



## CAREER MANAGEMENT TEAM QUARTERLY NEWSLETTER

### MARADMIN UPDATE

631/24: UPDATED ENLISTED PROFESSIONAL MILITARY EDUCATION (EPME) REQUIREMENTS FOR SELECTED MARINE CORPS RESERVE (SMCR), INDIVIDUAL READY RESERVE (IRR), AND INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) MARINES

628/24: MODIFICATION TO THE FY2025 REGIONAL SNCO ACADEMY CLASS SCHEDULES FOR ACTIVE DUTY AND RESERVE COMPONENT

604/24: CHANGE 1 TO THE FISCAL YEAR 2025 CLASS DATES FOR CORNERSTONE

600/24: FISCAL YEAR 2026 (FY26) ENLISTED TO WARRANT OFFICER (WO) RESERVE SELECTION BOARD

595/24: AMENDMENT 3 TO THE PERFORMANCE EVALUATION SYSTEM (PES)

572/24: SOLICITATION FOR THE MARINE CORPS LEAGUE ENLISTED AWARDS

552/24: CONVENING OF THE FISCAL YEAR 2025 RESERVE SENIOR STAFF COURSE SELECTION PANEL

512/24: SOLICITATION FOR THE 2025 MARINE CORPS INSTALLATIONS AND LOGISTICS AWARDS

511/24: MARINE CORPS BIRTHDAY CONTENT

478/24: ISSUANCE OF THE GOVERNMENT TRAVEL CHARGE CARD (GTCC) TO ENTRY LEVEL MARINES

475/24: RESULTS OF THE ACADEMIC YEAR 2025-26 RESERVE OFFICER PROFESSIONAL MILITARY EDUCATION (RPME) BOARD

465/24: FISCAL YEAR 2025 (FY25) ENLISTED TO WARRANT OFFICER RESERVE SELECTION BOARD RESULTS

463/24: FISCAL YEAR 2026 ACTIVE AND RESERVE ATTACHE SELECTION BOARD: RESERVE SELECTION RESULTS AND ACTIVE ENLISTED SELECTION RESULTS

459/24: FY25 RESERVE COMMAND SCREENING BOARD AND RESERVE SENIOR LEADER BOARD RESULTS

444/24: FISCAL YEAR 2025 ACTIVE RESERVE OFFICER ACCESSION AND CAREER DESIGNATION PLAN

443/24: FISCAL YEAR 2025 BILLET ASSIGNMENTS FOR RESERVE SERGEANTS MAJOR AND FIRST SERGEANTS FOR INITIAL AND SUBSEQUENT TOURS

442/24: FISCAL YEAR 2025 RESERVE RETENTION CAMPAIGN

441/24: APPROVED SELECTIONS TO THE FISCAL YEAR 2025 COMMANDANT'S RETENTION PROGRAM RESERVE (CRP-R)

440/24: 2024-2025 INFLUENZA VACCINE GUIDANCE FOR ACTIVE AND RESERVE COMPONENTS

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### Inactive Duty Training (IDT) Reimbursement Increase:

Effective January 2025, the Department of Defense has increased the reimbursement rate for Inactive Duty Training (IDT) travel outside the normal commuting distance from \$500 to \$750. This adjustment, outlined in MAP 71-24(R), reflects the commitment to easing financial burdens on Reserve Marines who travel significant distances to fulfill their service obligations. The increased reimbursement aims to enhance Reserve readiness and retention by addressing travel costs, particularly for those living in remote areas. A MARADMIN providing specific implementation guidance for the Marine Corps is forthcoming. For full details, refer to the official policy update [here](#).

# In the Spotlight: Personnel Retrieval & Processing Company

Did you know that the Marine Corps sole Mortuary Affairs capability resides within Marine Forces Reserves (MARFORRES)? The Personnel Retrieval and Processing Company known as PRP has 250 personnel and is located under the 4th Marine Logistics Group (MLG) within Combat Logistics Regiment-45(CLR-45) with units in Smyrna, GA and at Marine Corps Base Quantico, VA. The unit and capability are responsible for the battlefield recovery, processing, and evacuation of the deceased in a combat zone.

