DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20350-1000

SECNAVINST 1120.11A
CMC (MPP-35)

26 November 1991

SECNAV INSTRUCTION 1120.11A

From: Secretary of the Navy

Subj: MARINE CORPS LIMITED DUTY OFFICER (LDO) AND WARRANT OFFICER (WO) PROGRAMS

Ref: (a) Title 10, United States Code (U.S.C.)
(b) SECNAVINST 1412.9A (NOTAL)
(c) SECNAVINST 1210.6A (NOTAL)
(d) SECNAVINST 1920.6A
(e) SECNAVINST 1811.3M
(f) SECNAVINST 1427.2A
(g) SECNAVINST 1900.7F (NOTAL)

Encl: (1) Procurement and Appointment of Limited Duty Officers (LDOs) in the Regular Marine Corps
(2) Procurement and Appointment of Warrant Officers (WOs) in the Regular Marine Corps
(3) Procurement and Appointment of Warrant Officers (WOs) in the Marine Corps Reserve
(4) Assignment, Retention, and Augmentation of Reserve Warrant Officers (WOs) on Active Duty with the Regular Establishment
(5) Sample Application Format and Data Sheet for Limited Duty Officer (LDO) and Warrant Officer (WO) Programs
(6) Reversion of Limited Duty Officers (LDOs) to Warrant Officers (WOs) in the Regular Marine Corps (A
(7) Appointment of Regular Limited Duty Officers (LDOs) and Warrant Officers (WOs) as WOs in the Marine Corps Reserve (A

1. Purpose. To establish policies and regulations governing the Marine Corps LDO and WO Programs per references (a) through (g) as set forth by enclosures (1) through (7). (R

2. Cancellation. SECNAVINST 1120.11 and MCO 1040.14F.

3. Applicability. This instruction applies to Marine Corps LDO and WO programs in the Regular Marine Corps and to the WO program in the Marine Corps Reserve.

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4. Procurement and Appointment of LDOs and WOs. The procurement and appointment of LDOs and WOs are governed by the provisions of references (d) and (f).

5. Promotion and Continuation of LDOs and WOs. The promotion and continuation of LDOs and WOs are governed by the provisions of reference (b) and MCO P1400.31, MARCORPROMMAN, VOL 1, OFFPROM.

6. Separation and Retirement of LDOs and WOs. The separation and retirement of LDOs and WOs are governed by the provisions of references (d), (e), (g) and MCO P1900.16D, MARCORSEPMAN.

7. Redesignation of Selected LDOs as Unrestricted Officers. The redesignation of selected LDOs as Regular unrestricted officers is governed by reference (c).

8. Action. CMC is assigned the responsibility for implementing enclosures (1) through (7).

9. Reports. The reports required by this instruction are exempt from reports control by SECNAVINST 5214.2B.

H. Lawrence Garrett, III
Secretary of the Navy

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Procurement and Appointment of Limited Duty Officers (LDOs) in the Regular Marine Corps

1. Definitions. The following definitions, unless otherwise qualified, shall apply throughout this enclosure:

a. Active Naval Service. Service on active duty in the Navy and Marine Corps, and the Coast Guard when operating as part of the Navy, excluding active duty for training in a Reserve component.

b. Applicant. A permanent chief warrant officer who applies and is considered for appointment as an LDO under this enclosure.

c. Board. A board of commissioned officers appointed by precept for the purpose of recommending applicants for appointment as LDOs in the Regular Marine Corps.

d. Permanent LDO. A permanent commissioned officer appointed under 10 U.S.C. 5589 in a permanent grade above the chief warrant officer grades and designated for limited duty; or a former LDO (temporary) who was appointed in a permanent grade above the chief warrant officer grades under 10 U.S.C. 5573a before 15 September 1981 and designated for limited duty.

e. Temporary LDO. A commissioned officer appointed under 10 U.S.C. 5596 in a temporary grade above the chief warrant officer grades in the Regular Marine Corps who is designated for limited duty and whose permanent status is chief warrant officer, warrant officer, or enlisted member.

2. Policy. The LDO program will be used to provide technically oriented officers to perform duties that: (1) are limited to specific military occupational specialties (MOSs), (2) require authority and responsibility greater than that normally expected of a WO, (3) require strong managerial skills, and (4) are outside the normal development pattern for unrestricted officers or for which no unrestricted officers are available.

3. Eligibility Requirements for Appointment. To be eligible to apply for the LDO Program, and subsequent appointment as an LDO in the Regular Marine Corps, applicants must meet the following requirements:

a. Be a citizen of the United States.

b. Be of good moral character.

c. Be physically qualified for appointment as an LDO under the Manual of the Medical Department, Chapter 15. Selectees who fail to meet the minimum physical standards for appointment may be appointed upon the recommendation of the Chief, Bureau of Medicine and Surgery, and waiver of the standard(s) by the Commandant of the Marine Corps (CMC) Code MR.

d. Must be qualified, without any additional training, for the MOS for which appointment is desired.

R) e. Be serving as a permanent chief warrant officer in the Regular Marine Corps with not less than 8 years of warrant officer service and have not less than 10 nor more than 20 years of active naval service.

A) f. Be able to be satisfactorily cleared by a National Agency Check.

g. Be a high school graduate or possess the service-accepted equivalent as prescribed by current directives.

h. Have no record of conviction by a general, special, or summary court-martial, nor have any record of conviction by a civil court for any offense, other than minor traffic violations.

i. Must meet such additional eligibility criteria as may be prescribed by CMC (MR) in annual Marine Corps bulletins (1040 series) soliciting applications for the LDO Program.

j. Be recommended for appointment by the commanding officer.

4. Waiver of Eligibility Requirements. CMC will consider requests for waiver of any eligibility requirements contained in paragraph 3 of this enclosure, except those established by statute or specifically identified as not waivable in the annual Marine Corps bulletin (1040 series) soliciting applications, in the following instances:

a. For a definable class of individuals that is rationally distinguishable on grounds related to the needs of the Marine Corps, from those persons for whom no exception is made by regulation or statute;

b. When gross inequity to the applicant would otherwise result;

c. When, in the judgment of CMC, extraordinary circumstances cause such a waiver to be in the best interest of the Marine Corps.

5. Applications

a. Eligible permanent CWOs must submit a written application for appointment as an LDO per this enclosure and the procedures prescribed by CMC in annual Marine Corps bulletins (1040 series) soliciting applications for the LDO Program. All applications for appointment to LDO will use the format shown in enclosure (5) of this instruction.

b. The MOSs for which application is made by an applicant shall be listed in order of preference. An applicant may apply for appointment in not more than two MOSs for which qualified. The MOSs for which application is made shall be as prescribed by CMC in annual Marine Corps bulletins (1040 series) soliciting applications for the LDO Program.

6. Endorsements

a. Commanders shall ensure that only applications from those officers who meet all of the eligibility requirements for appointment contained in this enclosure and in the annual Marine Corps bulletin (1040 series) soliciting applications for the LDO program are submitted. In this regard, commanders shall certify in their endorsement to the application that the applicant meets all of the eligibility requirements for appointment.

b. Comprehensive recommendations by commanders in the endorsing chain of command are a vital part of the application as a real-time evaluation of an individual's performance and potential as an LDO and are of great value to the board. Recommendations based on personal interviews are strongly encouraged. One of the following shall be included in the recommendation:

(1) Recommended with enthusiasm

(2) Recommended with confidence

(3) Recommended with reservation

(4) Not recommended.

7. Boards to Recommend Applicants for Appointment as LDOs

a. Appointments as LDOs under the provisions of this instruction will be made only upon approval of a report submitted by a board of officers appointed by precept of CMC, to recommend eligible personnel for such appointments.

b. The boards will consist of at least 5 members serving in the grade of major or above in the Regular Marine Corps. At least one board member will be an LDO.

c. All board members shall swear, or affirm, that they will perform their duties as board members without prejudice or partiality and having in view both the special fitness of officers and the efficiency of the Marine Corps.

d. The convening authority may replace a member of the board in the event an appointed member becomes unavailable after the board convenes.

e. Each board may recommend for appointment as an LDO in specific MOSs eligible applicants in numbers not in excess of the numbers furnished it by CMC. Those numbers may include allocations for LDOs required in specific MOSs. The board is not obligated to select to the number authorized to be recommended for appointment as LDOs or to the number authorized to be recommended for assignment in each MOS.

f. Each board shall consider eligible applicants for appointment in the MOSs that the applicants have requested. If an applicant requests consideration in more than one MOS, the board may recommend the individual for appointment only in the MOS for which best qualified.

g. Precepts convening boards to recommend permanent CWOs for appointment as LDOs shall be reviewed by the Judge Advocate General of the Navy for legality and submitted to the convening authority for signature at least 10 days prior to the board's convening date.

h. The convening date of the board will be prescribed by CMC (MR) in an annual Marine Corps bulletin (1040 series) soliciting applications for the LDO Program.

8. Board Reports. Each board will submit one or more written reports signed by all voting members and the recorder(s). Each report shall certify that, in the opinion of at least a majority of the members, the applicants recommended therein are qualified for appointment as LDOs and are the best qualified for appointment as LDOs in the MOS for which recommended of all the applicants considered by the board. Each report shall be submitted to the Secretary of the Navy (SECNAV) for approval or disapproval in whole, or in part, via Deputy Chief of Staff for Manpower and Reserve Affairs and CMC for recommendations, and the Judge Advocate General of the Navy for legal review.

