------	-------	-----------

Orders:	<u>Itinerary (Travel Locations)</u>				Type	Location	From Date	To Date
Depart:	From	To						
Return:	From	To						
# Days*:	*including all additional days from ->							
DOB:	Mode of Travel:				*Additional orders information			
	Rental Vehicle:							

Additional Remarks: Are Quarters Provided? Yes No

If no, provide cost:
Lodging Cost:

Per Diem:

 AD Section Head Signature

SNCOIC	Active Duty Only	Y	N		Y	N		
Availability Tracker?				Availability Issue?				AD SNCOIC Signature
Funeral Team Issue?				Duty Issue?				

S-3T							
	PME	Ops	TEEP Event	Yes	No		
Course Name:			Priority if not TEEP:		S3 Training Chief Signature		
Class #:			Event Name:				
CID:			Approve	Disapprove	OPSO Signature		

AO					
	Authorized	Not Authorized			Unit AO Signature

S-1						
Total Cost Est:		Lodging:		Y	N	
Date Received:		GTR:		GTCC:		Current Bal:
Pay and Allowance:		Misc:		Active Date:		
Per Diem / MALT:		Rental:		Deactive Date:		S-1 / APC Signature

Fiscal					
Unit Funds:		Funded Externally:			
PID Code:		Commitment Total:			Fiscal Officer Signature

* Used for evolutions that require more than one set orders, i.e. supporting an event with IDT and AT or leave in conjunction with TAD

Enclosure (4)



SCHOOL REQUEST WORKSHEET

School Name/CID:
 School Location:
 School Date:
 School Type:

Rank:
 First Name:
 MI:
 Last Name:
 EDIPI:
 MOS:
 ACTIVE/AR/USMCR:

CFT Date:
 PFT Date:
 MCMAP:
 RES ECC:
 ECC:
 EAS:
 PHA Date:(1YR)
 HIV Date:(2YR)

SQDN POC: SGT DASSIE, JOSEPH M.
 CONTACT #: 413-557-7683/7684
 GROUP POC: GYSGT LEBLANC, CHRISTIAN D.
 CONTACT #: 847-688-7129 EXT 240

Selected for Next Rank: YES NO
 Mission Critical:
 Cost Estimate:
 Gender:
 Current Security Clearance:

AD Section Head:
 AD Sec Head Sign:

AD Section Head Approved: YES NO

GTCC:
 Mode of Transportation:

BIR/BTR Attached?	YES	NO
DTS Screen-shot of Cost Estimate Attached? (AD ONLY)	YES	NO
Completed Official Travel Request Attached?	YES	NO

***THIS WILL NOT BE ACCEPTED WITHOUT AD SECTION HEAD SIGNATURE, APPROVAL, AND ALL DOCUMENTS. SCHOOLS REQUEST MUST BE SUBMITTED **60** DAYS IN ADVANCE.**

**ENLISTED PROFESSIONAL MILITARY EDUCATION (EPME)
COMMAND SCREENING CHECKLIST**

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. § 5041, Headquarters U.S. Marine Corps, and E.O. 9397 (EDIPI)

PURPOSE: Information is obtained to identify personnel who are assigned as students to a resident or seminar PME course of instruction. The collected information will be maintained in the Marine Corps Training Information Management System (MCTIMS) database.

ROUTINE USE: Information collected on this form may be shared outside the DoD for those specific purposes and listed organizations identified as DoD Blanket Routine Uses at http://www.dod.gov/pubs/foi/privacy/routine_uses.html.

RETENTION: Automated MCTIMS records are retained permanently.

DISCLOSURE: Providing information on this form is voluntary. Failure on your part, however, to answer all questions, or any misrepresentation (by omission, concealment, or by misleading, false, or partial answers) may serve as a basis for denied assignment to the course of instruction you are requesting to attend.

