

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

CHAPTER 3

SEPARATION AND RETIREMENT OF RESERVE OFFICERS NOT ON ACTIVE DUTY AND RETIREMENT OF ENLISTED RESERVISTS NOT ON ACTIVE DUTY

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DUTY AND RETIREMENT OF ENLISTED RESERVISTS NOT ON ACTIVE DUTY

3001. DEFINITIONS. Certain terms have special definitions with reference to Reserve retirements as outlined below.

1. Active Status. The status of a Reservist who is not assigned to the Inactive Status List (ISL) of the Standby Reserve or to the Retired Reserve. A Reservist on the active status list (ASL) may be on active or inactive duty, in the Selected Marine Corps Reserve (SMCR) or Individual Ready Reserve (IRR).

2. Reserve Retirement Credit and Points. Terms used interchangeably which refer to the method provided by law for awarding actual or constructive days of service. Points are used to determine qualifying service creditable toward retirement eligibility, and toward retired pay. They are also used, in part, to determine promotion eligibility and retention in the Ready Reserve.

3. Qualifying Service

a. Qualifying service is credited per 10 U.S.C. Section 12732. It provides that almost all military service prior to 1 July 1949 is creditable as qualifying service. After 30 June 1949, a year of qualifying service is credited when a minimum of 50 retirement points (including 15 gratuitous membership points) is earned and a full 365/366 day period is served during the Marine's anniversary year. See paragraph 3012.

b. Use of the terms "satisfactory Federal service" and "satisfactory service" is misleading; 10 U.S.C. 12732 is based on "qualifying service".

c. In a given anniversary year, retirement point credit resulting in less than a 50 point total is added to a cumulative retirement point total, but that anniversary year is not a qualifying year.

4. Anniversary Year. A period of 12 consecutive months (365 days or 366 days during a leap year) during which a member must accrue a minimum of 50 points (including gratuitous points) for it to be credited as a qualifying year.

5. Anniversary Date. The date on which the anniversary year commences. It is assigned to Reservists based on the following criteria:

a. For members of any Reserve component prior to 1 July 1949, the anniversary year begins on 1 July of each year, when continuous active Marine Corps Reserve status is maintained.

b. For members of any Reserve component after 1 July 1949 but prior to 1 July 1965, the anniversary year begins on the date of entry or reentry. Each succeeding "year" will begin on the anniversary of that date, when continuous active Reserve status is maintained. Any component change (e.g.,

Regular to Reserve or vice-versa) between 1 July 1949 and 1 July 1965 requires a change in the anniversary date.

c. For members of any Reserve component after 30 June 1965, the anniversary year begins on the date shown below. Each succeeding year will begin on the anniversary of that date, when the member does not have a break in military service of greater than 24 hours.

(1) For a member whose initial entry (or reentry after a break in service of greater than 24 hours) into a Reserve component is after 30 June 1965, the anniversary year begins on the date of entry or reentry. Each succeeding "year" begins on the anniversary of that date, when continuous service in any branch or component of the Armed Forces is maintained. A change of service or component without a break in service of greater than 24 hours does not change the member's anniversary date. For this purpose, interservice transfers are not considered a break in service.

(2) Members of a Reserve component of another branch of the Armed Forces on 1 July 1965, subsequently enlisted or appointed in the Marine Corps Reserve without a break in service of greater than 24 hours, retain the same anniversary date established by the former branch.

(3) For Marines formerly members of a Regular component of any branch of the Armed Forces on 1 July 1965, and subsequently assigned to, enlisted or appointed in the Marine Corps Reserve without a break in service of greater than 24 hours, the anniversary year begins on the date of entry into that Regular component in which they served prior to 1 July 1965.

d. Assignment to the ISL of the Standby Reserve or to the Temporary Disability Retired List (TDRL) constitutes a break in active Reserve status. Consequently, the anniversary year for members removed from the ISL or the TDRL starts on the date they are restored to an active status.

e. To correct an anniversary date, submit a letter with supporting documentation through the chain of command to the CMC (MMSR-5). Copies of all enlistment contracts, extensions, and appointment records are required.

United States Marine Corps
Manpower and Reserve Affairs (MMSR-5)
3280 Russell Road
Quantico, VA 22134-5103

3002. RESIGNATION OF OFFICERS

1. The President, or the Secretary of the Navy acting for the President, may accept the resignation of an officer of the Marine Corps Reserve. The provisions of paragraph 5002 are applicable to Reserve as well as Regular officers, except for periods of obligated service acquired under law or contractual agreement which must be completed before a resignation will be accepted. The CMC may deny, for the Secretary, requests that do not satisfy the criteria. Waiver of criteria will only be granted in cases of extreme hardship, extraordinary circumstances or in the best interest of the service.

Officers must provide justification and command endorsements. Paragraph 4104 applies.

2. Submit letters of resignation to the Secretary of the Navy via the CMC (MMSR-5) and the COMMARFORRES. Resignations from officers of the Selected Marine Corps Reserve (SMCR) are submitted via the COMMARFORRES. Resignations from all other officers who are members of the IRR and the Standby Reserve will be submitted via the CG, MCRSC. Endorsements by the custodian of the officer's service record will contain a statement that the officer has completed all obligated service.

3. Expunging Resignation-Related Material

a. Officers who have a resignation withdrawal request approved by the Secretary of the Navy, or whose resignation is withdrawn or disapproved, may have the resignation letter and related correspondence expunged from their official military personnel file (OMPF) on request.

b. Officers placed on the ASL after a voluntary resignation may, at their request, have any reason submitted in connection with the resignation expunged from their OMPF.

c. Submit requests for removal of a resignation letter and related correspondence or reasons for resignation to the CMC (MMSR-5).

4. An officer tendering a resignation from the Marine Corps Reserve under circumstances which might reasonably be susceptible to later characterization as "under conditions other than honorable conditions", must include one of the following statements:

a. "I have been advised fully on the regulations and provisions of law relative to trial by court-martial and actions taken by a Board of Inquiry; and the applicability of such laws and regulations in my case. I have weighed the benefits which might result from such action and, considering I would not suffer greater prejudice as a result of such action, I hereby waive any court-martial action under the Uniform Code of Military Justice. Also, I further waive any consideration of my case by any Board of Inquiry and findings and recommendations by any such Board of Inquiry. This waiver is made in the interest of expediting ultimate disposition of my case, as I feel that my position in this matter has been made clear and that I have full confidence in the ability and fairness of the officers in higher authority who will act upon my case."

b. "I request referral of the papers in my case to a Board of Inquiry for findings and recommendations."

3003. INVOLUNTARY DISCHARGES

1. Reserve commissioned officers may be discharged at the pleasure of the President. All Reserve warrant officers may be discharged at the pleasure of the Secretary of the Navy. For additional provisions concerning the separation of Reserve officers see chapter 4 and SECNAVINST 1920.6; see chapter 6 for discharge of enlisted Reservists.

2. Reserve officers with less than 3 years of commissioned service and Reserve warrant officers with less than 3 years of service as a warrant officer may be separated from the Marine Corps Reserve without the benefit of a hearing or board procedure for Substandard Performance of Duty or for Parenthood, per SECNAVINST 1920.6 using the notification procedures contained therein.

3. Reserve officers with more than 3 years of commissioned service and Reserve warrant officers with more than 3 years of service as a warrant officer, respectively, may be separated per paragraph 4103 (Separation for Cause) and SECNAVINST 1920.6 only upon recommendation of a Board of Inquiry.