9. Appointment Grade and Date of Rank

a. Selectees will be appointed as permanent LDOs or temporary LDOs in the grade of captain under 10 U.S.C. 5589 or 5596, as specified in annual Marine Corps bulletins (1040 series) soliciting applications for the LDO Program. Permanent appointments under 10 U.S.C. 5589 are made by SECNAV, acting for the President following Senate confirmation. Temporary appointments under 10 U.S.C. 5596 are made by SECNAV.

b. The date of rank of selectees appointed as LDOs under this instruction in the grade of captain is the date of appointment to that grade, per reference (f). Except for those whose appointments are delayed under the provisions of paragraph 11 of this enclosure, permanent CWOs in the Regular Marine Corps selected and approved for appointment as LDOs will be appointed as vacancies occur in the MOS to which selected. Selectees in the same MOS will be appointed by seniority as determined by their lineal precedence number. Appointments from an approved list will be made only after permanent CWOs previously selected for appointment as LDOs in the same MOS have been appointed, except for those whose appointments have been delayed under the provisions of paragraph 11 of this enclosure. Each permanent CWO shall be placed on the active duty list upon appointment as an LDO as directed by reference (f). (R

10. Removal of Names. SECNAV may, prior to appointment, remove the name of any permanent CWO from a list of permanent CWOs recommended and approved for appointment as LDOs under this enclosure. Paragraph 11 sets forth the procedures for delay of appointments with a view toward removal action.

11. Delay of Appointments

a. Purpose. The sole purpose of delaying the appointment of an individual beyond the scheduled date of appointment under paragraph 9 of this enclosure, is to provide a reasonable period of time to determine whether the name of that individual should be removed from the approved list of individuals recommended for appointment by SECNAV.

b. Authority. Authority to delay original appointments as LDOs under this enclosure is delegated to CMC. This authority cannot be redelegated.

c. Basis for Delay. The appointment of an individual may be delayed under this enclosure if:

(1) An investigation is being conducted to determine whether disciplinary action of any kind should be brought against the individual.

(2) Sworn charges against the individual have been received by an officer exercising summary courts-martial jurisdiction over the officer, and such charges have not been disposed of.

(3) The individual has been notified under the provisions of reference (d) that the individual will be processed for administrative separation for cause under that instruction.

(4) A criminal proceeding in a Federal or State Court is pending against the individual.

(5) There is cause to believe that the individual does not meet the eligibility requirements for appointment set forth in paragraph 3 of this enclosure.

d. Notification of Delay and Delay Procedures

(1) An appointment may not be delayed under this enclosure unless the individual has been given written notice of the grounds for the delay by the officer exercising special courts-martial jurisdiction over the individual or by CMC. If it is impractical to do so before the scheduled date of appointment, such written notice shall be given as soon as practicable. The individual shall acknowledge receipt of such notification in writing. An individual for whom delay of appointment is recommended under paragraph 11c(5) of this enclosure shall be afforded the opportunity to submit a written statement to CMC concerning the delay. If the individual declines to make a statement, the individual shall submit a signed statement to that effect. The recommendation for delay along with a copy of the written notification, the written acknowledgement of receipt of such notification, and the written statement (if the grounds for delay are based on paragraph 11c(5) of this enclosure) shall then be forwarded to CMC (MR), via the officer exercising general courts-martial jurisdiction over the individual, for decision.

(2) If a recommendation for delay is made within 10 days of the scheduled date of appointment, CMC (MR) shall be advised by naval message of such recommendation and whether the individual has been officially notified of the grounds for delay. In that circumstance, the documents referred to in paragraph 11d(1) of this enclosure shall be forwarded to CMC (MR) as soon as practicable.

(3) If CMC approves the delay, the commander recommending the delay will be notified of this decision and provided further procedural guidance by CMC (MR). If CMC later determines that the individual's name should be removed from the approved list of names of individuals recommended for appointment based upon the final outcome of the basis for delay set forth in paragraphs 11c(1) through (4), or upon a determination that the individual does not meet the eligibility requirements for appointment contained in

paragraph 3 (other than paragraph 3h) of this enclosure, the individual shall be notified of such action and be afforded the opportunity to submit a written statement to SECNAV via CMC (MR). If the individual declines to make a statement, the individual shall submit a signed statement to that effect. If, after reviewing the individual's statement, CMC determines that removal action is still warranted, the recommendation for removal, the individual's statement, and the remainder of the case file shall be forwarded to SECNAV for decision. A recommendation for removal shall be submitted to SECNAV prior to the expiration of the time limits prescribed in paragraph 11e.

e. Limitation on Delay. If the basis for delay is as set forth in paragraphs 11c(1) through (4), an appointment may not be delayed more than 90 days after final action has been taken by appropriate authority. If the basis for delay is as set forth in paragraph 11c(5), an appointment may not be delayed more than 6 months after the date on which the individual would otherwise have been appointed. The periods of delay prescribed in this paragraph may be extended by SECNAV upon the request of CMC, or by CMC upon the written request of the individual concerned.

f. Appointment Following Delay. An individual whose (R appointment is delayed under this enclosure, and who is later determined to be qualified for appointment may, upon such appointment, be assigned a date of rank and an effective date for pay and allowances in the grade to which appointed, and the same position on the active-duty list as he/she would have had had the delay not occurred.

Procurement and Appointment of Warrant Officers (WOs) in the Regular Marine Corps

1. Definitions. The following definitions, unless otherwise qualified, shall apply throughout this enclosure:

a. Active Duty for Training. A tour of active duty for Reserve training under orders that provide for automatic reversion to non-active duty status when the specific period of active duty is completed. It includes annual training duty/special tours of active duty for training and school tours.

b. Active Naval Service. Service on active duty in the Navy and Marine Corps, and the Coast Guard when operating as part of the Navy, excluding active duty for training in a Reserve component.

c. Applicant. An enlisted member in the Regular Marine Corps who applies and is considered for appointment to WO under this enclosure.

d. Board. A board of commissioned officers appointed by precept for the purpose of recommending applicants for appointment as WOs in the Regular Marine Corps.

e. WO. An individual serving in a permanent Regular WO grade under 10 U.S.C. 555 or any individual serving in a temporary WO grade under 10 U.S.C. 5596. WOs will serve in one of the following competitive categories:

(1) WO (Technical). A competitive category comprised of technical WOs selected to serve in MOSs other than 0306, Infantry Weapons Officer.

(2) WO (Marine Gunner). A competitive category comprised of non-technical WOs selected to serve as Infantry Weapons Officers (MOS 0306). This category is not applicable to the Marine Corps Reserve.

2. Policy. The WO Program in the Regular Marine Corps will be used to provide both technical and non-technical officer specialists who perform duties that require extensive knowledge of a particular MOS and who can be assigned to successive tours of duty in their primary MOS. (R

3. Eligibility Requirements for Appointment. To be eligible to apply for the WO Program, and appointment as a WO in the Regular Marine Corps, applicants must meet the following requirements:

a. Be a citizen of the United States.

b. Be serving on active duty (other than active duty for training) in the Regular Marine Corps and meet the following grade and time in service criteria, as applicable:

R) (1) For the technical WO program, minimum grade of sergeant and have not less than 8 or more than 16 years of active naval service.

(2) For the non-technical (Marine Gunner) WO program, minimum grade of gunnery sergeant and have not less than 16 or more than 23 years of active naval service.

c. Be a high school graduate or possess the service-accepted equivalent as prescribed by current directives.

d. Have no record of conviction by a general, special, or summary court-martial, nor have any record of conviction by a civil court for any offense, other than minor traffic violations.

e. Meet the requisite physical standards for appointment as a WO prescribed by the Manual of the Medical Department, Chapter 15. Selectees who fail to meet the minimum physical standards for appointment may be appointed upon the recommendation of the Chief, Bureau of Medicine and Surgery, and waiver of the standard(s) by CMC (MR).

f. Have passed the physical fitness test as outlined in MCO 6100.3J.

A) g. For the technical WO program, possess one of the following aptitude test scores:

(1) An Armed Services Vocational Aptitude Battery (ASVAB) Electrical Composite (EL) standard score of 110 or higher. Subtest raw scores will not be accepted. EL scores derived from the Army Classification Battery 61 (ACB-61) are not acceptable. An ASVAB derived EL score is the only qualifying EL score. Marines tested prior to 14 November 1976 probably have (ACB-61) scores. The only official ASVAB/AFCT (EL) score is that score listed in the Marine's Manpower Management System (MMS) record. Active duty personnel are to use the Basic Training Record (BTR) as evidence of a qualifying EL score. If the EL score is in the MMS but is not on the BTR, then attach a copy of MMS screen JP03 to the BTR and send them together as one enclosure. Applicants not possessing an ASVAB derived EL score must retest prior to

submission of their application. MCO P1000.6F applies when requesting test material.

