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CHAPTER 2

OFFICER AND ENLISTED PROCUREMENT

PART A: MILITARY PERSONNEL PROCUREMENT

2000 GENERAL

1. The scope and objective of, and responsibility for, the procurement of military personnel of the Marine Corps are contained in paragraph 1100, Marine Corps Manual.

2001 PROCUREMENT INSTRUCTIONS

1. External Procurement. Detailed instructions for the procurement of officers and enlisted personnel from sources external to the Marine Corps are contained in the Recruiting Service Manual and in other current directives. Additional instructions are contained in parts B, C and D of this chapter.

2. Internal Procurement. Detailed instructions for the internal procurement

of officers and enlisted personnel, to include reenlistments and extensions, are contained in parts B, C, D and E, of this chapter, and in other current directives. The career advisory program, which is designed to aid in the retention of qualified Marines, is outlined in paragraph 1133, Marine Corps Manual, and implementing instructions set forth in current directives.

2002 AGE LIMITATIONS

1. Figures 2-1 and 2-2 prescribe the minimum and maximum ages for appointment to commissioned and warrant grades and for enlistment and reenlistment in the Marine Corps and Marine Corps Reserve. Requests for waivers of the limitations specified in figures 2-1 and 2-2 will be submitted to the Commandant of the Marine Corps (Code DP), citing this paragraph.

TABLE OF MINIMUM AND MAXIMUM AGES FOR APPOINTMENT TO COMMISSIONED AND WARRANT GRADES
IN THE MARINE CORPS AND MARINE CORPS RESERVE

1. General requirements for appointment to commissioned and warrant grades in the U. S. Marine Corps and Marine Corps Reserve are contained in paragraph 1120, Marine Corps Manual.

2. Unless otherwise approved by the Commandant of the Marine Corps, candidates for appointment to commissioned and warrant grades in the Marine Corps and Marine Corps Reserve must meet the age requirement specified in the table below. Where no age is stated, no appointments are made for the program indicated.

SOURCE FROM WHICH PROCURED	USMC		USMCR		REMARKS
	MIN	MAX*	MIN	MAX*	
Naval Reserve Officers Training Corps (NROTC)	20	25	20	25	Must be commissioned prior to 28th birthday.
Army Reserve Officers Training Corps (AROTC)	20	27			
Platoon Leaders Class (Ground)	20	27	20	27	
Platoon Leaders Class (Aviation)			20	26	
Platoon Leaders Class (Law)			20	27	
Officers Candidate Course (OCC)			20	27	
Aviation Officer Candidate (AOC)			20	26	
Civilian College Graduates	20	27	20	27	
Service Academy Graduates; USNA, USMA, USAFA	20	27	20	27	
Woman Officer Candidate Course (WOCC)	21	29	21	29	
Former Officers of the Armed Forces					On date of appointment or reappointment in the Marine Corps Reserve, must be less than the following ages: Maj-41; Capt-35; 1stLt-31; 2dLt-27.
Specialist Officer					Reserve appointment within following age limitations: Maj-29 to 55 yrs of age (if over 41 yrs of age, must be designated for limited assignment coverage); Capt-26 to 35; 1stLt-23 to 31; 2dLt-20 to 27.
Limited Duty Officer Program		43			Male appointment in USMC must be of an age to permit 30 yrs total service by age 62. Female appointment in USMC must be of an age to permit 20 yrs total service by age 55. Male appointment in USMCR must be less than 46 yrs of age on 1 Jul of FY in which appointed. Female appointment in USMCR must be less than 40 yrs of age on 1 Jan of FY in which appointed.
Warrant Officer Program					
Navy Enlisted Scientific Education Program (NESEP)	20	31			
Meritorious NCO program	20	30	20	30	
Enlisted and former enlisted men of USMC and USMCR with more than 90 days active duty			20	30	Does not apply to flight training applicants.
Organized Marine Corps Reserve			20	29	Must be commissioned prior to 30th birthday.
Marine Aviation Cadet	20	25	20	27½	Under the provisions of 10 USC 6914, to be eligible for augmentation an officer must have successfully completed aviation cadet training when he was under 25 yrs of age. Must be at least 18 and under 25 yrs of age on the date application is submitted.

*Must be less than the maximum age indicated on 1 July of the year in which appointed unless otherwise indicated in remarks column.

Figure 2-1

TABLE OF MINIMUM AND MAXIMUM AGES FOR ENLISTMENT AND REENLISTMENT
IN THE MARINE CORPS AND MARINE CORPS RESERVE

1. The age limits for enlistment and reenlistment in the Marine Corps and Marine Corps Reserve are as reflected in the following table. The Commandant of the Marine Corps may waive the maximum limitations specified herein when such waiver is considered in the best interest of the Marine Corps.

TYPE ENLISTMENT/REENLISTMENT	COMPONENT	MIN	MAX	REMARKS
Recruit - Male	USMC	17	28	Parents consent required under 18 years of age.
Recruit - Male	USMCR	17	25	Parents consent required under 18 years of age.
Recruit - Female	USMC/USMCR	18	28	Parents consent required under 21 years of age.
All Others-Male	USMC/USMCR	17	32	Maximum age must be less than 32 years after deducting all previous honorable active service in USA, USN, USMC, USAF and USCG, including active duty in reserve components, thereof from the applicant's present age. For USMCR include all inactive duty (including National Guard) in reserve components. <u>Parents consent required under 18 years of age.</u>
All Others-Female	USMC/USMCR	18	32	Maximum age must be less than 32 years after deducting all previous honorable active service in USA, USN, USMC, USAF, and USCG, including active duty in reserve components thereof, from the applicant's present age. For USMCR include with the above all inactive duty in reserve components. <u>Parents consent required under 21 years of age.</u>

