



# *Welcome Aboard*

## **VMFA 112 - Cowboys**



**Hangar 1403**

*1403 Boyington Road, Fort Worth, TX 76127*



# *Table of Contents*

Commanding Officer Welcome

Sergeant Major Welcome

Deployment Readiness Coordinator Message

Chain of Command

Squadron History

Unit Location

New Join Checklist / Initial Counseling

Drill Information

Reserve Information and Benefits

Reserve Referral Program (Refer others to our Corps)

Reserve Career Options

Public Law 103-353 (USERRA)

ESGR Information

Family Readiness / USMC Social Functions

Phone Numbers

Resources

General Orders

Code of Conduct



# *Message from the* **Commanding Officer**

From: Commanding Officer

To: Marines and Sailors, VMFA-112 "Wolfpack"

**Subj: WELCOME ABOARD**

Welcome to VMFA-112, historically known as the "Wolfpack" and now grounded in the patriotic heartland of Fort Worth, Texas. As the sole Reserve Marine Fighter Attack squadron in the world, we maintain flexibility in mission and our tempo varies based on the needs of the active fleet. The diversity in the manning of AD/AR/SMCR and contractor personnel enriches our squadron's capabilities. Few units have the varied wealth of experience that we do. I encourage you to embrace a learning mindset and take advantage of these resources. As a Cowboy, you will find a favorable work-life balance, an unrivaled opportunity to develop professionally and personally as well as stability, which will provide a framework for success.

I applaud your steadfast commitment in service to our great Nation as a United States Marine. Our **oath** is to support and defend the Constitution of the United States. Our **pursuit** is to protect the liberty and freedoms we hold dear. My expectation is clear-eyed diligence professionally, respecting the human dignity of each other, and contributing your unique talents to the team.

*Welcome to the Wolfpack!*

**Semper Fidelis,**



*LtCol William T. Paxton*



# *Message from the* **Sergeant Major**

**Marines,**

Let me start by welcoming you to the 112 family and secondly by saying thank you. Thank you for volunteering to serve, to raise your hand and be part of the less than one percent of Americans that serve in the Armed Forces. You are part of the most storied, revered and proud organization of our United States of America – The United States Marine Corps. Whether you serve for one enlistment or go on to make a career of it, you should be proud of the fact that you volunteered to serve and earned the title Marine. That is something that no one can take away from you and it will be with you for the rest of your life.

What I challenge you with is this:

Always remember why you choose to serve. Why you put yourself through the toughest boot camp or OCS that any Service has to offer. Why you choose to be part of an organization that has the highest standards, and demands accountability to them for as long as you wear the uniform. Never lose sight of why you joined, whatever the reason. Unfortunately, every year we discharge countless Marines for misconduct or other reasons. You owe it to yourself to carry through on your commitment and to serve honorably and proudly. What will be your story when you're old and your grandkids are gathered around and you're telling of your time in the Marines? It is truly your story, you have the most control and influence over your career. There will always be outside influences, but the one constant is you. Demand the most and best from yourself. You only have one opportunity to serve, whether it is for 4 years or 30 years, it will go by fast and then it is over. Make your family and friends proud, make your country proud and most importantly make yourself proud of your service.

Welcome aboard! VMFA-112 is a truly unique unit in the Marine Corps with its fair amount of challenges. You will be a vital member of this unit and we will quickly be relying upon you for our continued success.

**Semper Fidelis,**



*SgtMaj Joshua D. Perry*



# *Message from the* **Deployment Readiness Coordinator**

## **Welcome Aboard!**



My name is Gunnery Sergeant Justin T. Weller and I am your Deployment Readiness Coordinator (DRC) and Uniformed Readiness Coordinator! I am excited to join you as you begin your journey with the Marines and families of VMFA-112. I look forward to supporting the Commanding Officers intent by providing support to you and your family.

The goal of the programs is to provide resource information and training in addition to support services to enhance a Marine's personal and family readiness. A Marine must ensure their personal and family affairs are in order so that they will remain fully focused on the mission, whether in garrison or in combat.

### *A ready Marine and family:*

- Are prepared for family separations and life events
- Understand the additional responsibilities that will fall on the family when the Marine deploys
- Are knowledgeable of and able to utilize information about benefits, entitlements, programs, and services provided through the Department of Defense, the Marine Corps, and the community
- Are knowledgeable of common structure and resources available to assist and contribute to personal and family readiness goal

As the DRC for VMFA-112, I also can provide you with assistance with any questions or issues you may be having concerning any of the following programs:

- Health Benefits/TRICARE Advisor
- Information & Referral Services
- Exceptional Family Member Program (EFMP)
- Family Member Employment Assistance Program (FMEAP)
- Consumer Affairs Issues
- Personal Financial Assistance
- Military OneSource Program
- Crisis/Disaster Response
- Family Readiness Program
- Family Advocacy Issues

There also may be times when you feel the need to vent frustration to someone or just get some ideas of how to cope with different circumstances; I am always someone you can talk to with confidentiality and with no regard to rank or status. Please feel free to contact me anytime.

**Semper Fidelis!**

*GySgt Justin T. Weller*  
Deployment Readiness Coordinator, VMFA-112  
(817) 782-2882 | [justin.t.weller@usmc.mil](mailto:justin.t.weller@usmc.mil)



*VMFA-112*

# Chain of Command

**COMMANDING OFFICER**  
Lieutenant Colonel William Paxton - (504) 376-7612

**EXECUTIVE OFFICER**  
Lieutenant Colonel Christopher Paulin – (858) 922-8833

**OFFICER IN CHARGE**  
Lieutenant Colonel Thomas Frey- (586) 764-6596

**SERGEANT MAJOR**  
Sergeant Major Joshua Perry – (304) 673-4643

**MAINTENANCE CHIEF**  
Master Sergeant Otero- (817) 793-1007

**SQUADRON GUNNERY SERGEANT**  
Gunnery Sergeant Justin Weller – (910) 545-7033



# History

## World War 11

Marine Fighter Attack Squadron 112 was originally activated as VMF-112 in San Diego, California on 1 March 1942.