(2) A combined math and verbal score of 900 or higher on the Scholastic Aptitude Test (SAT); or

(3) A combined math and English score of 39 or higher on the American College Test (ACT). SAT/ACT test scores must not be older than 4 years from date of application. Applicants submitting SAT or ACT test scores will submit a certified copy of the test report.

h. For the Marine Gunner WO program, must have a GT score of 110 or higher (score may be based on either the ASVAB or ACB-61).

i. Be of good moral character.

j. Be recommended for appointment by the commanding officer.

k. Must meet such additional eligibility criteria as may be prescribed by CMC (MR) in an annual Marine Corps bulletin (1040 series) soliciting applications for the WO Program.

4. Waiver of Eligibility Requirements. CMC will consider requests for waiver of any eligibility requirements contained in paragraph 3 of this enclosure, except those established by statute or specifically identified as not waivable in the annual Marine Corps bulletin (1040 series) soliciting applications, in the following instances:

a. For a definable class of individuals that is rationally distinguishable on grounds related to the needs of the Marine Corps, from those persons for whom no exception is made by regulation or statute;

b. When gross inequity to the applicant would otherwise result;

c. When, in the judgment of CMC, extraordinary circumstances cause such a waiver to be in the best interest of the Marine Corps.

5. Selective Reenlistment Bonus Payment (SRBP). Application for the WO program is not a bar to bonus entitlement for either the initial payment or the anniversary installment payment. See MCO 7220.24M for further details. (A

6. Applications

a. For the technical WO program, the MOSs for which application is made shall be listed in order of preference. An

applicant may apply for appointment in not more than three MOSs for which qualified. Applicants may also indicate a willingness to accept appointment in any MOS in which considered qualified by the selection board in lieu of a third choice. The MOSs for which application is made will be prescribed by CMC (MR) in an annual Marine Corps bulletin (1040 series) soliciting applications for the WO Program.

R) b. Eligible enlisted members must submit a written application for appointment as a WO per this enclosure and the annual Marine Corps bulletin soliciting applications for the WO Program. All applications for appointment as a WO will use the format shown in enclosure (5) of this instruction.

7. Endorsements

A) a. Commanders shall ensure that only applications from those who meet all of the eligibility requirements for appointment contained in this enclosure and in the annual Marine Corps bulletin (1040 series) soliciting applications for the WO Program are submitted. In this regard, commanders shall certify in their endorsement to the application that the applicant meets all of the eligibility requirements for appointment. If a waiver of certain eligibility requirements is requested, commanders shall address the waiver request in their endorsement.

b. Comprehensive recommendations by commanders in the endorsing chain of command are a vital part of the application as a real time evaluation of an individual's performance and potential as a WO and are of great value to the board. Recommendations based on personal interviews are strongly encouraged. Use one of the following in the recommendation:

(1) Recommended with enthusiasm

(2) Recommended with confidence

(3) Recommended with reservation

(4) Not recommended.

A) 8. Security Investigation. Each selectee must possess a current satisfactorily completed Entrance National Agency Check (ENTNAC) or higher prior to appointment to WO. If an ENTNAC has not been conducted, a National Agency Check (NAC) must be initiated under OPNAVINST 5510.1H.

9. Boards to Recommend Applicants for Appointment as WOs

a. Except as provided in enclosure (6) of this instruction, appointments as WOs under 10 U.S.C. 555 or 5596 shall be made

only upon approval of a report submitted by a board of officers appointed by precept of CMC to recommend eligible personnel for such appointments. This authority may be delegated to the Deputy Chief of Staff for Manpower and Reserve Affairs (DC/S M&RA).

b. The boards will consist of at least five members serving (R in the grade of major or above in the Regular Marine Corps. At least one member of the board will be an LDO (except for boards considering Marine Gunners) with prior service as a WO.

c. The convening date of the board will be prescribed by CMC (MR) in an annual Marine Corps bulletin (1040 series) soliciting applications for the WO Program.

d. All board members shall swear or affirm, that he or she will perform his or her duties as a member of the board without prejudice or partiality and having in view both the special fitness of officers and the efficiency of the Marine Corps.

e. The convening authority may replace a board member in the event an appointed member becomes unavailable after the board convenes.

f. Each board may recommend for appointment as a WO in specific MOSs eligible applicants in numbers not in excess of the numbers furnished it by CMC. Those numbers furnished by CMC will include quotas for WOs required in specific MOSs. The board is not obligated to select to the number authorized to be recommended for appointment as WOs or to the number authorized to be recommended for assignment in each MOS.

g. Each board shall consider eligible applicants for appointment in the MOSs that the applicants have requested. The board, however, may recommend the individual for appointment only in an MOS for which best suited for service as a WO.

h. Precepts convening boards to recommend eligible applicants for appointment as WOs shall be reviewed by the Judge Advocate General of the Navy for legality and submitted to the DC/S M&RA for signature at least 10 days prior to the convening date of the board.

10. Board Reports. Each board will submit one or more written reports signed by all members and the recorder(s). Each report shall certify that, in the opinion of at least a majority of the members, the applicants recommended therein are qualified for appointment as WOs and are the best qualified for appointment as WOs in the MOS for which recommended of all the applicants considered by the board. Each report shall be submitted to SECNAV for approval or disapproval in whole, or

in part, via the DC/S M&RA and CMC for recommendations, and the Judge Advocate General of the Navy for legal review of the report.

11. Disclosure of Board Proceedings and Recommendations. The proceedings of the board shall not be disclosed to any person not a member or recorder of the board except as authorized or required by SECNAV. The recommendations of the board shall not be disclosed except as authorized by SECNAV, until approved by SECNAV.

R) 12. Appointment Grade and Date of Rank

a. Selectees shall be permanently or temporarily appointed by SECNAV in the grade of warrant officer, W-1 in the Regular Marine Corps, under 10 U.S.C. 555 or 5596, as specified in an annual Marine Corps bulletin (1040 series) soliciting applications for the WO Program. Upon successful completion of the Warrant Officer Basic Course (WOBC) they will incur a 3-year obligation from date of appointment. Those who fail to successfully complete the WOBC will be reverted to their previous enlisted grade.

b. The date of rank of selectees appointed as WOs under this enclosure in the grade of warrant officer, W-1 is the date of appointment to that grade, per reference (f). Except for those whose appointments are delayed under the provisions of paragraph 14 of this enclosure, enlisted members selected and approved for appointment as WOs by the same board of officers convened under this enclosure will be appointed on the same date to ensure that all WOs selected by the same board have the same date of rank in the grade to which appointed. The scheduled date of appointment will be prescribed in an annual Marine Corps bulletin (1040 series) soliciting applications for the WO Program. Appointment documents will be submitted to SECNAV in time to ensure enlisted members are appointed as WOs on a date that will enable annual promotion boards to consider WOs for promotion with the same relative seniority. Appointments from an approved list will be made only after enlisted members previously selected for appointment as WOs have been appointed, except for those whose appointments have been delayed under the provisions of paragraph 14 of this enclosure.

13. Removal of Names. SECNAV may, prior to appointment, remove the name of any enlisted member from a list of enlisted members recommended and approved for appointment as WOs under this enclosure. Paragraph 14 sets forth the procedures for delay of appointments with a view toward removal action.

14. Delay of Appointments

a. Purpose. The sole purpose of delaying the appointment of an individual beyond the scheduled date of appointment is to provide a reasonable period of time to determine whether the name of that individual should be removed from the approved list of individuals recommended for appointment by SECNAV under paragraph 10 of this enclosure.

b. Authority. Authority to delay original appointments as WOs under this enclosure is delegated to CMC. This authority cannot be redelegated.

c. Basis for Delay. The appointment of an individual may be delayed under this enclosure if:

(1) An investigation is being conducted to determine whether disciplinary action of any kind should be brought against the individual.

(2) Sworn charges against the individual have been received by an officer exercising summary courts-martial jurisdiction over the individual and such charges have not been disposed of.

(3) The individual has been notified under the provisions of SECNAVINST 1910.4A (NOTAL) that the individual will be processed for administrative separation for cause under that instruction.

(4) A criminal proceeding in a Federal or State court is pending against the individual.

(5) There is a cause to believe that the individual does not meet the eligibility requirements for appointment set forth in paragraph 3 of this enclosure, except for those which may have been waived by CMC under paragraph 4 of this enclosure.

d. Notification of Delay and Delay Procedures

(1) An appointment may not be delayed under this enclosure unless the individual has been given written notice of the grounds for the delay by the officer exercising special courts-martial jurisdiction over the individual or by CMC. If it is impractical to do so before the scheduled date of appointment, such written notice shall be given as soon as practicable. The individual shall acknowledge receipt of such notification in writing. An individual for whom delay of appointment is recommended under paragraph 14c(5) of this enclosure shall be afforded the opportunity to submit a written statement to CMC concerning the delay. If the individual declines to make a

statement, the individual shall submit a signed statement to that effect. The recommendation for delay along with a copy of the written notification, the written acknowledgement of receipt of such notification, and the written statement (if the grounds for delay are based on paragraph 14c(5) of this enclosure), shall then be forwarded to CMC (MR), for decision via the officer exercising general courts-martial jurisdiction over the individual.

(2) If a recommendation for delay is made within 10 days of the scheduled date of appointment, CMC (MR) shall be advised by naval message of such recommendation and whether the individual has been officially notified of the grounds for delay. In that circumstance, the documents referred to in paragraph 14d(1) of this enclosure shall be forwarded to CMC (MR) as soon as practicable.

