

Individual Ready Reserve

Involuntary Activation Handbook



United States Marine Corps
Marine Corps Mobilization Command
15303 Andrews Road
Kansas City, MO 64147-1207
1-800-255-5082

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Points of Contacts
-general info

Once you are screened and found qualified for deployment, MOBCOM will issue you mobilization orders. You will be directed to report to one of the following locations:

- DPC / RSU East (Camp Lejeune)
- DPC West (Camp Pendleton)

Once you arrive at the DPC you will receive administrative and logistical support so that you can receive the required in-processing, refresher training, and staging for your deployment. This process takes about 2-3 weeks. While at the DPC, you will be notified of your Gaining Force Command (GFC).

Mobilization Command, Kansas City, MO

- For all issues: 1-800-255-5082
- Customer Service: ext. 3395
- Directory: ext. 3395
- G3 Sourcing: ext. 1787 & 1788
- G3 Sourcing Fax: 816-843-3340
- DD&E: ext. 3328 & 3329
- DD&E Fax: 816-843-3220
- Medical: ext. 3407
- Fax for Medical: 816-843-3421
- Family Readiness: ext. 3334
- Uniforms: ext. 3428 & 3412
- Website: <https://mobcom.mfr.usmc.mil/MOBCOM.asp>
The website contains links about involuntary mobilization, DD&E, and information on both DPCs.

RSU (Reserve Support Unit) / DPC Camp Lejeune

- OOD: 910-451-2221 or 910-545-0103
- Personnel Officer: 910-451-5328
- Executive Officer: 910-451-5328
- RSU Medical: 910-450-9140
- Website: <http://www.lejeune.usmc.mil/rsu/mobilization.html>
This website contains information about what to expect at the RSU.

DPC Camp Pendleton

- OOD: 760-725-7995 or 760-725-7229
- Personnel Officer: 760-763-3449 or 760-725-0833
- Executive Officer: 760-725-0622
- DPC Processing: 760-763-4965 or 765-763-1080
- DPC Medical: 760-763-3629 or 760-763-3627
- Website: <http://www.pendleton.usmc.mil/base/dpc/hq.asp>
This website contains information about what to expect at the DPC.

MOBILIZATION CHECKLIST

<p><input type="checkbox"/> Notification Letter - Received</p> <p><input type="checkbox"/> Call MOBCOM Sourcing Cell to verify receipt Sourcing: 1-800-255-5082 ext. 1787 / 1789 Customer Service: 1-800-255-5082 ext. 3395</p> <p><input type="checkbox"/> Notify your employer See pamphlet notes on ESGR & USERRA</p> <p><input type="checkbox"/> DD&E (Delay, Deferment & Exemption) MARADMIN 397/06 1-800-255-5082 ext. 3328 / 3329</p> <p><input type="checkbox"/> Employment Hardship</p> <p><input type="checkbox"/> Financial Hardship <input type="checkbox"/> Educational Hardship</p> <p><input type="checkbox"/> Legal <input type="checkbox"/> Key Federal Employee (KFE)</p> <p><input type="checkbox"/> Family Hardship <input type="checkbox"/> Divinity or Theology Students</p> <p><input type="checkbox"/> Medical Exemptions 1-800-255-5082 ext. 3407</p> <p><input type="checkbox"/> HIV Positive <input type="checkbox"/> Certain VA Disability Ratings</p> <p><input type="checkbox"/> Pregnancy <input type="checkbox"/> Other mental or physical injuries that would prevent deployment.</p> <p><input type="checkbox"/> Submit Documentation for Exemption</p> <p><input type="checkbox"/> Medical Exemption</p> <p><input type="checkbox"/> DD&E</p> <p><input type="checkbox"/> Travel Itinerary - Receive it, if applicable If flying and have not received 5-days prior to muster date, call MOBCOM Customer Service 1-800-255-5082 ext. 3395 - Ask for IRR Invol Travel assistance</p> <p><input type="checkbox"/> MyPay - Update it & Get Paid Update your pay info at to ensure timely payment for your attendance at the muster. Ensure your bank account & routing numbers are correct. https://mypay.dfas.mil</p> <p><input type="checkbox"/> MOL Account Access your MOL account to ensure that your address and contact information is correct. https://tfas.mol.usmc.mil</p> <p><input type="checkbox"/> Career Credit Retirement Report (CRCR) Go to Personal Information & then to CRCR. What is your . . . ? Anniversary Date: _____ Total Points for current year: _____</p> <p><input type="checkbox"/> Civilian Employee Information (CEI) - Update it Can be done at MOL website or https://www.dmdc.osd.mil/appi/esgr/privacyAction.do</p> <p><input type="checkbox"/> Log onto MOBCOM's website to learn more about the involuntary recall of IRR Marines https://mobcom.mfr.usmc.mil</p> <p><input type="checkbox"/> Muster Screening Date: _____ Flight Info: _____</p> <p>Items to Bring:</p> <p><input type="checkbox"/> Family Readiness POCs</p> <p><input type="checkbox"/> Civilian and / or College Appreciation Information</p> <p><input type="checkbox"/> Banking Information (Routing & Account Number)</p> <p><input type="checkbox"/> Medical Documentation</p>	<p><input type="checkbox"/> Muster Screening - Completed</p> <p><input type="checkbox"/> Receive Orders - If found qualified</p> <p><input type="checkbox"/> Report Date: _____</p> <p><input type="checkbox"/> DPC Location: _____</p> <p><input type="checkbox"/> Travel Claim - Complete if applicable</p> <p><input type="checkbox"/> Key People & Support Network - notify & update</p> <p><input type="checkbox"/> Family & Friends</p> <p><input type="checkbox"/> Employer (USERRA / ESGR - see pamphlet)</p> <p>5 - 6 Months: _____</p> <p><input type="checkbox"/> Begin self-paced physical training (PT) program Think 3 miles, 100 crunches, pull-ups & arm hang</p> <p><input type="checkbox"/> Work toward your PROMOTION? See pamphlet for details</p> <p>4 Months: _____</p> <p><input type="checkbox"/> Continue with PT program - stay motivated!</p> <p><input type="checkbox"/> Submit any pending documentation to MOBCOM</p> <p><input type="checkbox"/> Contact Information (address, phone, email)</p> <p><input type="checkbox"/> DD&E or Medical Exemptions</p> <p><input type="checkbox"/> Review your assigned DPC / RSUs website information</p> <p><input type="checkbox"/> DEERS - enroll your family</p> <p><input type="checkbox"/> Complete promotion MCIs and www.marinenet.usmc.mil classes</p> <p>3 Months: _____</p> <p><input type="checkbox"/> PT - PT Everyday. Build your body the MC way!</p> <p><input type="checkbox"/> Tri-Care - Enroll your family 90 days prior to activation date</p> <p><input type="checkbox"/> Consider Special Power of Attorneys (POA) & Wills</p> <p><input type="checkbox"/> Determine who your local I&I (Reserve Training Center) and PWST Family Readiness POC (point of contact) is:</p> <p>_____</p> <p>_____</p> <p>2 Months: _____</p> <p><input type="checkbox"/> Yes, keep PT-ing. You'll be glad.</p> <p><input type="checkbox"/> Tri-Care - Do it now. Don't wait any longer.</p> <p><input type="checkbox"/> Family Planning</p> <p><input type="checkbox"/> Financial - bank accounts in order</p> <p><input type="checkbox"/> Emergency POCs</p> <p><input type="checkbox"/> Wills & POA</p> <p><input type="checkbox"/> Support Network (church, family, Family Readiness, etc)</p> <p>1 Month: _____</p> <p><input type="checkbox"/> PT and spend more time w/ family</p> <p><input type="checkbox"/> Give your family a copy of your orders</p> <p><input type="checkbox"/> Notify employer - if you haven't already (in writing)</p> <p>Activation Month & Date: _____</p> <p><input type="checkbox"/> Report Location: _____</p>
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Marine's Name _____ Rank: _____ Stick # _____

Primary POC for Family Readiness Issues – *please print legibly*

Name: _____

Relationship: _____

Address: _____

Email Address: _____ or _____

Home Phone #: _____

Work Phone #: _____

Cell Phone #: _____

Alternate POC for Family Readiness - *please print legibly*

Name: _____

Relationship: _____

Address: _____

Email Address: _____ or _____

Home Phone #: _____

Work Phone #: _____

Cell Phone #: _____

*** Bring this completed form to your scheduled muster and give to your Stick Leader.**

**Employer & Education
-info request form**

The Marine Corps Mobilization Command would like to recognize your employer, potential employer, or school by sending them a thank you certificate for supporting you as a member of the Marine Corps Reserve.

Please provide the following information *to the best of your knowledge*:

Your Name & Rank: _____

EMPLOYER / COMPANY

Name: _____

Address: _____

Name of Supervisor: _____

Phone number: _____

AND / OR

UNIVERSITY / TECHNICAL TRAINING SCHOOL

Name: _____

Address: _____

Major: _____

Pursuant to the Privacy Act of 1974, you are **not obligated** to submit any of this requested information. The Marine Corps will be utilizing it for the purpose of helping your employer have as favorable an impression as possible of yourself and the Marine Corps (by sending thank you letters). Your willingness to complete this document will not positively or negatively impact your military service or benefits.