MARFORRES has maintained a formal Mortuary Affairs capability since the Vietnam War having the Graves Registration (GR) Platoon under what was Military Police Company, Charlie (MP Co C) within the 4th Force Service Support Group (FSSG) located in Dayton, OH. The GR Platoon led Mortuary Affairs Operations in Operation Desert Shield/Desert Storm (1990-91) and was called upon to lead the development and training of the Mortuary Affairs capability for Operation Iraqi Freedom in 2003.

In 2003, the Marine Corps determined that it needed its own Mortuary Affairs capability to support Marine Expeditionary Force (MEF) operations during OIF. Four MARFORRES units consisting of 300 Selected Marine Corps Reserve (SMCR) Marines were involuntarily activated and re-designated to become the Provisional Mortuary Affairs Company (MA Company) attached to the 1st Force Service Support Group (FSSG) under I MEF. After receiving two weeks of training from the GR Platoon, MA Company deployed to Kuwait and into Iraq to support OIF I for 2003 and 2004 including the Battle for Fallujah.

Based on the operational needs and requirements, the Marine Corps formally established PRP Company in 2005 and continued to deploy PRP detachments in support of OIF operations through 2009. In 2009, PRP concluded MA operations in Iraq and redeployed their forces to support Operation Enduring Freedom (OEF) in Afghanistan which continued through 2014. In total, MA Company/PRP Company supported 22 deployment OIF/OEF rotations with over 700 Reserve Marines and Sailors.

Although primarily tasked to support combat operations, PRP Company also has the resources and capabilities to support Defense Support of Civil Authorities (DSCA) operations. In 2017, PRP Company was requested by the Armed Forces Medical Examiner System (AFMES) to support the search and recovery of a KC-130J crash in Mississippi that included the recovery and management of 16 Marine Air Wing and MARSOC personnel. A search and recovery team of seven PRP Marines mobilized and arrived in Mississippi within 48 hours of the incident and successfully integrated with the Mississippi National Guard to recover the deceased service members.





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As the Department of Defense (DoD) transitions from Counter-Insurgency Operations (COIN) to Large-Scale Combat Operations (LSCO) planning, the need to potentially recover, account for, and manage the deceased is a critical part of combat operations. The Marine Corps like all the Services is actively determining its Mortuary Affairs/Fatality Management planning and capability needs for future LSCO scenarios. One of the immediate needs was to build a strong knowledge base and provide leadership continuity within the Mortuary Affairs community. A HQMC (CD&I) level initiative was submitted and approved to professionalize the existing Reserve PRP 0471 PMOS making it an E1-E9 career field. Additionally, the initiative recommended and approved the creation of the Reserve Warrant Officer/Chief Warrant Officer 0408 PMOS (WO-CWO5) as Fatality Management Plans Officers focused on both Tactical and Operational level planning requirements.

Looking to address future LSCO initial response requirements, PRP Company identified a need to start training general purpose personnel (non-Mortuary Affairs) on the basics for recovering and handling human remains. In conjunction with the Joint Mortuary Affairs Center (JMAC), MI, PRP Company introduced the Unit Recovery Team (URT) training using the JMAC Period of Instruction (POI) into the Northern Strike Exercise in Grayling, MI. Using Northern Strike as an proving ground for URT techniques, tactics, and procedures, PRP is actively providing MA/FM support to the Tri-MEF and their MARFORs as well as providing support to the Joint community.

In summary, PRP plays a crucial and dignified role in supporting Mortuary Affairs operations for the Marine Corps and for the Joint force. Since its inception and through its evolution, PRP has been responsible for recovering and caring for the fallen in both combat and domestic crises. With a storied legacy supporting combat operations PRP has demonstrated its capabilities in some of the most challenging environments. Today, as the Marine Corps prepares for LSCO and as part of a Stand-In Force (SIF), PRP Company continues to adapt, including training general-purpose forces in handling human remains and enhancing leadership continuity within the Mortuary Affairs community. This enduring mission of honor and respect ensures that the Marine Corps remains steadfast in its commitment to bring all of our fallen home to their families with dignity.