(3) If CMC approves the delay, the commander recommending the delay will be notified of this decision and provided further procedural guidance by CMC (MR). If CMC later determines that the individual's name should be removed from the approved list of names of individuals recommended for appointment based upon the final outcome of the basis for delay set forth in paragraphs 14c(1) through (4), or upon a determination that the individual does not meet the eligibility requirements for appointment contained in paragraph 3 of this enclosure, the individual shall be notified of such action and be afforded the opportunity to submit a written statement to SECNAV via CMC (MR). If the individual declines to make a statement, the individual shall submit a signed statement to that effect. If, after reviewing the individual's statement, CMC determines that removal action is still warranted, the recommendation for removal, the individual's statement, and the remainder of the case file shall be forwarded to SECNAV for decision. A recommendation for removal shall be submitted to SECNAV prior to the expiration of the time limits prescribed in paragraph 14e.

e. Limitation on Delay. If the basis for delay is set forth in paragraphs 14c(1) through (4), an appointment may not be delayed more than 90 days after final action has been taken by appropriate authority. If the basis for delay is set forth in paragraph 14c(5), an appointment may not be delayed more than 6 months after the date on which the individual would otherwise have been appointed. The periods of delay prescribed in this paragraph may be extended by SECNAV upon the request of CMC, or by CMC upon the written request of the individual concerned.

R) f. Appointment following Delay. An individual whose appointment is delayed under this enclosure, and who is later determined to be qualified for appointment may, upon such

appointment, have the same date of rank and the same effective date for pay and allowances in the grade to which appointed, had no delay intervened.

Procurement and Appointment of Warrant Officers (WOs) in the Marine Corps Reserve

1. Definitions. The following definitions, unless otherwise qualified, shall apply throughout this enclosure:

a. Active Duty for Training. A tour of active duty for (A
Reserve training under orders that provide for automatic reversion to non-active duty status when the specific period of active duty is completed. It includes annual training duty/special tours of active duty for training and school tours.

b. Applicant. An enlisted member in the Ready Reserve not on active duty (other than active duty for training) or reservist serving with the Full Time Support (FTS) Program who applies and is considered for appointment to WO under this enclosure.

c. Active Status. The status of a WO in the Marine Corps (A
Reserve who is serving on active duty or serving in the Ready Reserve.

d. Board. A board of commissioned officers appointed by CMC for the purpose of recommending applicants for appointment as warrant officers, W-1 in the Marine Corps Reserve.

e. Qualifying Service. Service as credited per section 10 U.S.C. 1332. For the purpose of this enclosure, service in a component of the Naval Service (i.e., the Navy, the Marine Corps, or the Coast Guard when it is operating as a service in the Navy) may be credited.

f. WO. An individual serving in a permanent WO grade in the Marine Corps Reserve under 10 U.S.C. 597.

2. Policy

a. The WO Program in the Marine Corps Reserve will be used to provide technical officer specialists who perform duties that require extensive knowledge of a particular military occupational specialty (MOS), whose assignability is not significantly affected by advancement in grade, and who can therefore be assigned to successive tours of duty in the same type of billet.

b. CMC (M&RA) may defer the involuntary retirement for length of service of Reserve WOs with the objective of retaining these officers in an active status for longer periods of service to meet the skill needs of the Marine Corps.

c. All personnel selected for appointment as Reserve WOs, except those who are former commissioned officers who have completed The Basic School, are required to complete the 2-week Reserve Warrant Officer Basic Course (RWOBC) within 2 years of appointment. Individuals who fail to attend or successfully complete RWOBC are subject to termination of their appointments and separation or reversion to their former enlisted grades under current directives, unless their failure to complete RWOBC was due to circumstances beyond their control.

3. Eligibility Requirements for Appointment. To be eligible to apply for the Reserve WO Program, and subsequent appointment to WO in the Marine Corps Reserve, applicants must meet the following requirements:

a. Be a citizen of the United States.

b. Be serving in the Ready Reserve not on active duty (other than active duty for training) in a drilling unit in a pay or nonpay status at the time of application and have served satisfactorily in such a unit for at least 1 year prior to the date of application.

c. Be serving in the grade of sergeant or above; and have not less than 8 nor more than 20 years of qualifying service, as defined in paragraph 1 of this enclosure, on date of appointment.

d. Reservists possessing qualifying service as described in paragraph 3(b) serving with the Full Time Support (FTS) Program are eligible to apply for the Reserve WO Program. Marines serving with or applying for the FTS Program who have been selected for, but not yet appointed as WOs, should apply for those billets appropriate to the rank to which they are to be appointed. Marines serving on FTS contracts appointed as WOs will be assigned to appropriate FTS billets for the remainder of their contracts.

e. Possess one of the following aptitude test scores:

(1) An Armed Services Vocational Aptitude Battery (ASVAB) Electrical Composite (EL) standard score of 110 or higher. Subtest raw scores will not be accepted. EL scores derived from the Army Classification Battery 61 (ACB-61) are not acceptable. An ASVAB derived EL score is the only qualifying EL score. Marines tested prior to 14 November 1976 probably have (ACB-61) scores. The only official ASVAB/AFCT (EL) score is that score listed in the Marine's REMMPS record. Reserve personnel with classification test scores not reflected on a current BTR may submit a certified true copy of the REMMPS screen MS21 along with the BTR, as one enclosure, as evidence of a qualifying score. Applicants not possessing an ASVAB derived EL score must retest prior to submission of their application. MCO P1000.6E applies when requesting test material.

(2) A combined math and verbal score of 900 or higher on the Scholastic Aptitude Test (SAT); or

(3) A combined math and English score of 39 or higher on the American College Test (ACT).

f. Be less than 46 years of age on date of appointment. This requirement may be waived for outstanding applicants who will be less than 52 years of age on the date of appointment.

g. Have passed the physical fitness test as directed by MCO 6100.3J.

h. Be a high school graduate or possess the service-accepted equivalent as prescribed by current directives.

i. Have no record of conviction by a general, special, or summary court-martial, nor have any record of conviction by a civil court for any offense, other than minor traffic violations.

j. Meet the requisite physical standards for appointment to WO grade prescribed by the Manual of the Medical Department, Chapter 15. Selectees who fail to meet the minimum physical standards for appointment may be appointed upon the recommendation of the Chief, Bureau of Medicine and Surgery, and waiver of the standard(s) by CMC (MR).

k. Be of good moral character.

l. Be recommended for appointment by the commanding officer.

m. Must meet such additional eligibility criteria as may be prescribed by CMC (MR) in an annual Marine Corps bulletin (1040 series) soliciting applications for the WO Program.

4. Waiver of Eligibility Requirements. CMC will consider requests for waiver of any eligibility requirements contained in paragraph 3 of this enclosure, except those established by statute, in the following instances:

a. For a definable class of individuals that is rationally distinguishable on grounds related to the needs of the Marine Corps from those persons for whom no exception is made by regulation or statute.

b. When gross inequity to the applicant would otherwise result.

c. When, in the judgment of CMC, extraordinary circumstances cause such a waiver to be in the best interest of the Marine Corps.

5. Applications

a. Eligible enlisted members must submit a written application for appointment as a WO per this enclosure and the annual Marine Corps bulletin (1040 series) soliciting applications for the WO Program. All applications for appointment as a WO will use the format shown in enclosure (5) of this instruction.

b. The MOSs for which application is made will be prescribed by CMC (MR) in an annual Marine Corps bulletin (1040 series) soliciting applications for the WO Program.

6. Security Investigation. Each selectee must possess a current satisfactorily completed Entrance National Agency Check (ENTNAC) or higher prior to appointment to WO. If an ENTNAC has not been conducted, a NAC must be initiated under OPNAVINST 5510.1H.

7. Endorsements

a. Commanders shall ensure that only applications from those who meet all of the eligibility requirements for appointment contained in this enclosure and in the annual Marine Corps bulletin (1040 series) soliciting applications for the WO Program are submitted. In this regard, commanders shall certify in their endorsement to the application that the applicant meets all of the eligibility requirements for appointment. If a waiver of certain eligibility requirements is requested, commanders shall address the waiver request in their endorsement.

b. Comprehensive recommendations by commanders in the endorsing chain of command are a vital part of the application as a real time evaluation of an individual's performance and potential as a WO and are of great value to the board. Recommendations based on personal interviews are strongly encouraged. One of the following shall be included in the recommendation:

(1) Recommended with enthusiasm

(2) Recommended with confidence

(3) Recommended with reservation

(4) Not recommended.