*** Bring this completed form to your scheduled muster and give to your Stick Leader.** 4

Medical
~screening & exemption

1) If you feel you have any **medical issue that will hinder you from doing your duty** as a Marine, MOBCOM Medical needs to know about it-

2) If you have any of these **diagnoses**:

HIV Positive
PTSD
TBI (Concussions)
Depression

- You will need to provide documentation from a medical doctor (MD) or licensed psychologist or psychiatrist. At a minimum it should state your diagnosis, treatment you are receiving, and the prognosis.

3) If you are an **amputee** or **physically disabled** (e.g. wheelchair bounded):

- You will need to provide documentation from your medical doctor.

4) If you have had **orthopedic injuries** such as back pain, knee pain, shoulder pain, etc:

- You will need to provide documentation from an orthopedist or a spinal surgeon. A chiropractor's note is NOT sufficient.

5) **Veterans Affairs (VA)**: If you received a claim for compensation from the VA or are under the care of the VA:

You need to provide the following:

- Provide the compensation claim documentation
- Any progress and treatment notes
- Any correspondence from your VA case worker

Note 1: A disability rating does not provide an automatic disqualification. All cases will be reviewed independently.

Note 2: The VA does not forward VA documentation to MOBCOM at any time. You will need to ensure that your documentation gets to MOBCOM.

6) If you were given a **Medical Board** or **PUB Board** while on active duty:

- You will need to provide copies of your active duty medical records for review and a current evaluation from a medical doctor stating your current condition.

7) If you are **pregnant** or **recently gave birth** to a baby:

You will need to provide documentation from stating your child's date of birth or documentation from your OB/GYN stating expected delivery date. Pregnancy does not constitute disqualification but delay from mobilization.

Contact Information

Medical: 1-800-255-5082 ext. 3407

FAX: 816-843-3421

Attn: IRR Invol Recall - Medical

Federal Express (only) to:

Marine Corps Mobilization Command

Attn: G4 Medical – IRR Involuntary Recall

15303 Andrews Road

Kansas City, MO 64147

Delay, Deferment, and Exemption**Delay**

A situation which requires modification to a member's initial report date/orders, but does not warrant or require cancellation of his activation orders.

Deferment

A situation which requires cancellation of a member's initial set of activation orders. Another set of mobilization orders may be issued at a later date.

Deferment is issued to members of the IRR and Retirees who prove unable to report within 112 days of scheduled report date so as to facilitate the timely activation of another IRR or Retiree.

Exemption

A situation which necessitates cancellation of a member's mobilization orders and precludes re-issuance of mobilization orders under current partial mobilization authority, but does not warrant separation.

Separation

A situation which warrants a member's administrative discharge from the Marine Corps Reserve per the Marine Corps Separation and Retirement Manual (MCO P1900.16F) or other applicable directives.

Delays and Deferments**are typically granted for:**

- Temporary Personal Hardships
(threat to health, welfare, or safety of another)
- Initial Active Duty (IAT) completion
- Incremental Initial Active Duty Training (IADT) completion
- Temporary confinement and/or minor criminal charges

Exemptions**are typically granted for:**

- Theology or Divinity school students
(must already be enrolled in classes)
- Sole Survivors (per DoD Directive 1315.15)
- Sole Parent or Military Spouse (w/ children)
- Personal Hardships

Employment	Educational
Key Federal Employee	Family
Financial	Legal

Separations**are typically granted for:**

- Confinement for and/or Conviction of felonious criminal charges

MOBCOM DD&E Website: <https://mobcom.mfr.usmc.mil/invol/dde/default.asp>

MOST COMMON SCENARIOS

Employment Hardship

Work for law enforcement, military contractor (OCONUS), commissioned salesman, company owner, self-employed, or family business.

Key Federal Employee (KFE)

Request must be initiated by CEO / General (not a Marine). The request is sent to the Office of the Under Secretary of Defense. Department of Defense (DOD) determines if you're a KFE – not DD&E MOBCOM.

Financial Hardship

Your wages will be significantly less if you come back to active duty. You will be negatively impacted financially.

Educational Hardship

You currently attend a 4-year university, a technical college or are in an apprenticeship program and your education will be significantly disrupted as a result of activation orders.

Divinity or Theology Students

Must be currently enrolled full-time in a (certified/accredited) divinity or theological program.

Dual Military Spouse

You are currently married to (and have children with) an Active duty service member and the care for your children will be significantly disrupted as a result of activation orders.

Legal

Notify DD&E Cell if you have been or are confined OR if you have any pending criminal charges.

For more information regarding Delay, Deferment, and Exemption (DD&E) and Separation

- MARADMIN 397/06: Policy and Procedures for the Involuntary Activation of IRR ISO GWOT
- MARADMIN 049/03: Delay, Deferment, and Exemption of Reservists and Retirees
- Marine Corps Separations and Retirement Manual (MCO P1900.16F)

DD&E Phone Contact Information @ MOBCOM

- DD&E Cell: 1-816-843-3328 / 3329
- DD&E FAX: 1-816-843-3220
- Customer Service: 1-800-255-5082 ext. 3395

PROCESS

Personal Interview (in person or phone)

Discuss, outline, prepare your case & identify the types of documentation required for your specific DD&E

Submit AA Form

This initiates the DD&E request. It tells us: Who – When – What – Why. It also acts as the cover letter for your DD&E package.

Written Narrative

This is your chance to state your case to the members of the DD&E Board. Everything stated in the narrative must be supported with substantial documentation. Remember to identify your strengths and omit your weaknesses.

Collect Supporting Documentation

Educational: Dean's letter, current transcripts, proof of enrollment, estimated graduation date

Law Enforcement: Letter from Chief, Police Academy, organizational T/O, job description

Financial: W2/pay stubs, proof of high income, mortgages, titles, loans

Personal Family Hardship: Family medical records, proof of special care or diagnosis, court reports, orders, letters of recommendation, death or birth certificates

Dual Military Spouse: Spouses orders, copy of ID card, birth certificates (of children)

Sole Survivor: Combat death certificate

Submit Complete Package

FAX to:

Attn: DD&E
816.843.3220

Federal Express (only) to:

Marine Corps Mobilization Command
Attn: G3 - DD&E
15303 Andrews Road
Kansas City, MO 64147

After working with your appointed DD&E representative and your request is complete, it will then be presented to the DD&E Board for adjudication.

The DD&E Board is appointed by CG MOBCOM and consists of 5 military members and a recorder.

The votes are cast in secret ballot and 3 of 5 votes are needed.

Decisions are final and binding.

If your DD&E request is granted:

Your involuntary orders are cancelled and you'll receive a call immediately following the board.

Written notification will follow with 5-10 business days of the Board's judgment.

If your DD&E request is denied:

You can appeal to CG MOBCOM, but you must have new evidence and supporting documentation.

If the appeal to the CG is denied, you can appeal to CG MARFORRES, but you must have new and compelling evidence and supporting documentation.

MOBCOM DD&E Website: <https://mobcom.mfr.usmc.mil/invol/dde/default.asp>

Who gets USERRA protection?

You probably qualify for USERRA protection if you meet **all five** of these tests:

1. **Job.** Did you have a civilian job before you went on active duty? All jobs are covered, unless your employer can prove the job was truly a temporary position.
2. **Notice.** You must give advance notice to your employer before leaving for active duty. Notice can be oral or in writing, but you can best protect your rights by sending a letter by certified mail or by having your employer sign your copy of your letter, acknowledging receipt.
3. **Duration.** You can be gone from your civilian job for up to five years (total). Any absences from your employer protected under the previous law (VRRRA) count towards your total
4. **Character of service.** If you are discharged, you must receive an honorable or general discharge.
5. **Prompt return to work.** Tell your employer you worked there before, and you left for military service.

Length of Mobilization	Timeframe to Report
< 30 Days	1 Day
31-180 Days	2 Weeks (14 Days)
> 180 Days	90 Days

*Deadline can be extended for up to two (2) years for members who are hospitalized or convalescing because of a service connected illness or injury.

Other USERRA Protections

Health insurance during service. If you ask for it, your employer must continue to carry you and your family on the company health plan for up to 30 days of service, at the normal cost to you. TRICARE does not cover family members for tours of 30 days or less. You can get up to 18 months of coverage, but your employer can pass on the full cost (including the company's share) to you.

Prompt reinstatement. You get your job back immediately if you were gone 30 days or less.

Status and seniority. For purposes of status, seniority, and most pension rights (including pay rate), you are treated as if you never left for military service. If your peers got promotions or raises while you were gone, you do, too.

Training and other accommodations. Your employer must train you on new equipment or techniques, refresh your skills, and accommodate any service-connected disability.

Special protection against discharge other than for cause. If you are fired within a protected period, your employer must prove the firing wasn't because of military service. Your protected period varies with how long you were gone.

Immediate reinstatement of health benefits. You and your family may chose to go back on the company health plan immediately when you return to your civilian job. There can be no waiting period and no exclusion of pre-existing conditions, other than for VA-determined service-connected conditions.

Antidiscrimination provision. USERRA prohibits discrimination based on military service or military service obligation.

Other benefits. USERRA guarantees you certain rights. It does not eliminate any other benefits you may have from state law, contract, or collective bargaining agreement.