Deploying shortly after to Henderson Field on Guadalcanal in the Solomon Islands in their Grumman F4F Wildcats, the "Wolfpack" joined the Cactus Air Force with Marine Aircraft Group 11. On 31 January 1943, Jefferson J. DeBlanc downed five enemy aircraft in a single mission, and was awarded the Medal of Honor for this action. In recognition of its valor and contributions to victory during its service on Guadalcanal, VMF-112 was awarded the Presidential Unit Citation (US) for August 7 – December 9, 1942. VMF-112 was withdrawn from Guadalcanal to Espiritu Santo where they transitioned to the Vought F4U-1 Corsair, the aircraft the squadron would fly for the rest of World War II. VMF-112 returned to the United States on September 5, 1943 and took up duty at MCAS Miramar, San Diego, CA. It was there that VMF-112 was re-designated VMF (CVS)-112, denoting that the squadron was carrier qualified. In December 1944, VMF-112 was assigned to Air Group 82 aboard USS Bennington for its second combat tour. In mid-May 1945, Lieutenant Robert Cook scored the only air-to-air kill of a barrage balloon by a Marine squadron during the war when he shot one down over Kyūshū. By the completion of World War II, the Wolfpack was credited with the destruction of 140 Japanese aircraft in aerial combat, ranking it third among Marine Corps squadrons in enemy aircraft destroyed. Throughout the war, the Wolfpack participated in the campaigns of Guadalcanal, Southern Solomons, and Iwo Jima. Following the surrender of Japan, VMF-112 returned to the United States where it was deactivated on September 10, 1945.

## Post World War

The squadron was reactivated on 1 July, 1946 as the Marine Fighting Squadron 112, Marine Air Reserve Training Detachment, Naval Air Station Dallas, Texas. VMF-112 was reactivated flying the Corsair, but eventually flew the Grumman F9F Panther and Vought F8U-1 Crusader. On 1 September, 1949 the squadron was re-designated Marine Fighter Squadron 112.

VMF-112 inherited all of VMF-111's aircraft when 111 was deactivated, and thus became the Marines' largest reserve squadron. Upon receipt of the all-weather D/E model of the Crusader, the squadron was re-designated on 1 November 1971 as VMF (AW)-112 and flew several more versions of the F-8 until late 1975. When it switched to the McDonnell-Douglas F-4 Phantom II the squadron was re-designated on 25 February 1976 as Marine Fighter Attack Squadron 112 (VMFA-112).

On January 18, 1992, VMFA-112 retired the last active F-4S squadron in Naval service. VMFA-112 flew the McDonnell-Douglas F/A-18A Hornet for the first official flight October 8, 1992. VMFA-112 moved to NAS Fort Worth Joint Reserve Base (JRB) in September 1996 and continues to operate there.

## 2000 and Beyond

In 2002, VMFA-112's F/A-18A aircraft were reconfigured to the F/A-18A+ aircraft. The "Cowboys" were the first Reserve squadron to deploy on a Western-Pacific exercise since the Korean War. In the summer of 2004, the squadron supported Operation Jungle Shield and Exercise Southern Frontier while operating out of Japan, Guam and Australia. In 2005, VMFA-112 deployed to Ørland Main Air Station, Norway, for the multinational exercise "Battle Griffin". The exercise was conducted to enhance cohesive operations between multinational forces and hone air-to-ground combat skills. The Marines experienced cold weather and harsh conditions during the exercise.

The squadron was deployed to Al Asad Air Base, Al Anbar Province, Iraq in late 2009. During their deployment, the Cowboys supported the ground withdrawal from the major cities in Iraq, supported Special Forces during numerous missions, and provided key aerial surveillance for intelligence. The squadron was the last Fighter/Attack squadron to leave Iraq closing that chapter on the Iraq War.

Most recently in 2021 the squadron was activated and participated in Unit Deployment Program 22.2, deploying to MCAS Iwakuni, Japan. While operating from Iwakuni the unit completed multiple exercises out of Guam and South Korea along with other parts of Japan.

# The Unit

VMFA-112 is a unique unit in the Marine Corps. We are the only reserve fighter squadron in the Marine Corps. The unit is comprised of approximately **205** Marines and Sailors that are a mix of Active Duty (AD), Active Reserve (AR) and Selected Marine Corps Reserve (SMCR). The squadron is operational at all times, not just drill weekends. Unlike a traditional SMCR unit which functions with an Inspector Instructor (I&I) Staff and the SMCR, VMFA-112 is comprised of a SMCR Commanding Officer, SMCR Sergeant Major, AD Officer In Charge (OIC), and SMCR Executive Officer.

The squadron is based at Naval Air Station, Joint Reserve Base, Fort Worth (NAS JRB Ft. Worth) Texas. Fort Worth, Texas is a rapidly growing city that is part of the larger area known as the Dallas-Fort Worth Metroplex which is the fourth largest metropolitan area in the United States. Fort Worth is the fifth largest city in the State of Texas and is known as the Museum capital of the Southwest and boasts a diverse and rich cultural history. The area is home to multiple world-class Museums, the Fort Worth Zoo (currently ranked as the #1 zoo in the U.S.) and the world famous Fort Worth Stockyards. The Trinity River flows through and around the Fort Worth area and has endless miles of paved paths for walking, running or biking. There is access points and parking areas spread throughout the entire area. Needless to say, there is always an attraction, event or adventure to be had. The weather in Fort Worth also brings a diverse mix! The winter months see lows in the 30's with usually a little bit of snow, followed by a wet and usually stormy spring to early summer which warms up to the mid 90's during June, July and August with a decent amount of humidity.



