

MCRC FROST CALL 030-02 DATED 31 MAY 2002

From: Commanding General, Marine Corps Recruiting Command

Subj: STATEMENTS OF UNDERSTANDING (SOU) FOR REGULAR INCENTIVE PROGRAMS AND RESERVE PROGRAMS

Ref: (a) MCO P1100.72B Short Title: MPPM

Encl: (1) Sample Reserve SOU

1. Purpose. To notify all levels of the Marine Corps Recruiting Command of the administrative policy regarding Statements of Understanding (SOU) for regular incentive programs and reserve programs.

2. Background. The Recruit Liaison Sections (RLS) and Entry Level Training Assignment (ELTA) representatives from both Recruit Depots have addressed recent administrative concerns. These relate to missing or modified enlistment options.

3. Information. Enlistment program documents (SOU's) become a part of the enlistment contract DD Form 4. Great care must be taken when assigning a program to an applicant. Completion of the SOU documents and recording the Enlistment Incentive Program number (MCROC)/Quota Serial Number (QSN) from MCRISS is paramount. To avoid possible costly defective enlistments, Marines involved in the contractual process must be extremely careful in completing the documents and will refrain from making inferences that could be misconstrued or perceived as promises, assurances, or guarantees that are not specifically written in the SOU attached to the DD Form 4. Accordingly, each applicant enlisting for a Regular Enlistment Incentive Program (EIP)/ Reserve Quota Serial Number (QSN) will complete an SOU.

a. Program SOU's for Regular. Annex "A" is used for the Marine Corps Drug Policy SOU. The completed regular incentive program SOU (along with any required appendices) will **ALL** be marked "Annex B" and attached to the Enlistment or Reenlistment Document (DD Form 4) as required by MCO 1130.53 series. If the member of the DEP (regular), changes options, the original authenticated Annex "B" will be marked **VOID**, with a diagonal line from top right to bottom left, initialed and dated by the member, and a new SOU will be completed and annotated as Annex "C". Any additional changes in an authenticated SOU's will follow the same format, with each new SOU marked successively as Annex D, E, F etc). **ALL** voided SOU's will be retained in all enlistment records and attached to the DD Form 4 series.

Subj: STATEMENTS OF UNDERSTANDING (SOU) FOR REGULAR INCENTIVE PROGRAMS AND RESERVE PROGRAMS

MEPS LNCO's will record the changes to Annex(es) in Section F. DISCHARGE FROM/DELAYED ENTRY/ENLISTMENT PROGRAM, Blocks 20a. b. & c. of the DD Form 4/3, SOU's that are attachments to other SOU's (i.e. EIP SOU for MCSF "UV" and SOU Security Clearance Form, will be annotated as Annex "B" (Program SOU/Attachment SOU) and stapled together. If the applicant changes the original program (i.e. "UV" to "UH") then the same format as listed above will prevail, where the Annexes would read as: "Annex "C", "D" etc.

b. Program SOU's for Reserve. Annex "A" is used for the Marine Corps Drug Policy SOU. Assigned reserve programs will be recorded as Annex "B". If a reserve member (SMCR awaiting IADT), changes options while awaiting IADT (i.e. ROEP 4 X 4 to IIADT 6 X 2), a new Annex "B" for the newly assigned reserve option will be authenticated, signed and dated. The **original** authenticated Annex "B" will be marked **VOID**, with a diagonal line from top right to bottom left, and initialed by the reserve member. Additionally, the **original** Annex "B" will be marked on the bottom of page one "**Replaced by Annex "B" dated _____**", (date new Annex "B" SOU was signed by the reserve member). SOU's that are attachments to other SOU's (i.e. ROEP, SRIP, or Kicker), will all be annotated as Annex "B" (Program SOU/Attachment SOU) and stapled together. All SOU(S) will be attached to the DD Form 4/1 and 4/2 to include previously voided SOU(s).

4. Action. The above changes will be incorporated into the upcoming revision to the reference. All hands should affect this policy as soon as possible, but **NOT LATER THAN 30 JUNE 2002.**

5. Point of contact is MSgt Allan, MCRC G-3 Enl Ops, at commercial (703) 784-9403 or DSN 278-9403.



S. B. WITTLE
By direction

STATEMENT OF UNDERSTANDING (SOU) UPON ENLISTMENT OF THE
MARINE CORPS RESERVE OPTIONAL ENLISTMENT PROGRAM (ROEP)

Selected Marine Corps Reserve (SMCR) Inactive Duty Training
(IDT) Obligations

1. I, IAM A. RESERVE, am enlisting in the Marine Corps Reserve for a period of 8 years in the Reserve Optional Enlistment Program (ROEP): 4 SMCR (IDT status) X 4 IRR (no ADT required). I understand that for the next 4 years following assignment to Initial Active Duty Training (IADT), satisfactory participation consists of attendance at and satisfactory performance of 48 scheduled Inactive Duty Training (IDT) periods (usually 1 weekend per month) and not less than 14 days (exclusive of travel time) of Active Duty Training (ADT) during each year of my contract. My remaining obligation will be in Individual Ready Reserve (IRR) status. (Initials IAR).

2. I will be required to attend IADT and ADT periods as prescribed, and I understand that failure to do so may result in my being ordered to active duty by the Commanding Officer of the Marine Corps for a period of 2 years, less any period of active duty or ADT I may have already served. I also understand that my failure to attend IDT and ADT periods could result in a less than honorable discharge. I understand that while in the SMCR (IDT status), I will not be excused from ADT for the purpose of attending college. (Initials IAR).

3. I further understand that the location of my Reserve unit is QUANTICO VA (City/State). Its Reporting Unit Code (RUC) is 80001, and that I must request a waiver from the Commanding Officer/Site Commander of my initial Reserve unit in order to transfer to a different unit prior to completing six consecutive months of IDTs at my initial Reserve unit. I will report to my initial Reserve unit for scheduled IDTs on the dates and at the times I am ordered to report. (Initials IAR).

4. I understand that I must keep my Commanding Officer/Site Commander informed of my current address and phone number at all times. If I change my place of domicile, I must join another Marine Reserve unit located within the standard 100 mile radius from my new place of domicile. (Initials IAR).

ENCLOSURE (1)

REPLACED BY ANNEX B¹
DATED 30 MAY 2002.

Iam A. Reserve

ANNEX 'B'

IAR

VOID