For additional USERRA information:

Website: <http://www.dol.gov/elaws/userra0.htm>

The National Committee for **Employer Support of the Guard and Reserve (ESGR)** provides ombudsmen who mediate reemployment issues between military members and their civilian employers.

Website: <http://www.esgr.org>

Phone: 800-336-4590 or 703-696-1400

Soldiers' and Sailors Civil Relief Act

What is the Soldiers' and Sailors' Civil Relief Act (SSCRA) and who does it protect?

It's a federal law that gives all service persons some important rights as they enter active duty. It provides protection and relief for loans, interest rates, civil lawsuits, health insurance, state income taxes, and professional liability insurance.

When does the SSCRA protect me?

It usually begins on the day you receive your orders to active duty. As a practical matter, you should be ready, and expect to present a copy of those orders to whomever you ask for some right or benefit under the Act.

When you present the orders to your creditor (or other person with whom you are asserting rights under the SSCRA), it is strongly advised that you present a copy of the orders along with a letter of notification, and send the letter and orders by U.S. Certified Mail, Return Receipt Requested, so that you can prove later, if necessary, receipt of the letter of notification and orders by the creditor.

I have heard that the interest rates on my loans are reduced to 6% by the SSCRA. How do I get my creditors to change my interest rates?

You may be eligible if you and your loan meet the following conditions:

- You took out the loan during a time when you were **not** on any form of **active duty** in any branch of the military.
- The interest rate is currently above 6% per year.
- Your military service affects your ability to pay the loan at the regular (pre-service) interest rate. Generally this requirement means that you make less money in the military than you made as a civilian.
- You notified the lender and provided them with a copy of your orders to active duty.

What kinds of loans qualify for the interest rate reductions?

Any loans incurred by the service member BEFORE his or her entry onto active duty qualify for the SSCRA interest rate relief including: *home mortgages - credit card accounts - personal loans from banks or credit unions - department store accounts - business loans* for which the service member is personally liable as a result of having either signed the promissory note individually or having personally guaranteed the business' debt. Most loans except for Government guaranteed student loans.

What about the lease on my apartment? I live alone and I will not be there. I want to let my apartment go and put my furniture in storage. Can I get out of my lease?

Generally - **yes**. If you have a lease for a house, apartment, or even a business location, you may be able to get out of the lease when you come on active duty. Here are the requirements:

- You originally signed your lease when you were not on any form of active duty. You do not have to have a military clause in the lease.
- You have received your orders to active duty.
- You gave written notice to your landlord that you want to terminate your lease. You will still have to pay rent for a short while. Your landlord can charge you rent for 30 days after the date your next rent is due, after the date you give your written notice. Example: You give notice on 15 December. Your next rent is normally due 1 January. The landlord can make you pay rent until 31 January. The key is to get the written notice in the landlord's hands just as soon as possible.
- If you attempt to terminate a **business lease**, there are some special considerations that you need to look at. Talk to a legal assistance attorney first.

I have to go to court on a lawsuit that came up over an auto accident last year. How can I get the lawsuit delayed?

If you are a party in a civil case (not a criminal case), your commander can ask the judge to stay or temporarily delay the proceedings until you can appear. Recommend that you have your civilian lawyer contact a Military Legal Assistance Attorney.

I am self-employed and I have health coverage that is pretty expensive. Can I stop my health coverage? What will happen when I get off of active duty and I try to start it again -- will I still be covered?

While on active duty, your health care needs are covered by the Military. In addition, your family members will become eligible for coverage. If you suspend your civilian coverage, the SSCRA will require your civilian insurance company to reinstate your coverage when you get off of active duty. They have to write you a policy. They cannot refuse to cover most "pre-existing conditions." This SSCRA protection applies only to non-employer sponsored health plans (private health insurance). If you are covered by an employer-sponsored health plan, when you return to your civilian job, your reinstatement rights are covered by a different federal law (the Uniformed Services Employment and Reemployment Rights Act --USERRA).

THESE ISSUES CAN SOMETIMES BE VERY COMPLEX - CONSULT WITH THE LEGAL SERVICES OFFICE IF YOU DESIRE FURTHER GUIDANCE OR CLARIFICATION.

**Sample Employee's Active Duty Absence
Notification Letter to Employer**

[Employee's Home Address]

[Date]

[Employer's Business Address]

****Send by Certified Mail, Return receipt requested***

Dear Sir/Madam:

I will perform service with the [service] beginning on [date] and ending on [date]. My absence from work for this period of military service is protected by the Uniformed Services Employment and Reemployment Rights Act, Title 38, United States Code Sections 4301-33.

My last day at work with you before I begin my military service will be [date]. I expect to return to work with you on or about [date]. ****Note: Make sure your return date complies with Title 38, United States Code Section 4312.*** [During my absence, I can be reached at {give mailing address and telephone number, if known}] [During my absence, _____, telephone number (____) ____-____, will know how to reach me]

[I {do} {do not} desire to take ____ days of paid {vacation, annual leave, etc.} as the first ____ days of my absence.] Please be advised that I may not be required to use vacation pay or time for military absence from my workplace, per Title 38, United States Code Section 4316(d).

[I {do} {do not} desire to continue my health care insurance, per Title 38, United States Code Section 4317.

If you have any questions about the provisions of the Uniformed Services Employment and Reemployment Rights Act, the National Committee for Employer Support of the Guard and Reserve, toll-free telephone number 1-800-336-4590, will be happy to answer them.

Sincerely,

[Signature]

Original Received for Employer by:

[Printed Name and Signature]

**Sample Employee's Active Duty Return
Notification Letter to Employer**

[Employee's Home Address]

[Date]

[Employer's Business Address]

****Send by Certified Mail, Return receipt requested***

RE: Application for Reinstatement – Uniformed Services Employment and Reemployment Act,
Title 38, U.S. Code Section 4312

Dear Sir/Madam:

On [date], I entered active duty with the [service]. On [date], I was honorable released from active duty with the service.

Please accept this letter as a formal request to be reinstated in my former job. With your permission, I plan to report to work on [date]. Please call me at the number listed below if this date is not convenient. Pursuant to the Uniformed Services Employment and Reemployment Rights Act, Title 38, United States Code Sections 4301-33, I am entitled to be reinstated as soon as possible in my former position.

If you have any questions about the provisions of the Uniformed Services Employment and Reemployment Rights Act, the National Committee for Employer Support of the Guard and Reserve, toll-free telephone number 1-800-336-4590, will be happy to answer them.

Sincerely,

[Signature]

Original Received for Employer by:

[Printed Name and Signature]

**Sample Letter to Creditor
for Reduction of Interest Rate**

[Return address of service member]

[Date]

CERTIFIED MAIL -- RETURN RECEIPT REQUESTED

[CREDITOR ADDRESS]

Dear **[Sir or Madam]**:

I am currently obligated to your company for a loan bearing an interest rate of [%]. This obligation was entered into on **[DATE]**, at a time when I was not on active military duty.

I have now entered [or been notified that I will enter] the active military service of the nation in the U.S. **[SERVICE]** on **[DATE]**. A copy of my orders is enclosed. This entry into active military service has materially affected my ability to meet this obligation. Under these circumstances, federal law prescribes the maximum interest rate which I may be charged on this obligation.

The Soldiers and Sailors Civil Relief Act (50 U.S.C. App. ' 526) prescribes a ceiling of 6% annual interest on any obligation under the circumstances described above. This interest rate must be maintained for the entire period that I am on active duty. The percentage cap includes all interest, service charges, renewal charges, and fees. The rate is applied to the outstanding balance of the obligation as of the date of entry onto active duty mentioned above. Any interest charge above this statutory ceiling must be forgiven, not accrued. The monthly payment on the obligation must be re-computed to reflect amortization at the 6% per annum rate of interest.

Please ensure that your records reflect this statutory ceiling and that any charges in excess of a 6% annual rate are withdrawn. You should also be aware that federal law (50 U.S.C. App. ' 531) circumscribes the manner in which you may enforce certain rights under the contract, including any right to repossession of property.

I thank you in advance for your attention to this matter. Should there be any questions, please feel free to contact me at the address above.

Sincerely,

[Service member's name, rank and branch of service]

Getting Paid

Ensure that your bank routing and account information are correct in MyPay. You can also request a “restricted” PIN for your spouse to “view only” your LES in MyPay.

Website: <https://mypay.dfas.mil>

Allotments

MyPay is the best resource for setting up allotments. You can have up to 6 allotments at one time, but cannot allot more than your net disposable income (and you must divide this by two to get the payday amount deducted each month).

Current Military Compensation:

This site lists all types (Basic Pay, BAH, BAS, etc) of military compensations.

Website: <http://www.defenselink.mil/militarypay>

Basic Allowance for Subsistence (BAS) for 2008

All Marines ordered to Active Duty are entitled to BAS.

Officers: \$202.76

Enlisted: \$294.43

Basic Housing Allowance (BAH)

This provides members accurate and equitable housing compensation based on housing cost in local economy and is payable when government quarters are not provided.