## MarineNet Courses Approved for Continuing Education Units (CEUs)

The Digital Content Department (DCD) is pleased to announce the approval of several MarineNet courses for the awarding of Continuing Education Units (CEUs). These courses have been carefully vetted and approved by a board from DCD, ensuring they meet the necessary criteria for CEU recognition. It's important to note that Reserve Retirement Credits (RRC) will not be impacted by these changes.

### Approved Courses and CEU Details

Below are the MarineNet courses now approved for CEUs, along with the corresponding CEU values:

- MCIZ5803ZZ - Physical Security Specialist: 5 CEUs
- MCIZ5804ZZ - Physical Security Chief: 4 CEUs
- MCIZ602BZZ - Theory and Construction of Gas Turbine Engines: 1 CEU
- MFRCRE001 - Introduction to Credit: 0.5 CEUs
- MFRCRE002 - Using and Managing Credit: 0.5 CEUs
- MFRDEBT001 - Introduction to Debt Management: 0.5 CEUs
- MFRDEBT002 - Addressing Excessive Debt: 0.5 CEUs
- MFRPFVH001 - Exploring Your Financial Values & Habits: 0.5 CEUs
- MFRGOALS01 - Setting Financial Goals & Recordkeeping: 0.5 CEUs
- MFRSAVE001 - Establishing Savings: 0.5 CEUs
- MFRSPEND01 - Developing a Spending Plan: 0.5 CEUs
- MFRINV0001 - Introduction to the Time Value of Money: 0.5 CEUs

### Timeline for CEU Modifications

These CEU modifications will take effect immediately and will remain in place unless the listed course is discontinued or undergoes re-evaluation by the CEU board at a later date.

For any questions or additional information, please contact Major Sean P. Morrow at (703) 432-7911 or via email at [sean.morrow@usmcu.edu](mailto:sean.morrow@usmcu.edu).

## Meet Your Deputy Branch Head >>>>>

### LtCol M. Wade Brown

LtCol M. Wade Brown is a graduate of Texas State University with a degree in Geography. He enlisted in the U.S. Coast Guard Reserve in 1991, attending Yeoman A School in Petaluma, CA and serving at Brooks Air Force Base and Coast Guard Station Corpus Christi. YN3 Brown entered Marine Corps Officer Candidate School in October 1998, commissioning in December 1998. He completed the Basic School June 1999 and Ground Supply Officer School in July 1999.

LtCol Brown has been the Supply Officer of: HQCo 1st Marines (1999-2001); 3d Battalion, 1st Marines and BLT 3/1, 11th MEU (2001-2003); 9th Marine Corps Recruiting District (2007-2009), and the 2d Marine Division (2009-2011), where he dual-hatted as the 2d Marine Division Material Readiness Officer. LtCol Brown also served as Asst LogO, MAG-41 (SMCR)(2011-2013) and Senior Logistics Officer, II MEF G-4 (IMA)(2013-2015). His second area of service has been in human resources, where he served as Officer Selection Officer (OSO) Norman, OK (2003-2006); Adjutant, 4th MAW (ADOS, 2007); OSO Lincoln, NE (2008); and AD Officer Career Counselor, (HQMC) (ADOS) (2016-2019, 2020-2021). His third area of service has been in operations, where he served as Ground Planner, CJTF-HOA (2010); Asst Current Operations Officer (COPSO), II MEF G-3 (ADOS) (2015-2016), Asst COPSO, MAGTF Staff Training Program (MSTP) (IMA Det) (2017-2020); SWO, Current Operations Officer and Deployment Operations Branch Chief, DLA J-3 (successive billets, ADOS) (2023-2024). LtCol Brown's deployments include 11th MEU, OIR and CJTF-HOA.

In the civilian sector, LtCol Brown has been a youth minister, high school teacher, small business owner, land investor, commercial hay farmer, medical operations executive, political candidate, oilfield expeditionary logistics contractor, and business process consultant. He is the founder and CEO of Nimble Station (formerly Biquix).

LtCol Brown resides with his wife Leah and five of their nine children just outside of Fredericksburg, Virginia.



