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ADMINISTRATIVE REPORTING REQUIREMENTS FOR COVID-19 VACCINATION REFUSALS

Originator: COMMARFORRES G ONE

DTG: 241924Z Mar 22

Prec: Routine

To: CG FOURTH MARDIV, CG FOURTH MARDIV G ONE, CG FOURTH MAW, CG FOURTH MLG, CG FOURTH MLG G ONE, FORCE HQ GP, FORCE HQ GP G ONE, HQBN MARFORRES

CC: COMMARFORRES G ONE, COMMARFORRES G THREE G FIVE

REF/A/MSG/PPO/011400Z SEP 21//
REF/B/MSG/PPO/061806Z OCT 21//
REF/C/MSG/PPO/222100Z OCT 21//
REF/D/MSG/MI/17DEC21//
REF/E/MSG/PPO/222015Z DEC 21//
REF/F/MSG/MARFORRES/081816Z OCT 21//
REF/G/DOC/RA/18 OCT 21//
REF/H/MSG/RA/151836Z MAY19//
REF/I/DOC/MCRC/3FEB22//

NARR//REF A is MARADMIN 462-21, Mandatory COVID-19 vaccination of Marine Corps Active and Reserve Components.
REF B is MARADMIN 533-21, Supplemental guidance to mandatory COVID-19

vaccination of Marine Corps Active and Reserve Components.
REF C is MARADMIN 612-21, Supplemental guidance (2) to mandatory COVID-19 vaccination OF Marine Corps Active and Reserve Components.
REF D is PAA 08-21, Administrative procedure for processing SMCR, IMA, and IRR Marines refusing COVID-19 vaccination while serving in a duty

status
REF E is MARADMIN 733/21, Change 1 to Supplemental Guidance (2) to Mandatory COVID-19 Vaccination of Marine Corps Active and Reserve Components

REF F is COMMARFORRES msg, Ch 1 to FragO 11 Mandatory COVID-19 Vaccination for DoD Service
REF G is Headquarters Marine Corps Drilling Reserve Identification Code (BIC) Assignment and Management Policy
REF H is MARADMIN 286/19, Policy Clarification Regarding Joining Prior Service (PS) Marines to Selected Marine Corps Reserve (SMCR) Units and Individual Mobilization Augmentee Detachments.
REF I is MCRC Frost Call 016-22 of 3 Feb22

POC/Robin C Porche/GS-13/MARFORRES G-1 OPS/ (504) 697-7181/ EMAIL: Robin.Porche@usmc.mil
GENTEXT/REMARKS/

1. This message and provides amplification of administrative action requirements provided in the references.

2. Background

2.a. In accordance with references (a) and (b), the deadline for Active Component (AC), Active Reserve (AR), Selected Marine Corps Reserve (SMCR), and Individual Mobilization Augmentee (IMA) Marines

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to
be fully vaccinated for COVID-19 has passed. All Marines serving in
a
duty status (AC, AR, SMCR, IMA, and Individual Ready reserve (IRR)
Marines on orders) shall either be; fully vaccinated, have received
an
approved exemption/accommodation, pending a determination on
exemption/accommodation request, or are in the process of being
administratively separated (AdSep).

2.b. To ensure the proper execution of any Marine being processed for
AdSep, execution of associated administrative actions is of paramount
importance.

2.c. To ensure that only fully vaccinated Marines of the IRR execute
orders, Commands requesting orders via the Marine Resource Order
Writing Service (MROWS) shall validate the Marine's vaccination
status
prior to initiating an MROWS request for any member of the IRR.

3. Execution

3.a. Billet Identification Code (BIC) Reporting

3.a.1. Obligor Marines pending AdSep that have had their Command
Legal Action (CLA) package submitted to the GCMCA, shall be
identified
with an "EX007" BIC per reference (G).

3.a.2. Obligor Marines pending AdSep that have not yet had a CLA
package submitted to the GCMCA, shall be identified with an "EX009"
BIC in order to open the BIC for recruiting.

3.a.3. Non-Obligor Marines pending AdSep shall be identified with
an
"EX009" BIC regardless of CLA package status in order to open the BIC
for recruiting.

3.b. Training Event Code Reporting

3.b.1. IAW reference (d), all Marines identified as a vaccination
refusals are required to sign the appropriate Pg 11 entry. COs/I-Is
shall use this Pg 11 entry as source documentation and ensure that a
Training Event Code XR: COVID VACCINE REFUSAL is reported via unit
diary.