Website: <http://perdiem.hqda.pentagon.mil/perdiem/bah.html>

Additional Pay Entitlements (2008)

Family Separation Pay	\$250.00	
IDP/Hostile Fire Pay	\$225.00	
Hardship Duty Pay	\$100.00	(Iraq)
Deployed Per Diem	\$105.00	(\$3.50 day x 30 days)
Foreign Language Pay	\$100.00	(must meet eligibility requirements)
No State or Federal taxes		(Combat Zone Tax Exclusion)

Leave

You will accrue leave like normal, but in a combat zone it will be termed “combat leave.” Upon your return home, your combat leave days will first be deducted from your leave balance and will therefore be non-taxable. Once your combat leave runs out, your regular leave will be used at the applicable taxable rate. *You will be allowed to take terminal leave upon return. You will also have the option of selling back your leave.* There is no cap on the days of leave you can sell back regardless if you sold back 60 days while on active duty.

Servicemen’s Group Life Insurance (SGLI)

You will be enrolled in an automatic \$400,000 coverage upon activation. At that time you can decline or reduce coverage and ensure that beneficiary information is correct. There is also an available SGLI spousal coverage of \$100,000.

Website: <http://www.insurance.va.gov/sgliSite/SGLI/SGLI.htm>

Thrift Savings Plan (TSP)

The TSP is a retirement savings plan for military members of the uniformed services and civilians who are employed by the United States Government. You can contribute up to \$15,500 a year. To start your TSP you can do so from the MyPay website, your administration office, or TSP website. TSP elections stay in effect until you submit another election to change or stop your contributions, or you separate from active duty.

Website: <http://www.tsp.gov>

Military Savings Deposit Program

This program is available only to those serving in designated combat zones for at least 30 days. The maximum contributable amount is \$10,000 and can only come from your regular entitlements (unallotted pay). Interest accrues on the account at an annual rate of 10% and compounds quarterly.

BASIC PAY—EFFECTIVE JANUARY 1, 2008

Pay Grade	Over 2 or less	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10	Over 12	Over 14	Over 16	Over 18	Over 20	Over 22	Over 24	Over 26	Over 28	Over 30	Over 32	Over 34	Over 36	Over 38	Over 40		
O-10 ¹												14,137.20	14,206.20	14,501.70	15,016.50	15,016.50	15,767.10	15,767.10	16,555.50	16,555.50	17,383.20	17,383.20		
O-9												12,364.80	12,542.70	12,800.10	13,249.20	13,249.20	13,911.90	13,911.90	14,607.60	14,607.60	15,337.80	15,337.80		
O-8	8,748.90	9,035.10	9,225.60	9,278.70	9,516.00	9,912.30	10,004.70	10,381.20	10,488.90	10,813.50	11,282.40	11,715.30	12,004.20	12,004.20	12,004.20	12,004.20	12,304.50	12,304.50	12,612.30	12,612.30	13,911.90	14,607.60	15,337.80	
O-7	7,269.60	7,607.40	7,763.70	7,887.90	8,112.60	8,334.90	8,591.70	8,847.90	9,105.00	9,912.30	10,594.20	10,594.20	10,594.20	10,594.20	10,594.20	10,647.90	10,647.90	10,860.90	10,860.90	10,860.90	10,860.90	10,860.90	10,860.90	10,860.90
O-6	5,388.30	5,919.30	6,307.80	6,307.80	6,331.80	6,603.30	6,639.00	6,639.00	7,016.40	7,683.60	8,075.10	8,466.30	8,888.90	8,914.50	9,351.90	9,351.90	9,538.80	9,538.80	9,538.80	9,538.80	9,538.80	9,538.80	9,538.80	9,538.80
O-5	4,491.60	5,059.80	5,410.50	5,476.20	5,694.60	5,825.70	6,113.10	6,324.00	6,596.40	7,013.70	7,212.00	7,408.50	7,631.10	7,631.10	7,631.10	7,631.10	7,631.10	7,631.10	7,631.10	7,631.10	7,631.10	7,631.10	7,631.10	7,631.10
O-4	3,875.70	4,486.50	4,785.80	4,852.50	5,130.30	5,428.20	5,799.00	6,088.20	6,288.90	6,404.10	6,471.00	6,471.00	6,471.00	6,471.00	6,471.00	6,471.00	6,471.00	6,471.00	6,471.00	6,471.00	6,471.00	6,471.00	6,471.00	6,471.00
O-3	3,407.40	3,862.80	4,169.40	4,545.60	4,763.10	5,002.20	5,157.00	5,411.40	5,543.40	5,543.40	5,543.40	5,543.40	5,543.40	5,543.40	5,543.40	5,543.40	5,543.40	5,543.40	5,543.40	5,543.40	5,543.40	5,543.40	5,543.40	5,543.40
O-2	2,943.90	3,353.10	3,861.90	3,992.40	4,074.30	4,074.30	4,074.30	4,074.30	4,074.30	4,074.30	4,074.30	4,074.30	4,074.30	4,074.30	4,074.30	4,074.30	4,074.30	4,074.30	4,074.30	4,074.30	4,074.30	4,074.30	4,074.30	4,074.30
O-1	2,555.70	2,659.80	3,215.10	3,215.10	3,215.10	3,215.10	3,215.10	3,215.10	3,215.10	3,215.10	3,215.10	3,215.10	3,215.10	3,215.10	3,215.10	3,215.10	3,215.10	3,215.10	3,215.10	3,215.10	3,215.10	3,215.10	3,215.10	3,215.10
O-3 ²				4,545.60	4,763.10	5,002.20	5,157.00	5,411.40	5,625.60	5,748.60	5,916.00	5,916.00	5,916.00	5,916.00	5,916.00	5,916.00	5,916.00	5,916.00	5,916.00	5,916.00	5,916.00	5,916.00	5,916.00	5,916.00
O-2 ²				3,992.40	4,074.30	4,204.20	4,423.20	4,592.40	4,718.40	4,718.40	4,718.40	4,718.40	4,718.40	4,718.40	4,718.40	4,718.40	4,718.40	4,718.40	4,718.40	4,718.40	4,718.40	4,718.40	4,718.40	4,718.40
O-1 ²				3,215.10	3,433.80	3,560.40	3,690.30	3,817.80	3,992.40	3,992.40	3,992.40	3,992.40	3,992.40	3,992.40	3,992.40	3,992.40	3,992.40	3,992.40	3,992.40	3,992.40	3,992.40	3,992.40	3,992.40	3,992.40
W-5												6,261.30	6,579.00	6,815.40	7,077.60	7,077.60	7,431.60	7,431.60	7,803.30	7,803.30	8,193.60	8,193.60	8,193.60	
W-4	3,521.10	3,788.10	3,896.70	4,003.80	4,188.00	4,370.10	4,554.60	4,832.70	5,076.00	5,307.60	5,496.90	5,681.70	5,953.50	6,176.40	6,431.10	6,431.10	6,559.50	6,559.50	6,559.50	6,559.50	6,559.50	6,559.50	6,559.50	6,559.50
W-3	3,215.40	3,349.80	3,486.90	3,532.20	3,676.20	3,959.70	4,254.90	4,393.80	4,554.30	4,719.90	5,017.50	5,218.80	5,339.10	5,466.90	5,640.90	5,640.90	5,640.90	5,640.90	5,640.90	5,640.90	5,640.90	5,640.90	5,640.90	5,640.90
W-2	2,845.50	3,114.60	3,197.40	3,254.70	3,439.20	3,726.00	3,867.90	4,008.00	4,179.00	4,312.50	4,434.00	4,578.60	4,674.00	4,749.90	4,749.90	4,749.90	4,749.90	4,749.90	4,749.90	4,749.90	4,749.90	4,749.90	4,749.90	4,749.90
W-1	2,497.80	2,766.00	2,838.90	2,991.60	3,172.50	3,438.60	3,562.80	3,736.50	3,907.50	4,041.90	4,165.50	4,316.10	4,316.10	4,316.10	4,316.10	4,316.10	4,316.10	4,316.10	4,316.10	4,316.10	4,316.10	4,316.10	4,316.10	4,316.10
E-9 ¹							4,254.60	4,350.90	4,472.40	4,615.50	4,759.20	4,990.50	5,185.80	5,391.60	5,705.70	5,705.70	5,991.00	5,991.00	6,290.70	6,290.70	6,605.40	6,605.40	6,605.40	
E-8							3,482.70	3,636.90	3,732.30	3,846.60	4,193.70	4,306.80	4,499.40	4,606.20	4,869.60	4,869.60	4,967.10	4,967.10	4,967.10	4,967.10	4,967.10	4,967.10	4,967.10	4,967.10
E-7	2,421.00	2,642.40	2,743.50	2,877.90	2,982.30	3,162.00	3,263.10	3,443.10	3,592.50	3,694.50	3,803.10	3,945.40	3,986.70	4,062.60	4,351.20	4,351.20	4,351.20	4,351.20	4,351.20	4,351.20	4,351.20	4,351.20	4,351.20	4,351.20
E-6	2,094.00	2,304.00	2,405.70	2,504.40	2,607.60	2,840.10	2,930.40	3,105.00	3,158.70	3,197.70	3,243.30	3,243.30	3,243.30	3,243.30	3,243.30	3,243.30	3,243.30	3,243.30	3,243.30	3,243.30	3,243.30	3,243.30	3,243.30	3,243.30
E-5	1,918.80	2,047.20	2,145.90	2,247.30	2,405.10	2,570.70	2,705.40	2,722.20	2,722.20	2,722.20	2,722.20	2,722.20	2,722.20	2,722.20	2,722.20	2,722.20	2,722.20	2,722.20	2,722.20	2,722.20	2,722.20	2,722.20	2,722.20	2,722.20
E-4	1,758.90	1,848.90	1,949.10	2,047.80	2,135.10	2,135.10	2,135.10	2,135.10	2,135.10	2,135.10	2,135.10	2,135.10	2,135.10	2,135.10	2,135.10	2,135.10	2,135.10	2,135.10	2,135.10	2,135.10	2,135.10	2,135.10	2,135.10	2,135.10
E-3	1,587.90	1,687.80	1,789.80	1,789.80	1,789.80	1,789.80	1,789.80	1,789.80	1,789.80	1,789.80	1,789.80	1,789.80	1,789.80	1,789.80	1,789.80	1,789.80	1,789.80	1,789.80	1,789.80	1,789.80	1,789.80	1,789.80	1,789.80	1,789.80
E-2	1,509.90	1,509.90	1,509.90	1,509.90	1,509.90	1,509.90	1,509.90	1,509.90	1,509.90	1,509.90	1,509.90	1,509.90	1,509.90	1,509.90	1,509.90	1,509.90	1,509.90	1,509.90	1,509.90	1,509.90	1,509.90	1,509.90	1,509.90	1,509.90
E-1 ⁵	1,347.00	0.00																						