1. **Purpose:** To ensure Marines selected to attend resident or seminar Enlisted Professional Military Education are fully qualified.
2. **Information:** PME schools are not screening institutions. In order to preclude Marines from being turned away upon arrival, it is necessary that parent commands ensure their Marines satisfy enrollment prerequisites set forth in MCO P1553.4_ and this checklist. A failure to satisfy any of the prerequisites on the checklist may disqualify a Marine from attending the course.
3. **Action:** The completed Command Screening Checklist will be hand-carried to the course of instruction and maintained in the Marine's student academic record. The checklist will be destroyed upon completion of the course.

Name : _____ Grade : _____

EDIPI : _____ Unit : _____

1. Course attending : Sergeants Career Advanced SEPME

2. Component : Active Reserve

3. Format : Resident Seminar

All Students (Resident and Seminar)

Prerequisites					Yes	No	Remarks			
4.	Appropriate Grade or Select Grade:				<input type="checkbox"/>	<input type="checkbox"/>				
	DOR:									
5.	Successful completion of appropriate grade level distance education program.				<input type="checkbox"/>	<input type="checkbox"/>				
	Program:									
Date Completed:										
6.	Meets height/weight standards per MCO 6110.3.				<input type="checkbox"/>	<input type="checkbox"/>				
	Date	Height	Weight	BF% (if required)						
7.	Assigned to the BCP and/or MAP program? - If yes, Marine is disqualified from attending.				<input type="checkbox"/>	<input type="checkbox"/>				
8.	Have passed a current PFT and CFT per MCO 6100.13. [Note: Marine may attend seminar if not medically qualified to take a full PFT/CFT; provide partial scores and amplifying remarks.]				<input type="checkbox"/>	<input type="checkbox"/>				
	PFT Date	Total	Run	PU/FAH				Crunches		
	CFT Date	Total	MTC	AL				MUF		

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Privacy sensitive when filled in**

All Students (Resident and Seminar) <i>cont.</i>									
Prerequisites				Yes	No	Remarks			
9.	Formally assigned to a Permanent Limited Duty status in accordance with MARADMIN 228/06. - If yes, identify nature of limitation(s) and contact the respective SNCO Academy Deputy Director or CDET Regional Director to discuss facilities requirements.			<input type="checkbox"/>	<input type="checkbox"/>				
10.	Are there any existing family or financial hardships that would preclude this Marine from completing the course?			<input type="checkbox"/>	<input type="checkbox"/>				
11.	Is the Marine in accordance with the Marine Corps Tattoo Policy?			<input type="checkbox"/>	<input type="checkbox"/>				
12.	Has the Marine previously been disenrolled from the course they are attending, as identified in item 1?			<input type="checkbox"/>	<input type="checkbox"/>				
	Reason :								
	Date Disenrolled :								
			Location :						
Resident Students Must Also Complete This Section									
Prerequisites				Yes	No	Remarks			
13.	Possesses appropriate uniforms for the course. Uniform requirements can be obtained from the MCU/EPME website. https://www.mcu.usmc.mil/epme/SitePages/Home.aspx			<input type="checkbox"/>	<input type="checkbox"/>				
14.	Physically capable of participation in a challenging combat physical training program. <i>Note: Must be signed and stamped by a medical officer, civilian health provider, or independent duty corpsman.</i>			<input type="checkbox"/>	<input type="checkbox"/>				
Recertification for Resident Students									
15.	Recertification of Height and Weight must be within 30 days (Active Duty Marines) 45 days (Reserve Component Marines) prior to the SNCO Academy course report date. Certifying official fill in below:				Recertification of PFT must be within 30 days (Active Duty Marines) 45 days (Reserve Component Marines) prior to the SNCO Academy course report date. Certifying official fill in below:				
	Name:				Name:				
	Rank:		Date:		Rank:		Date:		
	Date	Height	Weight	BF% (if required)	PFT Date	Total	Run	PU/FAH	Crunches
_____ Unit Sergeant Major				_____ Phone #		_____ Signature		_____ Date	
_____ Unit Commanding Officer				_____ Phone #		_____ Signature		_____ Date	