3.b.2. IAW reference (d), upon execution of the adjudicated AdSep
and
sole basis of separation is vaccination refusal, COs/I-Is shall
ensure
that a Training Event Code XD: COVID VACCINE REFUSAL DISCHARGE is
reported via unit diary with an effective date of 1-day prior to the
discharge date.

3.b.3. In the event a Marine receives an AdSep for the sole basis of
vaccination refusal and the appropriate Training Event Codes are not
reported, or units identify that incorrect vaccination refusal codes
were entered, COs/I-Is will be directed to submit a trouble ticket
to
MISSO 16/17 for corrective action to be taken on the separated
Marine's record.

3.c. Reenlistment Codes (RE-Codes). IAW reference (e), Marines
administratively separated on the sole basis of vaccination refusal
shall be assigned an RE-Code of "RE-3p".

3.d. IRR Marines executing MROWS Orders for a period of active duty
3.d.1. IAW reference (f) members of the IRR are required to be fully

vaccinated or have an approved exemption prior to executing any type of orders or duty status.

3.d.2. Order writers shall verify the vaccination status and attach a copy of the MRRS Screen or Vaccination Card to all MROWS requests for members of the IRR.

3.d.2.a. MROWS has undergone reprogramming, and on the "justification page" of IRR Marines' MROWS requests, the Order Writer will be required to answer the following question: "Has the Order Writer verified COVID-19 vaccination status and attached a copy of MRRS Screen or Vaccination Card to this Order Request?"

3.d.2.b. If the order writer has not validated the vaccination status and attached acceptable source documentation, and subsequently answers the question, "NO", then MROWS will perform a "Hard Stop" and display

the following message: "Per MARFORRES FRAGO 11 w/ CH 1 paragraph 3.B.9, "Prior to being joined to an SMCR unit or IMA BIC, accessing to the Active Component or the Active Reserve (AR) Program, executing any type of orders/duty status (ADOS, executing IA orders, etc.), members

of the IRR must be fully vaccinated for COVID-19 or have an approved exemption."

3.d.3. Prior to authenticating MROWS Orders for members of the IRR, FHG (Director, Marine Corps Individual Reserve Support Activity (MCIRSA)) will verify documents attached to the IRR Marine's MROWS requests satisfy the requirement to provide proof of vaccination status. Director, MCIRSA will disapprove MROWS Orders at the "authentication" level if appropriate documentation is not attached.

3.e. Prior Service (PS) Joins

3.e.1. IAW reference (i), PS Recruiters will ensure all PS Join applicants sign the following statement of understanding as the verification of their vaccination status: "I understand the Marine Corps Policy mandating the reserve component to be vaccinated against

COVID-19 in accordance with reference (d) [MARADMIN 462/21]. I fully understand, and have been briefed, that upon accession to the Selected Reserve, I am required to be fully vaccinated."

3.e.2. Prior to joining the PS Marine, units will not request proof of vaccination status in accordance with paragraph 3.e. of reference (h), which prohibits requirements for any additional documentation not

listed on MCRC PSR Form 10.

3.e.3. Units will ensure PS Marines are joined within five working days as required by paragraph 4.b. of reference (h).

3.e.4. In the event a PS Marine is joined and is later identified as not being fully vaccinated, the join will be considered erroneous due

to being unqualified to participate in the SMCR for not meeting vaccine requirements per reference (a). Notify MARFORRES Manpower office of all unvaccinated prior service joins.

4. Questions regarding any administrative requirements associated with COVID 19 vaccination refusals should be addressed via the chain of command to the following POCs:

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4.a. MARFORRES G1/Operations, Administrative Assistance Unit (AAU):

Email: MFRAAU@usmc.mil

4.b. MARFORRES Installation Personnel Administration Center
(IPAC)/TEL: (800) 255-5082/EMAIL: MFR_CSC@usmc.mil

4.c. MARFORRES Manpower: Email: MFR_MANPOWER@usmc.mil

4.d. Director, MCIRSA: (504) 697-8452, EMAIL: MCIRSA_IMA@usmc.mil

5. This message is authorized to be released by Col Jason E Burkett,

Marine Forces Reserve, AC/S G1.

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