



UNITED STATES MARINE CORPS
MARINE CORPS RECRUITING COMMAND
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MARINE CORPS RESERVE PRIOR SERVICE RECRUITING GUIDE VOLUME II

From: Commanding General
To: Distribution List

Subj: AFFILIATION/REENLISTMENT PROCEDURES

1. Purpose. To provide guidance and systematic procedures to Reserve Prior Service Recruiting (PSR) personnel.
2. Cancellation. All previous editions of this guide are superseded.
3. Background. This publication is a procedural guide designed to give PSR personnel specific direction for use in the accomplishment of their PSR mission. Throughout this guide, various orders and directives are referenced regarding actions to be taken in the areas of administration, logistics, and training support. The intent of this guide is to amplify, not supersede, these orders.
4. Action. PSR personnel are required to adhere to this guide and the orders referenced in the performance of their recruiting duties. This guide is effective upon receipt.
5. Recommendations/Changes. Recommendations or requests for changes to this guide should be directed to the Commanding General, Marine Corps Recruiting Command (MCRC), (ATTN: Head, PSR Section), 3280 Russell Road, Quantico, VA 22134-5103 via the appropriate chain of command.


D. T. BARTELS
Chief of Staff

DISTRIBUTION: B, D

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CHAPTER 1

RECRUITING AFFILIATION/REENLISTMENT PROCESS

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1000. PURPOSE. This chapter contains procedures and policies for the screening of applicants to determine their status for affiliation or reenlistment. For an applicant to be eligible for reenlistment or affiliation they must satisfy the requirement to be categorized as Q3. Additionally, recruiters must provide valid proof-source documents for all applicants that prove they are physically, professionally, and morally qualified. This must be accomplished no later than the date of join. A Q3 Marine is defined as follows:

1. Physically Qualified: An applicant that meets physical standards as prescribed in the current version of the Manual of the Medical Department (MANMED). The applicant will have a completed physical examination indicating the Marine meets the requirements for reenlistment and/or affiliation to the Ready Reserve, and the height and weight of the Marine is within prescribed ranges or the body fat percentage (with specific measurements) is within the required range. This definition includes any special requirements necessary for a particular MOS. (Appendix C).

2. Professionally Qualified: An applicant meeting all the requirements for reenlistment, extension, and/or affiliation in the Ready Reserve. MOS qualification is determined by proof of successful school completion or by showing the minimum acceptable mental prerequisites for the MOS being applied for (per MCO P1200.7, MOS Manual, (Appendices F, H)).

3. Morally Qualified: An applicant free from any criminal litigation or criminal court orders as a defendant, claims to have not used drugs illegally, denies acts of omission or commission that are contrary to the Constitution of the United States of America, and claims no membership in organizations that operate contrary to the good order and discipline of the Armed Forces. (Figure 1-1, Appendices E, H).

1001. INTRODUCTION. The initial screening by the recruiter is a key element in determining an applicant's qualification. In all dealings with applicants, the recruiter must be honest and fair. The recruiter's attitude must be one of helping applicants determine that their future lies with both the local community and the Marine Corps Reserve (MCR).

1002. INSTRUCTIONS. Before processing, each applicant will be screened by the recruiter to determine eligibility for affiliation/reenlistment.

1003. INTERVIEW SCREENING CHECKLIST

1. This form is used to help determine if an applicant for affiliation or reenlistment is Q3. "Yes" answers may impact on eligibility and could indicate the need for a waiver. Refer to Appendix H to determine the impact of any "Yes" answers.

2. The recruiter will ensure that the Interview Screening Checklist (ISC) is completed when the following applies:

- a. Transfer - The ISC will be dated the same day or prior to all other documents in the join package.
- b. Reenlistment - The ISC will be dated the same day as the privacy act statement.
- c. Waivers - The ISC will be dated the same day or prior to the recruiter waiver submission letter.

If more than 90 days have elapsed since the applicant completed the ISC, the applicant is required to update item 27, 90 day recertification, on the ISC (Figure 1-1).

3. Reference for "Yes" answers. Refer to the current edition of the Reserve Career Planning Guide MCO P1040R.35 and Appendices G and H of this guide for definition of possible waiverable conditions.

1004. SPECIFIC INSTRUCTIONS

1. Recruiters shall use the ALMRS automated forms; if temporarily unavailable, a photocopy of the automated version can be used. Self-made or expired versions of this form are not authorized.

2. Interview Screening Checklist. All questions will be initialed by the applicant with the understanding that they pertain to their condition since their last affiliation with the Armed Forces.

a. Page 1: Applicant's Name and SSN will be populated automatically by ALMRS or typed manually. The format will be:

"Last Name, First Name, Middle Initial"; the applicant's answer to questions #1 through #23 will be with his/her initials; all blocks will be answered; "N/A" is not allowed.

b. Page 2: The question marked "Females only" will be left blank by male Marines and initialed only by female Marines.

c. All "Yes" answers will be explained by giving the What, Why, Where, and When appropriately.

d. Dates for both Applicant and Recruiter will be populated automatically by ALMRS. Inputting these fields manually requires you to use the DOD format (YYYYMMDD). Printed names will be in the same format used on the front of the form "Last Name, First Name, Middle Initial". SSN will be as follows: 123-45-6789. The signature blocks will contain payroll signatures for both.

3. The original Interview Screening Checklist will be maintained in the inspection copy of the affiliation package. If the recruiter is unable to provide the original document they will contact their Recruiter Instructor (RI) for guidance.