4. Reserve officers and Reserve warrant officers, regardless of length of Commissioned service or service as a warrant officer, respectively, may be separated from the Marine Corps Reserve without a hearing or board procedure per paragraph 3003.6 (Lack of Mobilization Potential) or paragraph 3005.2 (Age-In-Grade Restrictions). Use the notification procedures contained in SECNAVINST 1920.6.

5. Mobilization Potential Screening Board. The Secretary of the Navy may, when necessary, convene boards to screen Reserve officers not on active duty, who have completed obligated service, for potential and availability for mobilization to active duty. Eligibility will include, but is not limited to, officers in the following categories:

a. On the ISL of the Standby Reserve for at least 3 years.

b. Found by the Chief, Bureau of Medicine and Surgery not physically qualified for active duty or retention in the Marine Corps Reserve. They will be afforded an opportunity to a full and fair hearing before the PEB prior to final action on their case.

c. Found by the Chief, Bureau of Medicine and Surgery militarily unfit or unsuitable by a medical finding not constituting physical disability. They are not entitled to a hearing before the PEB.

d. Do not undergo a physical examination as required by regulation.

e. Do not keep their parent unit informed of a current mailing address.

f. Do not respond to, or comply with, official correspondence within a reasonable period of time.

g. Who decline a permanent appointment to the next higher grade within 6 months of approval of the report of a promotion selection board that recommends the officer for promotion.

h. Not in a critical grade and MOS, who earn less than 27 retirement credit points (including membership points) per anniversary year. However, a Reserve officer may not be separated solely for failure to meet this standard when participation is precluded by either of the following:

(1) Lack of funds result in nonavailability of training; or

(2) Circumstances of an unusual nature (as determined by the CMC on a case-by-case basis).

i. An officer whose ecclesiastical endorsement has been withdrawn.

6. Prior to convening a board per paragraph 3003.6, each officer considered will be notified per SECNAVINST 1920.6. Boards will be convened under regulations prescribed by the CMC and approved by the Secretary of the Navy. Upon recommendation by a board to separate an officer for lack of mobilization potential, the CMC (RAP) will either:

a. Transfer the officer to the ISL of the Standby Reserve, if the officer is not qualified for, or does not request, transfer to the Retired Reserve;

b. Recommend to the Secretary of the Navy that the officer be transferred to the Retired Reserve, if the officer is qualified and so requests; or

c. Recommend to the Secretary of the Navy that the officer be honorably discharged from the Marine Corps Reserve.

7. A Reserve commissioned officer may be dismissed, and a Reserve warrant officer may be discharged, as the result of an approved sentence of a general court-martial.

8. The President or the Secretary of the Navy may drop from the rolls any member of the Reserve component in an unauthorized absence status for a period of 3 months or more; or sentenced to confinement in a Federal or State penitentiary or other correctional institution after having been found guilty of an offense by a court other than a court-martial or other military court, and whose sentence has become final. The Secretary of the Navy has specifically applied this provision only to Reserve officers.

9. A Reserve officer discharged or separated for cause, other than as specified in paragraph 3003.5, will be given an honorable or general (under honorable conditions) discharge unless:

a. A discharge under other than honorable conditions is effected pursuant to the approved sentence of a court-martial or the approved findings of a Board of Inquiry convened by competent authority; or

b. The officer consents to discharge under other than honorable conditions in lieu of trial by court-martial or appearing before board proceedings.

10. Officers on the retired list of the Marine Corps Reserve, with or without pay, will not be discharged without their consent except by sentence of a court-martial, or when sentenced by civil authorities to confinement in a State or Federal penitentiary as the result of a felony conviction.

3004. TRANSFER OF OFFICERS AND ENLISTED RESERVISTS TO ANOTHER RESERVE COMPONENT

1. Reservists not on active duty or extended active duty may, at their request or with their consent, transfer between Reserve components as follows (see MCO 1001R.1 paragraph 2204 for officers and 2404 for enlisted personnel):

a. The Reservist with a remaining military obligation under law may be transferred when:

(1) The Reservist has special experience or professional, educational, or technical skills which are of greater value to the gaining component than they are to the Reservist's current component; or, the Reservist is willing to acquire such skills needed by the gaining component, or for the national defense;

(2) The Reservist has skills that exceed the requirements of the current component and the skills are needed by the gaining component; or

(3) The losing component has no paid-drill (Selected Reserve) unit to which the Reservist can be usefully assigned within commuting distance of the Reservist's current or anticipated domicile or place of business; and

(4) The gaining component approves the transfer and the losing component:

(a) Approves the transfer; or

(b) Disapproves the transfer and the disapproval is annulled by:

1 The Secretary of the military department concerned or a designee, when both Reserve components are in the same military service; or

2 The Assistant Secretary of Defense (Reserve Affairs), acting for the Secretary of Defense, when the Reserve components are in different military services.

b. The Reservist with no military service obligation under law may be transferred when the gaining component approves the transfer because it is in the best interest of military preparedness.

c. The Reservist desires transfer to enroll in an officer candidate program (including college-level Reserve Officer Training Corps) and the prospective gaining component accepts the member.

(1) The losing component will approve the transfer if the Reservist has no remaining service obligation under law.

(2) If the Reservist has remaining obligation under law, the losing component will approve the transfer, unless loss of the member results in serious degradation of unit readiness which cannot be offset by the recruitment of a replacement.

2. Interservice transfer will be accomplished by discharge from the Reservist's current Reserve component for immediate enlistment or appointment in the gaining Reserve component. The following conditions apply:

a. Discharge and reenlistment, appointment in another Reserve component, or termination of current commission and reappointment in another component will be accomplished without interrupting the continuity of the Reservist's total military service. Credit these members with the total amount of military service accrued as of the date of transfer.

b. Discharge for interservice transfer under this Manual will not constitute release from, or fulfillment of, military service obligation established by law. However, additional service performed after such discharge will be counted towards fulfillment of that obligation.

3. Exceptions/Limitations. The policies in paragraphs 3004.1 and 3004.2 are subject to the following:

a. After 1 June 1984, an officer who initially becomes a member of an armed force before his 26th birthday will serve for a total of 8 years. Any part of such service that is not active duty or active duty for training will be performed in a reserve component. Unless pursuant to regulations prescribed by the Secretary of the Navy, when an officer is promoted to a higher reserve grade, the officer will be retained in an active status in his reserve grade for the remaining period of required service and may be only discharged because of personal hardship under regulations prescribed by the Secretary of the Defense. A Reservist without remaining military service obligation under law, who received a bonus for the current term of enlistment, must honor the conditions of the bonus agreement in full, unless the losing component concurs in the transfer in the best interest of national defense.

b. A Reservist without remaining military service obligation under law, who served on active duty for training for more than 30 consecutive days during the current enlistment or during the current time in grade (in the case of an officer), must honor all service obligations, unless the losing component concurs in the transfer in the best interest of national defense.

c. An interservice transfer must constitute movement to a Reserve category of equal or greater mobilization potential. For example, transfer is permissible if the Reservist moves from the SMCR to the Selected Reserve of another military service. This requirement may be waived when the Secretary(s) of the military department(s) concerned, or their designee(s), concur in the action as being in the best interest of national defense.

d. An officer may not be transferred from one Reserve component and appointed as a Reserve officer in another with a higher grade or precedence than that held on the day before the transfer.

4. Requests for transfer between Reserve components may be initiated by the Reservist, or by appropriate authority in the gaining component with the individual's consent. The request will be processed within 30 days for enlisted members and 60 days for officers.

a. An enlisted member desiring transfer to another Reserve component will submit an application to the COMMARFORRES per figure 3-1.

b. An officer desiring transfer to another Reserve component will submit an application to the COMMARFORRES per figure 3-2.

