



UNITED STATES MARINE CORPS

4TH MARINE AIRCRAFT WING
4400 DAUPHINE STREET
NEW ORLEANS, LA 70146-5400

IN REPLY REFER TO:
WgO 5320R.2S
G-1
27 Jul 10

WING ORDER 5320R.2S

From: Commanding General
To: Distribution List

Subj: 4TH MAW RESERVE OFFICER MANAGEMENT POLICIES

Ref: (a) MCO P1001R.1K
(b) MCO P1100.73B
(c) MCO P6100.12
(d) MCO 1300R.65B

Encl: (1) Procedure for Requesting Official Military Personnel File
(2) Prior Service Recruiter Points of Contact
(3) Application for Membership in the SMCR 4th MAW
(4) Model Precepts for Screening Boards
(5) Officer Application Checklist
(6) Squadron Commander's Endorsement on SMCR Application
(7) Group Commander's Endorsement on SMCR Application
(8) Application for Inter-Unit Transfer

1. Purpose. To promulgate reserve officer management policies within 4th Marine Aircraft Wing (4th MAW).

2. Cancellation. WgO 5320R.2R.

3. Summary of Revision. The revisions to this order are extensive; it should be reviewed in its entirety.

4. Action. Authorized officer structure and procurement policies are governed by the unit table of organization (T/O) and reference (a) and (b). Accordingly, assignments within 4th MAW units will be primarily based on billet, grade, MOS and individual merit. The following guidance and procedures will be utilized within 4th MAW:

a. Officer Strength

(1) 4th MAW Commanders are responsible for maintaining their own T/O and may not exceed the number of officer personnel authorized by T/O for their command without the approval of the Commanding General (CG), 4th MAW. The CG may authorize individual units to exceed officer T/O strengths with qualified officers when there is a justified need. Requests to exceed unit officer T/O strengths will be submitted via the chain of command to CG, 4th MAW (G-1) with complete justification.

(2) Involuntary transfer to the IRR will be accomplished when no other means of officer strength reduction is available. The following methods may be utilized to assist in reducing officer excesses within any 4th MAW command:

(a) Interunit transfer to other 4th MAW units within reasonable commuting distance.

(b) Interunit transfers to other units within Marine Forces Reserve (MARFORRES) or Individual Mobilization Augmentee (IMA) units within a reasonable commuting distance.

(c) Transfer of Naval Aviators (NA) and/or Naval Flight Officers (NFOs) to SMCR Forward Air Controller and Air Officer billets.

(d) Voluntary transfer to the Individual Ready Reserve (IRR). Personnel transferred to the IRR should be encouraged to apply for membership in Mobilization Training Units (MTUs). Individuals transferred to the IRR will normally be afforded the opportunity to return to a Selected Marine Corps Reserve (SMCR) status in the event a billet of appropriate grade and MOS becomes available.

b. Assignment to 4th MAW Units

(1) Eligibility Requirements for Transfer to SMCR Status

(a) Officers desiring transfer to the SMCR must meet the eligibility criteria contained in reference (a).

(b) Requests for waivers of any eligibility criteria will be addressed to the Deputy Commandant for Manpower and Reserve Affairs (DC M&RA) (Reserve Affairs (RA)).

(2) Application Procedures. Join applications shall be submitted using the enclosures. Once complete, the join application along with the applicants Prior Service Recruiter (PSR) package (if applicable) and Official Military Personnel File (OMPF)/Master Brief Sheet (MBS) is to be sent to the appropriate join authority via the chain-of-command. The CG, 4th MAW retains join authority for all colonels and all officers requesting Duty Involving Flying Operations (DIFOP). Group commanders are authorized join authority for all lieutenant colonels and below joining in a Duty Involving Flying Denied (DIFDEN) status.