1005. SOURCE DOCUMENTS

1. DD Forms 214 and 215: Source documents which provide information to determine an applicant's eligibility (Figures 1-2 and 1-3).

a. Policy and guidance on the issue, preparation, and distribution of the DD Form 214 and 215 is provided in the Marine Corps Separation and Retirement Manual (MARCORSEPMAN) MCO P1900.16.

b. If the applicant is off contract and does not possess a copy of the DD Form 214, copies may be obtained. Only the applicant may request their own records by writing to one of the following addresses. It is recommended the applicant send one request to each agency:

National Personnel Records Center (Utilize SF 180)
Military Personnel Records
9700 Page Blvd
St. Louis, MO 63132

Commandant of the Marine Corps
(Code MMSB-10)
Headquarters U.S. Marine Corps
Quantico, VA 22134-0001

c. The DD Form 214 is the primary proof source for all reenlistments. Screens generated from the Marine Corps Total Force System (MCTFS) and HQMC statements of service are always approved as alternate proof source documents when a DD214 is not available. Specific guidance for TRs is provided in Volume V of this guide.

d. Photocopies of DD Form 214s used to verify reenlistment codes are not acceptable if the page 1 short form is copied over any other DD Form 214 page.

2. Reserve Quality Control Record (QCRE): Proof source required for all IRR Transfers.

a. Printed report must be dated on/or prior to the acceptance date in part III of the New Join Worksheet (NJW) and the date must be legible.

b. An example of a QCRE, with fields identified, is provided in Figure 1-4.

c. To be a valid proof source, the QCRE must contain all essential information to support the applicant's join in the Ready Reserve or make a material contribution to the total proof source documents provided.

d. Must be provided in conjunction with a QCAC for applicants recently released from active duty.

e. The MCTFS codes manual is the authority for all Total Force (TF) screen field descriptions. (Appendix I, Volume I and Figure 1-6, platoon codes).

3. Active Duty Quality Control Record (QCAC): Proof source document to be used for Marines recently released or discharged from active duty. The recruiter can obtain a QCAC from MCTFS. (Figure 1-5).

a. Printed record must be dated on/or before the unit signature date on the NJW or Direct Assignment Program (DAP)

orders issue date.

b. Document must be fully legible.

c. QCAC is valid for the "join for duty from release of active duty" unit diary entry for 30 days from the Marine's EAS. Standard IRR joins must be completed for all cases over 30 days.

d. To be a valid proof source, the QCAC must contain all necessary information to support the applicant joining the Ready Reserve or make a material contribution to the total proof sources provided.

4. Career Retirement Credit Report (CRCR): Shown on the MCTFS RT07 screen, the CRCR is required as a proof source when an extension of enlistment, NAVMC 321a is to be completed (Figure L-2).

a. Fully legible report must be printed on/or before the date the extension is signed.

b. This report may be used to reconstruct periods of service for reenlistments when a DD214 cannot be located.

5. Total qualifying service must be verified on all reenlistments. All proof sources will be included in the reenlistment package. Exception will be an E5 on their initial MSO.

6. A list of Platoon Codes that prohibit Marines from joining the MCR are included as Figure 1-6.

1006. REENLISTMENT CODES. Reenlistment Codes are indicators of an applicant's character of service.

1. Reenlistment Eligibility Codes are listed in Figure 1-7.

2. Reserve Marines who leave active duty after Initial Active Duty for Training (IADT) do not receive Reenlistment Codes for that period of active duty. A character of service is required on all enlisted Marines; to accomplish this:

a. View the Service Record Book (SRB) tracking system for the status of the SRB. Pages 11 and 12 will be requested and viewed for character of service. The RI will make a

determination upon viewing.

b. In cases where the SRB is not available, the applicant must request the SRB pages from the source listed in paragraph 1005 above. When any doubt exists, recruiters will contact the Regional Office for a determination.

c. A Memorandum for the Record will be included in the accession package.

d. The recruiter shall confirm the absence of a reenlistment code by requesting a confirmation code check through their regional office.

3. In addition to the reenlistment codes listed on the ISC codes, RE-1B, 1C, 3C, 3S, 3V, and 4 are acceptable for affiliation, but require a waiver if the Marine is off contract or requires an extension.

4. When a waiver is required, reenlistment codes will be verified through the PSRO Office by obtaining a RE Code and a Confirmation Code prior to submitting the waiver. In all other cases, proof of Reenlistment Code will be in the package (i.e., DD-214 and/or REDD confirmation code).

5. Reenlistment Codes for individuals from other branches of the Armed Forces will have to be verified through the RI or PSRO Office.

6. Occasionally record requests must be submitted to obtain an applicant's record. Utilize form SF-180, figure 1-8 to obtain these records.

7. CMC waiver approvals are considered professionally qualified for reenlistment. RI character statement is not required.

INTERVIEW SCREENING CHECKLIST

Applicant's Name: **NEWMAN, ALFRED E**

SSN#: **0123456789**

Do any of the following conditions apply since your last affiliation with the Armed Forces?

| PLEASE INITIAL THE FOLLOWING | YES | NO |
|---|-----|----|
| 1. Pvt or PFC re-enlisting or extending? | | |
| 2. LCpl re-enlisting or extending for more than 6 qualifying years? | | |
| 3. Cpl re-enlisting or extending for more than 8 qualifying years? | | |
| 4. Sgt reenlisting or extending for more than 13 qualifying years? | | |
| 5. SSgt or above reenlisting or extending for more than 20 qualifying years? | | |
| 6. SSgt or above discharged more than 24 hours? | | |
| 7. Have you been discharged more than 3 years? | | |
| 8. Do you have a reenlistment code other than 1A, 3N, 3O? | | |
| 9. Is your constructive age over 32 years? | | |
| 10. Do you have any physical problems that would prevent you from being qualified for full duty? | | |
| 11. Have you been arrested, charged, cited, or held by Federal, State, or other Law Enforcement agency regardless of whether the citation was dropped or you were found not guilty? | | |
| 12. Have you been, or are you now, under suspended sentence, parole, probation or awaiting any action or charges against you? | | |
| 13. Do you have prior service with any Armed Force other than the Marine Corps or Marine Corps Reserve? | | |
| 14. Do you have more than 45 days lost time (i.e. Brig, UA, Deserter)? | | |
| 15. Are you receiving disability compensation from the VA or were you discharged from any of the Armed Forces with severance pay for medical reasons? | | |
| 16. Do you have an immediate family member who was KIA or MIA? | | |
| 17. Are you a conscientious objector? | | |
| 18. Are you insane or intoxicated? | | |
| 19. Have you ever received retirement, retainer, or separation pay from any of the Armed Forces? | | |
| 20. Are you a member of a party or organization which advocates the overthrow of our constitutional form of government or advocates acts of violence to deny other persons their rights under the Constitution of the United States of America? | | |
| 21. Are you currently pending any administrative or punitive action within the Marine Corps Reserve? | | |
| 22. Drug use and abuse: Have you tried, used or possessed any narcotic (to include heroin or cocaine), depressant (to include Quaaludes), stimulants, hallucinogens (to include LSD or PCP), or cannabis (to include marijuana or hashish), or any mind-altering substance (to include glue or paint), or anabolic steroid, except as prescribed by a licensed physician? | | |
| 23. FEMALES ONLY: Are you currently pregnant? | | |