◆ Figure 2-2

PART B: REGULAR OFFICER PROCUREMENT

2050 U. S. NAVAL ACADEMY

1. Graduates of the Naval Academy. Graduates may be appointed to commissioned grade in the Marine Corps. The Chief of Naval Personnel allots to the Regular Marine Corps each year a quota from the current graduating class of the Naval Academy. This quota is filled by the appointment, upon graduation, of members of the class whose applications for commissions in the Marine Corps are submitted to and approved by the Superintendent of the Naval Academy. Preference for appointment in the Marine Corps is given to applicants who were formerly enlisted men of the Marine Corps or Marine Corps Reserve, and to those who are sons of career Marines. Final selection of applicants is made in accordance with such policy as is approved by the Secretary of the Navy. No midshipman at the U. S. Naval Academy or cadet at the U. S. Military Academy or U. S. Air Force Academy who fails to graduate therefrom shall be eligible for appointment as a commissioned officer in the Marine Corps until after graduation of the class of which he was a member.

2. Enlisted Marines to U. S. Naval Academy. Information concerning the preliminary examination to be administered nominated enlisted men in the Marine Corps and Marine Corps Reserve on active duty, and other aspects of the program are outlined in articles C-1203, D-2307, D-2308 BuPers Manual. Selection boards are established by commanders in accordance with article C-1203(6)(b), BuPers Manual which ensure that only eligible men who qualify in all respects are recommended.

3. Members of selection boards have a strict obligation to eliminate every applicant, who, in the opinion of the board, lacks career motivation as a Marine Corps officer.

4. Eligible persons must have completed recruit training at the time of application in order to be eligible for this program. Submission of requests

for preliminary examinations and transfer policy will be promulgated by a Marine Corps directive. The names of nominated candidates will be published in a BuPers notice. Candidates who are not found qualified for any reason will not be notified of their ineligibility.

2051 NAVAL RESERVE OFFICERS TRAINING CORPS (REGULAR)

1. The Naval Reserve Officer Training Corps is a Navy administered program which is offered on the basis of a nation-wide competition. There is no established quota for enlisted personnel for entrance into NROTC. Selection for this program is on a competitive basis determined in part by an annual examination. Selectees are appointed midshipmen in the U.S. Naval Reserve and receive a 4-year subsidized college education. Upon successful completion of the established course, accepted Marine Corps option students shall be appointed to commissioned grade in the Marine Corps. Those not physically qualified for such appointment, but qualified for appointment in the Marine Corps Reserve, shall be so appointed.

2052 BASIC CLASS GRADUATES

1. Outstanding graduates of Basic Class who have been recommended by the appropriate training command for such appointment may be appointed commissioned officers in the Marine Corps. Appointments to commissioned grade in the Marine Corps shall be made in such numbers as prescribed by the Commandant of the Marine Corps to meet the needs of the Marine Corps.

2053 FORMER NAVAL AVIATION CADETS AND MARINE AVIATION CADETS

1. Former Naval Aviation cadets and Marine Aviation cadets commissioned in the Marine Corps Reserve may be appointed in the Marine Corps when vacancies exist. Applications shall be considered only in response to augmentation programs as announced by the Commandant of the Marine Corps.

2054 CIVILIAN COLLEGE GRADUATES

1. A male citizen of the United States may be appointed to a commissioned grade in the Marine Corps upon satisfactory completion of a 4-year course at an accredited college or university as evidenced by the receipt of a baccalaureate degree.

2055 FORMER OFFICERS OF THE REGULAR MARINE CORPS

1. A former officer of the Marine Corps who resigns in good standing from the naval service may be reappointed to the grade of second lieutenant in the Marine Corps to rank junior to those officers on the active list of second lieutenants as it stands on the date of reappointment. He must establish his moral, mental, physical and professional qualifications to perform the duties of that grade to the satisfaction of the Secretary of the Navy. To be eligible for appointment, an officer must not have reached his 30th birthday at the time of appointment. Waivers may be considered for those applicants who can complete a total of 30 years active service by the age of 62.

2056 NAVY ENLISTED SCIENTIFIC EDUCATION PROGRAM

1. This program is designed to provide the Marine Corps with Regular officers with a scientific background and is open to all active duty Marines who meet the eligibility requirements. It provides an opportunity for outstanding enlisted men on active duty to achieve a career as a Marine Corps officer. The Marine who successfully completed the program will receive a baccalaureate degree in the area of science and mathematics and will be appointed a second lieutenant in the Marine Corps.

2. Eligibility requirements for this program are as follows:

a. Status--Male or female personnel of the Marine Corps or Marine Corps Reserve on active duty.

b. Grade--Any enlisted grade.

c. Minimum prior service--Must have completed recruit training or its equivalent by 1 October of the year in which making application.

d. Maximum age--Must be less than 26 years of age on 1 July of the year in which he will enter college.

e. Education--Be a high school graduate or possess a high school level GED test score qualification.

f. Classification Testing--Possess a GCT score or a derivative score of 125 or more determined by the sum of the Verbal, Arithmetic Reasoning and Pattern Analysis Test scores of the Aptitude Area Classification Test divided by three. Commanders may request waiver of this requirement for an applicant who has demonstrated scholastic ability by civil or military school performance, has a GCT score of at least 110 or a derivative score of 110 determined by the sum of the Verbal, Arithmetic Reasoning and Pattern Analysis Test scores of the Aptitude Area Classification Test divided by three and who possess officer potential.

g. Obligated service--Must agree to enlist, reenlist, or extend as necessary to have 6 years obligated service in the Regular Marine Corps upon assignment to college.

h. Physical qualification--Final determination of physical qualifications will be made by the Chief, Bureau of Medicine and Surgery.

i. Marital status--May be either married or single.

j. Citizenship--Must be a citizen of the United States.

k. Recommendation--Must be recommended by the commander.