(a) Officers requesting DIFOP status under the Marine Corps Reserve Flight Instructor Program (MCRIP) with a Chief of Naval Air Training (CNATRA) Squadron Augmentation Unit (SAU) will submit their completed join package to the CG, 4th MAW via the Commanding Officer (CO), Marine Aviation Training Support Group 42 (MATSG-42) in accordance with semi-annual MCRIP Selection Board MARADMIN instructions.

(b) Officers requesting DIFOP status with a Navy or Marine Fleet Replacement Squadron (FRS) SAU will submit their completed join package to the CG, 4th MAW via the FRS CO, FRS parent Marine Aircraft Group (MAG) CO, and the CO, MATSG-42.

(c) Applicants for DIFOP status with the Marine Helicopter Squadron ONE (HMX-1) SAU will submit their completed join package to the CG, 4th MAW via the CO, HMX-1 and the CO, MATSG-42.

(d) To preclude unacceptable grade overages and MOS mismatches, officers should be grade/MOS matched for their intended billet to the maximum

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extent possible. If the officer is not an MOS match, ensure the squadron or group commander's endorsement contains a complete summary of intended steps for MOS qualification. The officer must agree to fulfill all intended steps to guarantee MOS qualification. Temporary MOS mismatches may be used as a "stop gap" on a case by case basis and their approval will be determined based on the needs of 4th MAW.

(e) Enclosure (1) provides a sample format which individual officers will use to request their OMPF/MBS from Headquarters Marine Corps (HQMC). Each officer applicant is solely responsible for obtaining those documents and must include them in their application. Because of Privacy Act considerations, HQMC will only mail those records to the home address of the individual requesting them. Electronic submission of the MBS, all fitreps and current photo is acceptable in lieu of the OMPF CD. For officers on the Inactive Status List (ISL) or members of the IRR, if a current official photo is not available, an unofficial full-length, recent (within 6 months) digital photo in service charlies or Marine Corps Combat Utility Uniform with blouse removed, is acceptable.

(f) Enclosure (2) contains a list of PSRs which should be used to the maximum extent possible in the join process. Enclosure (3) provides a standard application format which shall be utilized by all officers applying to join 4th MAW units. After receipt of the OMPF and completion of the application, the applicant will submit those documents to the appropriate commander for processing. Applications from SMCR officers who have failed selection on a reserve officer promotion board in their current grade will not normally receive favorable consideration. Applications that are not complete will not be considered until all required enclosures are received by the appropriate headquarters.

(g) When there is more than one applicant for an existing vacancy, the group commander will appoint a screening board, using the sample format contained in enclosure (4), to review and prioritize the applicants. Screening boards may not be conducted at the squadron level although participation by a squadron representative on the group board is highly desirable. Group commanders should take no more than one week after the screening board has completed their join recommendations to complete appropriate endorsement and mail all applications to the CG, 4th MAW. Groups should not forward packages from active duty applicants unless the applicant is within 60 days of separation. Groups will otherwise forward boarded packages within 90 days of receipt.

(h) Enclosure (5) contains an officer application checklist for use by administrative personnel at the group level to ensure that all steps in the application process have been thoroughly and properly completed.

(i) Enclosure (6) contains a sample squadron commander's endorsement. This should be the first endorsement in the chain-of-command and is an opportunity for the squadron commander to voice his opinion on the applicant.

(j) Enclosure (7) contains a sample group commander's endorsement to include certification of physical standards in accordance with reference

(k). "Acting" endorsements are not permitted. If the unit is at or over T/O with officers in the same billet serving on an extension,

commanders must identify the officer who will be transferred if the application is approved.

(l) Prior to endorsing and forwarding an application, the group commander will verify the status of the applicant in the Marine Corps Total Force System (MCTFS). Only officers who are currently members of the IRR are eligible for transfer to the SMCR. Per reference (a), officers who are not members of the IRR, but are carried on the ISL, must request transfer to the IRR prior to submitting their request for transfer to the SMCR. Officers in the Active Component may have applications forwarded within 60 days of their EAS.

(m) The group commander's endorsement of DIFOP applications will include a paragraph verifying the pilot's mishap history and whether any mishaps were attributable to pilot error.