5. Endorsements for transfer requests by a Reservist with a remaining military service obligation must contain:

a. A statement from the losing component concurring in the requested action and affirming that the transfer is in the best interest of national defense and the Reservist concerned. Justify any nonconcurrency.

b. A statement from the gaining component indicating that the Reservist requesting transfer is acceptable and will be assigned to an approved training program. Justify any nonconcurrency.

6. Endorsements for transfer requests by Reservists without military service obligation under law must contain a statement from the gaining component that the Reservist requesting transfer is acceptable and will be assigned to an approved training program. Justify any nonconcurrency.

7. Request by Authorities of the Gaining Reserve Component. The DD Form 368, REQUEST FOR CONDITIONAL RELEASE, shall be used in all cases involving inter-service transfers and may be used for intra-service transfers. Section I of DD Form 368 shall be completed by an appropriate authority of the requesting service or component and forwarded to the member's current service or component for action. DD Form 368 shall not be used to enroll a member of a reserve component into the delayed entry program of a regular component. The member's service or component shall respond to the requesting service or component within 30 days of receipt of DD 368. The requesting service or component shall not enlist or appoint the member without the approval of the losing service or component. DD 368 will not be signed prior to approval of inter-service transfer from the authority listed below and the Marine shall continue to perform all duties until that time. See DoDINST 1205.19 and DoDDIR 1205.5.

a. Approval Authority

(1) COMMARFORRES for enlisted personnel.

(2) The CMC (DC/S M&RA via MMSR-5) for officers.

b. Requests will be per figure 3-1 for enlisted members and figure 3-2 for officers.

8. Requests for transfer, with complete documentation, will be forwarded through the gaining component to the losing component.

9. Upon final approval of a request for transfer, the gaining Reserve component will furnish a copy of the DD Form 4, Enlistment/Reenlistment Document--Armed Forces of the United States, or appointment order, to the losing Reserve component within 15 days to permit timely discharge.

3005. RETIREMENT OR SEPARATION FOR AGE AND SERVICE

1. The Comptroller General of the United States has ruled that a member of the Reserve, 60 years of age and qualified for retired pay, is not entitled to credit for any service or retirement credit after the day the member becomes so qualified, unless the member is retained under exceptional circumstances by specific order of the Secretary of the Navy (38 CompGen 647). To protect the interests of the member concerned, the Secretary of the Navy has directed that Reserve personnel will be retired or discharged as follows:

a. Officers, other than general officers, and enlisted members of the Reserve who, upon reaching age 60, are qualified for retirement with pay will be transferred to the Retired Reserve at the member's request, effective on the 1st day of the month following the member's 60th birthday. However, if the member fails to request retirement after being afforded the opportunity, the member will be discharged.

b. General officers of the Reserve, subject to the officer's consent and upon specific orders of the Secretary of the Navy, may be retained in an active status until age 62. The Secretary, subject to the officer's consent, may further retain, within the number specified by law, certain general officers in an active status until age 64.

c. Reserve officers who have reached age 60, but are not eligible for a reserve retirement and have not twice failed for selection to the next higher grade nor reached their mandatory service limitation prescribed by law (see paragraph 3006) will be retired or discharged on the earliest of the following dates:

(1) The officer must retire on the 1st day of the month following the date on which the officer becomes qualified for a reserve retirement with pay.

(2) The officer must be discharged on the 1st day of the month following the officer's 62nd birthday if the officer is unable to qualify for retired pay unless the officer has been retained by the Secretary of the Navy. The Secretary of the Navy may only retain officers above the grade of colonel beyond their 62nd birthday.

c. Enlisted members of the Reserve upon reaching age 60, who are qualified for retirement with pay, will be transferred to the Retired Reserve, at their request, effective on the 1st day of the month following their 60th birthday. However, if they fail to request retirement after being afforded an opportunity, they will be discharged by the parent command for "Convenience of the Government."

e. Enlisted members are subject to the 60-year age policy in MCO P1040.35. Enlisted members who are not able to satisfy the requirement for a reserve retirement with pay at age 60 will be discharged on the earliest of the following dates:

(1) The 1st day of the month following the date on which they complete 20 years of qualifying service and become eligible for retirement; or

(2) The 1st day of the month following their 62nd birthday.

2. Age-In-Grade Restrictions

a. Upon reaching the following ages-in-grade, a Reserve officer, not on active duty and not on a promotion list, will be:

(1) Transferred to a retired status, upon request, if qualified;

(2) Discharged, upon submission of resignation, if the period of obligated service required under law or contractual agreement is completed; or,

(3) Transferred to the ISL of the Standby Reserve;

<u>Grade</u>	<u>Age Restriction</u>
Second and First Lieutenants -----	40 years
Captains -----	46 years
Majors -----	52 years
Lieutenant Colonels and Above ----	60 years
WO/CWO -----	60 years

b. The CMC (RAM-5) may grant or deny waivers for age-in-grade restrictions for second lieutenants through majors.

c. Submit requests for waivers to the CMC (RAM-5) via the chain of command.

3006. RETIREMENT OR SEPARATION OF OFFICERS TWICE FAILED OF SELECTION FOR PROMOTION AND/OR THOSE OFFICERS AT SERVICE LIMITATION

1. Warrant Officers. Except for those Reserve officers who meet the provisions of paragraph 3008, Reserve officers in an active status in the permanent grade of:

a. Warrant officer (WO-1) through CWO-3 considered as having twice failed of selection for promotion to the next higher grade will be removed from an active status on the first day of the seventh month following the second failure of selection.

b. CWO-4 considered as having twice failed of selection for promotion to CWO-5 will be continued in an active status until completion of 30 years of qualifying service, unless earlier separated by other provisions of law due to age or failure to meet minimum participation requirements. Any chief warrant officer with 30 years of qualifying service and who is eligible for a reserve retirement with pay at age 60, in the absence of a retirement request, will be involuntarily placed on the reserve retirement list awaiting pay effective the first day of the sixth month following completion of such service unless selectively continued to meet the needs of the Ready Reserve as determined by the CMC.

2. Captains/Lieutenants. Per paragraphs 1304.3 and 3008, a Reserve Officer in an active status in the permanent grade of captain or first lieutenant considered as having twice failed of selection for promotion to the next higher grade may, at the discretion of the Secretary of the Navy, be removed from an active status not later than the first day of the 7th month following the month the board results are approved by the Secretary. An officer to be removed from an active status under this paragraph will, if qualified, be given the opportunity to request transfer to the Retired Reserve. If not so transferred, the officer will be transferred to the ISL of the Standby Reserve or will be discharged from the Marine Corps Reserve.

3. Majors/Lieutenant Colonels/Colonels

a. Reserve Majors. Reserve Majors in an active status considered having twice failed of selection for promotion to the next higher grade must be removed from the active status list, retired if eligible, or discharged on the first day of the month following completion of 20 years of commissioned service unless retained in an active status under the provision of paragraph 3008.1 or continued under the provisions of paragraph 3008.4. If a Reserve major has already completed 20 years of commissioned service when the second failure of selection occurs then the officer will be separated on the first day of the seventh month following the month the board results are approved by the Secretary of the Navy.

b. Reserve Lieutenant Colonels/Colonels. Reserve lieutenant colonel and Reserve colonels, unless retained in an active status under the provision of 3008.1 or continued under the provisions of paragraph 3008.5, must be removed from an active status, retired, or discharged on the first day of the month following completion of 28 and 30 years of commissioned service respectively.