Figure 1-1. Interview Screening Checklist

INTERVIEW SCREENING CHECKLIST

24. Explain any "YES" answers in the space below. Indicate the question number.

25. I understand that the Recruiter who will accept my application into the Ready Reserve does so in reliance on the information provided by me on this form. If any of the information is knowingly false or incorrect, I may be subject to Administrative Separation from the Ready Reserve. I certify that the information given by me on this form is true and complete to the best of my knowledge and belief.

Date: 2003/10/01 Printed Name: NEWMAN, ALFRED, E

SSN: 0123456789 Signature: *Alfred E Newman*

26. Recruiter: I certify that the applicant has been instructed by me to respond honestly to each of these questions. I understand my liability to trial by Courts Martial under the Uniform Code of Military Justice, should I effect of cause to be effected the re-enlistment or affiliation of anyone known by me to be ineligible for assignment into the Ready Reserve.

Date: 2003/10/01 Printed Name: BANNER, DAVID, B

SSN: 9876543210 Signature: *David B Banner*

27. 90 Day Re-certification:

a. There have been no changes since my last screening on (date) _____.

Signature: _____ date: _____

b. The following changes have occurred since my last screening date of (date) _____.

Signature: _____ date: _____

Figure 1-1 (Cont). Interview Screening Checklist

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

ANY ALTERATIONS RENDER FORM INVALID

| | | | | | |
|---|--|---|--|--|--|
| 1. NAME (Last First Middle) Doe, John James | | 2. DEPARTMENT, COMPONENT AND BRANCH USMC-11 | | 3. SOCIAL SECURITY Number if Applicable 111 | |
| 4. MAILING ADDRESS (Include ZIP Code) 330 Cyrilla Court, Wichita, KS 67235 | | | | | |
| 5. ORIGINAL DD FORM 214 IS CORRECTED AS INDICATED BELOW | | | | | |
| 18. a. TITLE | | | CORRECTED TO READ | | |
| 19. b. TITLE | | | SEPARATION DATE ON DD FORM 214 BEING CORRECTED. 920725 | | |
| 20. a. ADDRESS | | | 20. b. ADDRESS | | |
| 21. a. ADDRESS | | | 21. b. ADDRESS | | |
| 6. DATE 920726 | | 7. TYPE NAME, GRADE, TITLE AND SIGNATURE OF AUTHORIZED TO SIGN R. G. GILLESPIE, CWO2, ADJUTANT | | | |

DD FORM 215 (1 JUL 79)
SN 0102-LF-000-2150

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE

CORRECTION TO DD FORM 214, CERTIFICATION OR DISCHARGE FROM ACTIVE DUTY

Figure 1-3. DD215

```

TJQPQCRE          **** RESERVE QUALITY CONTROL ****          04/26/2000
GR4P06 ENTER NEXT SSN: _____ ENTER CATG: _____ SEQ NBR: _____ 08:12:17
SSN:              NAME:              KEVIN J              PAGE: 01
RUC: 88801        COMPANY CODE:      PRES-GRADE: E4     RECSTAT: E      COMP CODE:
                  PLT CODE:          TRNGRP: H         R-RECSTAT: 0    RCOMP CODE: K7
SRB/MED:         RES RUC: 88801      REENL: 1A         PGDOR: 19990701
FRUC: 32001      STR CAT: 0         EFF DT: 19990701
DOB: 19760223    FURUC:              DAFC: 00000000
                  LCN:
** L TRANSFER **  MAR STAT: M      CD/TYP: MBK1H
TTC: 3F4         DEPN: 02              CHK MAIL: 1
DOA: 19971124    **** MOS ***          **** PAY STAT **
UD NBR: 00483    PMOS: 1345           CODE: 77100       PEBD: 19960408  **** SGLI ****
UD DT: 19971124  ADMOS1: 0            FDATE: 20000408  DOEAF: 19960124 CODE: 99159
RUC: 21800      ADMOS2:              DOE: 19960408    FROM: 19980701
                  BMOS: 8531         EOS: 20040123    TO: 20000430
                  R-ECC: 20040123  BAL: $16.00

***** INDIVIDUAL LOCATION DATA *****
STREET:          US 40              JOINED: 20000408
CITY: STRANGHN   PHONE: -0480             TRANS: 19971124
STATE: IN        STAT: 1  VALID CODE:      DISCH: 20000407
ZIP: 870000      COND: 0  VALID DATE: 20000405 RES UNIT JD DTE: 20000408
***** CONTINUED *****
PF1 - HELP      PF3 - EXIT TO TFQC MENU    PF12 - LOCAL PRINT

```

Figure 1-4. Reserve Quality Control Page
(see next page for definitions of terms)

SELECTED FIELD DEFINITIONS AND CODES FOR THE QCRE

R-RECSTAT- Reserve record status (Marine's status within the Reserves).
 0- good record and pay status
 1- awaiting join or reenlistment into MCR
 2- transfer status from active duty to reserve comp.
 3- interunit transfer between reserve units
 4- transfer from SMCR to IRR
 7- mobilized
 9- discharged
 F- temporary active duty
 G- transfer to Ready Reserve from active duty

RECSTAT- Active duty record status: 0- active status
 E- separation status
 M- identified for mobilization

RES RUC- Reserve Reporting Unit Code (RUC currently assigned to Marine).
 88801-88805 IRR RUCs
 88901-88906 MTU codes
 88850 AR Marine

SRB/MED- Service record book and medical record status.
 1A- SRB, medical and dental records at MCRSC
 1B- SRB and medical records at MCRSC
 1C- SRB and dental records at MCRSC
 1D- SRB only at MCRSC

PAY STAT- Pay status. IRR Marines should be 77100.