8. Boards to Recommend Applicants for Appointment as WOs

a. Appointments as WOs under section of 10 U.S.C. 597 shall be made only upon approval of a report submitted by a board of officers appointed by precept of CMC to recommend eligible

personnel for such appointments. This authority may be delegated to the Deputy Chief of Staff for Manpower and Reserve Affairs (DC/S M&RA).

b. The boards shall consist of one WO in the grade of chief warrant officer, W-3 or above in the Marine Corps Reserve, at least three officers on the active-duty list of the Marine Corps in the grade of major or above, and at least one officer in the grade of major or above in the Marine Corps Reserve who is not on the active-duty list of the Marine Corps.

c. The convening date of the board will be prescribed by CMC (MR) in an annual Marine Corps bulletin (1040 series) soliciting applications for the WO Program.

d. Each member of the board shall swear, or affirm, that he or she will perform his or her duties as a member of the board without prejudice or partiality and having in view both the special fitness or officers and the efficiency of the Marine Corps.

e. The convening authority may replace a member of the board in the event an appointed member becomes unavailable after the board convenes.

f. Each board may recommend for appointment as a WO in specific MOSs, eligible applicants in numbers not in excess of the numbers furnished it by CMC. Those numbers furnished by CMC will include quotas for WOs required in specific MOSs. The board is not obligated to select to the number authorized to be recommended for appointment as WOs or to the number authorized to be recommended for assignment in each MOS.

g. Each board shall consider eligible applicants for appointment in the MOSs that the applicants have requested. If an applicant requests consideration in more than one MOS, the board may recommend the individual for appointment only in the MOS for which best qualified.

h. Precepts convening boards to recommend eligible applicants for appointment as WOs shall be reviewed by the Judge Advocate General of the Navy for legality and submitted to the convening authority for signature at least 10 days prior to the convening date of the board.

9. Board Reports. Each board will submit one or more written reports signed by all members and the recorder(s). Each report shall certify that, in the opinion of at least a majority of the members, the applicants recommended therein are qualified for appointment as WOs and are the best qualified for appointment as WOs in the MOS for which recommended of all the applicants

considered by the board. Each report shall be submitted to SECNAV for approval or disapproval in whole, or in part, via the DC/S M&RA and CMC for recommendations, and the Judge Advocate General of the Navy for legal review of the report.

10. Disclosure of Board Proceedings and Recommendations. The proceedings of the board shall not be disclosed to any person not a member or recorder of the board except as authorized or required by SECNAV until approved by SECNAV.

11. Appointment Grade and Date of Rank

a. Selectees shall be permanently appointed in the grade of warrant officer, W-1 in the Marine Corps Reserve.

b. The date of rank of selectees appointed as WOs under this enclosure in the grade of warrant officer, W-1 is the date of appointment to that grade, per reference (f). Except for those whose appointments are delayed under the provisions of paragraph 13 of this enclosure, enlisted members selected and approved for appointment as WOs by the same board of officers convened under this enclosure will be appointed on the same date to ensure that all WOs selected by the same board have the same date of rank in the grade to which appointed. The scheduled date of appointment will be prescribed in an annual Marine Corps bulletin (1040 series) soliciting applications for the WO Program. Appointment documents will be submitted to SECNAV in time to ensure enlisted members are appointed as WOs on a date that will enable annual promotion boards to consider WOs for promotion with the same relative seniority. Appointments from an approved list shall be made only after enlisted members previously selected for appointment as WOs have been appointed, except for those whose appointments have been delayed under the provisions of paragraph 13 of this enclosure.

12. Removal of Names. SECNAV may, prior to appointment, remove the name of any enlisted member from a list of enlisted members recommended and approved for appointment as WOs under this enclosure. Paragraph 13 sets forth the procedures for delay of appointments with a view toward removal action.

13. Delay of Appointments

a. Purpose. The sole purpose of delaying the appointment of an individual beyond the scheduled date of appointment under paragraph 11 of this enclosure is to provide a reasonable period of time to determine whether the name of that individual should be removed from the approved list of individuals recommended for appointment by SECNAV.

b. Authority. Authority to delay original appointments as WOs under this enclosure is delegated to CMC. This authority cannot be redelegated.

c. Basis for Delay. The appointment of an individual may be delayed under this enclosure if:

(1) An investigation is being conducted to determine whether disciplinary action of any kind should be brought against the individual.

(2) Sworn charges against the individual have been received by an officer exercising summary courts-martial jurisdiction over the individual, and such charges have not been disposed of.

(3) The individual has been notified under the provisions of SECNAVINST 1910.4A (NOTAL) that the individual will be processed for administrative separation for cause under that instruction.

(4) A criminal proceeding in a Federal or State court is pending against the individual.

(5) There is a cause to believe that the individual does not meet the eligibility requirements for appointment set forth in paragraph 3 of this enclosure, except for those which may have been waived by CMC under paragraph 4 of this enclosure.

d. Notification of Delay and Delay Procedures

(1) An appointment may not be delayed under this enclosure unless the individual has been given written notice of the grounds for the delay by the officer exercising special courts-martial jurisdiction over the individual or by CMC. If it is impractical to do so before the scheduled date of appointment, such written notice shall be given as soon as practicable. The individual shall acknowledge receipt of such notification in writing. An individual for whom delay of appointment is recommended under paragraph 13c(5) of this enclosure shall be afforded the opportunity to submit a written statement to CMC concerning the delay. If the individual declines to make a statement, the individual shall submit a signed statement to that effect. The recommendation for delay along with a copy of the written notification, the written acknowledgement of receipt of such notification, and the written statement (if the grounds for delay are based on paragraph 13c(5) of this enclosure) shall then be forwarded to CMC (MR), for decision via the officer exercising general court-martial jurisdiction over the individual.

(2) If a recommendation for delay is made within 10 days of the scheduled date of appointment, CMC (MR) shall be advised by naval message of such recommendation and whether the individual has been officially notified of the grounds for delay. In that

circumstance, the documents referred to in paragraph 13d(1) of this enclosure shall be forwarded to CMC (MR) as soon as practicable.

(3) If CMC approves the delay, the commander recommending the delay will be notified of this decision and provided further procedural guidance by CMC (MR). If CMC later determines that the individual's name should be removed from the approved list of names of individuals recommended for appointment based upon the final outcome of the basis for delay set forth in paragraphs 13c(1) through (4), or upon a determination that the individual does not meet the eligibility requirements for appointment contained in paragraph 3 of this enclosure, the individual shall be notified of such action and be afforded the opportunity to submit a written statement to SECNAV via CMC (MR). If the individual declines to make a statement, the individual shall submit a signed statement to that effect. If, after reviewing the individual's statement, CMC determines that removal action is still warranted, the recommendation for removal, the individual's statement, and the remainder of the case file shall be forwarded to SECNAV for decision. A recommendation for removal shall be submitted to SECNAV prior to the expiration of the time limits prescribed in paragraph 13e.

e. Limitation on Delay. If the basis for delay is set forth in paragraphs 13c(1) through (4), an appointment may not be delayed more than 90 days after final action has been taken by appropriate authority. If the basis for delay is set forth in paragraph 13c(5), an appointment may not be delayed more than 6 months after the date on which the individual would otherwise have been appointed. The periods of delay prescribed in this paragraph may be extended by SECNAV upon the request of CMC, or by CMC upon the written request of the individual concerned.

R) f. Appointment Following Delay. An individual whose appointment is delayed under this enclosure, and who is later determined to be qualified for appointment may, upon such appointment, be assigned a date of rank and an effective date for pay and allowances in the grade to which appointed that are the same as if the delay had not intervened.

Assignment, Retention, and Augmentation of Reserve Warrant Officers (WOs) on Active Duty with the Regular Establishment

1. Definitions. The following definitions, unless otherwise qualified, shall apply throughout this enclosure:

a. Active Duty to Pursue Special Work. The restricted assignment of a Reserve WO to active duty for a limited period of time (normally not more than 2 years). Such assignments are used when special expertise is required and cannot be provided by officers on active duty. These assignments will not be used to fill approved Tables of Organization billets. This type of duty will be performed under orders to temporary active duty to pursue special work. Reserve WOs on active duty to pursue special work are not considered to be serving on active duty with the Regular Establishment.

b. Applicant. A Reserve WO who applies and is considered for augmentation/retention/assignment to active duty under this enclosure.

c. Augmentation. The appointment of a Reserve WO as a Regular WO under 10 U.S.C. 555 and 602.

d. Extended Active Duty (EAD). Orders issued to a Reserve WO serving with the Regular Establishment to remain on active duty for a specified period.

e. Marine Corps Reserve Full-Time Support to the Reserve Component. A program whereby selected Reserve WOs are ordered to active duty under the provisions of 10 U.S.C. 265, 672(d), and 678 in connection with organizing, administering, recruiting, instructing, or training the Marine Corps Reserve. Reserve WOs on active duty in this program are not considered to be serving on active duty with the Regular Establishment.

f. Officer Retention Board (ORB). A board of Marine Corps officers established for the purpose of reviewing the official records of applicants for augmentation and assignment to active duty and making recommendations, as appropriate.

g. Ready Reserve. Those units and members of the Marine Corps Reserve that are liable for active duty in time of war or national emergency proclaimed by the President or declared by Congress or when otherwise prescribed by law. These units and

members constitute the Selected Marine Corps Reserve (SMCR) and the Individual Ready Reserve (IRR).

h. Standard Written Agreement (SWAG). An agreement signed by a Reserve WO under 10 U.S.C. 679 and 680 for assignment to active duty with the Regular Establishment for 1 to 5 years.

2. Applicability

a. The provisions of this enclosure as they apply to augmentation are applicable to Reserve WOs on active duty or in the Ready Reserve not on active duty. These provisions are applicable as they apply to the assignment to and retention of Reserve WOs on active duty with the Regular Establishment.

b. MCO 1001.52A prescribes policies and procedures pertaining to the selection, assignment, utilization, and administration of Marine Corps Reserve personnel in full-time support to the Reserve component.

c. When necessary, separate bulletins will be published soliciting applications from Reserve WOs in the Ready Reserve for assignment to active duty to pursue special work.