## Explore Our New Website: Your One-Stop Resource for SMCR Career Management

Our new website is live and ready to serve! Visit us at <https://www.manpower.marines.mil/Manpower-Management/Reserve-Affairs-Division/Career-Management-Team-CMT/> to access a wealth of resources, including a comprehensive list of all units and billets across the SMCR, sample board letters, OMPF checklists, and updated RQS template, and much more. Stay informed and make the most of your career with the latest tools and updates!

## GSA City Pair Program

In light of the economic difficulties caused by rising travel costs, it is critical to select travel options that offer the highest value for the lowest cost. The General Services Administration (GSA) City Pairs program is a choice available to members of the Marine Corps Reserve. It can provide some financial advantages for travel associated with required duties. The GSA City Pair offers contract flights that may cost less than regular airfare. However, remember that this discounted fare will only be available on some routes. Nevertheless, when the program offers lower airfare, it benefits the traveler. Requests should be made through Cruise Ventures, Inc (CI Travel) by filling out the form [here](#) to receive these potentially reduced rates. The Government Travel Charge Card (GTCC) must be used to complete the airfare transaction. It is important to remember that the member is exclusively responsible their GTCC bill.



Please be aware that it is typically not allowed to use the GTCC in connection with drills at a Marine's designated Home Training Center (HTC). An exception, however, allows Reserve Component (RC) Marines to fly to drill periods at their designated HTC using the GTCC for official city-pair flights (DoDI 4515.16). It is important to note that this exception only covers government city-pair flights and does not extend to additional commercial travel or costs, including lodging and meals.

Before booking travel via the GSA City Pairs program, check with your assigned unit GTCC program manager to ensure your GTCC is active and ready for use.

To make a flight reservation through the GSA City Pairs program, please follow these steps:

1. Fill out the trip request form.
2. Email the completed form to CI Travel at [marforres@ciazumano.com](mailto:marforres@ciazumano.com).
3. Call CI Travel at 1-844-496-8400 to provide your GTCC identification for payment.

It is important to note that the "IDT Reimbursement Program" is not required to use the GTCC to purchase a government city-pair flight to attend drill at the designated HTC (MARADMIN 193-22). The IDT Reimbursement Program, however, may qualify individuals for up to \$750 in travel reimbursement. This program might be a helpful tool for Reserve Marines, offering possible flight savings when participating in drills.



# Understanding Reserve Retirement Credit for Distance Learning by Major Taylor Adams

The Marine Corps Reserve Administration Manpower Management Manual (MCRAMM, MCO 1001R.1L W/ CH 1) authorizes Reserve Marines to be awarded reserve retirement credits (RRC) for the completion of distance professional military education (PME) or other coursework as authorized by the Secretary of the Navy. When utilized effectively, this program can significantly increase the retirement points a Reserve Marine accrues annually, ultimately leading to greater financial benefits in retirement.

## Policy on Reserve Retirement Credits Explained

Retirement points are awarded based on the time commitment required for approved courses, with the following key guidelines:

- **One Point per Four Hours of Approved Instruction:** For every four hours of approved course instruction, Reserve Marines earn one retirement credit point. For example, a course requiring 40 hours of instruction awards 10 RRCs.
- **Posting of Reserve Retirement Credits for Distance Learning:** RRCs awarded for distance learning or correspondence courses will post in a Reserve Marine's Career Retirement Credit Report in Marine Online under the "Inactive Duty Corres Points" column.
- **No Double Dipping:** Marines cannot receive RRCs for distance learning during the same period that they are awarded active duty points, drill points (IDTs, ATPs, ATPs, etc.) If a Marine completes a course while in an alternate point awarding status, the RRCs from the distance learning will not cycle and will not be awarded. If an issue arises where a course was completed in a non-drilling status, and the RRCs were not awarded, unit administration sections can run a diary entry to post the points to the Reserve Marine's record in accordance with guidance on page 3-11 of the MCRAMM.