4. Total Commissioned Service

a. Per Title 10, U.S. Code, Section 14704, a Reserve officer's years of service include all service, other than constructive service, of the officer as a commissioned officer of any uniformed service (other than service as a warrant officer). Such service is calculated from the first date of appointment. For example a Reserve major who was first commissioned on 15 January 1979 would complete 20 years of commissioned service on 14 January 1999, as long as there is no break in service of 24 hours or more. Time spent on the inactive status list or on the temporary disability retired list, although not creditable for retirement purposes, is creditable towards an officer's commissioned service.

b. The Secretary of the Navy may defer the retirement or discharge under this paragraph of a Reserve officer serving in the permanent grade of major or above for a period of time which does not exceed the amount of constructive service in an active status which was credited to the officer at the time of original appointment or thereafter under any provision of law, if the officer can complete at least 20 years of qualifying service during the period of such deferment.

3007. RETIREMENT OR SEPARATION FOR UNSATISFACTORY PARTICIPATION

1. Per 10 U.S.C. 12642 and SECNAVINST 1920.6, Reserve officers who complete their obligated service and are credited at the end of their anniversary year with less than the 27 retirement points (including membership points) required to maintain an active status are subject to the following:

a. Transfer to the Retired Reserve, if the Reservist is qualified and requests retirement; or

b. Transfer to the ISL of the Standby Reserve, if the Reservist is not qualified or does not apply for transfer to the Retired Reserve and process per paragraph 3003.6.

2. Reserve officers are not removed from an active status for failure to earn 27 Reserve retirement credit points per anniversary year if:

a. A request for active duty for training during the anniversary year is denied by reason of lack of funds or facilities; or

b. There is a mobilization requirement for their military or civilian skills and a sufficient number of Reservists in an active status are not available to meet the requirement.

3. The COMMARFORRES or the CG, MCRSC will inform (by certified mail, return receipt requested) each non-obligor Reserve officer who has not met prescribed satisfactory Reserve participation requirements of his/her immediate transfer to the ISL. The member may choose to request a "one-time" waiver of the prescribed 50 point minimum requirement for the unsatisfactory anniversary year or the member may elect to retire, if eligible. If a "one-time" waiver is granted, the member will be reinstated on the ASL and will be assigned a new anniversary date. Requests for "one-time" waivers will be submitted via the Marine's chain of command to CMC (Attn: MMSR-5) with complete justification.

4. An officer who is not qualified for, or does not request, transfer to the Retired Reserve and is not exempted by the criteria in paragraph 3007.2 will be transferred to the ISL. Upon completion of a 3 year period, each officer on the ISL will be referred to the Reserve Officers Mobilization Potential Screening Board described in paragraph 3003.6. The board is convened by the CG, MCRSC per MCO P1001R.1. It will review the records of each eligible Reservist and recommend one of the following:

a. Return to an active status in the Ready Reserve, if physically and otherwise qualified;

b. Transfer to the Retired Reserve, if qualified; or

c. Discharge, per this Manual and SECNAVINST 1920.6.

5. If a Reserve officer fails to participate satisfactorily during the member's period of obligated service, the Marine's commanding officer will recommend involuntary discharge from the Reserve. Submit the recommendation to the CMC (MMSR-5) via the chain of command.

6. Per DoD Directive 1200.15, Reserve officers qualified for retirement under 10 U.S.C. 12731 and 12732, but who do not meet the 60 years minimum age requirement, are required to earn 50 retirement points annually to be retained in the Ready Reserve or on the ASL of the Standby Reserve. A one-time waiver of this requirement may be granted, in exceptional circumstances, by the Secretary of the Navy. Submit requests for waiver to the Secretary of the Navy via the CMC (MMSR-5) and the chain of command.

a. If a Reserve officer fails to earn the minimum points required under this paragraph, the COMMARFORRES or the CG, MCRSC will inform the officer

by letter (certified mail, return receipt requested) of failure to meet prescribed satisfactory Reserve participation requirements and advise the officer of the options provided under law as follows:

(1) The Reserve member may, under exceptional circumstances, request a one-time waiver from the Secretary of the Navy per paragraph 3007.6.

(2) If a one-time waiver is not requested or approved, the Reserve member will be transferred to the Retired Reserve, if qualified and application is made.

(3) If the Reservist is not qualified or does not apply for transfer to the Retired Reserve, the Marine will be transferred to the ISL.

3008. EXCEPTIONS TO MANDATORY RETIREMENT OR SEPARATION

1. Safety Zone. The retirement or separation of certain Reserve officers per paragraphs 3005 and 3006 will not apply to:

a. An officer who has completed 18 but less than 19 years of qualifying service until the third anniversary of the date on which the officer otherwise would be transferred from an active status or discharged, or upon completion of 20 years qualifying service, whichever is earlier; or,

b. An officer who has completed 19 but less than 20 years of qualifying service until the second anniversary of the date on which the officer otherwise would be transferred from an active status or discharged, or upon completion of 20 years of qualifying service, whichever is earlier.

2. The safety zones referred above do not apply to a reservist who cannot meet all requirements for a reserve retirement with pay (see paragraph 3011) by the end of the safety zone period. Additionally, Reservists who have already earned 20 years of qualifying service but are not eligible for a reserve retirement with pay due to not having served the number of years in a reserve component required by law are not eligible for retention in a safety zone.

3. Notwithstanding paragraph 3006, a Reserve commissioned officer, other than a commissioned warrant officer, who is assigned to the Selective Service System may be retained in an active status in that assignment until the officer becomes 60 years of age (10 U.S.C. 12647). Retention under this provision is subject to the needs of the Selective Service System.

4. Continuation of Reserve Officers is based upon the following law and policy:

a. Title 10 U.S.C. Section 14701 provides the Secretary of the Navy with the option of continuing Reserve officers in the grades of captain through colonel beyond the maximum service limitations of 20 YCS, 28 YCS, and 30 YCS, respectively. If continuation is offered, officers must apply in writing to the president of the respective continuation board. Approval is subject to the needs of the Marine Corps. The statutory limits of such continuation are as follows:

(1) Reserve captains who have twice failed of selection for promotion to the grade of major may not be continued beyond 20 YCS.

(2) Maximum continuation for a Reserve major is 4 years, not to exceed a total of 24 YCS.

(3) Maximum continuation for a Reserve lieutenant colonel is 5 years, not to exceed a total of 33 YCS.

(4) Maximum continuation for a Reserve colonel is 5 years, not to exceed a total of 35 YCS.

b. Continuation opportunities are limited and are based on the needs of the Marine Corps. Continuation requires the convening of a statutory board approved by the Secretary of the Navy (SECNAV) to consider officers for continuation who possess critical skills or capabilities that cannot be met by in zone promotions or officers currently on the ASL. Applications are limited to officers possessing such qualifications as specified by SECNAV. The convening of such boards is announced by CMC via separate correspondence, as required, based on a SECNAV-approved continuation plan for each fiscal year.

3009. RETIRED RESERVE

1. The Retired Reserve consists of Reservists transferred or assigned to the Reserve under the provisions of 10 U.S.C. 10154.

2. Enlisted members must be serving within the unexpired term of an enlistment contract or on a valid extension to the enlistment contract on the effective date of transfer to the Retired Reserve. Discharge by reason of expiration of enlistment, effected before transfer to the Retired Reserve, separates a Marine from the Marine Corps Reserve. Former members are not entitled to transfer to the Retired Reserve or any retirement benefits except as may be provided by law (see paragraph 3019).