3. Policy

a. The purpose of augmentation under the provisions of this enclosure is to meet the needs of the Marine Corps for Regular WOs that cannot be met by annual accessions of Regular WOs from qualified active duty enlisted personnel.

b. The purpose of retaining Reserve WOs on active duty with the Regular Establishment is to give them additional time to demonstrate their qualifications for augmentation and to meet the needs of the Marine Corps for WOs in particular skills. Therefore, Reserve WOs requesting augmentation may be recommended for retention by the ORB in their Reserve status, if they have the potential to demonstrate their qualifications for augmentation by the end of the period for which extended.

c. Reserve WOs serving on active duty with the Regular Establishment who do not request augmentation may request an extension on active duty up to 1 year beyond their current expiration of active service (EAS) date. These requests will be processed by CMC (MMOA). Favorable action on such requests will be based on the applicant's record and the needs of the Marine Corps for officers in particular skills. Extensions beyond 1 year up to a maximum of 5 years may only be accomplished by the ORB in conjunction with a request for augmentation.

d. The purpose of considering Reserve WOs in the Ready Reserve not on active duty for assignment to active duty is to meet the needs of the Marine Corps for WOs in particular skills.

e. Reserve officers in the Ready Reserve not on active duty requesting augmentation may be offered a SWAG in lieu of augmentation based upon their record and the needs of the Marine Corps. Reserve WOs assigned to active duty under a SWAG may apply for augmentation after assignment to active duty under the provisions of paragraphs 6 and 7 in this enclosure.

f. Selection for augmentation/retention/assignment to active duty will be based on the applicant's official record, the application, and the needs of the Marine Corps for the Reserve WOs in particular skills. Reserve WOs are responsible for ensuring that their official records are complete and accurate as set forth in MCO P1610.7B. This verification will be accomplished prior to or concurrently with submission of an application. Applicants who are unable to personally review their official records for completeness and accuracy may request a fitness report continuity check from CMC (MMOS-2). Incomplete records may provide a basis for nonselection.

g. Active Duty Obligation. Reserve WOs selected for augmentation by the ORB shall incur a 2-year active duty obligation in the Marine Corps from the date of acceptance of appointment as a Regular WO. This obligation will run concurrently with any other obligation and will not serve to decrease any other legal obligation.

4. Programs for Reserve WOs

a. SWAG. This agreement will be tendered to a Reserve WO in the Ready Reserve not on active duty selected for assignment to active duty. Such agreements will normally provide for 3 years of active duty. Paragraphs 10 and 11 of this enclosure contain eligibility criteria and administrative instructions for requesting a SWAG.

b. EAD

(1) Assignment to EAD is an administrative action deferring the Reserve WOs current EAS date up to 1 year upon CMC approval or up to 5 years upon recommendation of the ORB under a request for augmentation. Paragraphs 10 and 11 of this enclosure contain eligibility criteria and administrative instructions for requesting EAD.

(2) Reserve WOs whose separation is involuntary as a result of having twice failed of selection for promotion are not eligible to extend under the provisions of this paragraph.

R) 5. Separation Pay Criteria. Reserve officers who have completed 6 or more, but less than 20, years of continuous active service may be entitled to separation pay under the provisions of reference (g) and paragraph 7c of this instruction.

6. Eligibility Criteria for Augmentation

a. Citizenship. Must be a United States citizen.

b. Age. Must be of such age that would permit the individual to complete 20 years of active service before attaining age 62. In computing service, a fractional year of 6 months or more shall count as a whole year.

c. Fitness Reports. (Applicable only to Reserve WOs on active duty.) Reserve WOs who have served continuously on active duty since appointment as a WO must have at least 12 months observed fitness reports (excluding academic reports) to be eligible to apply. Reserve WOs on active duty who have not served continuously on active duty since appointment as a WO must have at least 12 months observed fitness reports (excluding academic reports) since return to active duty to be eligible to apply.

d. Service. Must have served at least 3 years in the Ready Reserve.

e. EAS (Applicable only to Reserve WOs on active duty). To allow sufficient time for administrative processing of applications, all Reserve WOs on active duty must have at least 6 months remaining prior to their EAS to be considered for augmentation. Specific cut off dates will be prescribed in Marine Corps bulletins (1040 series) soliciting applications for augmentation.

f. Physical

(1) Must be certified as medically qualified by the commanding officer, or by the Director, Marine Corps Reserve Support Center (MCRSC) in the case of Reserve officers in the IRR or in a SMCR status under the administrative control of the Director, MCRSC.

(2) Selectees for augmentation will have their appointments forwarded via the commanding officer or the Director, MCRSC, as appropriate. Each appointment will contain the following statement: "This appointment may not be tendered until the officer concerned has been determined to be medically qualified for appointment by competent medical authority." Upon receipt of the appointment, the commanding officer or the Director, MCRSC, as appropriate, will have the health record reviewed again to ensure

the individual is medically qualified for augmentation. A physical examination will be required unless one has been conducted in the past 12 months. Selectees will not be considered medically qualified for appointment if they are in any of the categories listed below:

(a) Qualified for limited duty only (medically restricted status).

(b) Undergoing hospitalization.

(c) On sick leave.

(d) Awaiting appearance before a physical evaluation board.

(e) Awaiting final action on the recommended findings of a physical evaluation board or a medical board.

(3) If the selectee is determined to be medically qualified, the commanding officer or Director, MCRSC will tender the appointment. If the selectee is determined to be not medically qualified or no determination can be made, the commanding officer or Director, MCRSC will hold the appointment in abeyance, and notify CMC (MRRO-5) in writing, and include a report of Medical Examination and a Report of Medical History (SF's 88 and 93). CMC will then request the Chief, Bureau of Medicine and Surgery to make a final determination regarding physical qualifications. The commanding officer or Director, MCRSC will be notified of the results by CMC (MRRO-5).

7. Administrative Instructions for Augmentation

a. Reserve WOs should not submit applications until the Marine Corps bulletin (1040 series) soliciting such applications is published.

b. Application for augmentation will be made on an Administrative Action Form (NAVMC 10274) and submitted to CMC (MMOA-3) via the chain of command. The following information will be included in the application:

(1) Name, grade, social security number (SSN), and military occupational specialties (MOS(s)).

(2) Date of rank as a WO.

(3) EAS (if applicable).

(4) Date of birth and age.

(5) Highest level of education attained.

(6) If in the Ready Reserve not on active duty, include the following, in addition to the above:

(a) Home of record.

(b) Place from which the officer desires to be ordered to active duty.

(c) Date on which it is desired that active duty will commence.

(d) A statement indicating why the officer resigned a Regular appointment as an LDO or WO, if applicable, or why the officer left active service, if applicable. The officer shall provide a brief history of employment activity since appointment as a Reserve WO, including a description of jobs performed, and indicate why return or assignment to active duty is desired.

(e) Command telephone number.

(7) The following statement will be included on the application: "If selected for augmentation by the ORB, I agree to remain on active duty in the Marine Corps for a minimum period of 2 years from the date of acceptance of appointment as a Regular WO. I understand that this obligation will run concurrently with any other legal obligation in force and will not serve to decrease any such obligation."

(8) In addition to the above, each applicant will include a photograph. The procedures for the submission of photographs are contained in paragraph 2002 of MCO P1070.12D.

c. The following separation pay provisions are applicable only to Reserve WOs serving on active duty with the Regular Establishment.

(1) The applicant should include one of the following statements in the application only if submitted within 15 months of EAS:

(a) "If my application for augmentation is not approved, it is requested that I be considered for EAD. I agree unconditionally to accept additional active duty under EAD"; or

(b) "If my application for augmentation is not approved, I do not desire to be considered for and will not accept EAD."

(2) An officer who applies for augmentation, and includes the statement in paragraph 7c(1)(a) above in the application and is not selected for augmentation or EAD, shall be entitled to separation pay if otherwise eligible.

(3) If no statement per paragraph 7c(1)(a) is included in the application, it will be presumed the applicant desires to be considered for augmentation only. An officer who is not selected for augmentation or having been offered retention, refuses to accept it, will be released from active duty upon expiration of active service (EAS). The release will be considered voluntary and the officer will be ineligible for separation pay.

8. Endorsements to Requests for Augmentation. Comprehensive recommendations by commanders in the endorsing chain of command are a vital part of the application as a real time evaluation of an individual's performance and potential as a Regular WO and are of great value to the ORB. Recommendations based on personal interviews are strongly encouraged. One of the following shall be included in the recommendation:

a. Recommended with enthusiasm

b. Recommended with confidence

c. Recommended with reservation

d. Not recommended.

9. Appointment Grade and Date of Rank Upon Augmentation. A Reserve WO approved for augmentation shall be matched to a Regular WO whose temporary grade and date of rank correspond most closely to the Reserve WOs permanent Reserve WO grade and date of rank. The Reserve WO shall then be appointed under 10 U.S.C. 555 in the same permanent Regular WO grade and with the same date of rank as the matching officer's permanent grade and date of rank. The Reserve WO shall also be appointed under 10 U.S.C. 602 in the same temporary Regular WO grade and with the same date of rank as the matching officer's temporary WO grade and date of rank. Appointments in the grade of warrant officer, W-1 under 10 U.S.C. 555 are made by SECNAV. Appointments in CWO grades under 10 U.S.C. 555 are made by SECNAV, acting for the President. Appointments in temporary WO grades under 10 U.S.C. 602 are made by SECNAV.