(n) Final approval of an officer's DIFOP request to join 4th MAW will be forwarded by Naval Message to the cognizant group commander. Disapprovals will be forwarded through postal mail or other electronic media.

(3) Transfers. Officer transfers will be conducted in accordance with the provisions of reference (a) and the following:

(a) Officers in a DIFOP status transferring from a unit outside 4th MAW require DIFOP approval from CG, 4th MAW in order to remain in that status.

(b) Enclosure (8) contains a sample interunit transfer (IUT) request. All IUTs of DIFOP officers and colonels require the approval of CG, 4th MAW. Group commanders retain transfer authority for DIFDEN lieutenant colonels and below. Authority to move a previously joined individual from DIFDEN to DIFOP or DIFOP to DIFDEN status rests solely with the CG, 4th MAW.

(c) All non-DIFOP IUTs require approval by both the losing and gaining unit commanders. If concurrence is not attained, the issue will be forwarded to 4th MAW HQs for resolution. Commanders are to notify CG, 4th MAW (G-1) of all IUTs by copy of the unit transfer orders.

(d) All DIFOP IUTs require approval from CG, 4th MAW. The losing unit commander will forward the individual's request to the gaining unit commander to endorse and then forward to CG, 4th MAW (G-1) via the chain of command. It is the responsibility of the gaining group commander to ensure that the applicant has DIFOP authorization. Prior to joining an NA or NFO from another 4th MAW unit, new DIFOP authorization is required.

(4) Interservice Transfers

(a) In accordance with reference (b), requests for interservice transfers into the Marine Corps Reserve will be submitted to CMC (MRRO-3) via CG, 4th MAW (G-1). Group commanders must personally interview applicants, make a statement concerning their qualifications for a Marine Corps Reserve Commission, and ensure that the individual has mobilization potential as a Marine Corps Reserve Officer.

(b) Approval of an interservice transfer and the tendering of a Marine Corps Reserve Commission to the individual by CMC is not authority to join a 4th MAW unit. Applicants may simultaneously submit to CMC for a

Marine Corps Reserve Commission and to CG 4th MAW for an SMCR billet within the Wing. However, 4th MAW will not act on the join application until receiving a response from CMC.

c. Billet Grade Limitations

(1) Billet and grade limitations will be in accordance with Chapter 2 of reference (a).

(2) Officers shall hold the grade prescribed for their billet by T/O to the maximum extent possible. When billet grade limits are exceeded as a result of promotion, officer joins, or other personnel action, squadron and or group commanders will initiate appropriate action to return to the authorized T/O grade/strength.

d. MOS Limitations. All officers should possess the requisite MOS associated with their specific T/O line number. If the applicant does not possess the appropriate MOS specified for the assignment, the commander's endorsement to the application must contain complete justification in support of the join request. Reference (a) requires MOS qualification within 18 months. Requests to deviate from this requirement are to be submitted to CG, 4th MAW (G-1).

e. Officer Tour Length

(1) The normal tour length for SMCR officers shall be three years. Multiple one year extensions may be authorized in accordance with chapters 2 and 10 of reference (a). Requests for extension will normally be authorized as long as the unit has T/O line numbers available. Requests for extensions are to be submitted to CG, 4th MAW, (G-1).

(2) No reserve officer will be denied the opportunity to apply to an SMCR unit because the unit is at full strength. When units are at full strength, commanders are to include in their endorsement who will be transferred should the applicant be accepted by CG, 4th MAW. Only officers who have completed a minimum of three years are eligible to be transferred in order to make T/O space available for a new join. The transferee should be selected using a "first in, first out" criteria.

f. Special Billet Assignments

(1) NAs may be assigned to aviation ground officer billets (normal three year tour) if an aviation ground officer of appropriate MOS is not available. The ground officer billet will continue to be advertised, and the NA will be displaced when a qualified, MOS-matched ground officer can be joined.

