

MARADMIN : 314/24

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SUBJ/RESERVE REFERRAL CREDIT//

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NARR/REFERENCE (A) IS THE MARINE CORPS RESERVE ADMINISTRATIVE MANAGEMENT MANUAL. REFERENCE (B) IS THE MARINE CORPS TOTAL FORCE RECRUITING ORDER. REFERENCE (C) IS THE MARINE CORPS COMMAND RECRUITING ORDER. REFERENCE (D) IS THE MARINE CORPS JUNIOR ENLISTED PERFORMANCE EVALUATION SYSTEM (JEPES) ORDER. REFERENCE (E) IS THE MARINE CORPS PERFORMANCE EVALUATION SYSTEM (PES) ORDER.//

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GENTEXT/REMARKS/1. Purpose. To support the Commandant's call for Total Force support to the recruiting mission, this MARADMIN informs Reserve Component (RC) Marines of available programs in which they can receive reserve referral credit. Such credit includes meritorious promotions, bonus points toward promotion, earning non-paid Inactive Duty Training (IDT) points, and award credit for providing recruiting support. Using reserve retirement points awarded for membership and referrals, a reserve Marine may remain a satisfactory participant and potentially be credited with a qualifying year of service toward a reserve retirement.

2. Eligibility. Marines in the Ready Reserve are eligible to

receive reserve referral credit in accordance with the references and this MARADMIN in support of recruiting and affiliation efforts benefiting the Marine Corps, both Active Component (AC) and RC. The Ready Reserve includes the Active Reserve (AR), Selected Marine Corps Reserve (SMCR), Individual Mobilization Augmentee (IMA), and Individual Ready Reserve (IRR).

3. Meritorious Promotion

3.a. Per reference (c), any Private (Pvt) in the RC who, while working outside the scope of their normal duties, refers one (1) applicant who is subsequently contracted (through enlistment, re-enlistment, or commission) in the AC, or contracted (through an initial enlistment or commission) in the RC will be meritoriously promoted to Private First Class (PFC) if otherwise qualified and recommended.

3.b. Any PFC who, while working outside the scope of their normal duties, refers two (2) applicants who are subsequently contracted (through enlistment, re-enlistment, or commission) in the AC, or contracted (through an initial enlistment or commission) in the RC will be meritoriously promoted to Lance Corporal (LCpl) if otherwise qualified and recommended.

3.c. Reserve Pvts and PFCs who are assigned to a Recruiting Station (RS) on Permission Temporary Additional Duty (PTAD), Permissive Recruiter Assistance Support Program (PRASP), and Reserve Recruiter Aide (RRA) are ineligible for meritorious promotion under the referral credit program.

3.d. All dates of rank and the effective dates for pay and allowances are the second day of the month following the month in which the required number of referrals are contracted.

3.e. RS commanding officers will forward the appropriate letter of recognition to the commander of the participant's gaining or parent command.

3.f. RS commanding officers may promote Pvts to PFCs and PFCs to

LCpls at the RS. However, prior coordination must be made and authorized by the gaining or parent command. The gaining or parent command must determine whether the Marine is otherwise qualified and recommended for meritorious promotion. If qualified and recommended, then the gaining or parent command is required to make the meritorious promotion unit diary entry and submit a Certificate of Appointment (DD Form 216 MC) (Meritorious Warrant) to the Field tab of the Marine's Official Military Personnel File (OMPF).

3.g. Meritorious promotions do not include promotions to PFC ("Contract" PFC) earned while in the Delayed Entry Program. Authority for appointment to PFC upon graduation from recruit training is granted by the Marine Corps Recruiting Command Enlistment Processing Manual and will be properly recorded on the DD Form 1966 and DD Form 4.

4. Recruiting Promotion Points

4.a. A LCpl and Corporal (Cpl) in the RC will receive 20 promotion points per applicant referred who is subsequently contracted through an initial enlistment or commission) into the AC or RC, or reenlists into the AC following a break in service. Reserve LCpls and Cpls who are assigned to a RS on PTAD, PRASP, and RRA are ineligible to receive recruiting promotion points.

4.a.1. Bonus points will be reflected in paragraph 5f of the JEPES manual scoring instructions in accordance with reference (d).

4.a.2. Bonus points may not exceed 100 points per quarterly evaluation period and are allocated to the composite scores.

4.a.3. Bonus points are not carried forward to the next higher grade.

4.a.4. RS commanding officers will forward the appropriate letter of recognition to the commanding officer of the participant's parent command.