3. Implementing instructions concerning the forwarding of the application.

screening examination and other pertinent information will be periodically promulgated by a Marine Corps directive.

2057 LIMITED DUTY

1. An applicant for appointment to commissioned grade in the Marine Corps for limited duty in the technical fields in which he is proficient must meet the following requirements:

▶ a. Be a temporary commissioned officer, chief warrant officer, warrant officer, or enlisted person serving in the grade of staff sergeant or above.

b. Must have completed at least 10 years of active naval service but less than 12 years active naval service on 1 July of the fiscal year in which appointed, exclusive of active duty for training in a Reserve component.

▶ c. Temporary officers selected for appointment to commissioned grade for limited duty and whose permanent grade is below staff sergeant, must request reversion to the enlisted grade of gunnery sergeant and be appointed from that grade.

2. Applicants will remain eligible for consideration for appointment to second lieutenant, limited duty, notwithstanding previous nonselection, as long as otherwise eligible in accordance with foregoing provisions.

3. Applicants who are selected and who are in a flight status, will upon acceptance of appointment in limited duty status, have their flight status revoked. Appointees may be placed in flight status in accordance with paragraph 4015.

2058 TEMPORARY LIMITED DUTY

1. A temporary unrestricted commissioned officer of the Marine Corps or a former temporary commissioned officer of the Marine Corps now serving as

a permanent warrant officer or an enlisted person of the Marine Corps may be temporarily appointed to commissioned grade in the Marine Corps for limited duty in the technical field in which he is proficient.

2059 CHIEF WARRANT OFFICER AND WARRANT OFFICER (PERMANENT)

1. To be eligible for initial appointment in any warrant officer grade, an applicant must meet the following requirements:

a. Be a citizen of the United States.

b. Be physically qualified to perform all duty in the field or at sea.

c. Be selected for appointment to the grade of warrant officer by a board of officers convened by the Commandant of the Marine Corps.

d. Additional eligibility criteria will be outlined in annual warrant officer program directives of the 1040 series.

2060 CHIEF WARRANT OFFICER AND WARRANT OFFICER (TEMPORARY)

▶ 1. Enlisted persons in the grade of sergeant or above of the Marine Corps and Marine Corps Reserve and commissioned officers of the Marine Corps Reserve may be temporarily appointed to warrant officer grades in the Marine Corps or Marine Corps Reserve, as appropriate, pursuant to 10 USC 5596 by the Secretary of the Navy. Initial appointments to warrant grades will be to the grade of warrant officer, W-1.

2. To be eligible for initial temporary appointment to the grade of warrant officer in the Marine Corps an applicant must meet the following requirements:

a. Be a citizen of the United States.

b. Be physically qualified to perform all duty in the field or at sea.

c. Be selected for appointment to the grade of warrant officer by a board of officers convened by the Commandant of the Marine Corps.

2061 WOMEN OFFICERS

1. The general provisions of the following programs apply to women in accordance with current directives and in such numbers as may be prescribed by the Commandant of the Marine Corps. Women officers must be able to complete a total of 20 years service by the age of 50:

a. Former officers of the Regular Marine Corps (par. 2055).

b. Navy Enlisted Scientific Education Program (par. 2056).

c. Limited Duty Officer Programs (permanent and temporary) (pars. 2057 and 2058).

d. Chief Warrant Officer and Warrant Officer Programs (permanent and temporary) (pars. 2059 and 2060).

2. Outstanding graduates of the Women Officer Training Class who have been recommended by the appropriate training command for such appointment may be appointed commissioned officers in the Marine Corps. Appointments shall be made in such numbers as prescribed by the Commandant of the Marine Corps to meet the needs of the Marine Corps.

PART C: RESERVE OFFICER PROCUREMENT

2100 APPOINTMENT REQUIREMENTS

1. The general requirements for appointment to commissioned grade in the U. S. Marine Corps Reserve are contained in the Marine Corps Manual, paragraph 1120.

2101 SOURCES OF PROCUREMENT

1. Sources of Reserve officer procurement are active duty, inactive duty, and civilian applicants.

2102 APPOINTMENT OF ENLISTED MEN AND FORMER ENLISTED MEN OF THE MARINE CORPS AND MARINE CORPS RESERVE

1. An enlisted man or former enlisted man of the Marine Corps or Marine Corps Reserve may be appointed to commissioned grade in the Marine Corps Reserve for unrestricted duty provided he meets the following requirements:

◆ a. If a member of the Marine Corps or Marine Corps Reserve, he must apply for appointment to commissioned grade. He must be recommended by his commander (or as appropriate, the Commanding General, Marine Air Reserve Training Command; Director, Marine Corps District; or the Commanding Officer, Marine Corps Reserve Data Services Center) in the endorsement on the application, which shall state that he meets the general requirements for appointment to commissioned grade as prescribed in the Marine Corps Manual, paragraph 1120.

b. If not a member of the Marine Corps or Marine Corps Reserve, he must have previously served not less than 60 days on active duty, and have demonstrated that he possesses traits of leadership, initiative, maturity, loyalty, character, and physical stamina required of a Marine officer;

c. Possess such education qualifications as may be prescribed by the Commandant of the Marine Corps; and

d. Meet such mental test requirements as may be established by the Commandant of the Marine Corps.

2103 FORMER OFFICERS OF THE ARMED SERVICES OF THE UNITED STATES

1. Former officers of the Marine Corps, Navy, Army, Air Force, Coast Guard, and Reserve components thereof, the National Guard of the United States and the Coast and Geodetic Survey, may be appointed to commissioned grade in the U. S. Marine Corps Reserve dependent upon the needs of the service. In the event of appointment, original appointment will not be in a grade higher than that held in the component of the former service. Applicant must meet age requirements specified in figure 2-1.