10. Eligibility Criteria for SWAG or EAD

a. SWAG. Applicants must be in the Ready Reserve not on active duty and must have served at least 3 years in the Ready Reserve. Application for a SWAG should be submitted at least 6 months before the desired date of assignment to active duty.

b. EAD. Applicants must be serving on active duty with the Regular Establishment.

c. A Reserve WO who is pregnant and a married Reserve WO whose wife is pregnant may request an extension of active duty for a maximum of 1 year. The officer must have provided satisfactory service in the past. The eligibility criteria and administrative instructions contained in paragraph 11 of this enclosure, with the following additions and deletions, are applicable:

(1) Delete the requirement for a photograph for a Reserve WO who is pregnant.

(2) Add the requirement for a statement signed by a medical officer or physician verifying the pregnancy and providing the expected delivery date. If the request is by message, such verification should follow under separate cover.

(3) Add the requirement for a statement from the officer's commanding officer that the individual's service has been satisfactory.

11. Administrative Instructions for SWAG or EAD

a. Applications for SWAG or EAD will be made on an Administrative Action Form (NAVMC 10274) and submitted to CMC (MMOA-3) via the chain of command. Information to be included is as follows:

(1) Name, grade, SSN, and MOS(s).

(2) Date of rank as a WO.

(3) EAS (if applicable).

(4) Date of birth and age.

(5) Highest level of education attained.

(6) If in the Ready Reserve, include the following in addition to the above:

(a) Home of record.

(b) Place from which the officer desires to be ordered to active duty.

(c) Date on which it is desired that active duty will commence.

(d) A statement indicating why the officer resigned a Regular appointment as an LDO or WO, if applicable, or why the officer left active service, if applicable. The officer shall provide a brief history of employment activity since appointment as a WO, including a description of jobs performed, and indicate why return or assignment to active duty is desired.

(e) Command telephone number.

b. Applications for EAD contingent on special requests will not normally be approved, with the following exceptions:

(1) To complete an overseas deployment, operation or tour.

(2) To alleviate critical skill shortages or personal hardship.

c. In addition to the above, each applicant will include a photograph. The procedures for the submission of photographs are contained in paragraph 2002 of MCO P1070.12D.

12. Endorsements to Requests for SWAG or EAD. Comprehensive recommendations by commanders in the endorsing chain of command are a vital part of the application as a real time evaluation of an individual's performance and potential for active service are of great value to the ORB. Recommendations based on personal interviews are strongly encouraged. The following shall be included in the recommendation:

a. Recommended with enthusiasm

b. Recommended with confidence

c. Recommended with reservation

d. Not recommended.

Sample Application Format and Data Sheet for
Limited Duty Officer (LDO) and Warrant Officer (WO) Programs

SSIC
DATE

From: (Grade, Full Name, SSN, MOS, and USMC/USMCR)
To: Commandant of the Marine Corps (MROE)
Via: Immediate commanding officer and endorsing chain of command

Subj: REQUEST FOR APPOINTMENT UNDER THE FISCAL YEAR (yr.) LIMITED DUTY OFFICER/WARRANT OFFICER PROGRAM (RESERVE OR REGULAR)/WARRANT OFFICER (MARINE GUNNER) PROGRAM (as appropriate)

Ref: (a) SECNAVINST 1120.11A
(b) MCBul 1040 of
(c) MCO P1070.12F

Encl: (1) Data Sheet
(2) Certified copy of NAVMC 763 (Appointment Acceptance and Record) (applicable to LDO applicants only)
(3) Certified copy of page 12 and 13, of the SRB (if applicable) (R
(4) Certified copy of pages 3 and 23 or Record of Service (ROS) of the SRB (applicable to sergeants only)
(5) Certified copy of BIR and BTR (R
(6) NAVMC 10476 (Reserve Qualification Summary) (Reserve applicants only)
(7) Certified copy of Scholastic Aptitude Test/American College Test (SAT/ACT) Test Report (if applicable)
(8) Certified copy of evidence of security investigation (if investigation is not on the BTR) (R
(9) Certified copy of page 8a, SRB (A
(10) Certified copy of college transcripts and evidence of degree (if applicable) (A
(11) Photograph (A

1. I am eligible (except for [type of waiver]) and apply for the Fiscal Year (yr.) (enter appropriate program) as outlined in references (a) and (b). Enclosures (1) through (11) (as applicable) are attached as requested. The following information is submitted:

a. "I, (Full Name) , if selected for appointment to (LDO/WO) and upon acceptance of such appointment, agree to remain (on active duty/in the Ready Reserve) for a period of not less than 3 years, unless sooner separated for cause under the provisions of SECNAVINST 1920.6A, Administrative Separation of Officers. I understand that this obligation will run concurrently with any

other legal obligation in force and will not serve to decrease any such obligation." Reserve personnel on the Full Time Support (FTS) Program must include the following statement, "If selected for appointment to the Reserve Warrant Officer Program, and upon acceptance of such appointment, I agree to request release from my FTS contract in order to comply with reference (a), enclosure (3), par 3d."

b. Date of Birth: (YYMMDD)

c. Permanent grade and Date of Rank: (W- or E-?, YYMMDD)

d. List off-duty education courses. (Attach transcripts, if available.)

e. List military schools and correspondence courses completed. (Include school now attending and/or correspondence course(s) currently enrolled in, if applicable.)

f. I have a NAC/Background Investigation (BI)/Special Background Investigation (SBI) completed by the Defense Investigative Service on (date); or I do not have a NAC/BI/SBI, but I initiated one on (date). Enclosure (8) applies (if applicable).

g. Active naval service as of (date of appointment). If other than naval service is included in your Armed Forces Active Duty Base Date (AFADBD), branch of service, periods of service and highest grade held.

h. Amount of commissioned service, if a former officer (years, months, and days, if applicable).

R) i. MOS for which applying (as appropriate):

(1) First Choice:
(2) Second Choice:
(3) "I am willing to accept any MOS in which the board considers me qualified."

j. Amount of creditable service for retirement purposes as of (date of appointment) (Reserve applicants only).

k. ASVAB EL, SAT, ACT test score and date tested (or ASVAB/ACB-61/AFCT GT score for Marine Gunner). Ensure enclosures (5) and (7) are enclosed to verify scores. Should enclosure (5) not contain the ASVAB score, retest as outlined by chapter 5 of MCO P1000.6E, ACTS Manual (WO applicants only).

l. List years of actual experience and key billets held in first and second choice MOSs (if applicable).

m. Unit telephone number and point of contact. Indicate your admin office's AUTOVON or commercial numbers only. DO NOT use FTS numbers.

n. Recent photo per reference (c) is attached as enclosure (XX).

_____
Signature of applicant

DATA SHEET

Instructions: Applicant must complete items A through K (or L, if applicable) utilizing the space provided in column 2. Please use Courier or Pica 10 pitch print. All characters must be in caps.

COLUMN 1	COLUMN 2
A. LAST NAME	
B. FIRST NAME	
C. MIDDLE INITIAL	
D. SSN (NO SPACES)	
E. PRESENT GRADE	
F. PRESENT MOS	
G. MOS FOR WHICH APPLYING (1ST CHOICE ONLY)	
H. RACE/ETHNIC CODE (PER BTR)	
I. AGE (AS OF COMMISSIONING DATE - YY MM)	
J. ACTIVE NAVAL SERVICE (AS OF COMM DATE - YY MM)	
K. EL/GT SCORE (AS APPROPRIATE)	
L. RESERVE ON FTS (IF APPLICABLE)	Y / N (CIRCLE ONE)

----------HQMC-------ACTION--------ONLY----------

CHECKLIST	ENDORSEMENTS
_____ PHOTOGRAPH	_____ RECOMMENDED/NOT RECOMMENDED
_____ PAGE 12, SRB	
_____ PAGE 8A, SRB	MISSING
_____ PAGE 3, SRB	_____ EL VERIFICATION
_____ ROS (Sgts only)	_____ BIR & BTR
BIR & BTR	_____ PAGE 12
_____ CITIZEN	_____ PAGE 8A
_____ DOB	_____ PAGE 3/ROS
_____ R/E	_____ NAC EVIDENCE
_____ ANS/TIS	
_____ EL/SAT	
_____ NAC	

Enclosure (1)

TO BE REPRODUCED AS NEEDED

Enclosure (5)

Reversion of Limited Duty Officers (LDOs) to Warrant Officers (WOs) in the Regular Marine Corps

1. Reversion of Permanent LDOs to WO Grade. Permanent LDOs who are subject to discharge under 10 U.S.C. 6383(d) or (e) and reference (d) for having twice failed of selection to the next higher grade, and who had the permanent status of a WO when first appointed as LDOs, have the option, instead of being discharged, of reverting to the grade and status they would have held had they not been so appointed. LDOs who are subject to discharge under 10 U.S.C. 6383(d) or (e) and reference (d) for having twice failed of selection to the next higher grade, and who had a permanent grade below the grade of warrant officer, W-1 when first appointed as LDOs, have the option, instead of being discharged, of reverting to the grade and status they would have held had they not been so appointed, but had instead been appointed as warrant officer, W-1. The foregoing LDOs may be appointed as Regular WOs without the written application referred to in paragraph 6 of enclosure (2) and the board action referred to in paragraph 9 of enclosure (2), provided they are not being processed for administrative separation for cause under reference (d). The WO grade and date of rank that would be held upon reversion shall be determined per paragraph 2. LDOs who revert to WO status under this enclosure shall either retain the same primary MOS or be assigned a WO MOS for which best qualified, as determined by CMC, per reference (d).