4.b. For Sergeants and above, appropriate comments are recommended for fitness reports.

4.b.1. Command recruiting comments should be incorporated within the scheduled fitness report period and may be used to enhance already desirable traits of the Marine being reported on. RS commanding officers will forward appropriate letters of recognition to the Marine's parent command recommending appropriate comments on the Marine's fitness report.

5. Reserve Referral Retirement Credit

5.a. Referral Retirement Credit can be awarded in conjunction with credits and recognition earned in paragraphs 3, 4, and 6 of this MARADMIN.

5.b. Recruiting credit. Ready Reserve Marines are eligible to receive 10 non-paid IDT points for each referral resulting in a first enlistment of a Marine or newly contracted officer in either the Active Component (AC) or Selected Reserve (SelRes). The SelRes includes AR, SMCR, and IMA.

5.b.1. The maximum number of points earned in this manner is 40 non-paid IDT points per anniversary year.

5.c. Affiliation credit. Ready Reserve Marines are eligible to receive six (6) non-paid IDT points for each referral resulting in a Prior Service (PS) IRR Marine affiliation with a SMCR unit or PS IRR Marine who serves in an IMA billet for a period greater than 90 days.

5.c.1. The referred Marine must not be currently serving in a SelRes billet.

5.c.2. Referrals will be verified, authorized, and documented by the RS and the appropriate letter will be forwarded to the referee's chain of command.

5.c.3. Non-paid IDT points will be processed no earlier than 91 days after the referral joins and remains with their reserve unit. Non-paid IDT points will be credited on the 91st day after the 90-day post-join requirement is met.

5.c.4. The maximum number of points earned in this manner is 36

non-paid IDT points per anniversary year.

5.d. Career Retirement Credit Report (CRCR) Self-Audit. It is the responsibility of the individual Marine to ensure non-paid IDT points for referrals are credited to their CRCR.

6. Reserve Referral Award

6.a. Commanders are strongly encouraged to seek ways to recognize their deserving Marines that are actively supporting the reserve referral efforts. Some of those ways may be with Letters of Appreciation, Meritorious Mast, Certificate of Commendation, or Personal Military Decorations should the circumstances clearly merit special recognition.

6.b. This is in addition to any other credit that this MARADMIN details.

6.c. The awarding authority for the personal military decorations must be the Marine's current assigned command.

7. Referral Submission Process

7.a. Non- Prior Service (NPS) - civilian status to AC or RC.

7.a.1. Marines can submit NPS referrals through the Marines.com website, at the following

URL: [https:\(slash\)\(slash\)www.Marines.com/MCR](https://www.Marines.com/MCR).

Marines should direct the person being referred to submit all the requested information into the website. Once submitted, the information will be sent to their nearest RS and coded to notify the recruiter the information was provided via reserve referral. Marines must ensure that all referred persons provide the referring Marine's contact information, last 4 Social Security Number (SSN), and Reporting Unit Code (RUC) and unit name, rank, and full name because the recruiter requires this information from the referred person to provide the referring Marine referral credit.

7.a.2. If Marines are unable to provide the referral via the Marines.com website, they are encouraged to submit referrals by

calling their local RS. Marines will need to provide the recruiter with the referee's full name and phone number as well as their own contact information, last 4 of SSN, and RUC and unit name.

7.b. Prior Service (PS) Referrals - IRR transfer to SMCR or IMA status.

7.b.1. Marines will submit PS referrals through the local Prior Service Recruiter (PSR). Marines seeking to provide a referral will need (at a minimum) the full name and phone number of the person being referred.

7.c. NPS and PS referrals will be screened by the recruiter, and the referrer's EDIPI and the unit providing the referral will be recorded on the Prospect Applicant Card in the Marine Corps Recruiting Information Support System (MCRISS).

8. Referral Credit Reporting

8.a. NPS. The RS will draft a referral letter for each referral contracted in MCRISS. The referral letter will be sent to the referring Marines' command with a copy provided to the referring Marine.

8.b. PS. Following the referral's join to a reserve unit, the PS RS will provide a copy of the referral letter in the join package and to the Marine who provided the referral. The referral letter cannot be used to credit the referring Marine until the 91st day after the referred Marine joins and stays with their reserve unit.

8.c. MCRC will provide referral data by EDIPI to Reserve Affairs Division to create reports that track referral success by unit.

9. This MARADMIN applies to the Reserve Component.

10. Release authorized by Major General K. D. Pierson, Director, Reserve Affairs Division.//