2. No officer shall be initially appointed to commissioned grade in the Marine Corps Reserve in a grade above major unless selected therefor by a duly constituted selection board.

2104 SPECIALIST OFFICERS

1. An especially desirable candidate who possesses an exceptional skill which would be of value to the Marine Corps may be appointed, within quotas, as a specialist officer. Such appointments for duty in a particular specialty will be in a grade not above major, and will be commensurate with the individual's age, experience, and qualifications. Appointment normally will be in accordance with the age requirements set forth in figure 2-1 of this chapter.

2. Prior to actually appointing a specialist officer, full consideration will be given to:

- a. Service needs.
- b. Experience of the applicant.
- c. Qualifications of the applicant.
- d. Age of the applicant, within prescribed limits and to generally parallel existing Marine Corps minimum age-grade characteristics at time of appointment.

2105 NAVAL RESERVE OFFICER
TRAINING CORPS (CON-
TRACT)

1. A limited number of civilian college students may contract with the Secretary of the Navy to participate in the NROTC program. These contract students maintain civilian status and are not entitled to the subsidy received by the NROTC midshipmen. Such students, upon successful completion of the academic and naval science requirements of the established courses, may be commissioned in the Marine Corps Reserve.

2106 SECOND LIEUTENANT
(TEMPORARY)

1. Chief warrant officers, warrant officers, sergeants major, master gunnery sergeants, first sergeants, master sergeants, gunnery sergeants, and staff sergeants of the Marine Corps

and Marine Corps Reserve may be eligible for original temporary appointments in the grade of second lieutenant in such numbers as may be required to meet the needs of the Marine Corps. Temporary appointments carry neither a commitment as to length of time they will be in effect nor to the possibility of transfer to permanent commissioned status in the Marine Corps or Marine Corps Reserve at a later date for the following reasons: the needs of the Marine Corps; budgetary limitations; and/or cause.

2. To be eligible for appointment to the grade of second lieutenant (temporary) in the Marine Corps or Marine Corps Reserve, an applicant must meet the following requirements:

- a. Be a citizen of the United States.
- b. Be physically qualified.
- c. Be recommended by the commander in an endorsement upon the individual's application.
- d. Meet such mental test requirements as may be established by the Commandant of the Marine Corps.
- e. Possess such educational qualifications as may be prescribed by the Commandant of the Marine Corps.
- f. Be selected for appointment to the grade of second lieutenant (temporary) by a board of officers convened by the Commandant of the Marine Corps.

**2107 CHIEF WARRANT OFFICER,
WARRANT OFFICER (PER-
MANENT) AND CHIEF WAR-
RANT OFFICER, WARRANT
OFFICER (TEMPORARY)**

1. Eligible members of the Marine Corps Reserve may be appointed to the grade of chief warrant officer, warrant officer (permanent) or chief warrant officer, warrant officer (temporary) in the Marine Corps Reserve. The general provisions for eligibility are outlined in paragraphs 2059 and 2060.

**2108 OFFICER CANDIDATE
COURSE**

1. Enlisted men who have satisfactorily completed a 4-year course at an accredited college or university, as evidenced by receipt of a baccalaureate degree, are eligible for assignment to the Officer Candidate Course. Upon completion of the prescribed training and upon recommendation by the training command, graduates of the Officer Candidate Course are appointed to the grade of second lieutenant and assigned to duty under instruction at the Basic School, as ground officers.

**2109 AVIATION OFFICER CANDI-
DATE PROGRAM**

1. Enlisted men who have satisfactorily completed a 4-year course at an accredited college or university, as evidenced by receipt of a baccalaureate degree, are eligible for assignment to the Officer Candidate Course. Upon completion of the prescribed training and upon recommendation by the training command, graduates of the Officer Candidate Course are appointed to the grade of second lieutenant. After being found physically and aeronautically adapted for flight training, they are assigned to duty undergoing flight training. If found not physically qualified or aeronautically adapted for flight training, they are assigned to duty under instruction at the Basic School, as ground officers.

**2110 PLATOON LEADERS CLASS
(GROUND AND AVIATION)**

1. Men who are full-time day freshmen, sophomores, or juniors at a 4-year degree granting college or university are eligible for enrollment in the Platoon Leaders Class (Ground and Aviation) programs. Members are required to undergo two summer training periods of 6 weeks duration each, prior to receipt of their baccalaureate degree. Upon completion of their degree requirements, providing they are physically qualified and are recommended by their training command for commissioning, they are commissioned second lieutenants in the U. S. Marine Corps Reserve. Members of the Platoon Leaders Class (Ground), after being commissioned are assigned to duty under instruction at the Basic School. Members of the Platoon Leaders Class (Aviation), subsequent to being commissioned, who are physically and aeronautically adapted for duty involving flying, are assigned to flight training. If a member of the Platoon Leaders Class (Aviation) is not physically or aeronautically adapted for duty involving flying, he is assigned to duty under instruction at the Basic School as a ground officer.

**2111 WOMEN OFFICERS TRAINING
CLASS**

1. Graduates of the Women Officers Training Class may be appointed to commissioned grade in the U. S. Marine Corps Reserve if they meet the following requirements:

a. Have satisfactorily completed a 4-year course at an accredited college or university, as evidenced by the receipt of a baccalaureate degree. An enlisted member of the Marine Corps or Marine Corps Reserve must meet educational requirements established by the Commandant of the Marine Corps;

b. Be unmarried and agree to remain so until commissioned; and

c. Be recommended for appointment by the appropriate training command.