3010. RETIREMENT WITH PAY BASED ON ACTIVE SERVICE

1. Reserve commissioned officers on active duty who have completed more than 20 years of active service, of which at least 10 years was service as a commissioned officer, may request retirement under the provisions of chapter 2 of this Manual and such requests will be processed by CMC (MMSR-2).

2. Enlisted Reservists on active duty who have completed 20 years of active service may request transfer to the Fleet Marine Corps Reserve (FMCR) or retirement under the provisions of chapter 7 of this Manual.

3011. TRANSFER TO THE RESERVE RETIRED LIST WITH PAY

1. A Reservist who completes 20 qualifying years of service (not necessarily continuous) is eligible, upon application, to transfer to the Reserve Retired List and to receive retired pay and benefits upon or after reaching age 60, per the following:

a. The member performs the last 8 years of qualifying service while a member of a Reserve component. (National Defense Authorization Act For 1990, extended by Public Law 105-261/Section 561, permits transfer to the retired reserve if the last 6 years of qualifying service were performed as a member of a Reserve component through 30 September 2001)

b. The member is not entitled under any other provision of law to retired pay from an Armed Force or retainer pay as a member of the FMCR.

2. For subparagraph 3011.1a, the last 8 years of qualifying service does not have to be continuous. If a period of service in a Regular component intervenes between periods of Reserve service totaling the required 8 years, then that period of Regular service cannot be applied toward meeting the criteria of subparagraph 3011.1a (10 U.S.C. 12731 applies). For example:

a. An individual who served 14 years as a Reservist and then 6 years in the Regular Marine Corps must serve an additional 8 years in a Reserve status to qualify for reserve retired pay. In this example, an additional 8 years service in a Reserve status is necessary to meet the requirement that the last 8 years of qualifying service be as a member of a Reserve component.

b. An individual who served 4 years as a Reservist, then 13 years in the Regular Marine Corps, then 4 more years as a Reservist, must serve an additional 4 years in a Reserve component to qualify for reserve retired pay. In this example although the Marine has completed over 20 years of service, 4 more years must be served in a Reserve component to meet the requirement that the last 8 years of service be as a member of a reserve component

3. Per 10 U.S.C. 12731(d), a member who completes the years of service required for eligibility for retired pay under this paragraph will be notified in writing within 1 year after completing said service. This notification will be issued by the CMC (MMSR-5). Do not submit individual requests unless a qualified member does not receive notification within the prescribed 1 year period. Only the CMC (MMSR-5) is authorized to issue an official statement of service to Reservists. No summary of retirement credits/qualifying years (i.e., the automated Career Retirement Credit Record) is presented to a Reservist as an official statement of service unless it has been audited and certified by the CMC (MMSR-5).

3012. QUALIFYING SERVICE

1. To determine whether a member has completed the required 20 years of qualifying service for retired pay purposes, the member's years of service (less time lost) performed in the status of a commissioned officer, warrant officer, midshipman, cadet, or enlisted member are creditable.

a. Service Before 1 July 1949. Contact the CMC (MMSR-5).

b. Service After 1 July 1949. Add the member's years of service for each anniversary year in which at least 50 points were credited as follows:

(1) One point for each day of active service, including annual training duty or while attending a prescribed course of instruction at a school designated as a service school by law or by the Secretary concerned.

(2) One point for each period of inactive duty or instruction or period of equivalent instruction (including completion of approved correspondence course) that was prescribed for that year by the Secretary of the military department concerned and conformed to the requirements prescribed by law, including attendance at National Guard training.

(3) Points (gratuitous) for membership at the rate of 15 per anniversary year of service in any Reserve component of the Armed Forces, including the U.S. Coast Guard Reserve and the Army and Air National Guards. Membership points are not deducted or pro rated for periods of active duty or active duty for training, if the member belongs to a Reserve component. If the member is on active duty all or most of the year, the limit on total retirement points in subparagraph 3012.1b(5) applies.

(4) Table 3-1 shows the criteria for awarding retirement points for a variety of miscellaneous activities including Associate Duty and Appropriate Duty. See the current edition of MCO P1001R.1 for further instructions on awarding retirement points.

(5) Retirement Point Credit Limitations. For retired pay purposes:

(a) Total points credited since 30 June 1949 may not exceed 365 days in a normal year or 366 days in a leap year.

(b) Total retirement points credited for inactive duty participation may not exceed 75 (60 prior to 23 September 1996) in any anniversary year.

(c) Retirement points earned during one anniversary year may not be credited to another anniversary year.

(6) Partial Anniversary Year. Two or more partial years of service may be combined to complete a full year of qualifying service.

(a) If a member was in an active status for only a portion of an anniversary year, that year will not be credited as a full year of qualifying service for retirement purposes, regardless of the number of retirement points earned while in an active status during that particular year. The

time the member was in an active status will be considered as a partial year of qualifying service provided the member earned the required points, on a pro rata basis, during that particular period.

(b) Figure 3-3 shows minimum points required to establish a partial year of qualifying service.

(c) Figure 3-4 shows partial year membership points awarded for less than a full anniversary year or for only those portions of an anniversary year spent in a Reserve component

(d) To pro rate, the member must be removed from an active status at the end of the period to be pro rated by discharge, transfer to the ISL, or transfer to the Retired Reserve.

(e) For example, if a Reservist is in an active status for 180 days, the Marine would have to earn 25 points in order to make the period qualifying. However, if the Reservist remained in an active status for 190 days and only earned 26 points, the period would not be qualifying. During the prorated period, the member must earn the minimum number of points to qualify for the prorated period. If a member continues in an active status longer than the prorated period and fails to earn additional points, then the period may become nonqualifying.

(7) Time Not Creditable

(a) The following service will not be counted in computation of years of service under this paragraph or for years of service for the computation or retired pay under paragraph 3013:

- 1 Service on the ISL of the Standby Reserve.
- 2 Time after retirement or transfer to the Retired Reserve.
- 3 TDRL time.

(b) Members of the Reserve are not eligible to earn retirement credits while on the ISL or in the Retired Reserve and are not entitled to gratuitous credits for membership during these periods (10 U.S.C. 12734).

c. The DODFMR defines creditable service and provides an all inclusive list for service that is not creditable for computation of retired pay.

2. Retired Grade Determination (Officers)

a. A Reserve commissioned officer, who is selected for promotion to a higher grade and whose retirement is required before promotion to the higher grade because of physical disability or for reaching the maximum number of years of service or age allowed, will be transferred to the Retired Reserve in the grade for which selected.

b. Unless entitled to a higher grade under another provision of law, a Reserve commissioned officer above the grade of chief warrant officer (CWO-5) who requests voluntary retirement will be retired in the highest grade satisfactorily held upon completion of the following service-in-grade requirements:

<u>Grade</u>	<u>Component</u>	<u>Service-in-Grade</u>
O-1 - O-4	Inactive Duty	6 months
O-1 & O-2	AR	6 months
O-3 & O-4	AR	2 years
O-5 & above	ALL	3 years (2 years until 1 October 2001)

c. Unless entitled to a higher grade under another provision of law, Reserve commissioned officers retiring without their consent will be permitted to retire in the grade in which serving at the time of retirement, if such service has been for a period of not less than 6 months.

3. Retired Grade Determination (Warrant Officers). Warrant officers will be retired in the grade held on the day before the date of retirement or in any higher warrant officer grade satisfactorily served on active duty, as determined by the CMC for the Secretary of the Navy, for a period of more than 30 days per 10 U.S.C. 12731.