# Organizational Structure



United States Marine Corps



Marine Force Reserve



4th Marine Air Wing



Marine Air Group 41



VMFA-112

# Unit Locations

## *MAG-41*



**1. MAG-41 HQ**  
*Fort Worth, TX*

**2. MALS-41**  
*Fort Worth, TX*

**3. VMGR 234**  
*Fort Worth, TX*

**4. VMR-1**  
*Fort Worth, TX*

**5. VMFA-112**  
*Fort Worth, TX*

**6. MWSS-471**  
*Minneapolis, MN*

**7. MWSS-473**  
*Miramar, CA*

**8. HMLA-775**  
*Camp Pendleton, CA*

**9. VMM-764**  
*Miramar, CA*

**10. VMFT-401**  
*Yuma, AZ*

**11. VMFT-402**  
*Beaufort, SC*



# Squadron Checklist

## *for New Join*

- ASSIGN MARINE A MENTOR AND BILLET.
- ENSURE MARINE FILLS OUT A FAMILY CARE PLAN.
- MAKE A COUNSELING FOLDER AND GIVE INITIAL COUNSELING.
- HAVE ADMIN PRINT MARINES BTR AND SEE WHAT ANNUAL TRAINING CLASSES NEED TO BE COMPLETED AND ASSIGN WHATEVER MARINE NET CLASSES HE/SHE NEEDS TO TAKE. PUT MARINE'S BTR IN HIS/HER FOLDER.
- INITIAL HEIGHT AND WEIGHT UPON CHECKING IN.
- IF MARINE IS 25 YEARS OF AGE OR UNDER HE/SHE NEEDS TO COMPLETE THE DRIVER AWARENESS TRAINING ON MARINE NET IF THEY HAVE NOT ALREADY DONE SO. (CHECK BTR)
- IF THE MARINE IS A NON COMMISIONED OFFICER, BRIEF HIM/HER ON NON-RESIDENT AND RESIDENT PME.
- IF MARINE IS AN IUT OR COMING FROM THE ACTIVE COMPONENT, RECORD WHAT SPECIAL TRAINING SCHOOLS THAT MARINE HAS RECEIVED ALONG WITH IF HE/SHE HAS ANY MILITARY LICENSES.
- IF MARINE IS A SGT, ENSURE HE/SHE HAS NO DATE GAPS IN FITREPS.
- ADD MARINE TO ALL ROSTERS AND ASSIGN MARINE A CMC BOOK TO READ FOR CURRENT FISCAL YEAR.
- ENSURE MARINE HAS A VALID ID CARD, RECORD EXPIRATION DATE AND BRIEF THAT HE/SHE ALWAYS NEEDS TO KEEP THE ID CARD UP TO DATE.
- BRIEF ABOUT THE RIDT POLICY, IDT TRAVEL REIMBURSEMENT POLICY, HOTEL POLICY, PME POLICY AND COMMAND PHILOSOPHY.
- BRIEF ABOUT MEDICAL AND DENTAL READINESS.



# Initial Coaching Sheet

Name: \_\_\_\_\_ Rank: \_\_\_\_\_ Date: \_\_\_\_\_

Division: \_\_\_\_\_ Billet: \_\_\_\_\_

General Area(s) of concern:

- Keep your Section informed.
- Use proper chain of command.
- Lead by example.
- Know yourself and seek self-improvement.
- Know your job and execute your duties to the best of your abilities.
- Maintain a high standard of integrity.
- Bring a reflective belt and P.T. gear every drill.
- Have respect for yourself and others.
- Obey the law.
- If you are in trouble, CALL YOUR CHAIN OF COMMAND NO MATTER WHAT TIME OF DAY OR NIGHT.
- Know by signing this initial counseling sheet you admit to reading and understanding this packet as well as having all contact numbers of your chain of command, your sponsor and your Platoon, so there is no reason you can't call someone for questions and help.

Comments \_\_\_\_\_

Squad/Section Leader Print, Sign and Date:

Rank	First	Last	Signature	Date
------	-------	------	-----------	------

Marine Counseled Print, Sign and Date (give signed sheet to your Division Chief):

Rank	First	Last	Signature	Date
------	-------	------	-----------	------



# Monthly Drills

*(Inactive Duty Training Periods: IDTs)*

---

The weekend training in the Marine Reserve is called a drill period. One IDT is a minimum of 4 hours of continuous training. For every IDT you perform, you are paid one full day's pay. Each day of training is worth 2 drill periods, therefore, you are paid 2 days for every (1) day you do (2) IDT periods. Annual Drill Schedules consist of 48 IDT periods scheduled between 1 October and 30 September. Monthly drill weekends can vary from as few as (4) to as many as (8). One day = 2 IDT periods. Occasionally, we schedule longer drill weekends to accommodate training requirements.

---

## Annual Training Exercise (AT)

---

In addition to monthly drill, you will receive orders for approximately 14 to 21 days per year for AT. Annual Training is mandatory, but there are circumstances that will be considered if a Marine requests alternate AT or to be excused. The requirements for this are referenced in MCO 1001R.1L.



# Mandatory Participation

## for Selected Marine Corps Reserve

You will receive a frost call or email that contains required information for planning purposes regarding the upcoming drill periods. Normally this will contain the Drill Schedule (Detailed Timeline) and Letter of Instruction (LOI). Each September we will give you an Annual Training schedule listing the dates for all required attendance. The schedule may change throughout the Fiscal Year, but you will be notified of any changes to the training schedule.

If you need to request to reschedule an IDT period/s (RIDT) or request to be excused, the commanding officer will review all requests and be guided by MCO 1001R.1L, Chapter 5; par. 3(c) 2.

Members of the SMCR are required to attend, and participate satisfactorily in, at least 48 scheduled IDT periods during each year and serve on annual training for not less than 14 days, exclusive of travel, during each year.

Only the Commanding Officer, or the Commanding Officer's designated representative (usually the OIC), is authorized to grant an excused absence.

The Commanding Officer or the Commanding Officer's designated representative may grant an excused absence for IDT or AT missed for reasons which are beyond the control of the Marine and essential to the health and welfare of the Marine or the immediate family. Approval of an excused absence must be obtained prior to the IDT or AT date, except in emergency circumstances.

Rescheduled IDT (RIDT) periods may be authorized by the Commanding Officer or designated representative, under when a Marine knows in advance of an absence from IDT. At the Commanding Officer's discretion, based on the Marine's prior good record and evidence of continuing good faith in fulfilling that obligation, the Commanding Officer may permit a Marine to perform an Equivalent Duty Period (EDP) for an IDT period missed for which the Marine did not receive an excused absence or perform a RIDT.