Plt CODE- May indicate a bar to affiliation (see Vol II, ch 2, fig 1-6).

REENL- Reenlistment code, Vol II, ch 2, Fig 1-8.

SEP DATA- Separations data. Refer to MARCORPCODESMAN.
 "K" released from active duty, discharged
 "M" released from active duty to the reserves
 "J" indicates administrative or punitive sep.

VALID DATE- Date the addressed was last confirmed

STAT- Address valid codes: 0- address good when last validated
 1- address not confirmed on last validation
 2- address confirmed to be incorrect

PEBD- Pay entry base date

DOEAF- Date of entry into armed forces

EOS- Expiration of obligated service

R-ECC- Expiration of reserve current contract

JOINED- Date joined to current RUC

TRANS- Date transferred from previous RUC

DISCH- Date of last discharge

```

TJQPQCAC          **** ACTIVE DUTY QUALITY CONTROL ****          10/01/1998
GR4H05 ENTER NEXT SSN: _____ ENTER CATG: _____ SEQ NBR: _____ 15:19:39
SSN:              NAME:              JOSEPH M                      PAGE: 01
RUC: 88802        COMPANY CODE:      PRES-GRADE: E5          RECSTAT: E          COMP CODE:
                   PLT CODE:         TRNGRP: H          R-RECSTAT: 0        RCOMP CODE: K7
                                     *** PAY STAT **
PRUC:             PEBD: 19920909    DU STAT: 1          *** SEP DATA **    CODE: 99999
PMCC:             AFABD: 00000000    STR CAT: 0          CD/TYP: MBK1H      F HOUR: 0001
DCTB: 19950731   PGDOR: 19970801          REENL ID: 1A       FDATE: 19980909
FRUC: 33808      PRR: 00000000          PMOS: 1833         RUC: 33808         AUTH: 1
FMCC: KA1        SEL GRD: 000          BMOS: 1833         UD NBR: 00145
DJP: 19980909    1MOS: 0000          ** L TRANSFER *    DOC YEAR: 1998
DDL: 19950703   EAS: 19980908          TTC: 3F4           RUC: 33808
PEN : 0804731M  ECC: 19980908          CSEC: ADDBA        DOA: 19950703      TTC: 0378
                   ECC/EAS FLAG:  CLA: 0          UD NBR: 00103      *** PAY OPT ***
FUMCC: 000      RER FLAG:              UD DT: 19950705    CODE: 00004
EDA: 00000000          MAR STAT: M        RUC: 13101         FDATE: 19980910
EDD: 00000000          JURIS:             TIME LOST 00.0     UD NBR: 01566
RES RUC: 88802          CDPI: 03           DOC YEAR: 1998
PMCC FLAG:            FDPI: 03           RUC: 61870
OTD: 00000000          TTC: 0698
***** CONTINUED *****
TABLE ITEM NOT FOUND ON TABLE 01.

```

Figure 1-5. Sample QCAC

| CODE | LEGEND |
|------|--|
| CERT | WAITING DEATH CERTIFICATE |
| COBJ | HAS REQUESTED CONSCIENTIOUS OBJECTOR STATUS |
| ELEG | ENLISTED LEGAL CASE |
| FNQP | FMCR NOT PHYSICALLY QUALIFIED |
| HDSH | HAS REQUESTED HARDSHIP DISCHARGE |
| HONR | HAS REQUESTED HONORARY RETIREMENT |
| INBO | OFFICERS RELEASED FROM ACTIVE DUTY WITH 3 YEAR OBLIGATION IN IRR |
| INPQ | IRR NOT PHYSICALLY QUALIFIED (KNOW FOR SURE) |
| ISTR | KNOWN INTERSERVICE TRANSFER, WAITING CONTRACT |
| KASL | KEY EMPLOYEE (ACTIVE STATUS LIST (ASL)) |
| KISL | KEY EMPLOYEE INACTIVE STATUS LIST |
| MISS | MISSIONARIES (FORMER RUC 88814) |
| MNPQ | MAY NOT BE PHYSICALLY QUALIFIED (PENDING) |
| MPSB | MOBILIZATION POTENTIAL SCREENING BOARD |
| NCPP | NO CURRENT PHYSICAL FOR PROMOTION |
| NOER | NOTICE OF ELIGIBILITY LETTER FOR RETIREMENT |
| OBLI | SHIRKERS (FORMER RUC 88806) |
| OLEG | OFFICER LEGAL CASE |
| OVWE | OVERWEIGHT |
| PNOE | PHYSICAL NOTICE OF ELIGIBILITY |
| ROTC | RUC 88860 |
| SISL | INACTIVE STATUS LIST |
| SRES | HAS REQUESTED RESIGNATION |
| SRET | HAS REQUESTED RETIREMENT |
| STPO | OFFICER HAS 2 PASS OVERS |

Figure 1-6. MFR Ineligible-to-join Platoon Codes

| <u>Code</u> | <u>REASON</u> |
|-------------|--|
| RE-1A | Recommended and eligible. |
| RE-1B | Recommended, eligible and requested retention but denied by CMC. |
| RE-1C | Recommended and eligible career Marines meeting generally acceptable standards and denied further service. |
| RE-2A | Transferred to FMCR prior to reaching maximum service limitation for grade. |
| RE-2B | Retired. |
| RE-2C | Transferred to FMCR at maximum service limitation for grade. |
| RE-3A | Failure to meet general technical score prerequisite. Assign when single disqualifying factor only. |
| RE-3B | Assign when there is a military or civil record of inservice illegal drug involvement prior to 31 Aug 1992 and there is a potential for further service. |
| RE-3C | When directed by the CMC or when not eligible and disqualifying factor is not covered by any other code. |
| RE-3E | Failure to meet educational standards. Assign when single disqualifying factor only. |
| RE-3F | Failure to complete recruit training. |
| RE-3H | Hardship discharge. |
| RE-3N | Pregnancy, single parenthood. |
| RE-3O | Refused to extend or reenlist to deploy or incur obligated service for orders received. |
| RE-3P | Failure to meet physical/medical standards(includes Pseudofolliculitis-Barbae and weight standards). |
| RE-3S | For members with special separation incentive benefits. |
| RE-3V | For members with voluntary separation incentive benefits. |
| RE-4 | Not recommended for reenlistment. |
| RE-4B | Assign when there is a military or civil record of inservice illegal drug involvement and there is no potential for further service |