## Courses that Award Reserve Retirement Credits

- **MarineNet.** To find courses in MarineNet that award RRCs, login, click "Catalog," then click, "Item Has," and check the RRC box. This will yield all MarineNet courses that offer RRCs. Note there may be rank restrictions or prerequisite requirements to enroll in some of these courses.
- **Secretary of the Navy Approval Electronic Based Distance Learning Course List.** Annually, the Secretary of the Navy publishes an approved list of courses eligible for RRCs. This list includes offerings from across the joint force and civilian agencies. To access it, search online for "SECNAV Approval Electronic Based Distance Learning Course List." The most current version is typically released each January.



For further questions about Reserve Retirement Credits or other Reserve PME inquiries, contact the Marine Corps University Reserve Liaison Officer, Major Taylor Adams, at [taylor.adams@usmcu.edu](mailto:taylor.adams@usmcu.edu).



# The Role of USMC Civil Affairs Groups: Promoting Stability and Security Worldwide

## by Major Coston Smauley

USMC Civil Affairs plays a vital role in promoting stability and security in foreign countries. As a specialized unit, Civil Affairs teams build relationships with local governments, civilian populations, and non-governmental organizations to address humanitarian needs and support military operations.

In the Selected Marine Corps Reserve (SMCR), Civil Affairs Groups (CAGs) bring a wide range of civilian and military skills and expertise. These Marines and Sailors, drawn from all Military Occupational Specialties (MOSs), are trained to operate in diverse environments, from disaster relief to combat zones.

A key benefit of serving in USMC Civil Affairs is the opportunity for deployment. Civil Affairs teams are often among the first to deploy to crisis zones, where they assess situations, identify needs, and develop solutions. Reserve Civil Affairs Marines have deployed to all Combatant Commands.

In addition to deployments, Civil Affairs offers Reserve Marines valuable skill development. The Marine Corps Civil-Military Operations School (MCCMOS), a required 30-day course in Quantico, VA, includes training in cultural studies, regional expertise, project management, and negotiation. These skills are not only valuable in military contexts but are also highly transferable to civilian careers.

For Reserve Marines seeking a dynamic and challenging field, Civil Affairs offers a unique blend of humanitarian work, cultural immersion, and operational experience. Whether deployed overseas or participating in stateside exercises, USMC Civil Affairs Reserve Marines play a critical role in supporting U.S. foreign policy and promoting global stability.

CAGs are organized into three groups:

- 1st CAG – Camp Pendleton, CA ([1st CAG Link](#))
- 3d CAG – Great Lakes, IL ([3d CAG Link](#))
- 4th CAG – Hialeah, FL ([4th CAG Link](#))

Each CAG includes approximately 120 SMCR and I&I staff members, with a 60-40 ratio of enlisted to officers.

If you're ready for a dynamic role with a global impact, connect with a CAG point of contact to learn more!

U.S. Marine Corps Forces Reserve

# Every Reserve Marine a Recruiter

The Marine Corps Reserve is a vital component of our total force, providing critical capabilities and augmenting active-duty forces during operations. Recruitment is essential to maintaining the Reserve's readiness and effectiveness, and every Reserve Marine plays a critical role in these efforts. In the January 2025 issue of Proceedings, the authors argue that all Reserve Marines should view themselves as recruiters, leveraging their unique experiences to inspire the next generation of Marines. By serving as ambassadors in their communities and sharing their personal stories, Reserve Marines can highlight the benefits of service and showcase the professionalism and camaraderie that define the Marine Corps.

The article emphasizes grassroots recruitment strategies and provides actionable tips for engaging with potential recruits. From mentoring young people to actively participating in local events and organizations, Reserve Marines have numerous opportunities to make a meaningful impact. The authors also underscore the importance of connecting with families and community leaders to dispel misconceptions about military service and foster a supportive environment for new recruits. Through these efforts, Reserve Marines can help ensure the long-term sustainability and strength of the force.

Success stories featured in the article highlight how small, individual efforts can lead to big results. Reserve Marines from diverse backgrounds have used their civilian and military expertise to attract talented individuals to the Corps. These examples demonstrate that recruitment is not just the responsibility of formal recruiters but a shared mission that every Marine can contribute to, both in and out of uniform. By embracing this mindset, Reserve Marines can help secure the future of the force and reinforce the connection between the Marine Corps and the communities it serves. Read the full article [here](#).

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