

ASSIGNMENT COUNSELING WORKSHEET - ENLISTED

RANK	NAME	PMOS	ADDITIONAL MOS
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1. Purpose. Contained within this form are unit level instructions to counsel SMCR Marines considered excess to unit requirements per the unit's Authorized Strength Report (ASR), or to counsel SMCR Marines not having the appropriate PMOS or rank to fill a billet listed on a unit's ASR.

2. Background. Unit level manpower management practices must conform to standards found in MCO 1001R.1K. Use of this form ensures that units adhere to the manpower management policies outlined within the manual by serving as a basic tool for the unit to:

a. Identify and validate a billet available that is available for assignment and

b. Subsequently make a personnel assignment based on the appropriate skill and experience (PMOS and rank) required of that particular billet.

3. Discussion. COMMARFORRES values the service and commitment of all Marines serving or seeking service in Marine Forces Reserve. However, adherence to manpower management policies contained within MCO 1001R.1K is required in order to ensure that Marines serving in the Reserve Component serve in billets for which they are qualified in skill and experience. All personnel assignments must contribute to the advancement of the unit's mission accomplishment and readiness. Proper personnel assignments also afford equal opportunities for participation to all Marines, and this facilitates and encourages maximum participation and upward mobility for everyone.

Commanders will use this counseling tool to assist Marines unable to qualify for valid assignment to available structure, or for whom the unit is unable to accept based on the current number of Marines authorized by the command's ASR to find other opportunities for continued affiliation, either with another unit, or with an IMA detachment.

Commanders will also counsel Marines on opportunities for participation while serving in the IRR.

4. Action. SMCR Marines shall assist in the completion of this form. The unit Commanding Officer, Inspector-Instructor or Senior Enlisted will work with each Marine who was identified as having failed to screen as a proper Billet Identification Code (BIC) assignment to find the best option for further participation in the Reserve Component.

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Part 1: Validation of assigned BILLET (BIC). The answer to the below questions should be "Yes". If any question is answered "No", the billet is not valid or available for assignment.

- _____ Is assigned BIC found on latest version of unit ASR?
- _____ Is BIC Billet Status Code "A"? Billet Status Code "A" means the BIC is chargeable structure. BICs with Billet Status Code "X" indicate Collateral Duty and are not suitable for assignment.
- _____ Is BIC Manpower Type Code "V"? V = Reserve Component and all SMCR Marines should be assigned a BIC with Manpower Type Code of V.
- _____ Is BIC Reserve Type Code "A"? A = SMCR and all SMCR Marines should be assigned a BIC with Reserve Type Code of A. Do not assign SMCR Marines to a BIC with Reserve Type Code = B (Active Reserve), or = C (IMA).
- _____ Is the billet available? No other Marine has this BIC Assignment.

Part 2: Determination of **New Join** MARINE QUALIFICATIONS. SMCR Marines must have the appropriate skill (PMOS) and experience (Rank) for the assignment:

- _____ What is the Billet MOS listed on the ASR?
- _____ What is the Marine's PMOS? Ensure that all additional MOS's are considered.
- _____ What is the BGrade listed on the ASR?
- _____ What is the Marine's rank? Ensure that Selected Rank is considered.
- _____ Does the Marine's PMOS match the BMOS?
- _____ Does the Marine's rank match the BGRADE?

PMOS match can occur if the Marine is willing to retrain within 18 months and attend the formal school required to earn the PMOS. Consult the MOS Manual for specific requirements. If the Marine is willing to retrain, and the BIC is available, re-designate the Marine to the basic MOS of the occupational field (0100, 0200, etc.) and seek a school seat.

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Marines must hold the MOS required for a billet, and may fill a BIC one grade senior or one grade junior to their grade except as noted in Part 3., paragraph e., below.

Marine's exceeding the prescribed billet grade match will be transferred from unit NLT (3) months after a new Marine's join.

Marines promoted while serving in a billet, but with no inbound replacement, may continue serving in the billet until the remainder of the tour.

Part 3. Incumbent Marine Assignment Management. Marines currently serving at a unit must adhere to the manpower management policies of MCO 1001R.1K. Specifically:

a. Does the Marine have remaining obligated SMCR participation time (an obligor)? If "Yes" the Marine is to be retained at his current SMCR unit EXCEPT in those cases where the Marines does not possess a PMOS required by the SMCR unit T/O. In those cases the Marine may be reclassified to a different PMOS or may be reassigned to another SMCR unit within the geographic area. MCO 1001R.1K (MCRAMM) paragraph 9108.

