

(Date) _____

From:

Rank LAST NAME, First Name MI LAST 4/MOS (ex. Sergeant MARINE, Model T. 6789/0321)

To: Commander, Marine Forces Reserve, G-1 (Attn: IPAC/SELRES)

Via: (1)

CO/OIC/OpSponsor, Losing Unit (ex. Operational Sponsor, Marine Forces North, New Orleans LA)

(2)

CO/OIC/OpSponsor, Gaining Unit (ex. Commanding Officer, 2nd Battalion, 24th Marines, Marine Forces North)

Subj: REQUEST FOR INTER-UNIT TRANSFER

Ref: (a) MCO P1001.1_

1. Per the reference, I request an inter-unit transfer to: _____

2. I understand that it is my responsibility to ensure that I attend all scheduled active and inactive duty training and maintain satisfactory participation status. I will maintain contact with my current unit until joined to the new unit.

Marine's Signature

FIRST ENDORSEMENT

(Date) _____

From:

CO/OIC/OpSponsor, Losing Unit (ex. Operational Sponsor, Marine Forces North, New Orleans LA)

To: Commander, Marine Forces Reserve, G-1 (Attn: IPAC/SELRES)

Via:

CO/OIC/OpSponsor, Gaining Unit (ex. Commanding Officer, 2nd Battalion, 24th Marines, Marine Forces North)

1. Forwarded, recommending _____ . Marine requesting transfer

approval/disapproval

_____ an obligor and _____ a satisfactory participant.

is/is not

is/is not

2. Point of contact is _____ .

POC's Name and contact information

Signature

SECOND ENDORSEMENT

(Date) _____

From:

CO/OIC/OpSponsor, Gaining Unit (ex. Commanding Officer, 2nd Battalion, 24th Marines, Marine Forces North)

To: Commander, Marine Forces Reserve, G-1 (attn: IPAC/SELRES)

1. Forwarded, recommending _____ . Billet _____

approval/disapproval

BMOS _____ BIC _____ is available for Marine requesting transfer.

This command's complete address is: _____

The next scheduled drill for this Marine at this command will be: _____

2. Point of contact is _____ .

POC's Name and contact information

Signature

Executing an Interunit Transfer:

1. To Execute an interunit transfer from the IMA, fill out the enclosed form letter in its entirety. Once complete, forward the form letter to the the Customer Service Center. The IPAC Selective Reserve Branch will issue the Interunit Transfer (IUT) Orders based on the information contained in the form letter and provide them to the Marine executing the IUT and the losing unit.
2. The Operational Sponsor is responsible for forwarding the Marine's health and dental records to the gaining unit.

Basic Information on Interunit Transfers

All Marines

1. Reservists who are in a Temporary Not Physically Qualified (TNPQ)/Not Physically Qualified (NPQ) status or in receipt of Line of Duty (LOD) benefits who relocate to accept civilian employment or for educational reasons may execute an inter-unit transfer provided the gaining unit commander agrees to such a transfer.
2. Subject to the approval of the CO/OIC/OpSponsor of the units concerned, officers may request transfer between SMCR units. Transfers between IMA detachments are subject to the approval of Commander Marine Forces Reserve in coordination with the IMA Program Manager and the OpSponsors concerned.
3. A new 3-year tour is initiated upon change of SMCR unit or IMA platoon code.

Mandatory Enlisted Participants

1. Upon changing permanent residence outside of reasonable commuting distance from their present SMCR unit, reservists with an IDT/AT obligation will be transferred to another SMCR unit within a reasonable commuting distance of their new residence. Unit commanders will join mandatory participants regardless of grade/MOS or existing T/O vacancies provided:
 - a. A reservist who desires to relocate but is in an unsatisfactory participation status must first schedule an Equivalent Duty Period (EDP) for all unexcused absences. A Marine may schedule the EDP with either the gaining unit (subject to approval of the gaining unit commander) or their current unit. Even if the Marine is authorized to drill at the prospective new unit, the Marine's current command will continue to report the required unit diary entries. Only upon full resolution of all missed IDTs will the Marine be authorized to transfer. Reservists who do not schedule EDPs will be retained by the original unit and processed as an unsatisfactory participant.
 - b. A reservist whose transfer precludes attendance at the regularly scheduled AT period of either the transferring or gaining unit will schedule an alternate period of AT upon joining the new unit.
 - c. If a mandatory participant is not MOS qualified for a T/O billet of the gaining unit, the unit CO/OIC will submit a request to COMMARFORRES (G-3T) or appropriate MSC to have the reservist trained in an MOS on the unit T/O.
 - d. When there is more than one SMCR unit within reasonable commuting distance, the mandatory participant will be joined to the unit for which the reservist is most closely MOS qualified.

Non-mandatory Enlisted Participants

1. Non-mandatory participants may transfer to another SMCR unit provided they meet basic prerequisites for reenlistment and unit MOS needs and the gaining unit commander approves the transfer. Refer to paragraph 4502 of MCO 1001R.1K for additional guidance for failure to qualify for a new MOS.