



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

OFFICE OF THE
SECRETARY OF DEFENSE

IN REPLY REFER TO:

2004 AUG 20 PM 3: 20

INFO MEMO

FOR: SECRETARY OF DEFENSE

FROM: General W. L. Nyland, Assistant Commandant of the Marine Corps *WLN*

Subj: KEEPING IN TOUCH WITH THE INDIVIDUAL READY RESERVE (IRR)

- The Marine Corps response regarding the Secretary of Defense's inquiry on how the Services maintain contact with members of the IRR is at Tab A.
- Since 9/11, the IRR has proven to be a valuable manpower pool that the Marine Corps has utilized to meet both Joint and internal Individual Augmentation requirements. To date, we have activated a total of 3,974 IRR members in support the Global War on Terrorism. Their service has been instrumental to the successful accomplishment of the Marine Corps war fighting mission.
- The keys to this success have been twofold: first, the Marine Corps Total Force System (MCTFS), our automated personnel and pay system that administers both Active and Reserve component personnel in one integrated system, has enabled us to efficiently and seamlessly activate and manage IRR members; and second, our perspective that the IRR is an integral part of the Marine Corps Reserve and should be utilized to the fullest extent possible during both peacetime and wartime.

COORDINATION: None.

[REDACTED]



Copy to: SecNav

OSD 12463-04

Remind them of their service obligation:

- Following the Transitional Recruiting briefs every Marine receives when departing Active Duty, “Welcome to the IRR” information is mailed to each Marine as they are joined to the IRR. Both the Transition brief and the IRR information stress the Marine’s remaining service obligation and explain the requirements and/or options for reserve participation.
- The Mobilization Screening card also reminds IRR Marines of their remaining service obligation,

Etc (other efforts):

- Upcoming SNCO and Officer Promotion Board announcements with application instructions are mailed out annually to all eligible IRR Marines.
- Upcoming Professional Military Education opportunities with application instructions are mailed out annually to all IRR Marine Officers.
- Promotion warrants and congratulatory letters are mailed to all selected IRR Marines.
- The Mobilization Screening card also encourages them to visit specified Marine Corps informational websites.
- “Notification of Change in Reserve Status” letters are sent to all IRR members identified as non-participants, which explains their status, identifies remaining service obligations, and offers options for increased participation.
- All Officer promotion selects and non-selects in the IRR are called personally.
- MOBCOM maintains a Solicitation Cell that calls IRR members to find volunteers for board membership and short fuse ADSW opportunities.
- The Solicitation Cell also calls IRR members to identify their availability for activation billets which correspond with their rank, MOS, and related military or civilian experience.
- RDOL offers members the ability to search for duty opportunities while offering commands the ability to search for qualified individuals.
- The Customer Service Center (CSC) operating at MOBCOM offers assistance and guidance to all Marines, including IRR members. The CSC is available through a toll-free phone number or a web-based interactive database that provides a direct link to RDOL.
- The Reserve Counterpart Training (RCT) budget is dedicated specifically for funding IRR Marines interested in conducting periods of training with active or reserve units in their occupational field.
- The Mobilization Training Unit (MTU) program offers a viable alternative for participation to IRR Marines who cannot perform regularly scheduled drills but still desire to perform duty. MTU members participate in a non-pay status but still receive inactive points credited towards a reserve retirement. MTUs are assigned project-oriented missions, and develop flexible schedules around the needs of its members.



Marine Corps Efforts to Keep in Touch with the IRR

The Marine Corps takes a multi-faceted approach in maintaining contact with its 58,000+ IRR population and views its IRR members as a vital asset in supporting both peacetime and wartime requirements. In fact, the Marine Corps recognizes that 30% of its Selected Reserve is comprised of Prior Service Marines recruited from the IRR. The Marine Corps Mobilization Command (MOBCOM) in Kansas City is responsible for the day-to-day administration and maintenance of the IRR. We believe the effort we put into maintaining contact with IRR Marines directly increases the availability and interest of our IRR Marines. Since 11 Sep 01, 3,974 IRR Marines have been activated as Individual Augments in support of the Global War On Terrorism while countless others have volunteered for duty and transferred to the Selected Reserve.

In response to SecDef's questions - know where they are, know what their health is, know what they can do, remind them of their service obligation, etc. - the following is submitted:

Where they are:

- An annual Mobilization Screening card is mailed to every IRR Marine during the month of their membership anniversary, which requests updates to contact and personal information.
- All direct phone calls to IRR Marines are used as opportunities to obtain updates of contact and personal information.
- The Reserve Duty On-Line (RDOL) website provides IRR members a means of volunteering for activation and other duty opportunities. The registration process in RDOL captures contact information that is automatically fed into the Marine Corps Total Force System.

-

Know what their health is:

- The Mobilization Screening card also requests info about IRR Marines' health status.
- All direct phone calls to IRR Marines are also used as opportunities to obtain updates on their health status.
- Medical/dental records are sent to MOBCOM when a Marine transfers to the IRR.
- MOBCOM maintains these records and conducts health verification record reviews whenever an orders request is initiated on an IRR member.
- Medical status is verified during all contacts via correspondence, phone or electronically.

Know what they can do:

- The registration process in RDOL also captures Civilian Employment Information (CEI) data, self-professed language capabilities and foreign countries visited.



FOUO

7/27/04

July 26, 2004

TO: David Chu
FROM: Donald Rumsfeld *DR.*
SUBJECT: Keeping in Touch w/IRR

Please let me know what you are going to do **to** get the Services to stay in touch with their Individual Ready Resewe **folks** – **know** where they are, **know** what their health is, **know** what they can do, remind them **that** they have an obligation, etc.

Thanks.

DHR:dh
072604-30

.....
Please respond by 8/20/04.

FOUO