(2) Aviation ground officers will not serve as aircraft squadron commanding officers, executive officers or officers-in-charge.

g. Deputy Group and Squadron Commander Billets. Per reference (d), all reserve CO billets are selected through the Reserve Command Screening Board. This process ensures that our Marines receive the best possible leadership and that every interested officer receives fair and equitable consideration for the opportunity to command.

(1) Command billets in which the incumbent's tour expires during the following fiscal year will be announced annually via MARADMIN.

(2) Eligible officers will submit applications directly to DC, M&RA (RA). The normal tour of duty as a deputy group or squadron commander of an SMCR unit is 24 months. With CMC approval, COMMARFORRES may designate certain individuals for tours of duty longer than 24 months to accommodate specific circumstances. No command assignment will extend beyond 36 months.

h. Officer-in-Charge

(1) OIC tour length will normally be two years. OICs will be assigned by the CG, 4th MAW. Squadron commanders shall nominate OICs via their respective group commander.

(a) OICs should meet the grade and MOS qualifications for their position. Accordingly, priority in solicitation and recommendations for OICs will be to those officers who are grade and MOS qualified for the billet and have the required PME. If a non-MOS qualified officer is the primary applicant, an explanation will be provided as to why an MOS qualified officer should not be appointed.

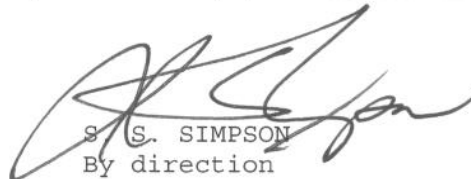
(b) Officers who have previously been the OIC of a unit of the same level should not be recommended if another qualified officer is available. If such officers are recommended, complete justification must be provided.

(2) Extension of OIC. Group commanders should submit requests for extensions beyond the normal two year tour at least two months, but not earlier than six months, prior to the expiration of the assigned tour. Include a complete justification for the request. Extensions which result in tour lengths beyond three years will normally not receive favorable consideration.

(3) Notification of the CG, 4th MAW's final approval on all OIC appointments will be announced by message to the squadron and/or group commander involved.

(4) Recommendations to initiate relief for cause or any other punitive action directed at any OIC shall be forwarded to the CG, 4th MAW for resolution.

i. Operational Support Aircraft (OSA). On a semi-annual basis, 4th MAW HQ will coordinate; and HQMC will release, a MARADMIN announcing the convening of a 4th MAW OSA Aviator Selection Board. The voting members of the board will consist of five officers inclusive of the AC/S G-1, AC/S G-3, DOSS, and the VMR-4 and VMR-5 COs or their direct representatives. Board applications will be submitted using enclosure (4). Results of the board will be published via MARADMIN.


S. S. SIMPSON
By direction

DISTRIBUTION: A

PROCEDURE FOR REQUESTING OMPF

From: (Rank / Name / SSN / MOS / Comp)

Home Address)

To: Commandant of the Marine Corps (MMSB-34), Headquarters, U. S. Marine
Corps, 2008 Elliot Road, Quantico, VA 22134-5030

Subj: REQUEST FOR OFFICIAL MILITARY PERSONNEL FILE (OMPF)

1. I request you provide me with a current copy of my OMPF. I last received my OMPF on _____.
2. The reason for this request is: Applying to join the SMCR.
3. Request you forward my OMPF to me at the above address.