Figure 1-7. USMC Reenlistment Codes

CHAPTER 2

PROCESSING SITUATIONS

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| PURPOSE. | 2000 | 2-2 |
| PROCESSING SITUATIONS. | 2001 | 2-2 |
| DIRECT ASSIGNMENT PROGRAM (DAP). | 2002 | 2-4 |

2000. PURPOSE. This chapter contains instructions to assist the recruiter in completing an accession package on each applicant being processed into the MCR. The responsibility for proper processing procedures belongs to the recruiter as the package manager.

2001. PROCESSING SITUATIONS. There are three (3) categories of applicants:

1. Officer affiliations:

a. Utilizing the format contained in the New Join Worksheet, (Figure A-1), ensure the required documentation is completed in accordance with the Appendices following this chapter.

b. Marine officers who have resigned their commission and officers of other branches will be processed in accordance with MCO P1100.73, Officer Procurement Manual.

c. Former officers of the Marine Corps and other services who resigned their commission in good standing or were honorably discharged may be reappointed in the Marine Corps Reserve, dependent upon the needs of the Marine Corps. Those former officers seeking reappointment in the USMCR in a drilling status will be considered by Headquarters, U.S. Marine Corps, Career Management Team (CMT).

d. Credit for prior service as a commissioned officer may be granted to recognize previous military experience as follows:

| <u>Qualifications</u> | <u>Credit</u> |
|--|----------------------|
| Active duty commissioned service to include periods of active duty for training. | 1 year for each year |
| Commissioned service as a Reserve officer on inactive duty. | 1 year for each year |

e. All applicants must meet the following age requirements at time of reappointment:

- (1) Major - less than 41 years of age
- (2) Captain - less than 35 years of age.

- (3) First Lieutenant - less than 31 years of age.
- (4) Second Lieutenant - less than 28 years of age.

f. No officer shall be reappointed to commissioned grade above the grade of Major unless selected therefore by a duly constituted selection board.

g. An applicant must have been on active duty or have been affiliated with a Reserve unit within 3 years of request for reappointment.

h. An applicant must be determined to be physically qualified for reappointment, as determined by the Commander, Naval Medical Command.

i. Applications for reappointment should be forwarded to the CMC (CMT) in letter format. The applicants must explain why they desire to be reappointed in the U.S. Marine Corps Reserve. Mandatory enclosures to the application completed by the PS Recruiter are:

- (1) A recent report of physical examination, SF 88 (in duplicate) and SF 93 (in duplicate). Aviators must include a current flight physical (in duplicate).

- (2) A recent photograph, standard full-length, uncovered, front view, left shoulder forward.

j. Mandatory enclosures to the application completed by the Unit are:

- (1) Completed DD Form 398, Personnel Security Questionnaire (typewritten).

- (2) Completed DD Form 398-2, Personnel Security Questionnaire (NAC) (typewritten).

- (3) Two Fingerprint Cards, FD-258, (2 originals).

k. Exceptions/waivers to the above criteria may be requested. However, reappointment in any waiver case will be considered only on a singular, highly exceptional basis.

1. Under no circumstances will an officer who was discharged as a result of twice failure of selection for reserve promotion be considered for reappointment.

m. Prior Service Recruiters (PSR) are to assist former officers seeking reappointment in the SMCR in the preparation and submission of reappointment request packages, provided those officers are professionally, mentally, and physically qualified. Figure A-2 is to be utilized when preparing and submitting reappointment packages.

2. SMCR/IMA Affiliations: Enlisted Marines transferring from the IRR and verified to be under an enlistment contract with the MCR will be processed in accordance with the NJW (Figure A-1).

3. SMCR/IMA reenlistments: Enlisted Marines not under a current enlistment contract with the MCR.

a. This category includes the following:

(1) Former Marines discharged from the USMC or USMCR.

(2) Prior Service other service (former Marines) whose last service was with another branch of service.

b. The recruiter shall ensure reenlistment waivers are accomplished in accordance with Appendix H when required.

c. Reenlistments completed within 30 days of transfer to the SMCR must be processed and reported as a reenlistment.

2002. DIRECT ASSIGNMENT PROGRAM (DAP) AFFILIATIONS

1. PSRO recruiter responsibility in the DAP process:

a. Pre-assignment. Upon initial contact from the TR, the recruiter will screen the manpower plan or existing unit T/O for billet vacancies where the direct assignment will occur and provide an accurate T/O and line number.

b. DAP applicant reports to the recruiter.

(1) Ensure applicant is Q3 for affiliation.

(2) Coordinate the check in process with the unit. Inform the unit that the applicant is a DAP join and monitor the process to ensure timely reporting on the unit diary.

(3) The following documents will be completed for a DAP accession package:

- (a) Interview screening checklist
- (b) Signed DAP order (including reporting endorsement)
- (c) DD214/215 (if available), QCRE, QCAC (required for a join for duty from active duty)
- (d) Copy of reenlistment form, if applicable
- (e) Current SF 88/DD2808 and 93/DD2807, any other pertinent Medical documents
- (f) Negative HIV result or Statement of Understanding
- (g) NAVMED 6120/3, if applicable
- (h) Any other valid proof source documents necessary to verify the Marine is Q3 at the time of affiliation. (see note).

Note: The career planner's checklist signed by the applicant's commanding officer must be dated within 180 days of the Marine's EAS. The recommended reenlistment code of 1A shall be considered a valid proof source for RE code verification.

