

MCRC FROST CALL 018-02 DATED 26 FEBRUARY 2002

From: Commanding General, Marine Corps Recruiting Command

Subj: POLICY AND GUIDELINES FOR PRIOR SERVICE ENLISTMENT PROGRAM (PSEP) PACKAGE SUBMISSION AND PROCESSING

Ref: (a) MCRC, G-3 route sheet with tabs dated 21 Feb 02
(b) MCO 1130.80, Change 2, Prior Service Enlistment Program

Encl: (1) Quarterly PSEP Calendar

1. Purpose. To notify all levels within the Marine Corps Recruiting Command, and ensure compliance with the policy and guidelines for the proper submission and disposition procedures of Prior Service Enlistment Program (PSEP) packages based on the agreement between CG, MCRC and DCMC (M&RA) MM, as described in reference (a).

2. Background. The guidelines published herein provide specific procedures and deadlines for package submissions, ensuring a timely and accurate decision process (approval/ disapproval), and subsequent timely responses for each case to MCRC and the prior service applicant. These procedures will afford the monitors adequate time to decision each prior service enlistment case, within the best interest of the Marine Corps, and ensure a minimum of (2) decision dates per month to MCRC.

3. Information. The submission guidance and deadlines contained herein will be enforced. All questions concerning specific PSEP cases, or prior service submission procedures shall be directed to MCRC, G-3. Calls made directly to MM are in violation of this policy and the agreement with MM, as outlined in reference (a).

4. Action. Effective 1 March 2002 MCRC, and MMEA-6 will implement and enforce standard procedures for submission of PSEP packages and decision/response, as outlined below:

a. Standard Submission Procedures

(1) MCRC and MMEA-6 will establish and enforce bimonthly deadlines for submission to MMEA-6, and an expected decision/response date on each case back to MCRC. Bimonthly schedules should follow, as closely as practical, the outline provided below:

Submission deadline to MMEA-6

8th of the month
20th of the month

Response from MMEA-6

NLT COB 15th of the month
NLT COB on the second
working day prior to
mission day

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(2) Any package received by MCRC after the published deadline, will be delivered to MMEA-6, but will likely not be reviewed for decision before the first day of the next review period. For example, in a month with a mid-month submission deadline on the 8th, any PSEPs received on the 9th, will likely not be reviewed for decision before the morning of the 16th. In this example, the expected response back to MCRC on this package will be on or before COB on the second day prior to mission day.

(3) Through coordination with MMEA-6, MCRC will develop and publish a quarterly calendar, with deadlines based on mission days and the MEPS processing schedule. Enclosure (1) contains the first quarterly PSEP calendar (March through June 2002). MCRC, G-3 will publish all subsequent quarterly calendars. The MCRC Operations Chief will announce cut off times for each published date, which will allow MCRC, G-3 preparation time for delivery of PSEP packages to MMEA-6.

(4) MCRC will publish changes to the monthly schedule (30-days in advance when possible) reflecting modifications to previously published schedules. Modifications to any previously published monthly schedule will only be made when monitor TAD schedules change. To ensure proper planning, subordinate commanders will be notified of any changes to the quarterly calendar by the first day of the month in execution.

(5) MCRC will report bimonthly reenlistments to MMEA-6 from the previous PSEP processing period's list of approvals, on or before the eleventh working day of the new period. Commanders shall ensure compliance with reference (b), reenlisting all approvals within 10 calendar days of the date of approval message, and notify MCRC, G-3 of all reenlistments via established procedures for that period.

(6) MMEA-6 will issue orders and required appropriations data immediately following notification of an approved applicant's reenlistment.

(7) MCRC will distribute weekly boat space reports via email for use by subordinate commands for final preparation of prior service enlistment packages prior to submission. Districts shall ensure that MOSS requested have boat spaces available prior to submitting to MCRC for consideration. Real-time boat space reports are available via the Total Force Retention System (TFRS) in each District, and should be utilized to assist in this QA process.

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(8) Points of contact are Maj D.J. Kumbalek, or MGySgt R.E.
Pruitt, MCRC G-3, at commercial (703) 784-9403 or DSN 278-9403.



D. L. MCMANUS
By direction

March

Mon

FY02 PSEP

Tue

Wed

Thu

Fri

Sat

3

4

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6

7

8

1st Period cutoff
(1630) PSEP
submissions from
MCRC G-3 to
MMEA-6

9

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Reenlistment report
due (1630) MCRC G-
3 to MMEA-6 for
PSEPs processed on
26 Feb.

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1st Period response
(1630) MMEA-6 to
MCRC G-3 for
PSEPs submitted on
or before 8 Mar.

16

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2nd Period cutoff
(1630) PSEP
submissions from
MCRC G-3 to
MMEA-6

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2nd Period response
(1630) MMEA-6 to
MCRC G-3 for PSEPs
submitted on or before
20 Mar.

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Reenlistment report
due (1630) MCRC G-
3 to MMEA6 for
PSEPs processed on
or before 8 Mar.

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2002

April

FY02 PSEP QUARTERLY CALENDAR

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Reenlistment report due (1630) MCRC G-3 to MMEA-6 for PSEPs processed on or before 20 Mar

1st Period cutoff (1630) PSEP submissions from MCRC G-3 to MMEA-6

1st Period Response (1630) MMEA-6 to MCRC G-3 for PSEPs submitted on or before 8 Apr.

2nd Period cutoff (1630) PSEP submissions from MCRC G-3 to MMEA-6

2nd Period Response (1630) MMEA-6 to MCRC G-3 for PSEPs submitted on or before 19 Apr.

Reenlistment report due (1630) MCRC G-3 to MMEA-6 for PSEPs processed on or before 15 Apr.

2002

May

FY02 PSEP QUARTERLY CALENDAR

Sat

Fri

Thu

Wed

Tue

Mon

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Reenlistment report due (1630) MCRC G-3 to MMEA6 for PSEPs processed on or before 19 Apr.

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1st Period response (1630) MMEA-6 to MCRC G-3 for PSEPs submitted on or before 8 May.

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2nd Period cutoff (1630) PSEP submissions from MCRC G-3 to MMEA-6

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-2nd Period Response due (1630)-MCRC to MMEA-6.
-Reenlistment report due (1630).

2002

June

PSEP QUARTERLY CALENDAR

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Sat

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1st Period cutoff
(1630) PSEP
submissions from
MCRC G-3 to
MMEA-6

Reenlistment report
due (1630) MCRC G-
3 to MMEA-6 for
PSEPs processed on
or before 20 May.

1st Period response
(1630) MMEA-6 to
MCRC G-3 for
PSEPs submitted on
or before 7 Jun.

2nd Period cutoff
(1630) PSEP
submissions from
MCRC G-3 to
MMEA-6

2nd Period response
(1630) MMEA-6 to
MCRC G-3 for
PSEPs submitted on
or before 19 Jun.

Reenlistment report
due (1630) MCRC
G-3 to MMEA-6 for
PSEPs processed on
or before 7 Jun.

2002