(signature)

PRIOR SERVICE RECRUITER POINTS OF CONTACT

4th District (Mid-Atlantic)
717-770-8101

6th District (Southeast)
800-257-8762 x 22

8th District (Southwest/Southern Plains)
800-722-8762 x 104

9th District (Midwest)
847-688-6504 x 1

12th District (West Coast, Hawaii, Alaska)
760-725-6218

Marine Corps Recruiting Command (National)
703-432-9673

4TH MAW APPLICATION FOR MEMBERSHIP IN THE SMCR

From: Applicant
To: Commanding General, 4th Marine Aircraft Wing
Via: Commanding Officer, (operational chain of command)

Subj: APPLICATION FOR MEMBERSHIP IN THE SELECTED MARINE CORPS
RESERVE

Ref: (a) MCO P1001R.1K
(b) WgO 5320R.2S

Encl: (1) Privacy Act Statement
(2) Current Photograph
(3) Application Worksheet
(4) Aviation Qualification Summary
(5) Master Brief Sheet (MBS)
(6) Official Military Personnel File (OMPF)
(7) Prior Service Recruiter Package (IRR/MTU only)

1. Per the references, I request assignment to the Selected Marine Corps Reserve (SMCR). I am applying to join (unit) to fill the following billet (bil title), (bil MOS), (bil grade).

2. I have mailed notification of this application to the Commanding General, 4th Marine Aircraft Wing.

3. I meet all eligibility requirements for transfer to the SMCR. At the present time I am serving on/in the (active duty, IRR, SMCR, etc.). All applicable enclosures are forwarded, and I certify that I have requested my MBS and OMPF records in accordance with the provisions of reference (b).

4. (As applicable) My last/previous SMCR assignment was with (unit last assigned) which terminated on (date) due to (reason).

(signature)

Enclosure (3)

PRIVACY ACT STATEMENT

DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 USC 552A)

PART A - IDENTIFICATION OF REQUIREMENT

1. REQUIRING DOCUMENT. WgO 5320R.2S.
2. 4th MAW Sponsor Code. G-1
3. DESCRIPTIVE TITLE OF REQUIREMENT. Application/Nomination for assignment to an SMCR unit.

PART B - INFORMATION TO BE FURNISHED TO INDIVIDUAL

1. AUTHORITY. The authority for obtaining information in the application/nomination is 5 USC 301. Executive Order 9397 of 22 November 1943 authorizes use of your social security number.
2. PRINCIPAL PURPOSE. The personal information about you which is contained in this application/nomination will be used to determine your qualifications for assignment to an SMCR unit.
3. ROUTINE USES. The information contained in this application/nomination will be reviewed by the Commanding Officer of the Site to which the Reserve Unit you desire to join is attached; by special staff officers of Headquarters, 4th Marine Aircraft Wing; and, by the Commanding General and Chief of Staff of the 4th Marine Aircraft Wing. It will be considered in the final determination of your qualifications to join a Reserve Unit. Upon completion of the review process, it will be retained in the permanent files of Headquarters, 4th Marine Aircraft Wing. Your social security number is used as a means of personal identification.
4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT UPON INDIVIDUALS NOT PROVIDING INFORMATION. If you desire to be considered for assignment to a Reserve Unit, providing the information required by WgO 5320R.2S is mandatory. In the event you do not provide the required information, your application will not be considered and will be returned to you without further action. Disclosure of your social security number is mandatory.

PART C - IDENTIFICATION OF FORM/REPORT/OTHER REQUIREMENT

1. IDENTIFICATION. Application/Nomination for assignment to an SMCR Unit.

PART D - CERTIFICATION.

1. I have read and understand the provisions of the Privacy Act Statement.

(signature)

(not valid without your signature)

Enclosure (3)

PLACE CURRENT PHOTOGRAPH HERE

Enclosure (3)

APPLICATION WORKSHEET

(Date)

MILITARY HISTORY

- Rank Last, First MI., SSN/MOS, Comp
- If you are currently a member of an SMCR unit or an MTU, please list the grade and name of your commanding officer:
CO's Grade/Name

Your current Unit	Billet	Title
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Street Address
City, State, Zip
() -

Date current tour began YYYYMMDD.