**You were excused from drill.** This means you had an emergency, car accident, or other special circumstance, which conflicted with drill, or you are medically Not Physically Qualified (NPQ). In this case, you spoke with your chain of command and the Commanding Officer authorized you not to come in. You receive no pay, but have no obligation to make up the weekend.

**You were UA (Unexcused Absence).** If you are not rescheduled or excused by the Commanding Officer, you are UA. Once you are UA for one drill, you may be subject to administrative proceedings such as a Competency Review Board (CRB). Examples of administrative actions that could be taken against you are reduction in rank and/or discharge. If you accumulate 9 missed IDT periods in a 12 month period you may be processed for discharge and you may be subject to the following actions:

- a. Loss of the GI Bill benefit.
- b. Loss of Serviceman's Group Life Insurance coverage (Without possibility of regaining insurance benefits the remainder of your career if you attain a satisfactory drilling status)
- c. You lose any remaining rank and are reduced to the rank of Private.
- d. If you continue to fail to report for drill, you will be separated from the Marine Corps with an other than Honorable discharge.

This discharge is also used for Marines convicted of violations of the Marine Corps Policy on Substance Abuse. The bottom line is this; when you made the commitment to the Marine Corps, you took an oath of honor, and we will make sure you live up to it. The problem will NOT go away if you try to hide from your obligation.



# Drill Schedule & Attendance

Preparing yourself before coming to drill will greatly improve your performance at drill and make the weekend a success. Taking pride in yourself not only reflects on you but the Marine Corps as a whole. The below items may seem simple and tedious, but they are important. We understand that as a Reservist, you are balancing two careers, and we recognize how hard it is to finish a week of work, and start a weekend of more work; but this is your fair warning. All items below must be accomplished before drill. There is NO excuse if you are unprepared.

## Uniform/ Grooming Standards

As a Marine, you must have a fresh, regulation haircut prior to every drill. Marines must always present a neat orderly appearance. At drill, you will show up in a clean uniform, shaved and with a fresh haircut.

## Know Your Chain of Command

We are organized by Divisions and shops. You MUST know your Division Chief's name and phone number. If you are a leader, you must know the Marines under your charge, and be able to reach out to them.



# Inform Your Chain of Command of Problems

Prior to drill, if you have a conflict or an emergency, your chain of command must know about it. Only the Commanding Officer, Officer in Charge, Sergeant Major, or Division Chief can excuse you from drill, and if you don't tell us your problem, we don't know! If we don't know, you will be considered UA, and that leads to administrative action. You must inform us BEFORE drill of any problem affecting your ability to be at drill. The earlier you tell us of the problem, the better your chances of being rescheduled or excused.

## Maintain Good Physical Fitness

Reserve Marines are required to meet all requirements listed in MCO 6100.13 W/CH 2 (Marine Corps Physical Fitness Program) and MCO 6110.3 W/CH 1 (Body Composition Program). No one will come to your home and remind you to do this between drills, but there is always physically exerting activities scheduled for each drill. Therefore, failure to maintain your physical fitness will be apparent! Marines are always in good shape- it is part of the pride that goes with being the world's finest. You must maintain appropriate height and weight standards outside of drill weekends, and you must maintain good physical fitness. Marines who do not maintain good physical fitness will be placed on a remedial program to get them back up to par. Physical fitness plays a big part in the Marine Corps promotion system so take the time to get out there and PT! If you fall out of standards you will be placed on the body composition program.



# Utilize Your Mentor

The Marine Corps Mentorship program ensures new and transferring Marines will receive essential guidance and assistance throughout their settlement at a new unit.

You were assigned a sponsor that is from your Division or Shop. Be sure to ask questions and stay in contact with them until your first drill period. The Squadron Sergeant Major will follow up with you to ensure your sponsor has done their job.

## *Do's*

1. Always keep us informed of your correct home phone number, work phone number and address.
2. Always come to drill or work. If you are not here, you are not being trained.
3. Always see a dentist semi-annually, and complete all dental work in timely fashion.
4. Ensure your employer understands your Reserve obligations.
5. Give your employer your drill schedule, so he knows when you'll be away.
6. If married, keep your spouse informed of your activities in the Marines.
7. Ensure we have accurate information on all your family members.
8. If married, ensure your family is in DEERS and have I.D. cards.
9. Keep us informed of any injuries that will disqualify you for mobilization of physical exercises.

## *Dont's*

1. Move without telling us!
2. Get married without filling out a marriage package for entitlements for you and your spouse.
3. Forget to list all of your family members (spouse and children) in your Family Care Plan.
4. Forget to show up for drill or neglect to call your chain of command if you have a problem with attending drill.
5. If you're not in drill status, DO NOT tell your employer you're drilling as an excuse not to go to work!



# Reserve Information and Benefits

**MARINENET E-LEARNING PLATFORM:** It is strongly recommended you enroll in a Marinenet course during your first drill. It is mandatory that all LCpl's and below enroll in the Marinenet Leading Marines (EPME3000AA). You may access the Marinenet website by logging on to <https://www.marinenet.usmc.mil/>

**OFFICIAL MILITARY PERSONNEL FILE:** It is imperative that you keep your OMPF updated.

**ADDRESS /PHONE NUMBERS:** You are to keep the unit, and section head, aware of your address and phone number at all times.

**PART OF THE MARINE CORPS FAMILY:** You are now a part of the Marine Corps family. There is much more to this family then drilling. As such, you will be asked to participate in activities outside the normal drills. There are several occasions when you can assist the unit:

- a. The Marine Corps Ball
- b. Toys for Tots
- c. Social Events and Community relations

**PHYSICAL FITNESS AND PERSONAL APPEARANCE STANDARDS:** Members of the Marine Corps Reserve must meet the physical fitness, personal appearance, and weight control standards set by the appropriate Marine Corps Orders. There is a requirement to take and pass 1 Physical Fitness test and 1 Combat Fitness test annually.



# Reserve Information and Benefits

## PAY AND ALLOWANCES:

a. Drill pay. SMCR Marines receive one day's base pay and earn one retirement point for each 4-12 hour period of training (not to exceed two drills per day); therefore, you receive four days pay and four retirement points for a 2 day weekend training.

b. Annual Training Pay (AT). You receive one day base pay and one retirement point for each day of active duty. BAH, BAS, and special pay are also paid, if rated.