4. Retired Grade Determination (Enlisted Personnel). Per SECNAV Instruction 1820.2, enlisted members, upon transfer to the retired reserve will be placed on the reserve retired list in the highest grade they have served satisfactorily. Reservists in the grades of E-7 through E-9 must serve 2 satisfactory years (50 points) from the date of promotion. The CMC (MMSR-5) will make the determination of satisfactory service. Factors used in making this determination are:

a. Time served in the current or higher grade or to service limits, whichever occurs first.

b. Any report of misconduct, moral or professional dereliction, conduct not in the best interest of national security, or conviction by court-martial.

c. The nature and severity of any misconduct.

5. Retired Grade Determination (Additional Factors)

a. Inactive duty personnel are required to earn a minimum of 50 retirement points to satisfy each year of the service-in-grade requirement. Any period less than a full year the member must make qualifying by earning the required number points shown in Figure 3-3 for the actual number of days served in the period. Members must keep in mind that the service-in-grade requirement begins on the date of promotion in which most cases does not coincide with the member's anniversary year requiring the partial periods of service to meet time-in-grade requirements.

b. If the CMC determines that a member's service is not satisfactory in the highest grade, the retired grade will be the grade in which satisfactory service was last performed.

3013. COMPUTATION OF RETIRED PAY

1. To compute the retired pay of a Marine entitled to such pay under paragraph 3011 add the following, then divide the sum by 360:

a. Days of active service.

b. Days of full-time service while performing annual training duty or while attending a prescribed course of instruction at a school designated as a service school by law or by the Secretary of the military department.

c. One day for each inactive duty point credited under subparagraphs 3012.1b(2) and 3012.1b(3), but not more than 75 days in any 1 year.

d. Before 1 July 1949, contact the CMC (MMSR-5).

2. The monthly retired pay of a person entitled under paragraph 3011 is computed by the following formula (P = total number of retirement points):

$$(P \text{ divided by } 360) \times .025 \times B = \$/\text{month}$$

B = monthly basic pay at rates applicable on the date when retired pay is granted for the highest grade held satisfactorily at anytime in the Armed Forces.

YOS = years of service for basic pay purposes are computed from pay entry base date (PEBD) to date of first eligibility for retired pay (date of separation if a former member).

(Note: Retired pay cannot exceed 75 percent of pay on which computation is based per 10 U.S.C. 12733 and 12739.)

3014. HONORARY RETIREMENT

1. DoD Instruction 1200.15 of 18 September 1997 suspended the honorary retiree program. While members previously transferred to the retired Reserve in an honorary status will not necessarily be discharged, no additional personnel may be similarly transferred unless authorized by the CMC to meet specific critical or legal program requirements. Only in the case of absolute necessity will a member who is not eligible for non-regular retired pay at age 60 be transferred to the retired Reserve. At least one of the following requirements must be met:

a. The member is being involuntarily separated under honorable conditions and possesses a skill or profession in a critical area necessary to meet active duty or mobilization requirements which is in very short supply and which cannot be found in sufficient quantities in other members on the active duty list or the Reserve active status list; or

b. The member is being involuntarily separated from the active status but must be retained in a military status in order to receive previously authorized voluntary separation incentive payments.

2. Request for honorary retirement will be submitted in writing via the chain of command to CMC (MMSR-5). Approval or disapproval of the request will be issued via unit diary. See paragraph 3020 and Appendix F for additional instructions.

3015. PHYSICAL DISABILITY RETIREMENT

1. See chapter 8 for eligibility of Reservists to physical disability retirement. Reservists retired for physical disability under 10 U.S.C. chapter 61 are entitled to the same pay, rights, benefits and privileges provided by law or regulation for retired members of the Regular Marine Corps.

2. Reservists not on active duty who are found not physically qualified for retention in the Marine Corps Reserve will be processed under paragraph 8407.

3016. APPLICATION FOR TRANSFER TO THE RETIRED RESERVE AWAITING PAY AT AGE 60

1. Submission of Requests. Requests for voluntary retirement will be submitted by reporting command via the unit diary system in MCTFSPRIM MCO P1080.40 and paragraph 2004. Requests outside the 4 to 14 month submission timeframe or for those Reservist desiring a retirement ceremony before the requested effective date of retirement must be submitted via separated correspondence/naval message to the CMC (MMSR-5) with justification, endorsements and the following information:

a. Name, grade, social security number, and date of birth.

b. Current mailing address.

c. Desired date of transfer and date of retirement ceremony.

d. Address where the retirement package is to be sent, point of contact with telephone number. Per 5 U.S. Code, Section 8301, the effective date of retirement must be the first day of the month and cannot be later than the first day of the month following mandatory separation dates.

2. Forward the application via the chain of command holding the service record not less than 120 days prior to the requested transfer date. When forwarding a request for transfer to the Retired Reserve, the commanding officer of the Reserve activity on whose rolls the member is carried will provide the following documents and information in the endorsement.

a. A statement of retirement points which should be credited from the beginning of the member's current anniversary year up to and including the requested effective date of retirement. Membership points should be pro-rated per Figure 3-4. Reservists may continue to earn retirement points

between submission of a request and the effective date of retirement. An appropriate modification must be immediately submitted if the total points accrued differ from the submitted statement.

b. A copy of the Officer Chronological Record of Duty Assignments (NAVMC 123 (2)) or Enlisted Chronological Record of Service (NAVMC 118 (3)), whichever is applicable.

c. A copy of all Reserve Retirement Credit Reports (NAVMC Form 798) contained in the member's record.

d. A statement indicating either that the member has never been assigned to the ISL or that the member has been assigned to the ISL and provide inclusive dates of the assignments.

e. For enlisted personnel submit the date of expiration of enlistment or extension.

3. When a Reservist who is subject to involuntary separation under this chapter is eligible for transfer to the Retired Reserve, the member will be so informed and afforded an opportunity to apply for transfer prior to taking final action. This opportunity is considered as given when a notice is mailed to the Marine's address of record. A period of 30 days will be granted to receive the member's reply.

4. Approval/disapproval of all requests will be issued by the CMC (MMSR-5) via unit diary. See paragraph 3020 and Appendix F for additional instructions.

3017. APPLICATION FOR RETIRED PAY BENEFITS AT AGE 60

1. Retired pay benefits must be requested; the process is not automatic. Members of the Retired Reserve and former members of the Reserve who are eligible under paragraph 3011 may apply for retired pay by the use of DD Form 108 (Application for Retired Pay Benefits). Send the form soon enough to ensure arrival at the CMC (MMSR-5) not less than 2 months and no more than 4 months prior to reaching age 60.
2. This Headquarters provides a DD Form 108 to Marines on the Reserve Retired List Awaiting Pay at Age 60, approximately 6 months prior to the 60th birthday of the individual. It contains a verified summary of creditable service for the member's verification. Should an eligible Marine not receive the form within the above time frame, notify the CMC (MMSR-5).
3. A Reservist not retired and/or currently on the ISL will submit a DD Form 108 concurrently with a request for transfer to the Retired Reserve for retirement no later than the 1st day of the month following the member's 60th birthday.