Notes:

- Basic pay for an O-7 to O-10 is limited by Level II of the Executive Schedule which is \$14,349.90. Basic pay for O-6 and below is limited by Level V of the Executive Schedule which is \$11,633.33.
- While serving as Chairman, Joint Chief of Staff/Vice Chairman, Joint Chief of Staff, Chief of Navy Operations, Commandant of the Marine Corps, Army/Air Force Chief of Staff, Commander of a unified or specified combatant command, basic pay is \$18,601.20 (See note 1 above).
- Applicable to O-1 to O-3 with at least 4 years and 1 day of active duty or more than 1460 points as a warrant and/or enlisted member. See Department of Defense Financial Management Regulations for more detailed explanation on who is eligible for this special basic pay rate.
- For the Master Chief Petty Officer of the Navy, Chief Master Sergeant of the AF, Sergeant Major of the Army or Marine Corps or Senior Enlisted Advisor of the JCS, basic pay is \$6,875.10. Combat Zone Tax Exclusion for O-1 and above is based on this basic pay rate plus Hostile Fire Pay/Imminent Danger Pay which is \$225.00.
- Applicable to E-1 with 4 months or more of active duty. Basic pay for an E-1 with less than 4 months of active duty is \$1,245.90.

Can I get promoted while in the IRR?

YES!!

Enlisted

- Must earn 27 retirement points during prior “anniversary year” – you are automatically given 15 of these just for being an IRR (you only need 12 more for a total of 27)
- Must have a PFT within 2 years to be eligible for promotion
- Meet Time in Service/Time in Grade requirements
- PME is current for grade
- Meet the SMCR cutting scores
- Submit photograph and Reserve Qualification Summary (RQS) within one year of board (for Sgts & above)

Officer

- Encouraged to complete PME requirements for grade
- Encouraged to participate
- Encouraged to submit Reserve Qualification
- Submit Reserve Qualification Summary (RQS) and photograph within one year of board

How can I earn reserve retirement points so that I get a satisfactory year toward my promotion?

As an IRR, the best way is:

- Correspondence Points (MCIs) – The number of points varies on the course taken (one point per 3 study hours listed on the course)
- Associate/Appropriate Duty – One non-paid point for every 4 hours of inactive duty work (maximum of 2 points per day) – check with you local reserve training center
- Short Term Active Duty Orders (RCT, ADOS, etc.) – One point per day of Active Duty

As a Drilling Reservist, the best way is:

- SMCR/IMA – One paid point for every 4 hours of duty (maximum of 2 points per day)
- Mobilization Training Unit (MTU) – One non-paid point for every 4 hours of duty (maximum of 2 points per day)

What do I need to accomplish to be considered for promotion?

1. **Determine your “anniversary date.”**

- Log onto Marine On Line. www.mol.usmc.mil
- Click on Personal Information. Then click on ACRC and CRCR.
- What is your current anniversary year?
- Start Date: _____ End Date: _____
- How many total points do you have for your current year? _____
- At the end of your current anniversary year, you will need a total of 27 to be considered for promotion. How many points are you lacking? _____

2. **Complete MCIs (Marine Corps Institute):**

- Log on to: <https://www.mci.usmc.mil>
- Browse and select MCIs you are interest in and order them.
- Obtain your points by completing them and submitting them for credit.
- Keep a copy of your bubble sheet (answer sheet) just in case they disappear in the mail.
- Don't wait until the last minute.

3. **Complete on-line courses on Marine Net:**

Because the exam must be proctored, you need to live close to a Marine Corps Base. If you live close to a reserve training center (RTC / drill center), contact them first to see if their training SNCO is authorized to proctor Marine Net exams.

- Log on to: www.marinenet.usmc.mil
- Click on “Self Education – Reserve Points.” This is located on the right side of the page under “Links.”
- Enroll in a course of interest.
- Take exam and have it proctored a local unit.

4. **Participate on orders**

- Reserve Counterpart Training (RCT): stay proficient in your MOS with an Active or Reserve command at any location throughout the world, with up to 28 paid days per fiscal year. Check with your local reserve unit or with MOBCOM's IRR Jobs webpage for other RCT opportunities.

Log on to: https://mobcom.mfr.usmc.mil/IRRJobs/IRR_Jobs_Opportunities_Home.htm

- Active Duty Operational Support (ADOS): short-term paid Active Duty orders to accomplish special projects with Active or Reserve commands. Check with your local reserve unit or with MOBCOM's IRR Jobs webpage for possible ADOS opportunities.
- Associate / Appropriate Duty Orders: receive one non-paid point for every 4 hours of inactive duty work (maximum of 2 points per day). Check with local reserve unit.

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APPENDIX G

PHYSICAL FITNESS TEST SCORING TABLE

Sec I: FEMALES

<u>Points</u>	<u>Flexed-Arm Hang</u>	<u>Crunches</u>	<u>3-Mile Run</u>
100	70 sec	100	21:00
99		99	21:10
98	69 sec	98	21:20
97		97	21:30
96	68 sec	96	21:40
95		95	21:50
94	67 sec	94	22:00
93		93	22:10
92	66 sec	92	22:20
91		91	22:30
90	65 sec	90	22:40
89		89	22:50
88	64 sec	88	23:00
87		87	23:10
86	63 sec	86	23:20
85		85	23:30
84	62 sec	84	23:40
83		83	23:50
82	61 sec	82	24:00
81		81	24:10
80	60 sec	80	24:20
79		79	24:30
78	59 sec	78	24:40
77		77	24:50
76	58 sec	76	25:00
75		75	25:10
74	57 sec	74	25:20
73		73	25:30
72	56 sec	72	25:40
71		71	25:50
70	55 sec	70	26:00
69		69	26:10
68	54 sec	68	26:20
67		67	26:30
66	53 sec	66	26:40
65		65	26:50
64	52 sec	64	27:00
63		63	27:10
62	51 sec	62	27:20
61		61	27:30
60	50 sec	60	27:40
59		59	27:50
58	49 sec	58	28:00
57		57	28:10
56	48 sec	56	28:20
55		55	28:30
54	47 sec	54	28:40
53		53	28:50
52	46 sec	52	29:00
51		51	29:10

<u>Points</u>	<u>Flexed-Arm Hang</u>	<u>Crunches</u>	<u>3-Mile Run</u>
50	45 sec	50	29:20
49		49	29:30
48	44 sec	48	29:40
47		47	29:50
46	43 sec	46	30:00
45		45	30:10
44	42 sec	44	30:20
43		43	30:30
42	41 sec	42	30:40
41		41	30:50
40	40 sec	40	31:00
39	39 sec	x	31:10
38	38 sec	x	31:20
37	37 sec	x	31:30
36	36 sec	x	31:40
35	35 sec	x	31:50
34	34 sec	x	32:00
33	33 sec	x	32:10
32	32 sec	x	32:20
31	31 sec	x	32:30
30	30 sec	x	32:40
29	29 sec	x	32:50
28	28 sec	x	33:00
27	27 sec	x	33:10
26	26 sec	x	33:20
25	25 sec	x	33:30
24	24 sec	x	33:40
23	23 sec	x	33:50
22	22 sec	x	34:00
21	21 sec	x	34:10
20	20 sec	x	34:20
19	19 sec	x	34:30
18	18 sec	x	34:40
17	17 sec	x	34:50
16	16 sec	x	35:00
15	15 sec	x	35:10
14	x	x	35:20
13	x	x	35:30
12	x	x	35:40
11	x	x	35:50
10	x	x	36:00
9	x	x	x
8	x	x	x
7	x	x	x
6	x	x	x
5	x	x	x
4	x	x	x
3	x	x	x
2	x	x	x
1	x	x	x