The 30-day reporting rule for DAP joins requires that the RNCO sign the reporting endorsement on the DAP orders within 30 days of the separating Marine's EAS. The TR will be charged with non-reporting attrition if the receiving unit does not make a unit diary entry joining the DAP Marine within 60 days of his/her EAS.

CHAPTER 3

AFFILIATION/REENLISTMENT PACKAGES

| | <u>PARAGRAPH</u> | <u>PAGE</u> |
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| SCOPE. | 3001 | 3-2 |
| DEFINITIONS. | 3002 | 3-2 |
| JOIN PACKAGE ASSEMBLY. | 3003 | 3-3 |

3000. PURPOSE. This chapter contains instructions with specific examples for the recruiter to use in completing affiliation and reenlistment packages.

3001. SCOPE. Recruiters shall submit a quality accession package on every MCR join. The recruiter's professionalism is reflected in the quality of the documentation they prepare. Each package will be inspected for the following:

1. Neat in appearance.
2. Organized in accordance with the NJW.
3. Securely fastened documents in an approved folder.
4. Properly labeled inspection folder.
5. Documents completed in accordance with this guide and all applicable directives (Appendix I, Volume I).

3002. DEFINITIONS. The following categories describe how errors are rated during an inspection:

1. Administrative Errors: Discrepancies in the mechanics of document and package completion. Errors that do not constitute administrative oversight, erroneous, or fraudulent affiliations or reenlistments.
2. Administrative Oversight: Errors of omission or commission that materially degrade the validity of a proof source document and fail to fulfill the requirements of the Department of Defense (DOD), Department of the Navy (DON), Marine Corps directives and/or this guide for verifying an applicant is Q3 at the time of affiliation or reenlistment. This category is used for packages where After the Fact (ATF) documents can demonstrate the Marine was Q3 at the time of the join affiliation or reenlistment. The rating includes, but is not limited to: ATF documents proving Q3 at time of join, required AA forms for selected items, ATF waiver submission, failure to extend reenlistment IAW current Prior Service Recruiting Division policy (exceptions will be made for gaining command statements which indicate they are aware of the impending end of current contract and are willing to accept the Marine without an extension).

3. Erroneous Join: Reenlistment or affiliation of a Marine that was not physically, professionally, or morally qualified. Failure to provide valid proof source documents before or ATF indicating the Marine is Q3 at the time of affiliation or reenlistment.

4. Fraudulent Join: Knowingly causing an applicant to be joined to the MCR, by means of forgery, document alteration, withholding disqualifying information, instructing an applicant who is not Q3 to be less than completely honest, or any other malfeasance.

3003. ACCESSION PACKAGE ASSEMBLY

1. The recruiter will ensure proper completion of all documents and incorporate them into the accession package folder.

2. The minimum approved folder for accession packages will be a file folder with the right side containing a male Echo fastener, the left side does not, (a folder of this type can be ordered through Serve-Mart, NSN 7530-00-926-8978).

a. Left side:

(1) Documentation will be fastened by one staple at each upper corner.

(2) Interview Screening Checklist.

(3) Computation Sheets for reenlistment and/or date of rank.

b. Right side:

(1) Documentation will be 2 hole punched and placed on the Echo fastener.

(2) Will contain the required documents in the order reflected on the NJW, any additional supporting documents will be filed after all required documentation on the right side.

(3) Each package will have a typed 1" x 3" white label affixed to the left corner of the right side of the folder containing basic information on the applicant, in the following format:

GYSGT RECRUITER, I.M. JUN/03 (Month/Year Accessed)
MARINE, I.M. 123-45-6789
14125 (RUC joined) SGT/0311

3. Any documents generated by the recruiter shall have the date in the following format, YYYYMMDD. Do not use civilian dates (e.g. 11/10/93, 1/3/94, etc.) as the month and day can be confused. Exception: Automated forms may not allow for a DOD format. Use whichever the program requires.

4. Payroll signatures are required on all recruiting documents, with the exception of the DD Form 4 and the NAVMC 321a; this will require full-name signatures by the applicant. (see Appendices G and J).

5. The following forms, if completed more than 90 days prior to the date of reenlistment or the join date on the NJW, Part III, must be updated or replaced in accordance with the appendices of this guide:

- a. Interview Screening Checklist.
- b. NAVMED 6120/3.
- c. Police record check.
- d. Statement of Understanding.
- e. Career Planning checklist within 180 days of the Marine's EAS. After 180 days the standard forms are required.

6. Archiving Information:

- a. Inspection copy of the accession package will be forwarded to the Regional Office.
- b. Residual copy will be maintained at the recruiting site.
- c. IRR transfer packages will be held by the recruiter for one year after join date
- d. Reenlistments will be held by the recruiter indefinitely.
- e. The PSR Office copy of the accession package will

be maintained for one year beyond the date of regional inspection at the PSR Office. Packages available for inspection but not selected for actual review will be maintained as well.

7. The original documents on the right side of the accession package will be given to the gaining command at the time of join.

8. Erroneous affiliations and reenlistments requiring After the Fact (ATF) waiver:

a. Marines that are not Q3 and were reenlisted or transferred in the Ready Reserve must be reviewed by CMC (CMT) for final disposition.

b. Recruiters will prepare ATF waivers in accordance with Appendix H of this guide.

c. Figure H-1 paragraph (2) shall include a statement that the request is being submitted after the fact.

d. The routing process shall be the same as standard waiver submissions.

e. CMC (CMT) responses to the waiver request shall be provided to the gaining command to include MCRSC if the applicant transferred to the IRR.

f. CMT automatically forwards ATF waiver requests to RAP to determine if a CMC investigation for fraud is warranted.

APPENDIX A

NEW JOIN WORKSHEET

1. General Instructions. The New Join Worksheet is used to ensure: that the applicant is properly processed for join to the SMCR; that the unit receives the documentation from the RNCO; and that the package has been reviewed for accuracy by Prior Service Recruiting management (Figure A-1).