**RESERVE TRAINING/RETRAINING OPPORTUNITIES:** When a prior service Marine joins an SMCR unit, that Marine may need to retrain in another MOS if his/her MOS is not in the Billet Identification Code (BIC) of that particular unit. This will be done by attendance at a formal school. Prior service Marines have 18 months from the day they join this unit, to attend the school for their assigned MOS.

**EXCHANGE:** Members of the Marine Corps Reserve receive unlimited exchange privileges. Dependents may accompany the member or utilize privileges without their sponsor if they have a Reserve Dependent ID card.

**COMMISSARY:** Members of the SMCR have unlimited commissary benefits.

**RESERVE ID CARD:** The Armed Forces of the United States Identification Card, is prescribed for issue only to members of the Marine Corps Reserve who are not entitled to either the active duty, or retired ID card. Verification and issuance procedures are per MCO P5512.11, ID Cards for Members of Uniformed Services and their dependents.

**RESERVE DEPENDENT ID CARD:** The Reserve Dependent ID is provided to eligible dependents of Marine Corps personnel in an authorized IDT status.



# Reserve Information and Benefits

**LIFE INSURANCE COVERAGE:** SGLI is available to members of the SMCR. You are automatically covered and can elect full time coverage. The premium is deducted from the drill pay of SMCR members.

**UNIFORM ALLOWANCE:** Enlisted Reservists do not have to buy replacement uniforms if their uniform items wear out or become unserviceable. These uniform items will be replaced at no cost to the Marine. See the supply section for details regarding the surveying of uniform items. Additionally, when new items of clothing are authorized, they will be issued.

**RESERVE RETIREMENT PROGRAM:** A reservist must perform at least 20 years of qualifying service to be eligible for retirement with pay at age 60. To be credited with a year of qualifying service, the reservist must earn at least 50 Reserve retirement points during the anniversary year (Starts the date they enlisted).

Typical Reserve Retirement Points earned per year:

- 48 points for drill attendance (inactive duty points)
- 15 points for membership (automatic)
- 14 points for AT (Active duty points, one per day)



# Reserve Information and Benefits

## TRICARE RESERVE SELECT(MEDICAL):

TRICARE Reserve Select is a premium-based health plan available worldwide to Selected Reserve members of the Ready Reserve (and their families) who are not eligible for or enrolled in the Federal Employee Health Benefits (FEHB) program (as defined in Chapter 89 of Title 5 U.S.C) or currently covered under FEHB, either under their own eligibility or through a family member. When enrolled in TRICARE Reserve Select, you may visit any TRICARE-authorized provider, network or non-network. Care at military treatment facilities is on a space-available basis only. You do not need a referral for any type of care but some services may require prior authorization. TRICARE Reserve Select is a great option for you and your family if you are:

a member of the Selected Reserves of the Ready Reserve, not on active duty orders or covered by the Transitional Assistance Management Program, and not eligible for or enrolled in the FEHB. The plan provides comprehensive health care coverage when you're not activated and covered by active duty TRICARE benefits. And, because you can see any provider, you don't have to change providers if you already have one. For more information go to the Tricare website at: [www.tricare.mil](http://www.tricare.mil). To sign up for Tricare Reserve Select go to Beneficiary Web Enrollment at:

<https://milconnect.dmdc.osd.mil/milconnect/>



# Reserve Information and Benefits

## TRICARE DENTAL PROGRAM

The TRICARE Dental Program is a voluntary, premium-based dental insurance plan administered by United Concordia Companies, Inc., (United Concordia).

The TRICARE Dental Program is available to the following beneficiaries:

- Active duty family members
- Family members of National Guard and Reserve members
- Members of the National Guard and Reserve (who are not on active duty orders)

To enroll in the TRICARE Dental Program, sponsors must have at least 12 months remaining on his or her service commitment. This requirement may be waived in some circumstances.

For more information Contact United Concordia at 1-844-653-4061 or go to their website: <https://tricare.mil/CoveredServices/Dental/TDP>

To sign up for Tricare Dental Program go to Beneficiary Web Enrollment at: <https://milconnect.dmdc.osd.mil/milconnect/>

## MARINE FORCES RESERVE INFORMATION

Visit: [www.marforres.usmc.mil](http://www.marforres.usmc.mil) or download the USMC Reserve Connect App to stay abreast of all current events that are happening within Marine Forces Reserve.

## REPORTING ABOARD PROCEDURES

Upon completion of your school, report in to the administration office Monday through Friday from 0730-1400. The proper uniform to check in with is the Service Alphas.



# Reserve Referral Program

If you know of anyone that have what it takes to be one of the few and proud, obtain his/her name and phone number. Turn all information into the Career Retention Specialist (CRS). The CRS will contact the local recruiter and ensure you receive credit if the applicant joins the Marine Corps.

## *BELOW IS A LIST OF WHAT IS CLASSIFIED AS A REFERRAL*

- (1) An individual who walks into the reserve training center, expresses a general interest in enlisting, gives his name and contact information to a member of the SMCR unit, agrees to meet with a recruiter about enlisting, and subsequently enlists.
- (2) An individual who gives his name and contact information to a member of the SMCR unit, agrees to meet with a recruiter about enlisting, and subsequently enlists.
- (3) An individual whose name and contact information is referred to the SMCR unit by a unit member or other contact, agrees to meet with a recruiter about enlisting, and subsequently enlists.
- (4) A former Marine in the Individual Ready Reserve who is not affiliated with the SMCR unit who contacts the SMCR unit asking for information about returning to active duty. The former Marine must express interest in reenlisting in the Regular Marine Corps, must be referred by the SMCR unit to the local RS, and must subsequently reenlist via the Prior Service Enlistment Program

### Meritorious Promotion

Any Private on leave or liberty (not assigned to PTAD, PRASP, or REC AIDE), who refers one applicant who subsequently enlists or reenlists in the Active or Reserve components of the Marine Corps, will be meritoriously promoted to Private First Class if otherwise qualified and recommended.