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UNITED STATES MARINE CORPS
MARINE AIR SUPPORT SQUADRON 6
MARINE AIR CONTROL GROUP 48
570 PATRIOT AVE BOX 43
CHICOPEE MASSACHUSETTS 01022-1634

IN REPLY REFER TO:
1320
I-I
10 Apr 18

From: Instructor-Inspector (I-I) SNCOIC, Marine Air Support Squadron 6
To: Whom It May Concern

Subj: ANNUAL TRAINING ORDERS ICO: **FIRSTNAME MI. LASTNAME #EDIPI#** / USMCR

Ref: (a) DODINST 1205.5 of 15 Jan 1969
(b) Military Selective Service Act of 1969 (Public Law 90-40 of 30 June 1969) (NOTAL)
(c) Public Law 93-491 approved 17 August 1969 (82 stat. 790) (NOTAL)
(d) Public Law 93-508 of 3 December 1974 (NOTAL)
(e) Public Law 94-286 of 14 May 1976 (NOTAL)

1. Per the references, it is requested that your employee be granted a leave of absence to perform **Annual Training Orders**. This training will be conducted from **30 April, 2018** to **14 May, 2018**.
2. The point of contact for this matter is **Staff Sergeant Christopher Strelczyk** at commercial telephone number **(413) 557-7645**. We appreciate your continued support of your Marine Corps Reserve members.

I. I. MARINE

VALID EXCUSES

1. The following information simplifies unit policy regarding criteria used in granting excused absences from scheduled Active Duty Training (ADT) in regards to mandatory participation requirements.
2. Only the Commanding Officer (CO), or the CO's designated representative, is authorized to grant an excused absence from ADT. The CO's designated representatives are the MASS-6 Executive and Operations Officers.
3. The Commanding Officer or the CO's designated representative may grant an excused absence for ADT missed for reasons which are beyond the control of the Marine and essential to the health and welfare of the Marine or their immediate family. For the purpose of this order, immediate family members are defined as those members of the Marine's family that are identified as dependents in DEERS.
4. Approval of an excused absence must be obtained prior to the ADT date as outlined in enclosure (2), except in emergency situations.
5. The commanding officer may extend the Marine's Mandatory Drill Participation Stop Date by a period of time commensurate to the accumulated unsatisfactory participation.
6. **ONE** alternate AT may be authorized for failure to attend regularly scheduled AT.
7. **Excuses**
 - a. Automobile Issues. SMCR members are screened and required to be free of issues that would preclude them from travel to the Home Training Center (HTC). This criteria is only to be used if the Marine exhausted all other means of transportation, to include riding with another member of the unit. Proof of automobile issue will be provided prior to granting an excused absence.
 - b. Death in Family. SMCR members shall provide a death certificate of the deceased family member upon return to MCSSE.
 - c. Emergency Hardship. This criteria shall be used in any circumstance deemed as an emergency hardship by the SMCR chain of command. The SMCR member shall provide substantiating documents to the Operations Officer before being granted an excusal.
 - d. Family Death Imminent. This criteria will only be used in the event that a family member is placed under the care of a doctor that requires life support or is assumed to pass within the time of less than one week. The SMCR member shall provide substantiating documents to the Operations Officer before being granted an excusal.
 - e. Family Illness. This criteria covers SMCR members that provide for family members and/or dependents. If a member of the Marine's family is in need of assistance with activities of daily living, they will be authorized an excused absence; however, this shall require documentation before an excusal is granted.

f. Reservist Illness. SMCR members shall provide a doctor's note to be granted an excused absence. If unable, SMCR members are authorized to provide proof of illness once recovered and returned to MCSSE. However, this shall require the SMCR chain of command to verify status of the member prior to requesting the Operations Officer to grant an excusal.

g. Weather. Weather of a dangerous nature, such as a natural disaster or anything that would create conditions that may cause harm or injury to Marines as checked by a competent authority. Proof shall be provided before the Operations Officer grants an excusal.

h. School. Major school events such as final examinations that cannot be rescheduled and due dates for projects that require coordination with team members. Correspondence from the course instructor shall be provided.