- Periods of duty in other SMCR units, MTU's, or IMA Dets:

<u>Dates</u>	<u>Unit/MTU Location</u>	<u>Billet</u>	<u>Duties</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- Date released from active duty (resigned from active duty, not from activation orders): YYYYMMDD

If you are currently on active duty, please list the unit name and end date of your orders:

Unit	Date of Release from Active Duty: (YYYYMMDD)
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- Periods of active duty (list chronologically):

<u>Dates</u>	<u>Unit / Location</u>	<u>Billet</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Have you been considered, but not selected by a Reserve board for promotion to the next higher grade?

Yes No if yes please explain (when and what rank)
Date Rank Reason (if needed)

- Other pertinent military history, experiences, or special qualifications not previously listed:

8. Date of last PFT: _____. Score: _____.

Enclosure (3)

9. Date of last CFT: _____. Score: _____.

10. I certify that my height and weight as listed below are accurate and within Marine Corps standards.

Height: in" Weight: Bodyfat: %

11. I certify that I am physically qualified for transfer to the SMCR based on a physical examination conducted at _____ on (Date)

12. Points (This information can be retrieved by viewing your CRCR on MOL)
Inactive Duty Points: _____
Active Duty Points: _____
Total Points Credited: _____
Total Satisfactory Years: _____

FROM MASTER BRIEF SHEET

13. AMOS1: _____ AMOS2: _____

14. Civilian Education
Major _____ Degree _____

15. Military Education

School	Year	School	Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

16. Personal Awards

Award	#	Award	#	Award	#
—	—	—	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—

PERSONAL DATA

1. Rank Last, First MI., SSN/MOS, Component (USMC/USMCR)

2. Personal Data:

- a. DOB
- b. DOR
- c. EAS

3. Home Address: Street Address
 City, State, Zip
 Phone: () -
 Cell: () -
 Email:
 Email2:

4. Business Address: Street Address
 City, State, Zip
 Phone: () -

5. Present Civilian Occupation: Position/Title

Brief Description of Duties: ____.

6. Normal business hours: ____ to ____ . Work week is: ____ to ____ .

(starts) (ends) (starts) (ends)

How many weekends per month? ____.

How difficult is it to get time off for drills and ATD's? ____.

7. One-way mileage and travel time from home and business address to unit training site:

Home: Miles ____ Travel time ____

Business: Miles ____ Travel time ____

Primary mode of transportation will be: ____

8. My employer is aware of this application and has no objections.

9. I certify that I can attend all scheduled drills and ATD's.

10. I will be available for interview on ____.

11. List desired duty station in order of preference:

<u>UNIT</u>	<u>LOCATION</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

12. Reasons and motivations for requesting this assignment:_____.

13. List letters of recommendation (if any):

Name/Unit

14. I hereby certify that I have read and understand the provisions of the Privacy Act and have signed the Privacy Act Statement. I authorize the disclosure of any information contained in the Headquarters Marine Corps Official Military Personnel File and Master Brief Sheet and other records as necessary to determine my qualifications to join an SMCR unit in the 4th MAW. I have enclosed a signed Privacy Act Statement, my Master Brief Sheet, and my Microfiche records.

(signature)

Enclosure (3)

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AVIATION QUALIFICATION SUMMARY

1. Rank Last, First MI., SSN/MOS, Component
2. Year designated a Naval Aviator (NA)/Naval Flight Officer (NFO): ____
3. NA/NFO total military flight time: ____ hrs.
4. NA total military flying time in rotary wing aircraft (A/C): ____ hrs.
 - a. Time breakdown by model:

Type	Hours	hrs.	Qualification
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
5. NA/NFO total military flying time in jet aircraft: ____ hrs.
 - a. Time breakdown by model:

Type	Hours	hrs.	Qualification
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
6. NA/NFO total military flying time in turboprop aircraft: ____ hrs.
 - a. Time breakdown by model:

Type	Hours	hrs.	Qualification
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
7. NA/NFO total military flying time in training command aircraft as an instructor: ____ hrs.
 - a. Time breakdown by model:

Type	Hours	hrs.	Qualification
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
8. Date last flown military A/C: ____
 - a. Type A/C: ____
9. Date last flown in training command A/C: ____
 - a. Type A/C: ____
10. Civilian total flight time: ____ hrs.