Any PFC on leave or liberty (not assigned to PTAD, PRASP, or REC AID), who refers two individuals who subsequently enlist or reenlist in the Active or Reserve components of the Marine Corps, will be meritoriously promoted to Lance Corporal if otherwise qualified and recommended.



# Reserve Referral Program

## Bonus Points for Composite Scores

Lance Corporals and Corporals on leave or liberty (not assigned to PTAD, PRASP, or REC AID), will receive 20 points per applicant referred who subsequently enlists in the Active or Reserve component of the Marine Corps. Bonus points may not exceed 100 points and will be computed in composite scores. Bonus points will be carried forward to the grade of Corporal or Sergeant if referrer is currently a Corporal.

## Sergeant's and above

Sergeant's and above are entitled to 10 reserve retirement points.

## Meritorious Mast

Marines that refer one applicants who subsequently joins the Marine Corps will receive a Meritorious Mast

## Certificate of Commendation

Marines that refer a total of 2 applicants who subsequently joins the Marine Corps will receive a Certificate of Commendation

## Navy and Marine Corps Achievement Medal

Marines that refer a total of 3 applicants who subsequently joins the Marine Corps will receive a Navy and Marine Corps Achievement Medal

## Retirement points

Marines will receive 10 reserve retirement points for each referral. The maximum number of points that can be earned is 40 retirement points per anniversary year.



# Reserve Career Options

## Individual Mobilization Augmentee (IMA)

IMA's are placed on staffs within supporting establishments such as HQMC. IMA's man 47 mobilization stations across the nation. These stations are critical to the processing of the IRR into a wartime structure during national recall. Depending on the IDT status, IMA Marines will have from 24-48 IDT periods a year, plus 12 to 14 days active duty for training. For more information on the IMA, contact the local Career Counselor at (817) 782-2706 ext (2706).

## Active Reserve Program

Marines serving on the Active Reserve Program are assigned to active duty in support of the Total Force Marine Corps. AR personnel are contracted to an initial 4 year probationary period of duty, and may apply for career designation after the third year of AR service. For more information on the AR program, contact the Career Counselor at (817) 782-2706 (2706).

## Individual Ready Reserve (IRR)

The IRR consist of all Reservist in the Ready Reserve not affiliated with the SMCR, who have either not completed their service obligation or have completed their service obligation and are on contract voluntarily (Non Obligatory). IRR members may drill with a Mobilization Training Unit, attend professional development schools, be assigned to active duty special work, complete correspondence and non-resident courses. Members of the IRR are not paid unless under active duty orders. Reserve Marines in the IRR may still earn enough retirement credits each year to qualify for retirement. For more information on the IRR, contact Career Counselor at (817) 782-2706 (2706) or the Marine Corps Individual Reserve Support Activity (MCIRSA) Career Counselor's at (504) -697-8490 ext (8490).

## Extended Active Duty Recruiting (EAD RECRUITER)

Reserve Marines in the SMCR may apply for temporary active duty, to assist the local recruiters in their mission. For more information, contact your local Career Counselor for details.



# Reserve Career Options

## REENLISTMENT INTO THE REGULAR MARINE CORPS

Reserve Marines may have the option of reenlisting into the Regular Marine Corps via the Prior Service Enlistment Program (PSEP). Those who are interested should see their local Career Counselor or recruiter for augmentation procedures.

## RETIREMENT

Reserve Marines who have completed a minimum of 20 qualifying years of service, are eligible to transfer to the Reserve Retired List. Retired SMCR Marines will receive benefits upon or after age 60. For more information on retirement, contact your local Career Counselor.

## MARINE OFFICER PROGRAMS

The Marine Corps is continually soliciting applications from qualified Reserve Marines to be Marine officers.

## SELECTED MARINE CORPS RESERVE ENLISTED COMMISSIONING PROGRAM

This program is designed to allow qualified reservist to apply for direct appointment, and if selected, continue participation with their parent SMCR unit. Marines interested should refer to MCO 1040R.10L .

## ENLISTED TO WARRANT OFFICER PROGRAM

This program provides for orderly progression from the enlisted grades thru Warrant Officer. Warrant Officers perform duties that require extensive knowledge of a particular MOS. Marines interested should refer to MCO 1040.42A.



# PUBLIC LAW 103-353

## *Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)*

1. Purpose: To provide individual Marines with a summary of public Law 103-353. This letter should not be used as a legal document, nor should it be considered comprehensive. It is provided for educational and informational purposes only.
2. Purpose of this law: To encourage non-career service by minimizing employment problems that can result from such service; minimize disruption to the lives of service members, their employers, fellow employees, and communities; and to prohibit discrimination against persons who perform such services.
3. Coverage of the law: The new law covers all employees who perform duty in the uniformed services; except those serving in positions where there is no reasonable expectation that employment will continue indefinitely, or for a significant period.
4. Application to employers: The new law applies essentially to all employers in this country.(Federal, State, Private Employers regardless of size).
5. Eligibility criteria: In order for a member of the uniformed services to qualify for USERRA protection, the member must meet the eligibility requirements listed below:
  - a. The member must hold a civilian job.
  - b. The member must give prior notice to his or her civilian employer.
  - c. Must not exceed the five cumulative years absence from employment due to service.
  - d. Must be released under honorable conditions.
6. Prior notice must be given to the civilian employer regardless of the category of service. Effective 12 Dec 94, the law requires members entering military service to give advance notification to employers of a forthcoming absence. Specifically, applicants for military service, member reporting for active service, and members of the reserve must give advance notice to their employers that they will be absent from their position of employment to perform military service, including inactive duty training, in order to retain reemployment rights under USERRA. This advance notice can be either verbal or written. Notice is not required if it is precluded by military necessity, or under all relevant circumstances, it is impossible or unreasonable.
7. Maximum cumulative period of service. The law generally establishes a five year cumulative limit on military service with a single employer. Certain military service such as, call-ups during emergencies and reserve inactive duty training do not count toward the five year cumulative limit.