3018. STATUS IN THE RETIRED RESERVE

1. Per 10 U.S.C. 12301, a member of the Retired Reserve may be ordered to active duty in time of war or national emergency declared by Congress; or when otherwise authorized by law. No member of the Retired Reserve may be ordered to active duty without the member's consent unless the Secretary of the Navy, with the approval of the Secretary of Defense, determines that adequate numbers of qualified members of the Ready and Standby Reserve in an active status are not readily available.
2. The following applies to members of the Retired Reserve:
 - a. Members are not eligible to earn retirement credits or accrue additional qualifying service unless ordered to active duty per paragraph 3018.1.
 - b. Members are not required, or eligible, to participate in any training or other programs of the Marine Corps Reserve in a pay status.
 - c. Members are not required to submit qualification questionnaires or obtain periodic physical examinations.
3. Members of the Retired Reserve without pay (Honorary Retirement) are entitled to the following privileges:
 - a. Retain their grade as a member of the Marine Corps Reserve.
 - b. Wear the prescribed uniform upon appropriate occasion or ceremony.
 - c. Use service club/open mess facilities when local space and staff capabilities permit, if authorized by membership rules.
4. Members of the Retired Reserve awaiting pay at age 60 are entitled to the following additional privileges:
 - a. Unlimited access to military exchanges and morale, welfare and recreation facilities.
 - b. Use of military commissaries limited to 24 visits per year.
 - c. Space available transportation within the CONUS on DoD aircraft, upon presentation of a notification of eligibility for retired pay at age 60.
 - d. Identification card, DD Form 2 MC (RES), for identification purposes only.
5. Members of the Retired Reserve with pay are further entitled to:
 - a. Retired pay.
 - b. Medical care on a space available basis.
 - c. Unlimited exchange and commissary privileges.

- d. Space available transportation via Air Mobility Command.

3019. STATUS OF FORMER MEMBERS

1. Former members of the Marine Corps Reserve who have resigned or been discharged may apply for retired pay under paragraph 3017 above, if they otherwise were qualified (i.e., at least 20 years of qualifying service per paragraph 3011) and meet the Reserve participation requirements in effect on the date of discharge. Such former members may receive retired pay but are not carried on the retired list and are ineligible for any privileges or rights of the Retired Reserve. They retain their civilian status. However, such former members who are in receipt of retired pay are entitled to certain benefits (commissary, exchange privileges and health care benefits) per 10 U.S.C. 55 and as otherwise provided by law.
2. An enlisted member who requests discharge effective upon completion of 20 or more years of qualifying service, or whose enlistment expires after completion of that service, should be encouraged to transfer to the Retired Reserve vice be discharged.
3. Former members who apply for retired pay upon reaching age 60 will have their pay computed at the rate in effect at the time of discharge without adjustment for cost of living allowances effected between the time of discharge and the start of retired pay.
4. Transfer to the Retired Reserve is not automatic; it must be requested.

3020. AUTHORITY TO RELEASE AND SEPARATION ORDERS

1. The CMC (MMSR-5) will issue approval/disapproval authority via the unit diary. Any actions taken by CMC (MMSR-5) will be reflected on the member's unit diary feedback report. In addition, requests that are pending or approved will post an appropriate RER flag indicating such status on the RT01 screen in MCTFS. A disapproval will zero out the original entry reflected on the RT01 screen. RER Flags are defined in MCO P1080.20, Codes Manual.
2. Upon receipt of the approval authority, the responsible reporting unit will submit the appropriate diary entries using data contained on the RT01 screen (Planned SPD, Planned CHAR).
3. The CMC (MMSR-5) will mail all separation letters, certificates, and documents within 10 working days of issuing the approval authority.
4. The CMC (MMSR-5) will issue all orders pertaining to the retirement of a reservist with the exception that, CMC (MMSR-2) is the retirement authority for those Reservists who qualify for an active duty retirement.

3021. DELIVERY OF RETIREMENT DOCUMENTS AT APPROPRIATE CEREMONY. In no case should retirement documents be held beyond 30 days without contacting the Marine. The delivering unit will ensure that an endorsement to the retirement orders is prepared and mailed to the CMC (MMSR-5) in compliance

with SECNAVINST 5216.5, chap. IV (DoN Correspondence Manual). If the retirement documents cannot be delivered, due to the unit's inability to locate or contact the Marine, endorse them with the reason for nondelivery and return them to the CMC (MMSR-5) within 30 days of receipt at the unit. See paragraph 1012.

3022. RESERVE RETIREMENT CREDIT REPORTING SYSTEM

1. The Automated Reserve Retirement Credit Reporting System (ARRCR) is the primary method for reporting retirement points earned by a Marine during an anniversary year. The ARRCR must be used by all units with on-line MCTFS reporting capabilities. The ARRCR generates two reports: the Annual Retirement Credit Report (ARCR) and the Career Retirement Credit Report (CRCR). To report retirement data see MCTFSPRIM MCO P1080.40.

a. The unit commander must certify the unit diary entries and maintain records of credits earned to support reported entries.

b. The term "commander" as used in this paragraph refers to the appropriate commanding general (COMMARFORRES or the CG, MCRSC); the commanding officer of the SMCR unit; or, the commanding officer of any Regular Marine Corps unit on whose rolls AR personnel are carried.

2. The ARCR is automatically generated the month following the anniversary month. Copies are provided to the CMC (MMSB-20).

3. Commander's Responsibilities

a. Provide a copy of the ARCR and CRCR to each member within 30 days of receipt. Copies are available on-line through Kansas City Menu "CICS-Production" using the Retirement/Separation Menu in the MCTFS.

b. Ensure each member signs a copy of the ARCR and CRCR and file them on the document side of the service record. (Note: A signed ARCR/CRCR signifies that the member agrees with the retirement point total shown. If the member disagrees with the retirement point total, the member must indicate where the discrepancies exist and provide documentation to support correction.)

c. The commander must have the Marine sign a corrected ARCR/CRCR and file the corrected copy attached to the erroneous copy on the document side of the service record, if corrections are warranted. A corrected ARCR and CRCR will automatically be generated to the CMC (MMSB-20), and (MMSR-5) if appropriate.

3023. CURRENT ADDRESS OF RETIRED RESERVISTS. See paragraph 1404.

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Figure 3-1. Request for Interservice Transfer for an Enlisted Marine
(Letterhead)

From: Individual or Appropriate Authority
To: COMMARFORRES or CG, MCRSC, as appropriate
Via: CO of current unit

Subj: REQUEST FOR INTERSERVICE TRANSFER

Ref: (a) MCO P1900.16, par. 3004

1. Per the reference, I request an interservice transfer to (name of military service).

2. The following information is provided:

- a. Applicant's last, first, and middle name.
- b. Social security number.
- c. Rank, date of rank, and military specialty.
- d. Component.
- e. Organization to which assigned.
- f. Years, months, and days of total service.
- g. Summary of other intercomponent transfers, if any.
- h. Date and place of birth.
- i. Citizenship and how acquired.
- j. Summary of military duties performed.
- k. Brief description of educational credentials and military and civilian professional qualifications.
- l. Reason for requesting transfer.
- m. Statement by member that, in the event of approval, the member will accept assignment to and participate in the accredited training program of the component to which transferred.

Figure 3-1. Request for Interservice Transfer for an Enlisted Marine

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Figure 3-2. Request for Interservice Transfer for an Officer

(Letterhead)

From: Individual or Appropriate Authority
To: Commandant of the Marine Corps (MMSR-5), Headquarters,
U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-1775
Via: (1) CO of current unit
(2) COMMARFORRES or CG, MCRSC, as appropriate

Subj: REQUEST FOR INTERSERVICE TRANSFER

Ref: (a) MCO P1900.16, par. 3004

1. Per the reference, I request an interservice transfer to (name of military service).
2. The following information is provided:
 - a. Applicant's last, first, and middle name.
 - b. Social security number.
 - c. Rank, date of rank, and military specialty.
 - d. Component.
 - e. Organization which assigned.
 - f. Years, months, and days of Federal commissioned service, Active and Reserve.
 - g. Summary of other intercomponent transfers, if any.
 - h. Date and place of birth.
 - i. Citizenship and how acquired.
 - j. Summary of military duties performed.
 - k. Brief description of educational credentials and military and civilian professional qualifications.
 - l. Reason for requesting transfer.
 - m. Contingent resignation, including the following statement: "I do hereby tender my resignation from the (specify component) and request it be accepted contingent upon final approval of my application for transfer to the (specify component), and to be effective the day preceding the date of my acceptance of appointment in the (specify component)."