Enclosure (3)

a. Time breakdown by model:

Type	Hours	Qualification
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

11. Date last flown civilian A/C: _____

a. Type A/C: _____

12. I have have not had an aviation mishap in which my actions were deemed to be causal factors. Date of mishap: _____

12. Summary of mishap(s) and factors involved: _____ .

(signature)

Enclosure (3)

PLACE PRIOR SERVICE RECRUITER PACKAGE HERE

MODEL PRECEPTS FOR SCREENING BOARDS

From: _____
To: Officer Screening Board

Subj: PRECEPTS FOR CONVENING A SCREENING BOARD TO RECOMMEND OFFICERS
TO THE SELECTED MARINE CORPS RESERVE AND FOR ASSIGNMENT AS
SQUADRON/DETACHMENT OFFICERS-IN-CHARGE

1. This screening board is appointed to convene at:
_____, 4th Marine Aircraft Wing (4th MAW) to
approve/disapprove Officer join applications to the *Selected Marine
Corps Reserve* (or) *assignment as detachment Officer-in-Charge (OIC)*.
2. The board will select officers who have applied, are of the
appropriate grade, and are considered the best and most fully
qualified.
3. The *MAG-XX S-1* shall furnish the board with the names and records
of all officers who applied and are eligible for consideration, the
billet requiring assignment, and MOS requirement associated with that
billet.
4. The officers selected will be those who the board considers best
qualified to meet the needs of the Marine Corps. The officer's
qualifications and performance of duty must clearly demonstrate that
the officer would be capable of performing the duties normally
associated with the office to which detailed. The standards of "best
qualified" shall be applied uniformly to all officers who are eligible
for selection.
5. If at any time a board member believes they cannot in good
conscience perform their duties as a member of the board without
prejudice or partiality, they shall request relief. All such requests
will be honored.
6. The Department of the Navy is dedicated to ensuring equality of
treatment and opportunity for all personnel without regard to race,
creed, color, gender or national origin. Aggressive commitment to
equal opportunity is critical. Individual discrimination is not only
morally wrong, but it is illegal. Board members must not let it play
any role in deliberations or affect consideration of individual
officers.
7. The board may request designation of a medical expert when
interpretation of documents pertaining to the physical fitness of any
officer under consideration by the board is desired.
8. For Officer-in-Charge billets, a primary and alternate shall be
recommended by the board to the CG, 4th MAW.

Enclosure (4)

The following oath or affirmation shall be administered to the recorders by the president of the board:

"Do you solemnly swear (or affirm) that you will keep a true record of the proceedings of this board and, further, that you will not disclose the proceedings or recommendations thereof pertaining to the selection or nonselection of individual officers except as authorized or required by the Secretary of the Navy or higher authority, so help you God?"

The following oath or affirmation shall then be administered by the recorder to each member of the board:

"Do you solemnly swear (or affirm) that you will perform your duties as a member of this board without prejudice or partiality, having in view both the special fitness of officers and the efficiency of the Naval Service and, further, that you will not disclose the proceedings or recommendations thereof pertaining to the selection or nonselection of individual officers except as authorized or required by the Secretary of the Navy or higher authority, so help you God?"

The following oath or affirmation shall then be administered to the administrative support personnel:

"Do you solemnly swear (or affirm) that you will not disclose the proceedings or recommendations thereof pertaining to the selection or nonselection of individual officers except as authorized or required by the Secretary of the Navy or higher authority, so help you God?"