***Round up all values (e.g., 21:09 to 21:09 equals 99 points)**

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APPENDIX G

PHYSICAL FITNESS TEST SCORING TABLE

Sec II: MALES			
Points	Pull-ups	Crunches	3-Mile Run
100	20	100	18:00
99		99	18:10
98		98	18:20
97		97	18:30
96		96	18:40
95	19	95	18:50
94		94	19:00
93		93	19:10
92		92	19:20
91		91	19:30
90	18	90	19:40
89		89	19:50
88		88	20:00
87		87	20:10
86		86	20:20
85	17	85	20:30
84		84	20:40
83		83	20:50
82		82	21:00
81		81	21:10
80	16	80	21:20
79		79	21:30
78		78	21:40
77		77	21:50
76		76	22:00
75	15	75	22:10
74		74	22:20
73		73	22:30
72		72	22:40
71		71	22:50
70	14	70	23:00
69		69	23:10
68		68	23:20
67		67	23:30
66		66	23:40
65	13	65	23:50
64		64	24:00
63		63	24:10
62		62	24:20
61		61	24:30
60	12	60	24:40
59		59	24:50
58		58	25:00
57		57	25:10
56		56	25:20
55	11	55	25:30
54		54	25:40
53		53	25:50
52		52	26:00
51		51	26:10

Points	Pull-ups	Crunches	3-Mile Run
50	10	50	26:20
49		49	26:30
48		48	26:40
47		47	26:50
46		46	27:00
45	9	45	27:10
44		44	27:20
43		43	27:30
42		42	27:40
41		41	27:50
40	8	40	28:00
39		x	28:10
38		x	28:20
37		x	28:30
36		x	28:40
35	7	x	28:50
34		x	29:00
33		x	29:10
32		x	29:20
31		x	29:30
30	6	x	29:40
29		x	29:50
28		x	30:00
27		x	30:10
26		x	30:20
25	5	x	30:30
24		x	30:40
23		x	30:50
22		x	31:00
21		x	31:10
20	4	x	31:20
19		x	31:30
18		x	31:40
17		x	31:50
16		x	32:00
15	3	x	32:10
14	x	x	32:20
13	x	x	32:30
12	x	x	32:40
11	x	x	32:50
10	x	x	33:00
9	x	x	x
8	x	x	x
7	x	x	x
6	x	x	x
5	x	x	x
4	x	x	x
3	x	x	x
2	x	X	x
1	x	x	x

* Round up all values (e.g., 18:01 to 18:09 equals 99 points)

APPENDIX I

SECTION 1: HEIGHT/WEIGHT STANDARDS

MALES

HEIGHT	Maximum Standard	Minimum Standard
(Inches)	(Pounds)	(Pounds)
58"	132	91
59"	136	94
60"	141	97
61"	146	100
62"	150	104
63"	155	107
64"	160	110
65"	165	114
66"	170	117
67"	176	121
68"	181	125
69"	186	128
70"	192	132
71"	197	136
72"	203	140
73"	208	144
74"	214	148
75"	220	152
76"	226	156
77"	232	160
78"	238	164
79"	244	168
80"	250	173

Max BF%:	18%
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FEMALES

HEIGHT	Maximum Standard	Minimum Standard
(Inches)	(Pounds)	(Pounds)
58"	120	91
59"	124	94
60"	128	97
61"	132	100
62"	137	104
63"	141	107
64"	146	110
65"	150	114
66"	155	117
67"	160	121
68"	164	125
69"	169	128
70"	174	132
71"	179	136
72"	184	140
73"	189	144
74"	195	148
75"	200	152
76"	205	156
77"	211	160
78"	216	164
79"	222	168
80"	228	173

Max BF%:	26%
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Uniform Issue for Deployment

Requirements:

1. “Marines separated with a remaining service obligation (IRR personnel) must be counseled to maintain their uniforms throughout their obligation.” MCO P1900.16F (Seps Manual). This information should have been passed at the TAP/TAMP briefs given world-wide for service members.
2. The FY-08 MCBUL 10120 dtd 08 Oct 2007 gives the minimum requirements list (MRL).
3. As stated in MARADMIN 511/04 each Marine should follow this guidance and arrive at their assigned deployment processing center (DPC) with the following items:

“The minimum combat load (MCL) is a subset of the minimum requirements list (MRL). The minimum combat load (MCL) reduces the requirement to issue an entire initial clothing allowance / MRL to mobilized personnel, if the entire MRL is not required for the individual’s assigned mission.

Subject to the commander’s determination of fault or negligence on the part of the individual who is deficient mandatory possession clothing items, the following MCL should be issued per Ref A & B [of MARADMIN 511/04]:

- Bag, Duffel (1)
- Belt, Web, Khaki or Applicable Martial Arts Belt (2)
- Boot, Combat Temperate Weather (1) Pair
- Boot, Combat Hot Weather (1) Pair
- Buckle, F/Belt, Web, Khaki (2) (No Buckle Issued if Martial Arts Belt is Issued)
- Cap, Combat Utility, Garrison, Woodland or Desert Marine Pattern (MARPAT) (1)
- Cap, Combat Utility, Field, Woodland or Desert MARPAT (1)
- Coat, Combat Utility, Woodland or Desert MARPAT w/Name & Service Tapes (2)
- Socks, Boot (4) Pair
- Trousers, Combat Utility, Woodland or Desert MARPAT w/Name Tapes (2)
- Undershirt, Cotton, Green (6)”

4. If a Marine is deficient and would like to be proactive in retrieving proper fitting uniforms, he/she may contact Navy-NEX at 1-800-368-4088. Due to your status as an IRR, you will have to fax them a copy of your orders for verification that you have been recalled.
5. If you have questions or need any assistance please contact the MOBCOM Clothing Clerk at 816-843-3428.

IMPORTANT

You and your dependents are eligible for Tri-Care benefits 90-days prior to your mobilization / activation orders report date.

... but DEERS must be up-to-date.

What is DEERS?

DEERS is the Defense Enrollment Eligibility Reporting System. In order to receive Tri-Care benefits, you and your dependents must be enrolled and updated in DEERS. It is required in order to get Military ID Cards for you and your family.

Why should service members update their information in DEERS?

Updating information in DEERS is key to maintaining eligibility for TRICARE and other military benefits.

When should service members update their information in DEERS?

DEERS should be updated anytime a service member moves, changes status, gets married or divorced, has an additional dependent, etc.

What do I need to bring in order to update DEERS?

You'll need to bring your marriage and birth certificates, divorce decrees, adoption papers, death certificates – anything that documents a change in dependent status.

How do service members update DEERS?

There are several ways to update DEERS information.

(1) A request to add, delete or change information can be initiated with a request through your nearest military personnel office or reserve unit.

(2) The member can call the DEERS Support Office toll-free telephone number:

(800) 527-5602 – Alaska/Hawaii

(800) 334-4162 – California

(800) 538-9552 – All Other States

(3) Website Information: www.TRICARE.osd.mil/DEERSAddress

Fax your changes: (831) 655-8317

Email changes to: addrifo@osd.pentagon.mil

If you need additional assistance with getting DEERS enrollment started, check with your local Military Reserve Unit or local Family Readiness POC.

TriCare Information: 1-888-363-2273 or www.tricare.osd.mil or www.tricare.mil

Dental Enrollment: United Concordia @ 1-888-622-2256 or www.ucci.com
Customer Service: 1-800-866-8499 or 1-800-891-1854

TRICARE Choices for the Reserve Component

Meeting Your Health Care Needs Before, During, and After Deployment



TRICARE is committed to meeting the health care needs of Reserve Component members and their families before, during, and after deployment. The Reserve Component includes the Army National Guard, the Army Reserve, the Navy Reserve, the Marine Corps Reserve, the Air National Guard, the Air Force Reserve, and the U.S. Coast Guard Reserve. Visit www.tricare.osd.mil/reserve for information about your health care benefits. To verify eligibility, visit <https://www.dmdc.osd.mil/Guard-ReservePortal>.

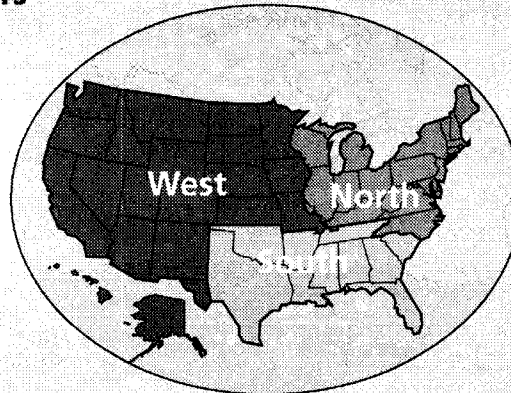
TRICARE Stateside

TRICARE Regional Contractors

TRICARE South:
Humana Military Healthcare Services, Inc.
1-800-444-5445
www.humana-military.com

TRICARE North:
Health Net Federal Services, Inc.
1-877-TRICARE (1-877-874-2273)
www.healthnetfederalservices.com

TRICARE West:
TriWest Healthcare Alliance
1-888-TRIWEST (1-888-874-9378)
www.triwest.com



Overseas

TRICARE Area Offices (TAO)

TRICARE Pacific:
011-81-611-743-2036
www.tricare.osd.mil/overseas/index.cfm

TRICARE Latin America and Canada:
1-706-787-2424
<http://tricare15.army.mil>

TRICARE Europe:
0049-6302-67-7433/7434
www.europe.tricare.osd.mil

When You Are Covered (See the back of this handout for information about family coverage.)