# Uniformed Services Employment and Reemployment Rights Act (USERRA)

**The Congress of the United States has enacted legislation providing for reemployment right to be assured for members of the National Guard and Reserve components of the Armed Forces.**

The Department of Labor, through its office of Veterans Reemployment Rights, is responsible for providing information about the rights you have and any assistance you may need in connection with exercising them. There are a few things you can do to facilitate your reinstatement in the position you leave to perform training duty or deployments and there are certain conditions you must meet.

You must request a leave of absence from your employer before leaving to perform any type of training duty other than for initial periods of active duty not to exceed three months. You must also keep your employer informed about your drill schedule, if the drills will cause you to be absent from work. The employer must grant the leave required from work for your attendance at the scheduled drill. Do not use drill attendance as an excuse to be absent from the civilian job, and then not show up for drill. Your employer has the right to call the Command to verify you are in a drilling status!

You normally will not have a choice of when to perform Annual Training duty. You should inform your employer of this as soon as possible to allow them to schedule the time off you will need.

The law provides that you shall be reinstated in your position with such seniority, status, pay, and vacation as you would have had you been absent for such training at your employers request. If you or your employers have any questions regarding reemployment rights you are entitled to refer such questions to the nearest office of Veteran's Reemployment Rights through your unit Commanding Officer. Many of you who do not have jobs right now will have a job later, while still in the Reserve or Guard, and will be leaving that job for the required training periods therefore, you should know of these Reemployment Rights.

You should also know that being a Reservist is not justifiable cause for your employer to withhold any employment benefits offered by your employer to persons doing or performing the same job you yourself hold. Such things as promotion, pay raises, overtime consideration, etc. must be available to you when qualified.





## Tips for National Guard and Reserve Members

Most employment challenges can be avoided by being candid with your employer about your obligations as a member of one of the Reserve Components. Don't take your employer's support for granted.

*Here are some tips on how to keep the boss on your side:*

**Talk to your boss.** No matter what your military assignment or specialty, tell your employer about it. Many people hold down military jobs that relate directly to their civilian careers. Your boss would be pleased to know that your military training can enhance your civilian job skills.

**Federal Law.** Know your rights and responsibilities as outlined by the Uniformed Services Employment and Reemployment Rights Act (USERRA). Federal law guarantees the right to take time off from work to meet your military responsibilities. The more that you, your boss, and your personnel office know about USERRA, the less chance for misunderstandings. ESGR is a free resource and can help you understand your rights and responsibilities governed by USERRA, and assist your employer with USERRA compliance.

**Annual Training and Drill Schedules.** Don't make your boss guess about your National Guard or Reserve duties. The earlier you inform your boss about drill schedules, annual training plans, and any extra time-off requirements, the easier things will go. Remember, when possible you must give your employer advance notice of any military service, including drills. Giving employers the maximum lead-time enables them to make plans to accommodate your absence.

**Non-Training Active Duty.** Many Reserve Component members perform tours of active duty that are not for training. This can range from short active duty tours, support exercises, or years of active duty in the Active Guard Reserve (AGR). Under USERRA, prior notice of this type of duty must be given to your employer. Remember that most duty of this type is subject to a cumulative 5-year time limit after which you no longer have reemployment rights under USERRA with your employer.





## Tips for National Guard and Reserve Members

**Emergency/contingency duty.** As a Reserve Component member if you are activated involuntarily for war or a national emergency your period of service will not count against the cumulative 5-year limit established under USERRA. In most cases, voluntary duty is also exempt from the 5-year limit if it is in direct support of a contingency operation.

**Scheduling.** If you miss work while you perform military service, your employer is not obligated to reschedule you to make up the time lost. However, if employees who miss work for non-military reasons are afforded opportunities to make up the time lost, you must be treated in the same manner. Further, you cannot be required to find a replacement worker for the shift(s) you will miss as a condition of being given the time off by your employer to perform military service.

**Vacation and Accrual.** Federal law allows you the option to use earned vacation while performing military service, but you cannot be required to do so. The only case where you could be required to use your vacation would be if your company has a planned shutdown period when everyone must take vacation, and your military service coincides with that period of time. Your employer is not required to provide for vacation accrual while you are absent from work performing military service, unless accrual is permitted for employees on nonmilitary leave of absence of similar length.

**Pay.** Although some private and many government employers provide full or partial civilian pay to employees absent on military duty, the law requires only an unpaid leave of absence be provided by the employer. Federal employees are entitled to time off at full pay for certain types of active or inactive duty in the National Guard or as a Reserve of the Armed Forces. More information is available from the Office of Personnel Management site at [www.opm.gov](http://www.opm.gov).

**Reward the Boss.** Show appreciation for supportive employers by nominating your boss for a Patriot Award. It's free and an easy way to say thanks. The Department of Defense will send your boss a personally prepared certificate of appreciation if you, the National Guard or Reserve member, just apply for it. The certificate comes mounted in a handsome folder, bearing the DoD seal embossed in gold. Take time to do your best to "brag" about your boss.

Visit [www.esgr.mil](http://www.esgr.mil) to nominate your employer.



# Family Readiness

The most important person in a Marine's life is his/her family. The Marine Corps understands that the family plays a big part in a Marine's life. We must ensure that our family is also prepared for our Marine Corps life whether it is a drill weekend, Annual Training, or mobilization. There are numerous ways to keep our family readiness up to date. Below are ways we strive to keep our family ready for whatever comes up in our Marine Corps career.

## Family Day

Each year the squadron will conduct a Family Day Picnic and resource briefings. This is a fun-filled event in which we engage in games, win prizes, enjoy food and just have fun. We usually do this in the summer and highly encourage families to volunteer or just come out and enjoy the day. This is a great opportunity for families to get together and get better acquainted with each other, while placing names and voices with faces.

## Marine Corps Ball

Each year the Marine Corps celebrates the Marine Corps Birthday (November 10). This is the time of year where we put on our dress uniforms, bring our significant others and elegantly celebrate our birthday. It is highly encouraged that friends and family come out and enjoy a birthday celebration like no other.



# USMC Social Functions

**Dining In** – another formal event that spouses may attend. This is a very structured dinner where the “President of the Dining In” makes all the rules. It can be a fun evening filled with many toasts and many fines paid to “Mr. Vice” when someone breaks a rule. It really is a great experience, and the fines go to a local charity. So, take a few extra dollars!