The questions below apply only to those Marines who do not have remaining obligated SMCR participation time (non-obligors).

b. Does the SMCR unit exceed the total aggregate number of enlisted Marines authorized by the T/O by more than 10%? If "Yes", the Marine must execute an Inter-Unit Transfer (IUT) to another SMCR unit with a valid vacant requirement, or an IMA billet, or transfer to the IRR. CMFR policy.

c. Does the Marine possess the MOS required by the BMOS of the assigned BIC? If "No", the Marine must retrain to required BMOS within 18 months of joining SMCR unit, execute an Inter-Unit Transfer (IUT) to another SMCR unit with a valid BMOS requirement, or an IMA billet, or transfer to the IRR. MCO 1001R.1K (MCRAMM) paragraph 4502.

d. All Sergeants Major and First Sergeants are assigned by HQMC (RA) and will be retained with current SMCR unit per the Director, Reserve Affairs.

e. Master Gunnery Sergeants and Master Sergeants will be assigned to a BIC matching their grade and MOS. If no match exists the Marine must execute an Inter-Unit Transfer (IUT) to another SMCR unit with a valid vacant requirement, or an IMA billet, or transfer to the IRR. MCO 1001R.1K (MCRAMM) paragraph 9109.3.

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f. Gunnery Sergeants and Staff Sergeants will be assigned to a BIC matching their grade, or to one grade higher or one grade lower than the BIC grade. If no vacant BIC exists on unit T/O the Marine must execute an Inter-Unit Transfer (IUT) to another SMCR unit with a valid requirement, or an IMA billet, or transfer to the IRR. MCO 1001R.1K (MCRAMM) paragraph 9108.4.

Part 4. DETERMINATION OF ASSIGNMENT CRITERIA (new and incumbent):

_____ Is a valid billet available for this Marine?

_____ If structure is available, but the Marine does not have the requisite PMOS, can the Marine re-designate/re-train to serve in the billet?

_____ Is the Marine of the appropriate rank (w/above listed exceptions)?

If Marine is not properly assigned to valid, available structure, counsel the Marine on other opportunities for participation in the Ready Reserve by filling out the below.

Part 5. Opportunities Counseling for Marines unable to qualify for unit assignment or incumbents who no longer qualify for unit assignment.

a. Other SMCR Units (If requested):

_____ Desired Geographic Affiliation Location

_____ Unit in Location

_____ Unit in Location

_____ Alternative Location

_____ Unit in Location

_____ Unit in Location

Commanders will access the SMCR Needs Report and Provide specific open BIC's as requested by the counseled Marine. If not requested, list N/A.

_____ BICs and Unit

_____ BICs and Unit

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If re-training/re-designation is an option, indicate the BIC and re-designation requirement below. MARFORRES will assist the Marine.

_____ Marine is willing to re-designate and re-train and is interested in the following opportunities:

(indicate available BIC, location, and re-designation requirement)

b. Individual Mobilization Augmentee (IMA opportunity). Marines may serve in support of the AC in a Reserve Capacity through opportunities in the IMA program. Available opportunities are found in the IMA Needs Report. If a Marine is interested, refer to nearest Prior Service Recruiter.

c. IRR Opportunities. Commanders will provide information regarding participation options in the IRR. If a Marine is unable or unwilling to IUT, re-designate, or affiliate with an IMA, Marines should be made aware of the benefits of Voluntarily Transferring to the IRR vice an Involuntary Transfer directed by COMMARFORRES.

_____ Marine was counseled on IRR opportunities and desires Voluntary Transfer on this date: _____.

d. Request of Deferment from IRR Transfer. Marines may request to remain in the billet through a deferment of policy for a period of up to one year. COMMARFORRES will consider the overall RC manpower needs relative to the time of the request, the overall grade shaping considerations, and consideration of the aggregate health of the entire force and make a determination. Unit and MSC endorsements are required.

MARINE REQUESTS DEFERMENT FOR THE FOLLOWING REASON:

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NAME

PMOS

ADDITIONAL MOS

UNIT ENDORSEMENT:

MSC ENDORSEMENT:

FINAL ACTION (Place an X next to option chosen):

_____ Exemption; Date of Expiration: _____.

_____ Involuntarily Transfer to the IRR NLT _____.

COMMARFORRES COMMENTS (If any):

R. P. MILLS
COMMARFORRES