Your Status	Potential Coverage*	Description	For Information
On active duty orders for 30 days or less, or while drilling (inactive duty training)	Line of duty care only	Covered for any injury, illness, or disease incurred or aggravated in the line of duty.	Contact your unit commander or designated medical/dental representative.
	TRICARE Dental Program (TDP)	A voluntary dental plan you may purchase when not covered by active duty dental benefits.	Call 1-800-866-8499 or visit www.ucci.com for more information.
On active duty orders for more than 30 consecutive days	Pre-activation benefit**	Eligible for active duty health and dental benefits for up to 90 days before active duty begins (with delayed-effective-date orders).	Visit https://www.dmdc.osd.mil/Guard-ReservePortal to check eligibility. Contact your regional contractor or overseas TAO for assistance with obtaining care.
	Active duty health benefits	Covered by TRICARE same as active duty service members.	Follow the protocol of your assigned duty station for health care.
	Active duty dental benefits	Disenrolled from TDP and obtain dental services same as active duty service members.	Follow the protocol of your assigned duty station for dental care.
When released from active duty	Transitional TRICARE coverage for 180 days** (under TAMP)	TRICARE coverage and cost-shares same as active duty family members under the Transitional Assistance Management Program (TAMP). Eligible for TDP.	Visit https://www.dmdc.osd.mil/Guard-ReservePortal to check eligibility. Contact your regional contractor or overseas TAO for assistance with obtaining care.
	TRICARE Dental Program (TDP)	A voluntary dental plan you may purchase when not covered by active duty dental benefits.	Call 1-800-866-8499 or visit www.ucci.com for more information.
	TRICARE Reserve Select (TRS)**	A voluntary plan you may purchase that offers coverage similar to TRICARE Standard. You must agree to serve in the Selected Reserve before you leave active duty to qualify. Coverage begins after TAMP if you purchase the plan.	Visit https://www.dmdc.osd.mil/Guard-ReservePortal to check eligibility. Contact your regional contractor or overseas TAO for assistance with obtaining care.
	Continued Health Care Benefit Program (CHCBP)	A temporary health plan you may purchase after TAMP ends. Provides up to 18 months of coverage.	Call Humana Military Healthcare Services, Inc. at 1-800-444-5445 or visit www.tricare.osd.mil/chcbp .

*Contact your Reserve Component personnel office to determine your eligibility for these programs.

**Active duty must be in support of a contingency operation to qualify. Examples of contingency operations include Operations Enduring Freedom, Noble Eagle, and Iraqi Freedom.

Ensuring Your Family Is Eligible for TRICARE

Eligibility is determined by the Services/Reserve Component. The first step is to register or update all your eligible family members in the Defense Enrollment Eligibility Reporting System (DEERS). **Registration in DEERS is your key to all TRICARE benefits.** For more information, visit www.tricare.osd.mil/DEERSAddress or call 1-800-538-9552 (California: 1-800-344-4162) Monday through Friday, 9 a.m. to 6:30 p.m. Eastern Standard Time.

When Your Family Is Covered

Your Status	Potential Coverage*	Description	For Information
On active duty orders for 30 days or less, or while drilling (inactive duty training)	No health coverage, unless covered by TAMP or TRS (see below)		
	TRICARE Dental Program (TDP)	A voluntary dental plan you may purchase for your family at any time (not dependent on whether or not you are on active duty).	Call 1-800-866-8499 or visit www.ucci.com for more information.
On active duty orders for more than 30 consecutive days	Pre-activation benefit**	Eligible for TRICARE coverage as active duty family members for up to 90 days before your active duty service begins.	Family members should contact the regional contractor or overseas TAO where they live for assistance with obtaining care.
	TRICARE health coverage	Covered by several TRICARE options depending on where they live while you are on active duty.	Family members should contact the regional contractor or overseas TAO where they live for assistance with obtaining care.
	TRICARE Dental Program (TDP)	Same reduced premiums as active duty family members. May enroll if not previously enrolled (within 30 days of the start of active duty). Otherwise, a minimum 12-month enrollment is required.	Call 1-800-866-8499 or visit www.ucci.com for more information.
When released from active duty	Transitional TRICARE coverage for 180 days** (under TAMP)	TRICARE coverage and cost-shares same as active duty family members under TAMP. Eligible for TDP.	Family members should contact the regional contractor or overseas TAO where they live for assistance with obtaining care.
	TRICARE Dental Program (TDP)	A voluntary dental plan you may purchase for your family at any time.	Call 1-800-866-8499 or visit www.ucci.com for more information.
	TRICARE Reserve Select (TRS)**	A voluntary plan you may purchase that offers coverage similar to TRICARE Standard. You must agree to serve in the Selected Reserve before you leave active duty to qualify. Coverage begins after TAMP if you purchase the plan.	Visit https://www.dmdc.osd.mil/Guard-ReservePortal to check eligibility. Contact your regional contractor or overseas TAO for assistance with obtaining care. You may also visit www.tricare.osd.mil/reserve/reserveselect for more information about TRS.
	Continued Health Care Benefit Program (CHCBP)	A temporary health plan you may purchase after TAMP ends. Provides up to 18 months of coverage.	Call Humana Military Healthcare Services, Inc. at 1-800-444-5445 or visit www.tricare.osd.mil/chcbp .

*Contact your Reserve Component personnel office to determine your eligibility for these programs.

**Active duty must be in support of a contingency operation to qualify. Examples of contingency operations include Operations Enduring Freedom, Noble Eagle, and Iraqi Freedom.

Mobilization Checklist†

Before receiving deployment notification:

- Enroll family members in DEERS and/or update information as needed.
- Get your Will and other legal documents in order.
- Contact your command or unit family readiness representative for help with completing your family care plan.
- Review your TRICARE options.
- Review your civilian employer's health and dental coverage options while on active duty.
- Determine costs and benefits of both TRICARE and civilian options before choosing one or the other.

†For a more complete and comprehensive member and family readiness checklist, visit the Reserve Affairs Web site at www.defenselink.mil/ra and browse to <Family Readiness><Toolkit> or consult your Reserve Component resources.

Upon receiving deployment orders:

- Confirm that your family's DEERS information is current.
- Get military ID cards for eligible family members.
- Give your family copies of your orders.
- Visit www.tricare.osd.mil/reserve for information on TRICARE.
- Contact your civilian employer to continue or discontinue your employer health and/or dental coverage.
- Contact your military legal assistance office to appoint your power of attorney and update your Will.
- Contact your command or unit family readiness representative for help in updating your family care plan.
- Contact your finance office to set up an allotment, if applicable.
- Make other financial arrangements as required.
- Review life insurance for spouse and yourself.

An Important Note About TRICARE Program Changes

At the time of printing, this information is current. It is important to remember that TRICARE policies and benefits are governed by public law. Changes to TRICARE programs are continuous, and new benefits are added regularly as we continue to make TRICARE a better program for you. For the most recent information, visit www.tricare.osd.mil.

Call Now!

**We're Available 24/7.
1-800-342-9647**

Child care

Spousal employment

Car repair

Plumbing

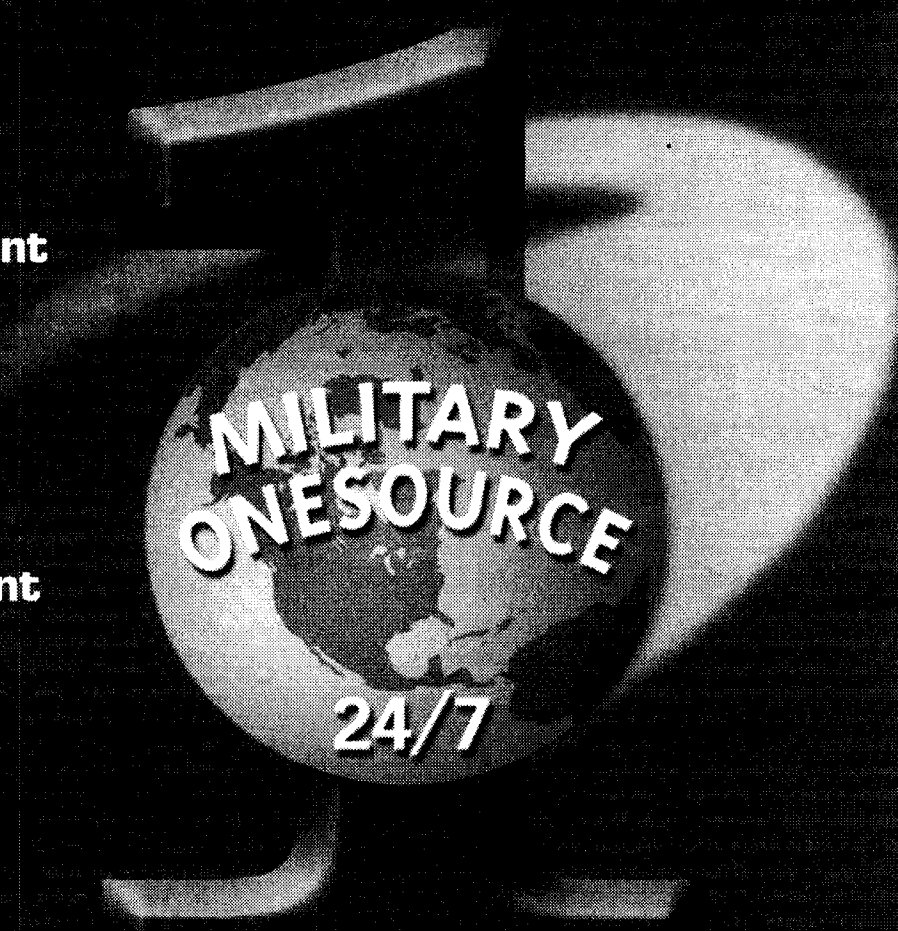
Money management

Counseling

Relocation

You name it...