2. Specific Instructions. All recruiters will use the automated version of each form printed with populated fields or, temporarily, a blank version of each form with the fields typed or printed manually if the on-line system is not responding. If the information is input in the applicant's record, it will automatically appear in the appropriate fields on the forms; if not, manually type in the missing information. The manual version will be completed by filling in each field with current information; Name format will be "Last, First, Middle initial". The completed document will be provided to the gaining command for running on the unit diary. Refer to volume III.

a. Part I - Applicant Data

(1) To be completed by the RNCO with current information on applicant. This part will be automatically populated if the required information is entered in the applicant's record in ALMRS.

(2) Confirmation of Reenlistment Code: A Confirmation Code from the PSR Office is required only on those applicants who require a waiver to affiliate/reenlist and/or when the source documents do not indicate a Reenlistment Code. This will be populated automatically if the information is already in the applicant's record.

b. Part II - Affiliation data

(1) The RNCO will complete Part II by placing either a 'X' or "N/A", for each form/document contained in the accession package. Every item requires an entry.

(2) The remainder is automated like the rest of the form.

(3) The Officer category will be displayed when the rank field in part one has an officer grade in it.

c. Part III - Unit Acceptance Statement

(1) To be completed by the SMCR Unit Commander/I&I or a designated representative who is conducting the interview.

(2) If a unit commander/I&I designates a Sergeant (or below) to sign this part, it must be in writing, and contained in the accession package (immediately behind the New Join Worksheet).

(3) Every document in the accession package must be completed/printed on or prior to the date in this part of the form.

d. Part IV - Recruiter document certification

(1) This recruiter assigned on the applicant's ALMRS record will automatically be listed in the RNC0 section.

(2) Original signature in the inspection package section.

(3) This section is not to be completed prior to the date in Part III.

(4) If the recruiter submitting the package is also the NCOIC, then they only have to sign and date the NCOIC.

(5) Signatures in this part indicate that the recruiter and NCOIC believe the documents and information contained in the package are true to the best of their knowledge.

e. Part V - Unit Rejection Statement

(1) To be completed by the SMCR Unit Commander/I&I or a designated representative stating the reason(s) for the rejection. Once the Rejection of Accession is completed, contact the PSRO for guidance.

(2) The RNC0 must provide a statement with the rejected package to the PSRO OIC (Appendix M).

NEW JOIN WORKSHEET

PART I: APPLICANT DATA

Name: _____ Grade: _____ SSN: _____ MOS: _____

Address: _____ Phone (H): _____ Phone (O): _____

RE Code: _____ Proof Source: _____

HT: _____ WT: _____ Body Fat %: _____

PART II: AFFILIATION DATA

| Officer Transfer | Enlisted Transfer | Re-enlistment | |
|------------------|-------------------|---------------|----------------------------------|
| _____ | _____ | _____ | ISC |
| _____ | _____ | _____ | IMA Endorsement |
| _____ | _____ | _____ | QCRE |
| _____ | _____ | _____ | QCAC, DD-214 |
| _____ | _____ | _____ | SF88 or DD 2808 w/neg HIV result |
| _____ | _____ | _____ | SF93 or DD 2807 (other med docs) |
| _____ | _____ | _____ | NAVMEC 6120/3 |
| _____ | _____ | _____ | Combined SOU |
| _____ | _____ | _____ | DD 369/Police Record Check |
| _____ | _____ | _____ | Retrain Requirements |
| _____ | _____ | _____ | Extension |
| _____ | _____ | _____ | RT07 (CRCR) |
| _____ | _____ | _____ | Waiver Request/Approval |
| _____ | _____ | _____ | Privacy Act |
| _____ | _____ | _____ | DD 4/DD 1966 |
| _____ | _____ | _____ | DD 368 Clearance |
| _____ | _____ | _____ | Tattoo Screening Form |
| _____ | _____ | _____ | Other |

BMOS: _____ Unit RUC: _____ T/O: _____ Line #: _____ RQSN: _____

PART III: UNIT ACCEPTANCE

I have received and reviewed the documentation in Part II above. I have verified the applicant's height, weight, and body fat if required. I accept this Marine for join to billet MOS. The unit diary will be run within 5 days in accordance with MCO P1080.40A, MCTFS PRIM.

Unit Representative: _____ Date: _____
 Title: _____ Rank: _____

PART IV: RECRUITER DOCUMENT CERTIFICATION SIGNATURES

Recruiter: _____ Date: _____
 NCOIC: _____ Date: _____
 Recruiter Instructor: _____ Date: _____

Figure A-1. New Join Worksheet
A-3

AFFILIATION/REENLISTMENT PROCEDURES

APPLICANT'S NAME: ,

SSN#:

PART V: RQSN CHANGE AUTHORIZATION

RQSN (number) for (rank) and (BMOS) is changed to

(new rank) and (new BMOS).

Signature Date Print Name Billet Title

PART VI: UNIT REJECTION STATEMENT

I have received and reviewed the documentation in Part 3(A) above and reject this applicant for join to this unit for the following specific reasons:

Unit Representative

Rank

Figure A-1 (Cont). New Join Worksheet

| INFORMATION | COMMENTS |
|--|----------|
| First Name (Y/N) | _____ |
| Middle Initial (Y/N) | _____ |
| Last Name (Y/N) | _____ |
| Social Security Number/MOS (Y/N) | _____ |
| Grade, Date of Rank, Military Specialty (Y/N) | _____ |
| Branch of Service and Components (Y/N) | _____ |
| Organizations presently assigned to (Y/N) | _____ |
| Total Commissioned Service (Act and Res) (Y/N) | _____ |
| Date and Place of Birth (Y/N) | _____ |
| Citizenship and how gained (Y/N) | _____ |
| Reserve Resume (Summarize Mil Duties) (Y/N) | _____ |
| Statement of Education (Civ/Mil) (Y/N) | _____ |
| Fingerprint Cards FD-258 (Y/N) | _____ |
| Security Questionnaire, SF-86 (Y/N) | _____ |
| Report of Medical History, Form 93 (Y/N) | _____ |
| Recent Photo (Y/N) | _____ |
| Endorsements (Y/N) | _____ |
| Letters of Recommendation (minimum 2) (Y/N) | _____ |
| Daytime Telephone Number (Y/N) | _____ |
| Current Address (Y/N) | _____ |
| SMCR Unit POC and phone number (Y/N) | _____ |
| <p>Send complete package to: CG, MCRC (G-3 PSR) 3280 Russell Road Quantico, VA 22134-5103</p> | |