2112 MARINE AVIATION CADET PROGRAM

1. Enlisted men who have satisfactorily completed at least two scholastic years in an accredited college or university, or possess such educational qualifications as may be prescribed by the Commandant of the Marine Corps, are eligible for enrollment in the Marine Aviation Cadet program. Persons applying for this program must be physically qualified and aeronautically adapted for duty involving flying. They must be unmarried and agree to remain unmarried until completion of flight training. Upon assignment to flight training, personnel are appointed to the special enlisted grade of Marine aviation cadet. Upon satisfactory completion of the prescribed course of instruction members are designated naval aviators and commissioned as second lieutenants in the U. S. Marine Corps Reserve.

2113 MERITORIOUS NCO PROGRAM

1. Male noncommissioned officers serving on active duty whose Marine Corps service has been meritorious in nature may be appointed to commissioned grade in the U. S. Marine Corps Reserve. To be considered, they must meet the following requirements:

a. Be recommended by their commanders.

b. Have established their mental fitness for commissioning by the attainment of an educational level prescribed by the Commandant of the Marine Corps.

c. Complete the prescribed course of training in the Officer Candidate Course.

2114 WOMEN OFFICERS

1. The general provisions of the following programs apply to the procurement and appointment of women officers to commissioned grade in the Marine Corps Reserve in accordance with current directives and in such numbers as may be prescribed by the Commandant of the Marine Corps:

a. Appointment of enlisted men and former enlisted men of the Marine Corps and Marine Corps Reserve (par. 2102).

b. Former officers of the armed services of the United States (par. 2103).

c. Specialist Officers (par. 2104).

d. Second Lieutenants (temporary) (par. 2106).

e. Chief Warrant Officer, Warrant Officer (permanent and temporary) (par. 2107).

f. Women Officers Training Class (par. 2111).

PART D: ENLISTED RECRUITING

2150 DEFINITIONS

1. A recruit enlistment is the enlistment of an individual who, in accordance with current directives, is required to undergo recruit training.

2. An initial enlistment is the first entry of an individual into the Regular Marine Corps or the Marine Corps Reserve. Whether or not an initial enlistment is also a recruit enlistment will be determined from current directives concerning the requirement to undergo recruit training. (See subpar. 2200.2a(4).)

3. The effective date of enlistment is the commencement date of the contract. Normally this will be the same date as the date the oath of enlistment is administered. However, if in the case of reenlistment, the oath is administered prior to or on the date of discharge, the effective date will be subsequent to that date. (See chapter 15 and subpar. 2207.3a(3).)

4. Recruiting Officer

a. An officer assigned to duty as officer in charge of a recruiting station is, by virtue of such assignment, a recruiting officer.

b. The commander of each post, station, detachment or organization is, by virtue of such command, the recruiting officer for the command.

c. Commanders may designate one or more officers of their commands as the recruiting officers for the command.

d. Other officers may be specifically designated as recruiting officers by the Commandant of the Marine Corps.

2151 GENERAL

1. General authority to effect enlistments is contained in paragraph 1130, Marine Corps Manual.

2. Regular recruit enlistments and inductions will be effected only through the recruiting service. Applicants for recruit enlistment in the Regular Marine Corps who apply at a post, station, detachment or organization will be referred to a Marine Corps Recruiting Station for processing. (See subpar. 2200.2a(4).)

3. Recruit or initial enlistment in the Marine Corps Reserve of nonprior active duty applicants will be effected only through units of the Organized Marine Corps Reserve, Ground or Aviation, except for specific programs administered by the recruiting service.

4. Enlistments and reenlistments in the Marine Corps Reserve of applicants with prior active Marine Corps service, who are discharged from the Marine Corps and who have fulfilled their military service obligation under the Universal Military Training and Service Act (UMT&S) may be effected by the command at which discharged, provided the applicant is recommended for reenlistment by the commander who discharges him, and provided the Reserve enlistment is effected within 24 hours of discharge.

5. Detailed instructions for effecting recruit and initial enlistments both Regular and Reserve are contained in the Recruiting Service Manual and other current directives.

6. All enlistments in the Marine Corps will be for general service unless otherwise authorized by the Commandant of the Marine Corps.

7. All enlistments shall be effected in the grade of private. Instructions concerning appointment and reappointment are contained in current directives.

8. The place of enlistment is the place where the oath of enlistment is administered.

2152 ENLISTMENT RECORDS

1. Instructions concerning the preparation of enlistment records are contained in chapter 15 and in other current directives.

2. Health records will be prepared in accordance with the Manual of the Medical Department, U. S. Navy.

2153 ENLISTMENT OF SPECIALISTS IN THE MARINE CORPS RESERVE

1. Men with or without prior service who do not meet the age or physical

requirements for general service, but who do possess special qualifications which could be profitably utilized by the Marine Corps in time of war or national emergency may be recommended by the recruiting officer to the Commandant of the Marine Corps for enlistment and assignment to Class III. The recruiting officer will state the nature of the candidate's disqualification for general duty (forwarding a Report of Medical Examination, Standard Form 88, in duplicate, and a Report of Medical History, Standard Form 89, in cases of physical disqualification) and the specialty for which recommended. The candidate will be required to submit data covering the following points in sufficient detail to enable the Commandant of the Marine Corps to analyze his qualifications properly and to evaluate his actual or potential ability as a specialist:

- a. Degree of proficiency in specialty.
- b. General educational background.
- c. Highest grade reached in school.
- d. Major studies.
- e. Background in specialty.
- f. Specialty or technical schools attended.
- g. Experience in specialty.
- h. Relation of present employment to specialty.
- i. Relation of previous employment to specialty.
- j. Prior military or naval service.
- k. Nature of duties performed.
- l. Highest grade attained.
- m. Proof of specialist qualifications when practicable, in the form of certificates of proficiency, letters from employers attesting to his special knowledge and ability, or similar evidence.

2. The Commandant of the Marine Corps will consider the applicant's special qualifications in conjunction with his age and physical qualification, and notify the recruiting officer of approval or disapproval; if approved, the grade to which he may be appointed on enlistment.