We can help.



1-800-342-9647

Military OneSource is the newest member of your military community support team.
Provided by the Department of Defense at no cost to Service members and their families.

Overseas: 800-3429-6477* | Overseas Collect: 1-484-530-5908
TTY/TDD: 1-866-607-6794 | En español, llame al: 1-877-888-0727

* Access Codes: Europe - 00; Japan ITJ/IDC/NTT - 122-001-010;
Japan KDD - 010; Korea S-Darcom - 002; Korea S-KT - 001

ARMY | MARINE CORPS | NAVY | AIR FORCE

What can Military OneSource do for you?

Real help, Anytime, Anywhere 24 Hours a Day, 7 Days a Week

Services are private and provided by the Department of Defense at no cost to you.

CONSULTATION, RESEARCH and REFERRALS: Relocating to a new community, need child care, spouse employment, help with home repairs, or have a special needs issue? Call or email a Master's-level consultant today! No question too small. No issue too big.

INTERPRETATION AND TRANSLATION: In more than 140 languages. Written documents can be translated and interpreters can facilitate three-way phone calls to ensure communication between you and a third party.

COUNSELING: You have access to six in-person non-medical counseling sessions right in your own community at no cost to you. Licensed counselors can help with issues such as:

- Coping with deployment and return
- Adjusting to your new location
- Marital and couples concerns
- Parenting and family matters
- Grief and loss
- Combat stress and more...

You will get a privacy statement explaining the limits on confidentiality when you call the service and see a counselor. Counseling is only available in the United States.

EDUCATIONAL MATERIALS: Whether you're a new parent, dealing with relationship issues, or buying your first car, Military OneSource has booklets, CDs and audiotapes to help. Order your free copies online or by phone.

INTERACTIVE WEB SITE: You'll find locators for education, child care, and elder care; informative articles; referrals to military and community resources; financial calculators; Webinars; relocation tools; audio podcasts; access to consultants; and much more!

Military OneSource is available for all active-duty, Guard and Reserve (regardless of activation status), and their families.

www.militaryonesource.com

Stateside: 1-800-342-9647

En español llame al 1-877-888-0727

TTY/TDD accessible 1-866-607-6794

Overseas: access code, *800-3429-6477

*Use access code before dialing the toll free number.

Access codes can be found online.

Collect from outside the US: 484-530-5908

Dial the international operator first



Life Insurance

SGLI and other life insurance proceeds do not pass according to a will. They pass directly to the named beneficiaries on your life insurance forms. It does not matter if you divorce, remarry, or have children. The person listed on the life insurance form gets the money. The most important thing you can do is to ensure your life insurance beneficiary forms reflect your wishes. The SGLI is the overriding document when a conflict exists between your RED and the SGLI.

Powers of Attorney

You can get the majority of the standard powers of attorney from the legal officer without seeing an attorney at the base legal office.

- Special Power of Attorney – limited and safer to use
- General Power of Attorney - can be dangerous because you are giving another individual to act 100% on your behalf

Wills

Neither military nor civilian law requires you to have a will. If you die without a will, state law will determine who gets your property. This may or may not be what you wish.

Wills are complete legal documents and even include custodianships or trusts for minor children, as appropriate. If you already have a will that isn't too old, most likely you do not need a new one unless:

- You have moved and acquired real property in the area
- Your marital status has changed
- Your family make-up has changed
- Any of the beneficiaries named in the existing will have become incapacitated or died
- Any of the personal representatives, custodians, trustees, and guardians, or their successors, have become incapacitated or died
- You acquired additional valuable property or inherited a large sum

See attached worksheet in the event you want to start thinking about creating a will.

Date	
Pickup	

Consolidated Legal Assistance Office
WILL WORKSHEET

Clerk	
Rev Atty	

PERSONAL IDENTIFICATION INFORMATION

Full Name (First, Middle, Last) _____

Domicile/State of Legal Residence: _____

Status: Active Duty Retired Dependent Male Female

Current Home Address: _____

Street Address, City, State, Zip Code _____ Home Phone # _____ Work Phone # _____

Marital Status: Single Married, no previous marriage Married, previous marriage
 Divorced Widowed Married, pending divorce

Spouse's Full Name _____ Male Female

NET WORTH Including life insurance/SGLI, net worth over \$2,000,000.00 No Yes (see attorney at execution)

CHILDREN

Children Full Name	Age	Relationship (son, daughter, step child, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you want *stepchildren* treated similarly to your natural children? Yes No

Primary Guardian: Name _____ Relationship _____ State _____

Alternate (optional): Name _____ Relationship _____ State _____

NO guardian is to be named in my will.

Gifts to Adult Children: which ADULT children do you NOT wish to give gifts to? _____

Under the standard UGMA/UTMA provision, if a child is a minor at the time of my death, I prefer distribution of gifts when the child is (choose one): 18 19 (min for NE, AL) 20 21 ____ (other age)

WILL EXECUTOR / PERSONAL REPRESENTATIVE INFORMATION

Primary Executor: Name _____ Relationship _____ Male Female State _____

Alternate (optional): Name _____ Relationship _____ Male Female State _____

SPECIAL CONSIDERATIONS (optional):

- I have an inter vivos, revocable or living trust (see attorney before executing will)
- I wish to die at home as opposed to a hospital or nursing home
- I wish to have my body donated for medical or scientific purposes.
- I wish to be able to donate my organs for transplants only
- I wish to be cremated
- I wish to be buried at sea
- I wish to be buried with military honors
- Other specific burial instructions: _____

Why am I being activated? Is there somewhere I could find more information?

MARADMIN 397/06: Policy and Procedures for the Involuntary (INVOL) Activation of up to 2,500 Marine Individual Ready Reservists (IRR) ISO Global War on Terrorism (GWOT)

MARADMIN 049/03: Delay, Deferment, and Exemption of Reservists and Retirees Involuntarily Activated Under Mobilization Authority

Do I have any options other than involuntary activation?

Yes, some other possible options that still benefit and support the Marine Corps are:

- Join and participate in a SMCR unit
- Join and participate in an IMA Detachment
- Join the Active Reserve (AR) Program
- Return to active duty

I'm not trained and ready to deploy?

When you get to the DPC (Deployment Processing Command), you'll receive the following:

- Administrative, Medical and Dental screenings
- Uniform, weapons and gear issues
- Primer and pre-deployment training (familiarization training)

Will I be doing my MOS while I am activated?

Per MARADMIN 397/06 "Marine IRR's selected for Active Duty will be judiciously used to source targeted grade and skill shortfalls..." You are being recalled to fill those shortfalls that HQMC has found within the units deploying. Once at the unit, you could possibly be assigned a collateral duty that is outside of your MOS.

If I'm mobilized, will I be deploying to Iraq?

Per MARADMIN 397/06, "Marines will deploy with gaining unit to CENTCOM." This includes Iraq and Afghanistan.

Will I be returning to my old unit or can I request to go back to my old unit?

While at the DPC, you will be assigned to IMEF or IIMEF until your GFC (Gaining Force Command) is determined. You may or may not go back to a former unit. Ultimately, it comes down to the needs of the Marine Corps.

I'm not sure I can pass the PFT. What should I do?

You'll have 5-months after your notification to prepare yourself for your activation. It will be your responsibility to arrive to the DPC and your GFC meeting the Marine Corps physical fitness standards.

See MARADMIN 174/04: Body Composition and Physical Fitness Test Policy for Activated Members of the Individual Ready Reserve (IRR)

Also, the Commandant has recently passed new PFT standards with a tentative implementation date of 1 July 2008. These new standards are part of the Combat Fitness Test (CFT).

Can my family come once I receive my activation orders?

Your orders are "unaccompanied" and the Marine Corps does not authorize, nor will pay for, your family to accompany you to the DPC or the GFC. Those costs will be your responsibility if you chose to move your family.

Is my family entitled to housing while I am recalled?

You are entitled to the BAH for your home of record. This is to facilitate the cost that your family will incur while you are away.

My orders say that I'm supposed to report to the DPC in Camp Pendleton. Can I go ahead and move there in advance?

Yes, but that doesn't mean that the Marine Corps can't or won't change your orders and have you report to Camp Lejeune. Your orders are not issued based upon where you live or move to, they are issued to meet Marine Corps needs and demands. Because those needs and demands can change, so can your DPC location and GFC.

I plan on moving during my 5-month-delay period, should I tell anyone?

Yes, as soon as you move and have a valid address and / or any other contact information that needs to be updated, it is your responsibility to contact MOBCOM and provide your new information. Not reporting these changes could negatively impact your entitlements.

What about health and medical care for my family?

First, ensure that your dependents are enrolled in DEERS. Once that is completed, you can apply for and enroll your family into TriCare benefits 90-days prior to your activation date.

See MARADMIN 133/03: New Tricare Eligibility Changes for Reserves and Family Members

See MARADMIN 233/04: Update on Expanded Health Care Benefits for Reservists