Figure 3-2. Request for Interservice Transfer for an Officer

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Figure 3-3. Minimum Points Required to Establish a Partial Anniversary Year as Qualifying Service

Number of Days in an Active Status Required		Minimum Points Required	Number of Days in an Active Status		Minimum Points Required	Number of Days in an Active Status		Minimum Points
FROM	THROUGH		FROM	THROUGH		FROM	THROUGH	
0	7	1	125	131	18	249	255	35
8	14	2	132	138	19	256	262	36
15	21	3	139	146	20	263	270	37
22	29	4	147	153	21	271	277	38
30	36	5	154	160	22	278	284	39
37	43	6	161	168	23	285	292	40
44	51	7	169	175	24	293	299	41
52	58	8	176	182	25	300	306	42
59	65	9	183	189	26	307	313	43
66	73	10	190	197	27	314	321	44
74	80	11	198	204	28	322	328	45
81	87	12	205	211	29	329	335	46
88	94	13	212	219	30	336	343	47
95	102	14	220	226	31	344	350	48
103	109	15	227	233	32	351	357	49
110	116	16	234	240	33	358	365/366	50
117	124	17	241	248	34			

Figure 3-3. Minimum Points Required to Establish a Partial Anniversary Year as Qualifying Service

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Figure 3-4. Membership Points (Gratuitous)

Number of Days in an Active Status		Membership Points be credited	Number of Days in an Active Status		Membership Points to be credited
FROM	THROUGH		FROM	THROUGH	
1	12	0	183	206	8
13	36	1	207	231	9
37	60	2	232	255	10
61	85	3	256	279	11
86	109	4	280	304	12
110	133	5	305	328	13
134	158	6	329	352	14
159	182	7	353	365	15

Figure 3-4. Membership Points (Gratuitous)

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Figure 3-5. Transfer to the Honorary Retired Reserve

(Letterhead)

From: (Issuing Command)
To: (Marine concerned)

Subj: TRANSFER TO THE HONORARY RETIRED RESERVE

Ref: (a) MCO P1900.16 par 3014 (MARCORSEPMAN)
(b) Title 10, U.S.C. Section 10154 and 12774(a)

Encl: (1) Honorary Certificate of Retirement

1. The Secretary of the Navy has approved your request for transfer to the Retired Reserve, per reference (a). Effective (PRR minus 1 day), you are transferred to the Honorary Retired List of the Marine Corps Reserve, without pay and allowance, per the provisions of the references.

2. On (PRR), you are transferred to the Retired Reserve (Honorary) and you are entitled to the following privileges.

- a. To retain your rank as a member of the Marine Corps Reserve.
- b. To wear the prescribed uniform upon appropriate occasion or ceremony.

3. The enclosure recognizes your honorary retirement from the Marine Corps Reserve.

4. The Commandant appreciates your many contributions to the Marine Corps Reserve and wishes you every success in the future.

By direction

Copy to:
Officer Concerned
Service Record

Figure 3-5. Transfer to the Honorary Retired Reserve

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Figure 3-6. Transfer to the Retired Reserve

(Letterhead)

From: (Issuing Command)
To: (Marine Concerned)

Subj: TRANSFER TO THE RETIRED RESERVE

Ref: (a) MCO P1900.16 (MARCORSEPMAN), par 3011
(b) Title 10, U.S.C, Sections 10154 and 12774(a)
(c) Title 10, U.S.C, Section 12731
(d) MCO P5512.11A

Encl: (1) Certificate of Retirement
(2) CMC ltr 1821 over MMSR-5 of (date) w/encls

1. The Secretary of the Navy approved your request, per reference (a). You will transfer to the Retired List of the Marine Corps Reserve, without pay and allowances, under references (a) and (b), on (PRR date minus 1 day). Enclosure (1) reflects your change of status in the Marine Corps Reserve.

2. Your eligibility for retired pay, per reference (c), is on your 60th birthday. Please send the CMC (MMSR-5) your application for retired pay no later than 2 months before that date.

3. On (PRR), the effective date of your retirement, our records show:

a. Your grade for retired pay is (RET GRADE).

b. You have a total of (TOTAL RET POINTS) points creditable for computing retired pay.

c. You have completed (TOTAL SAT YRS) of qualifying service.

d. On (RCSBP DATE), under the Reserve Component Survivor Benefit Plan (RCSBP), you elected Option (RCSBP OPTION) or you made no RCSBP election.

4. To obtain an Armed Forces Identification Card 2MC (RES), take this letter and other valid identification (i.e., driver's license with photograph, current military ID card, etc.) to the nearest Realtime Automated Personnel Identification System (RAPIDS) site listed in enclosure (2). Should you have trouble obtaining the identification card, contact the Commandant of the Marine Corps (MMSR-6) for assistance.

5. You are directed to keep the Commandant of the Marine Corps (MMSR-7) informed of your current address.

United States Marine Corps
Manpower and Reserve Affairs (MMSR-7)
3280 Russell Road
Quantico, VA 22134-5103

Figure 3-6. Transfer to the Retired Reserve

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Figure 3-6. Transfer to the Retired Reserve - Continued

6. The Commandant appreciates your many contributions to the Marine Corps Reserve and wishes you every success in the future.

By direction

Copy to:
Officer Concerned
Service Record

Figure 3-6. Transfer to the Retired Reserve - Continued

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

Table 3-1. Inactive/Active Duty Points

MINIMUM TYPE DUTY	INACTIVE TIME REQUIRED	ACTIVE AUTHORITY REQUIRED	DUTY POINTS	MAXIMUM # PTS per yr
TEMACDU, EAD or ADT	1 day	Orders	1	365,366
Associate	4 hrs	Orders	1	2/day
Appropriate	4 hrs	Orders	1	2/day
Seminars	2 hrs	Orders	1	1/day
Attendance at 1 Conference/MCROA Convention	2 hrs	Orders military	Max 1/day	1
Acquire 1 Enl/ Reenl or Ext of Enl in USMC/USMCR acceptable to HQMC	8 hrs equiva- lent	COMMARFORRES/ CG MCRSC Certified	4	4
JROTC Unit Assistance	4 hrs	-do-	1	2/day
Acquire 1 PS IRR who joins SMCR	6 hrs	-do-	3	3
Acquire 1 referral who enlists in USMC or USMCR	8 hrs equiva- lent	-do-	4	4
Correspondence Studies	3 hrs	Certified by Competent Authority	1	
Membership	1 yr	USMCR Membership	15	15/ann yr
IDT Periods	4 hrs	SMCR Membership	1	2/day
AFTP/ATP/RMP	4 hrs	-do-	1	2/day
EIO/EIN	4 hrs	-do-	1	2/day
MTU meetings	4 hrs	MTU Membership	1	2/day
MTU Command Duty	4 hrs	CO, MTU	1	2/day
MTU Instruction Preparation	4 hrs	CO, MTU	1	2/day

Table 3-1. Inactive/Active Duty Points