2154 PHYSICAL EXAMINATIONS

1. No person will be enlisted, reenlisted or voluntarily extended in the Marine Corps or Marine Corps Reserve unless he has passed a physical examination as prescribed in paragraph 6120, Marine Corps Manual, except as set forth below.

2. Waivers

a. For immediate reenlistment

(1) When medical officers of the Armed Forces are not available, physical examination for the purpose of immediate reenlistment in the same Regular or Reserve status may be waived by the Commandant of the Marine Corps (Code DP) upon recommendation of the Chief, Bureau of Medicine and Surgery.

(2) Where a waiver of physical examination is granted, a notation will be made on the Enlistment Contract and Record (NAVMC 118(2)-PD (Rev. 9-59)) in accordance with paragraph 15105.

b. For Reserve enlistment. Persons last discharged from the Armed Forces within the preceding 12-month period are eligible for enlistment in the Marine Corps Reserve without physical examination provided otherwise qualified, except that no such person will be enlisted without physical examination whose medical record or physical appearance indicates he is not physically qualified for active duty, or whose discharge certificate indicates reason for discharge due to physical disability.

c. For extension of enlistment

(1) When medical officers of the Armed Forces are not available,

physical examination for extension of enlistment of persons on active duty may be waived by the Commandant of the Marine Corps (Code DP), upon recommendation of the Chief, Bureau of Medicine and Surgery.

◆ (2) When the Commanding Officer, Marine Corps Reserve Data Services Center, determines that a medical officer of the Armed Forces is not available, he may waive physical examination of Class III reservists upon extension of enlistment. This provision does not apply to Volunteer reservists who have previously been disqualified for

assignment to active duty. Such cases will require physical examination.

(3) Notation of waiver of physical examination for extension of enlistment will be recorded on the Extension of Enlistment (NAVMC 321a-PD) in accordance with paragraph 15069.

d. Of disqualifying defects. Neither recruiting officers nor examining physicians are authorized to waive disqualifying physical defects. Requests for waiver of such defects will be submitted in accordance with paragraph 15063.

PART E: REENLISTMENT AND EXTENSIONS

2200 GENERAL

1. Reenlistments and extensions are defined in the Marine Corps Manual, paragraph 1133.

2. Types of Reenlistment

a. Regular

(1) Immediate: The reenlistment of an individual in the Regular Marine Corps within 24 hours from the time of separation from the Regular Marine Corps, exclusive of Sundays and holidays.

(2) Continuous: The reenlistment of an individual in the Regular Marine Corps who has been separated from the Regular Marine Corps for 90 days or less.

(3) Broken: The reenlistment of an individual in the Regular Marine Corps who has been separated from the Regular Marine Corps for more than 90 days.

(4) The enlistment in the Regular Marine Corps of a reservist who has had no prior Regular Marine Corps service is an initial enlistment rather than a reenlistment. Extended active duty as a reservist does not alter this.

b. Reserve. Reenlistments within the Marine Corps Reserve may be immediate, continuous, or broken. (See subpars. 2201.2a and b, below.)

2201 AUTHORITY TO EFFECT REENLISTMENTS AND EXTENSIONS

1. Regular

a. Immediate reenlistments and extensions may be effected at any post, station, detachment or organization provided the applicant is physically and otherwise qualified in accordance with existing instructions.

b. All applicants for continuous and broken reenlistment will be referred to a Marine Corps Recruiting Station for processing.

2. Reserve

a. Immediate reenlistment or extension of enlistment in the Marine Corps Reserve of reservists serving on extended active duty, or enlistment of such reservists into the Regular Marine Corps may be effected at any post, station, detachment or organization. Reserves reenlisted in accordance with provisions contained herein will be reassigned to the Reserve class in which serving at time of discharge.

b. Reenlistment in the Marine Corps Reserve of nonactive duty reservists will be effected only by the Commanding General, Marine Air Reserve Training Command; Directors, Marine Corps Districts; Commanding Officer, Marine Corps Reserve Data Services Center; Inspector-Instructors; or by Reserve unit or detachment commander in accordance with current directives.

2202 GENERAL SERVICE ENLISTMENTS

1. All reenlistments in the Marine Corps will be for general service.

2203 GRADE UPON REENLISTMENT

1. All reenlistments shall be effected in the grade of private.

2. Instructions concerning appointment or reappointment upon reenlistment are contained in current directives.

2204 PERIODS OF REENLISTMENT

1. Regular. Individuals may enlist or reenlist in the Marine Corps for a period of 2, 3, 4 or 6 years, at their option, in accordance with current directives.

2. Reserve. Individuals may enlist or reenlist in the Marine Corps Reserve for a period of 3 or 4 years, at their option, unless a longer period is required by current directives.

2205 REENLISTMENT STANDARDS AND QUALIFICATIONS

1. Standards for reenlistment are contained in the Marine Corps Manual, paragraph 1133, and in other current directives.

2. Marital and Dependency Status, Regular and Reserve

a. Women who have children under 18 years of age or who are pregnant are unacceptable for reenlistment. If a woman has any legal or other responsibility for custody, control, care or support of any child or children under 18 years of age including step-children, adopted or foster children, or has forfeited her rights to such children through divorce proceedings, she is not eligible for reenlistment. If a woman who has surrendered all rights to custody and control of her child or children through formal adoption desires to reenlist, her case will be referred to the Commandant of the Marine Corps (Code DP), for decision.

b. Male applicants who are married or who have other dependents, and women applicants who are married or who have dependents other than children under 18 years of age, who have had prior active service in the Marine Corps (prior Marine Corps service, active or inactive, in the case of applicants for reenlistment in the Marine Corps Reserve) may be accepted for reenlistment provided they are in one of the following categories:

(1) Eligible for appointment or reappointment to the grade of corporal or higher in accordance with current instructions.