Figure A-2. Officer Reappointment Checklist

APPENDIX B

INDIVIDUAL MOBILIZATION AUGMENTEE DETACHMENT (IMADET) APPLICATION

1. General Information. IMADets are administratively controlled by MCRSC Total Force Branch (TFB) and operationally controlled by their Operational Sponsors. IMAs are considered as SMCR joins and must meet the same Q3 standards as any other affiliation. Off-contract Marines accepted to an IMADet must be reenlisted to the IRR before being joined on the IMA unit diary.

2. Specific Instructions

a. The recruiter must develop a working relationship with the Operational Sponsors and know the particulars of the IMADets they support. Recruiters should maintain a current copy of the IMADet's T/O to anticipate billet openings.

b. The recruiter will arrange interviews between the applicant, the Operational Sponsor, and the local Reserve Support Unit (RSU), if possible, for endorsement of the join package.

c. Prepare an IMADet accession package using the proper category of Figure A-1 (NJW). An IMADet accession package is prepared similarly to a SMCR accession package with the following exceptions:

(1) The New Join Worksheet will be completed with the exception of Part III. The New Join Worksheet will be signed at MCRSC, TFB. Instruct the Operational Sponsor not to sign Part III. Recruiters will submit the original accession package to MCRSC (via the PSRO Office) and maintain a copy for their files.

(2) The recruiter will prepare an Operational Sponsor endorsement as per Figure B-1. It is the recruiter's responsibility to ensure that Figure B-1 is filled out completely and accurately by both the applicant and the operational sponsor.

(3) Figure B-2 will be completed at the Operational Sponsor's discretion. The first endorsement must be completed and signed prior to submission to MCRSC. Some Operational Sponsors require submission of a current photograph.

d. The Marine Corps Reserve Administration Management Manual (MCRAMM), P1001R.1F, or more current edition, provides specific instructions for the management of IMA Marines.

Unit Letterhead

1300
PSRS
(Date)

From: _____
(Grade) (Name) (SSN/MOS)

(Address)

To: Commanding General, Marine Corps Reserve Support Command
(TFB) 15303 Andrews Road, Kansas City, MO 64147-1207

Via: Operational Sponsor

Subj: APPLICATION FOR MEMBERSHIP IN THE INDIVIDUAL MOBILIZATION
AUGMENTEE (IMA) PROGRAM

Ref: (a) MCO P1001R.1F (MCRAMM)
(b) MCO 1020.34E

Encl: (1) Application for IMA Membership

1. It is requested that I be considered for the following assignment:

| Billet Title | Billet MOS | RUC and PltCode | Location |
|--------------|------------|-----------------|----------|
|--------------|------------|-----------------|----------|

2. The enclosure is provided for consideration.

(Signature)

(Date)

FIRST ENDORSEMENT

From:

To: Commanding Officer, Marine Corps Reserve Support Command
(TFB)

1. Forwarded, recommending () disapproval, () approval, to fill:

T/O: _____ Line#: _____ BilletDescription: _____

2. Security clearance () is, () is not required for this billet.

3. I certify that this Marine's height is _____ inches and weight is _____ lbs, or body fat % is _____. If not within Marine Corps Ht/Wt/Body Fat standards, Marine will be placed on weight control upon join.

(Operational Sponsor Signature)

Figure B-1. Operational Sponsor Endorsement

Date: _____

PERSONAL DATA

1. Name: _____
Grade First MI Last SSN/MOS USMCR

2. Personal Military Data:

a. DOR: _____ c. DOB: _____ e. Officer commission date: _____
b. EAS: _____ d. PEBD: _____ f. Security clearance: _____
Based on: _____

3. Home Address: _____
Phone: _____

4. Civilian Occupation: _____

5. Business Name: _____
Address: _____
Phone: _____

6. Normal Business Work Days: _____, Work Hours: _____

7. Does your employer have any objections to your involvement
as a drilling Marine Corps Reservist? Yes: _____ No: _____
(Initial)

8. One-way mileage and travel time from home and business address to the
site where you propose to drill:

| | Miles | Travel Time |
|-----------------|-------|-------------|
| Mode of Travel | | |
| Home: _____ | _____ | _____ |
| Business: _____ | _____ | _____ |

9. Previous Employment History:

| Dates | Business Name | Duties |
|-------|---------------|--------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

MILITARY HISTORY AND EXPERIENCE

10. Chronological History of Military Service (most recent to past):

| Unit | Billet/Duties | Dates | AcDu | SMCR | IRR | IMA |
|-------|---------------|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |

Figure B-2. Application for IMA Membership
B-4

11. Periods of Military Training (most recent to past):

| <u>School/Course</u> | <u>Subject(s) of Instruction</u> | <u>Dates</u> | <u>Completed</u> <u>Yes / No</u> |
|----------------------|----------------------------------|--------------|-------------------------------------|
|----------------------|----------------------------------|--------------|-------------------------------------|

12. Personal Military Decorations/Awards:

| <u>Decoration/Award</u> | <u>Date Rec'd</u> | <u>Decoration/Award</u> | <u>Date rec'd</u> |
|-------------------------|-------------------|-------------------------|-------------------|
|-------------------------|-------------------|-------------------------|-------------------|

13. Other pertinent military history, experience, or special qualifications not previously listed:

14. EDUCATIONAL HISTORY

| <u>College/University</u> | <u>Major</u> | <u>Degree</u> | <u>Year graduated</u> |
|---------------------------|--------------|---------------|-----------------------|
|---------------------------|--------------|---------------|-----------------------|

Figure B-2 (Cont). Application for IMA Membership