2. Reversion of Permanent LDOs to WO Status

a. An LDO approved for appointment as a WO under the provisions of 10 U.S.C. 6383(f) and paragraph 1 of this enclosure, and who had the status of a permanent Regular WO under 10 U.S.C. 555 when first appointed as an LDO, shall be matched to a permanent WO in the Regular Marine Corps whose temporary grade and date of rank correspond most closely to the temporary WO grade and date of rank he or she would have held under section 10 U.S.C. 602 had he or she not been appointed an LDO but had instead remained a permanent Regular WO. The LDO shall then be appointed under 10 U.S.C. 555 in the same permanent Regular WO grade and with the same date of rank as his or her matching officer's permanent grade and date of rank. The LDO shall also be appointed under section 10 U.S.C. 602 in the same temporary Regular WO grade and with the same date of rank as the matching officer's temporary WO grade and date of rank. In any computation to determine a matching officer, all active service as an LDO appointed under 10 U.S.C. 5589 or as a temporary or Reserve officer shall be included.

b. An LDO approved for appointment as a WO under the provisions of 10 U.S.C. 6383(f) and paragraph 1 of this enclosure, and who had a permanent grade below the grade of warrant officer, W-1, when first appointed as a LDO, shall be matched to a permanent WO in the Regular Marine Corps whose temporary grade and date of rank correspond most closely to the temporary WO grade and date of rank he or she would have held under 10 U.S.C. 602 had he or she not been appointed as a LDO but had instead been appointed as a warrant officer, W-1 under 10 U.S.C. 555. The LDO shall then be appointed under 10 U.S.C. 555 in the same permanent Regular WO grade and with the same date of rank as his or her matching officer's permanent grade and date of rank. The LDO shall also be appointed under section 10 U.S.C. 602 in the same temporary Regular WO grade and with the same date of rank as the matching officer's temporary WO grade and date of rank. In any computation to determine a matching officer, all active service as an LDO appointed under 10 U.S.C. 5589 or as a temporary or Reserve officer shall be included.

c. Appointments to the grade of warrant officer, W-1 under the provisions of 10 U.S.C. 6383(f) and paragraph 1 of this enclosure shall be made by SECNAV. Appointments to the chief warrant officer grades under the provisions of 10 U.S.C. 6383(f) shall be made by SECNAV acting for the President. All appointments to a temporary WO grade under 10 U.S.C. 602 and paragraph 1 of this enclosure shall be made by SECNAV.

3. Reversion of Temporary LDOs to WO Status. A temporary LDO holding a permanent WO grade under 10 U.S.C. 555 whose temporary appointment as an LDO under 10 U.S.C. 5596 is terminated under the provisions of reference (d) for having twice failed of selection to the next higher temporary LDO grade, who is not precessed for separation for cause under that reference, and who elects to continue serving on active duty, shall be matched to a permanent Regular WO whose permanent grade and a date of rank correspond most closely to the LDOs permanent WO grade and date of rank. The LDO shall then be appointed under 10 U.S.C. 602 in the same temporary Regular WO grade and with the same date of rank as the matching officer's temporary WO grade and date of rank. Such appointments shall be made by SECNAV.

Appointment of Regular Limited Duty Officers (LDOs) and Warrant Officers (WOs) as WOs in the Marine Corps Reserve

1. Appointments of Regular LDOs and WOs as WOs in the Marine Corps Reserve upon Resignation from the Regular Marine Corps. Regular LDOs and WOs whose resignations from the Regular Marine Corps are accepted by SECNAV may be tendered an appointment as a permanent WO in the Marine Corps Reserve upon request under the provisions of enclosure (2) of reference (d) without the written application referred to in paragraph 5 of enclosure (3) and the board action referred to in paragraph 8 of enclosure (3). The WO grade and date of rank that would be held upon acceptance of such an appointment shall be determined per paragraph 2. LDOs and Regular WOs appointed as Reserve WOs under this enclosure shall either retain the same primary MOS or be assigned a WO MOS for which best qualified, as determined by CMC, per reference (d).

2. Appointment Grade and Date of Rank

a. An LDO referred to in paragraph 1 who holds a permanent appointment under 10 U.S.C. 5589 who had the permanent status of a permanent Regular WO under 10 U.S.C. 555 when first appointed as an LDO, and whose request for appointment as a WO in the Marine Corps Reserve is approved, shall be matched to a permanent WO in the Marine Corps Reserve whose permanent grade and date of rank correspond most closely to the temporary WO grade and date of rank he or she would have held under 10 U.S.C. 602 had he or she not been appointed as an LDO but had instead remained a permanent Regular WO. The LDO shall then be appointed under 10 U.S.C. 597 in the same permanent WO grade and with the same date of rank as the matching officer's permanent WO grade and date of rank. In any computation to determine a matching officer, all previous service as an LDO or as a temporary or Reserve officer shall be included.

b. An LDO referred to in paragraph 1 who holds a permanent appointment under 10 U.S.C. 5589 who had a permanent grade below the grade of warrant officer, W-1, when first appointed as an LDO, and whose request for appointment as a WO in the Marine Corps Reserve is approved, shall be matched to a permanent WO in the Marine Corps Reserve whose permanent grade and date of rank correspond most closely to the temporary WO grade and date of rank he or she would have held under 10 U.S.C. 602 had he or she not been appointed as an LDO but had instead been appointed as a warrant officer, W-1 under 10 U.S.C. 555. The LDO shall then be appointed under 10 U.S.C. 597 in the same permanent WO grade and

with the same date of rank as the matching officer's permanent WO grade and date of rank. In any computation to determine a matching officer, all previous service as an LDO or as a temporary or reserve officer shall be included.

c. An LDO referred to in paragraph 1 who holds a temporary appointment under 10 U.S.C. 5596 who has the permanent status of a WO under 10 U.S.C. 555 and whose request for appointment as a WO in the Marine Corps Reserve is approved, shall be matched to a permanent WO in the Marine Corps Reserve whose permanent grade and date of rank correspond most closely to the temporary WO grade and date of rank he or she would have held under 10 U.S.C. 602 had he or she not been serving as an LDO. The LDO shall then be appointed under 10 U.S.C. 597 in the same permanent WO grade and with the same date of rank as the matching officer's permanent WO grade and date of rank. In any computation to determine a matching officer, all previous service as a temporary or reserve officer shall be included.

d. An LDO referred to in paragraph 1 who holds a temporary appointment under 10 U.S.C. 5596 who has a permanent grade below the grade of warrant officer, W-1, and whose request for appointment as a WO in the Marine Corps Reserve is approved, shall be matched to a permanent WO in the Marine Corps Reserve whose permanent grade and date of rank correspond most closely to the temporary WO grade and date of rank he or she would have held under 10 U.S.C. 602 had he or she not been appointed as an LDO but had instead been appointed as a permanent warrant officer, W-1 under 10 U.S.C. 555. The LDO shall then be appointed under 10 U.S.C. 597 in the same permanent WO grade and with the same date of rank as the matching officer's permanent WO grade and date of rank. In any computation to determine a matching officer, all previous service as a temporary or Reserve officer shall be included.

e. A Regular WO referred to in paragraph 1 who holds a permanent appointment in the grade of warrant officer, W-1 under 10 U.S.C. 555 and does not hold a temporary appointment under 10 U.S.C. 602 and whose request for appointment as a WO in the Marine Corps Reserve is approved, shall be matched to a permanent WO in the Marine Corps Reserve in the same grade whose date of rank corresponds most closely to the Regular WOs date of rank. The Regular WO shall then be appointed under 10 U.S.C. 597 in the permanent grade of warrant officer, W-1 with the same date of rank as the matching officer's date of rank.

f. A Regular WO referred to in paragraph 1 who holds a permanent appointment in the grade of warrant officer, W-1 or above under 10 U.S.C. 555 and a temporary appointment under 10 U.S.C. 602 and whose request for appointment as a WO in the Marine Corps Reserve is approved, shall be matched to a permanent

WO in the Marine Corps Reserve whose permanent grade and date of rank correspond most closely to the Regular WOs temporary WO grade and date of rank under 10 U.S.C. 602. The Regular WO shall then be appointed under 10 U.S.C. 597 in the same permanent Reserve WO grade and with the same date of rank as the matching officer's permanent grade and date of rank.

g. A Regular WO referred to in paragraph 1 who holds a temporary WO grade under 10 U.S.C. 5596 and whose request for appointment as a WO in the Marine corps Reserve is approved, shall be matched to a permanent WO in the Marine Corps Reserve whose permanent grade and date of rank correspond most closely to the Regular WOs temporary WO grade and date of rank. The Regular WO shall then be appointed under 10 U.S.C. 597 in the same permanent Reserve WO grade and with the same date of rank as the matching officer's permanent grade and date of rank.