(2) Eligible for appointment or reappointment to the grade of lance corporal in accordance with current instructions, and;

(a) They are desirable applicants with good records and are recommended for reenlistment by their commanders.

(b) Their marital status or existence of dependents has not caused any hardship or interfered with their overall value to the Marine Corps.

(c) The reenlistment is an immediate reenlistment.

(3) Eligible for appointment or reappointment to the grade of private first class in accordance with current instructions, and:

(a) They are desirable applicants, above average in performance of duty, and are recommended by their commanders for reenlistment.

(b) Their marital status or existence of dependents has not caused any hardship or interfered with their overall value to the Marine Corps.

(c) Their marital status or existence of dependents has been waived by the Commandant of the Marine Corps. Commanders will ensure that waiver requests are submitted to the Commandant of the Marine Corps (Code DP), in sufficient time prior to expiration of enlistment or release from active duty to allow for processing.

(d) The reenlistment is an immediate reenlistment.

(4) Applicants who are married or who have dependents who apply for continuous or broken reenlistment in the Regular Marine Corps will be referred to a Marine Corps Recruiting Station for processing.

(5) Waiver of the above provisions may be granted by the Commandant of the Marine Corps when such action is considered to be in the best interests of the service.

3. Character of Prior Service

a. No person will be accepted for reenlistment who was last discharged for inaptitude, unsuitability, under conditions other than honorable, or whose discharge certificate or report of separation contains the statement "is not

physically qualified for reenlistment," without specific authority of the Commandant of the Marine Corps (Code DP).

b. Personnel who were previously discharged or separated from active Marine Corps service after 30 April 1954 are not eligible for reenlistment without prior approval of the Commandant of the Marine Corps (Code DP) if their report of separation from the Armed Forces (DD Form 214) does not contain the remark "Recommended for Reenlistment."

4. Security Restrictions

a. No person will be accepted for reenlistment who refuses or fails to complete fully a loyalty certificate, or who makes entries thereon which disclose derogatory information, without specific authority from the Commandant of the Marine Corps (Code DP).

b. No person will be accepted for reenlistment who was last discharged pursuant to the Military Personnel Security Program regardless of the character of discharge.

5. Inductees

a. Induction standards are prescribed by the Secretary of Defense.

b. No inductee will be discharged from his inductee status to enlist in the Marine Corps who does not meet the requirements for reenlistment in the Marine Corps.

6. Procedure for Requesting Service Beyond 20/30 Years Active Service

a. Requests for service beyond 20/30 years active service submitted pursuant to the Marine Corps Manual, paragraphs 1133.3d and 3e must be received at Headquarters Marine Corps not less than 3 months nor more than 6 months prior to the expiration of the

current enlistment or extension thereof. The designated period of submission may be disregarded in the event special assignment is contingent on such reenlistment. In such cases, the reason for such action will be contained in the request. A definite recommendation will be included in the commanding officer's endorsement.

b. For corporals and below, commanding officers will forward copies of pages 3, 11, 12 and if applicable, 13 of the individual's current service record book with the request.

2206 VOLUNTARY EXTENSIONS OF ENLISTMENT

1. Except as provided in the following paragraphs, any enlisted person, excluding Marine Corps Reservists, Status Code "K" and "H", who is qualified for reenlistment and whose retention in the service is desirable may voluntarily extend his enlistment.

2. Length of Extension

a. Voluntary extensions of enlistment will be for periods of 3 months, 6 months, 9 months, 1 full year, 2 full years, 3 full years or 4 full years.

b. Extensions for less than 1 full year shall be authorized only when in the best interests of the Marine Corps.

3. Number of Extensions

a. No more than two voluntary extensions of any duration will be permitted on any one enlistment.

b. The total of both extensions will not exceed 4 years.

c. An individual who has completed 19, 20, 23, 26 or 29 years of active Federal Service may extend his enlistment for a third time for a period of 1 year, provided the total of all extensions does not exceed 4 years.

d. Other restrictions on extensions beyond 20 or 30 years service are contained in the Marine Corps Manual, paragraph 1133.

(1) Administrative procedures for requesting an extension of current enlistment for service beyond 20/30 years active service are the same as those prescribed for reenlistment for the same purpose. (See subpar. 2205.6.)

4. Effective Date of Extensions

a. A voluntary extension must be executed prior to or on the date of expiration of enlistment; otherwise it is not valid.

b. An agreement to extend enlistment becomes a legal document on the day it is subscribed and sworn to; this is known as the date of execution which must be prior to the effective date. The effective date is the date on which the extension commences.

c. An extension of enlistment commences on the day after the date of expiration of enlistment or extension thereof. Time lost due to sickness misconduct must be made good before an extension becomes effective.

5. Cancellation of Extension Agreement

a. Commanders are authorized to cancel an agreement to extend enlistment prior to its effective date under the following circumstances:

(1) The individual's conduct or physical condition so warrants.

(2) When closing out the individual's service record because of desertion.

(3) When the individual requests cancellation for the purpose of reen-

listing and, upon expiration of enlistment, executes an enlistment contract for any authorized period of enlistment, but not less than the term of the extension agreement.

(4) When an individual who extends his enlistment for a special reason, as shown on his extension agreement, so requests, provided the following conditions exist:

(a) The individual, through no fault of his own, has failed to receive the benefits for which he extended.

(b) No official notification or guarantee of any kind has been received which would assure future receipt of such benefits.

b. A legal extension of enlistment will not be canceled:

(1) After it has commenced.

(2) Because an individual, who has extended for the purpose of attending a service school, is dropped from the course due to lack of application or for misconduct.

c. Cancellation of an extension agreement is not a bar to the execution of another extension agreement, provided the individual is eligible.