OFFICER APPLICATION CHECKLIST

Name: _____

Home phone: () _____ Work phone: () _____

Application to Join

1. ____ Applicant has provided a completed join application, including PSR package, OMPF, signed Privacy Act Statement, and applicable waivers.
2. ____ A copy of the package has been forwarded to the appropriate site commander.
3. ____ The above requested SMCR unit has a billet for which the applicant is grade and MOS qualified; or applicant's membership can be justified and a plan to MOS qualify applicant for billet has been listed in group commander's endorsement.
4. ____ Has applicant been considered but not selected for promotion on a Reserve promotion board?
5. ____ Applicant has been interviewed and was found acceptable as a potential SMCR member. A review board made a recommendation on this package to the group commander.
6. ____ Applicant has received a current physical and is found to be physically qualified for membership in the SMCR.
7. ____ The applicant is not overage for grade.
8. ____ The applicant's current IRR status is confirmed.
9. ____ If Applicant is Active Duty, is currently within 60 days of active duty EAS.
10. ____ Does NA applicant desiring DIFOP status require Conv/Refr training?
11. ____ The group commander has included a statement in his endorsement verifying NA's mishap history.
12. ____ Forward complete package to 4th MAW (G-1).

Enclosure (5)

SQUADRON COMMANDERS ENDORSEMENT ON SMCR APPLICATION

First Endorsement on _____

From: Commanding Officer, _____ (Squadron)
To: Commanding General, 4th Marine Aircraft Wing
Via: Commanding Officer, Marine Aircraft Group _____ (XX)

Subj: RECOMMENDATION FOR TRANSFER TO THE SMCR; *APPLICANT'S NAME*

Ref: (a) WgO 5320R.2S

1. In accordance with the reference, the subject officer has been interviewed and based on that interview is recommended with (enthusiasm/confidence/reservation/not recommended) for transfer to the SMCR.
2. Use this paragraph to supply information or additional justification in support of this recommendation that is not readily available elsewhere in the application.

(Sgdn CO)

Enclosure (6)

GROUP COMMANDERS ENDORSEMENT ON SMCR APPLICATION

SECOND ENDORSEMENT on _____

From: Commanding Officer,
To: Commanding General, 4th Marine Aircraft Wing

Subj: RECOMMENDATION FOR TRANSFER TO THE SMCR; *APPLICANT'S NAME*

Ref: (a) MCO P1001R.1K
(b) MCO P6100.12

1. Forwarded, recommended with (enthusiasm/confidence/ reservation/not recommended). Verification of reserve status has been accomplished in accordance with reference (a).

2. The intended assignment for the subject officer is _____ (unit)
(billet title) (T/O) (BIC) (billet rank) (billet MOS)

* If the billet is not currently available, but will be in the near future, project the available date. Do not delay the application until the billet is available. If unit is at/over T/O with officers in same billet currently serving on extension, identify the officer who will be transferred if application is approved. Include ample justification if proposed transferee is not the senior time-on-station holder.

3. Use this paragraph to supply information or additional justification in support of this endorsement that is not readily available elsewhere in the application. For instance, if the officer is not MOS qualified for the intended billet, include any future plans which both the site and individual have agreed to achieve MOS qualification. If the commander intends to join the officer in an excess status, include request to join over T/O with ample justification.

4. Subject officer meets the physical standards required in reference (b).

5. A review of the applicant's logbooks and records indicates the following mishap history: _____.

(Group CO)

Enclosure (7)

APPLICATION FOR INTER-UNIT TRANSFER

5320
S-1
date

From: Rank First Name MI Last Name XXXX XX LAST 4 SSN/MOS USMCR
To: Commanding General, 4th Marine Aircraft Wing
Via: Commanding Officer, (gaining unit)

Subj: REQUEST FOR INTER-UNIT TRANSFER

Ref: (a) MCO P1001.1K
(b) WgO 5320R.2S

1. Per the references, it is requested that I be authorized an inter-unit transfer to _____ (Unit, Reserve RUC, MCC) _____.
2. Request transfer no later than (date) and report no later than (date) _____.
3. My home address and telephone number are _____
_____.

(Print Name) _____
(Signature/Date)

Date

FIRST ENDORSEMENT

From: Commanding Officer, _____
To: Commanding General, 4th Marine Aircraft Wing

- 1 Forwarded, recommending approval / disapproval.

Signature