**Mess Night** – For Marines only, this is an evening to promote social camaraderie. It has a cocktail hour, dinner, and toasts.

**Bosses’ Night** – Marines only. Marines get together with their peers and senior Marines for a rare social evening. It is a time to get to know your Marine boss outside of the office.

**Wetting Down** – a promotion party that can be held at home or at the club. Spouses can be invited for this celebration. Sometimes the Marine promoted is ‘wet down’ with the liquid of his choice.

**Hail and Farewell** – a get-together to say GOOD-BYE to those leaving the military unit a HELLO to those joining the unit. Spouses are typically invited.

**Parades** - Parades are a major part of Marine Corps life. Parades honor an individual or specific event. There are formal written invitations sent out, but that doesn't limit the audience. Anyone may attend a parade. There is always open seating in the bleachers. It is a wonderful experience to come out and watch your Marine drill. Please dress appropriately for the time of day. Very casual dress such as shorts or jeans would not be appropriate. This is an official military function and should be given the respect it deserves. Remain in place until the narrator indicates that the parade is concluded. This happens after the last Marine has “passed in review” and the reviewing officers break ranks (shake hands and walk away.) If you aren't sure when to stand and when to sit, follow the crowd and you'll be fine. No one is perfect, and all of us have experienced awkward moments.



# Phone Numbers

MAG DUTY OFFICER  
817-782-2718

READY ROOM / ODO DESK  
817-782-2991

ADMINISTRATIVE CHIEF  
817-782-2868

MAG-41 S-1 INBOUND  
817-782-2716

LOGISTICS CHIEF  
817-782-2983

CAREER PLANNER  
817-782-2706

MEDICAL CORPSMAN  
817-782-3174

OPERATION CHIEF  
817-782-2982

SQDRN GYSGT  
817-782-2882

MAINTENANCE CHIEF  
817-782-2888

NAVY GATEWAY INNS AND SUITES  
817-782-5393



# Helpful Resources



Unit Facebook page



USMC Reserve Connect App

- D-Stress Line **1-877-476-7734**
- VA Crisis Line **1-800-273-8255** or text: 838255
- Chaplain Whipkey 620-238-0954
- **Military One Source 1-800-342-9647**
- Suicide Prevention  
<https://www.veteranscrisisline.net/BeThere.aspx>



# Resources

## Automated Housing Referral Network (AHRN) <http://ahrn.com/>

Site sponsored by Department of Defense designed to improve the process of securing available housing for relocating military members and their families. It is a “craigslist” way of finding homes for sale/rent, some postings include property photos.

## Military OneSource [www.militaryonesource.com](http://www.militaryonesource.com)

Military OneSource, which supplements existing installation services, provides free help and information, by phone with a professionally trained consultant or online, on a wide range of issues that affect you and your family -- from budgeting and investing to relationships and deployment. It's available whenever you are. Whether you're single or married, a parent or not a parent, Military OneSource can help with the issues that are important to you. For service members and families who live far from military installations, Military OneSource is especially useful.

## Military HomeFront [www.militaryhomefront.dod.mil/](http://www.militaryhomefront.dod.mil/)

Department of Defense website for official Military Community and Family Policy (MC&FP) program information, policy and guidance designed to help troops and their families, leaders, and service providers.

## National Military Family Association (NMFA) <http://www.nmfa.org/site/PageServer?pagename=homepage>

Web site has link to the book, Your Soldier, Your Army: A Parents' Guide which provides useful information regarding pre-deployment, deployment, and post deployment.

## Military Health System [www.ha.osd.mil](http://www.ha.osd.mil)

America's Military Health System (MHS) is a unique partnership of medical educators, medical researchers, and healthcare providers and their support personnel worldwide.

## USMC [www.marines.mil/Pages/Default.aspx](http://www.marines.mil/Pages/Default.aspx)

Official Marine Corps website

## Marine Force Reserves [www.marforres.usmc.mil](http://www.marforres.usmc.mil)

Great source for information regarding the Marine Reserves

## Navy Marine Corps Relief Society [www.nmers.org/](http://www.nmers.org/)

A private non-profit charitable organization providing financial, educational, and other assistance to members of the Naval Services and Marine Corps of the United States.

## LIFELines Services Network (LSN) <http://lifelines.navy.mil/lifelines/index.htm>

Focuses on the delivery of quality of life information and services to active duty and Reserve Marines, Sailors, and family members.

## United Through Reading <http://www.unitedthroughreading.org/>

Provide opportunities for emotional bonding that relieve the stress of separation and instill a love of reading by providing the opportunity for family members to read aloud to children on DVD

## eBenefits <https://www.ebenefits.va.gov/ebenefits/homepage>

Apply for VA benefits. Manage your benefits. Employment Center.

# General Orders

- #1 To take charge of this post and all government property in view
- #2 To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing
- #3 To report all violations of orders I am instructed to enforce
- #4 To repeat all calls from posts more distant from the guardhouse than my own
- #5 To quit my post only when properly relieved
- #6 To receive, obey and pass on to the sentry who relieves me all orders from the commanding officer, officer of the day and officers and non-commissioned officers of the guard only
- #7 To talk to no one except in the line of duty
- #8 To give the alarm in case of fire or disorder
- #9 To call the corporal of the guard in any case not covered by instructions
- #10 To salute all officers and all colors and standards not cased.
- #11 To be especially watchful at night, and during the time for challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority



# Code of Conduct

The Code embraces standards of conduct that grew out of the heroic lives of American fighting men.

Its purpose is to better equip the U.S. Fighting Man to counter and withstand all enemy efforts against him, and to indoctrinate him as to the behavior and obligations expected of him during combat or captivity.

The Code of Conduct consists of six articles and is printed below for your information.





## I

I am an American, fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense.

## II

I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have the means to resist.

## III

If I am captured I will continue to resist by all means available. I will make every effort to escape and to aid others to escape. I will accept neither parole nor special favors from the enemy.

## IV

If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.

## V

When questioned, should I become a prisoner of war, I am required to give name, rank, service number, and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.

## VI

I will never forget that I am an American, fighting for freedom, responsibility for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America.