6. The consent of parent(s) or legal guardian(s) of all men under 18 years of age and all women under 21 years of age at the time of extension of enlistment is required. The extension will not be subscribed and sworn to until an extension of the original Consent, Declaration of Parent or Legal Guardian (DD 373) has been obtained.

a. The extension of consent will be prepared by the activity effecting the

extension and will in general conform to the format indicated below:

"I/We having previously consented to the enlistment of (insert grade, name and service number) for a period of () years which commenced on (date of enlistment) do hereby further consent to an extension of this enlistment for a period of ___ years/months for which he/she has made voluntary application.

(Signature of Parent or Guardian)

Signature of Witness (Signature of Parent or Guardian
(if applicable))

b. The above certificate will be sent to the parent(s) or guardian(s) who consented to the original enlistment as indicated on DD Form 373. Where such action is not possible for reasons of death, etc., the form may be executed by the surviving parent or present guardian, and the wording of the form modified to fit the circumstances.

c. The form may be witnessed by a notary public or a member of the Recruiting Service. The form may be forwarded directly to the parent(s) or guardian(s) with appropriate instructions or via the appropriate Recruiting Station.

d. The certificate will be completed in duplicate when executed by the parent(s) or guardian(s) and attached to the original and duplicate of the extension of enlistment.

2207 INVOLUNTARY EXTENSIONS AND RETENTIONS

1. In addition to voluntary agreements to extend enlistment, the retention of a person or the extension of his enlistment beyond the normal date of expiration of his enlistment is authorized under certain circumstances. In such cases, the date of expiration of enlistment is postponed, either for a definite or indefinite period.

2. Whenever an individual is so retained or his enlistment so extended, the reason and authority therefor will be entered on page 11 of the service record book in accordance with paragraph 15115.

3. Occasions for Involuntary Extension, or Retention

a. For duration of war or national emergency

(1) The enlistments of all persons in the Regular Marine Corps may be involuntarily extended by the Secretary of the Navy in the event of war or national emergency proclaimed by the President, for such additional time as the Secretary may deem necessary in the public interest, but not later than 6 months after termination of the war or national emergency.

(2) Unless sooner determined by the Secretary of the Navy, all enlistments and periods of obligation in the Marine Corps Reserve in force at the beginning of a war or national emergency declared by the Congress or entered into during the existence of such war or national emergency, which otherwise would expire, shall continue in force until 6 months after termination of the war or national emergency, whichever is later.

(3) A person whose enlistment is extended under the provisions of subparagraphs (1) or (2), above, may, while serving on such involuntary extension, voluntarily reenlist. The effective date of such reenlistment will be the date the oath of enlistment is administered.

b. For enlisted personnel undergoing or awaiting trial

(1) When action is initiated with a view to trial because of an offense committed by an individual prior to termination of his enlistment, or extension thereof, even though the term of enlistment may have expired, he may be retained in the service for trial to be held after his period of service would otherwise have expired.

(2) An individual may not be held beyond the term of his enlistment for the purpose of being a witness at a court-martial.

c. For enlisted personnel serving on a ship at sea

(1) An individual serving on a ship at sea on the date of expiration of enlistment will be retained in the service until arrival at the next port.

(2) An individual serving on board a ship outside the continental limits of the United States on the date of expiration of enlistment may be retained in the service until return of the ship to a continental port of the United States. Retention for return to the United States may be effected upon request of the individual concerned, or may be effected by the senior officer present afloat, if, in his opinion, retention is essential to the public interests.

(3) Instructions relating to separations within and outside the continental United States are contained in paragraph 13300.

d. Enlisted personnel undergoing medical treatment

(1) An individual on active duty, hospitalized or in need of medical care as a result of disease or injury incurred in line of duty and not due to misconduct, will, with his consent be retained on active duty beyond the date of expiration of active service until he is able to meet the physical requirements for release from active duty, discharge, or reenlistment, or until it is determined that recovery to such an extent is impossible, whichever is earlier. Tacit consent may be assumed for retention in the service beyond the expiration of enlistment in cases of mental incompetency or physical incapacity. Further retention may be authorized in meritorious cases upon proper recommendation accompanied by supporting facts.

(2) A person on active duty whose period of active service expires while

under treatment for disease or injury incurred not in line of duty, or which is the result of his own misconduct, may not be extended under the provisions of subparagraph (1), above. Such cases should be brought before a medical board for recommendation as to disposition at a time which will permit action thereon to be taken prior to the normally scheduled date of expiration of enlistment. If it is determined by the board of medical survey that the person is not physically fit for service or reenlistment and the report of the medical board is approved by the appropriate authority, personnel will normally be discharged for disability rather than expiration of enlistment.

e. Personnel found physically disqualified for discharge at the time of expiration of enlistment will be retained in the service and their accounts will not be closed until disposition of the case has been made by the medical officer.

2208 DELETED (Ch. 9)

2209 RECORDS

1. Instructions concerning the preparation of reenlistment and extension records are contained in chapter 15, and in other current directives.

2210 PLACE OF TRANSFER

1. Personnel reenlisted in the Marine Corps will be retained or transferred in accordance with current directives.

2211 MOBILIZATION

1. Effective M-day, the provisions of paragraph 2206 and subparagraphs 2207.3b, c, d, and e are suspended and voluntary extensions of enlistment are not authorized. Voluntary extensions which were executed prior to M-day shall not be disturbed. M-day is defined in the current Marine Corps Mobilization Capabilities Plan.

PART F: RECALL

2250 GENERAL

1. General provisions relative to recall to active duty of Reserve and Retired personnel, officer and enlisted, are contained in paragraph 1141, Marine Corps Manual.

2. Instructions for effecting recall of personnel will be promulgated by the Commandant of the Marine Corps as required.