

Appendix I

MARINE OPTION POST GRADUATE PTAD/ADSW ORDERS

1. Administration

a. ID Card. Upon commissioning, ensure a Common Access Card (CAC) is obtained for the newly commissioned 2nd Lieutenants (This is the same type issued to midshipmen; however, it has the appropriate rank listed). This will maintain students in the Defense Enrollment Eligibility Reporting System (DEERS). In addition, having the CAC makes it easier to obtain their active duty ID card at The Basic School (TBS), while on Permissive Temporary Additional Duty (PTAD), and gain access to Camp Barrett when reporting to TBS.

Note: Naval Reserve Officers Training Corps (NROTC) commissionees are officers of the Armed Forces and need to have an Armed Forces ID card, regardless of attempting to obtain PTAD/Active Duty Special Work (ADSW).

b. DEERS. If the individuals are not maintained in DEERS, problems may arise leading to a delay in issuance of their active duty ID card when the Marine accepts PTAD/ADSW orders.

c. Marine Online. Students need to sign up for a Marine Online (MOL) account (<http://www.mol.usmc.mil/>) prior to or following commissioning. Access to MOL is needed for TBS, as well as for PTAD in order to check and update their Officer Qualification Record.

2. PTAD/ADSW Orders for Marine Option Students. Newly commissioned Marine Corps Lieutenants may request PTAD or ADSW orders while waiting to attend TBS. Regulations restrict Lieutenants from serving on PTAD or ADSW orders at their NROTC units, however this does not preclude them from serving at an Officer recruiting station or with an active/reserve unit. Individuals who are approved for PTAD will receive their full pay, housing allowance based on the location of the station assigned, and basic allowance for subsistence.

a. Limitations

(1) Newly commissioned Lieutenants will be limited to 60 days of PTAD.

(2) The period of duty must fall directly before reporting to TBS.

(3) NROTC commissioned 2nd Lieutenants are NOT authorized to report early to TBS, nor are they authorized to report to Mike Company. (Mike Company is a holding company at TBS for injured students and those waiting to class up after completing Officer Course Code).

b. Reporting for PTAD

(1) Individuals need at least one set of the Service Charlie uniform in order to report to the recruiting district headquarters.

(2) The following uniforms are also needed in order to carry out various recruiting duties:

(a) Dress Blues A and B

(b) Service B and C

(c) Dress D

(3) The following will be accomplished by the administration section at the recruiting district headquarters:

(a) Individuals' data entered into the Marine Corps Total Force System (MCTFS) in order to be gained to active duty, receive pay, and be issued a CAC card.

(b) After individuals are placed in MCTFS, the recruiting district will add them to their unit diary.

(c) In-processing paperwork for pay and TRICARE must be filled out and submitted through the administration section. Be advised that individuals may not receive a paycheck for up to two pay periods, which is normal processing time to enter them into the system. Once MCTFS and the status of the service member have been updated, the member will receive pay for the period beginning with the date of check-in.

(d) Once the administration section has filed the appropriate paperwork and individuals are listed as active duty in MCTFS, they are eligible to receive a CAC card.

d. Detaching from PTAD

(1) Prior to detaching, individuals shall receive an unobserved Fitness Report (FITREP) from the Officer Selection Officer if stashed for more than 30 days. A date gap in the Marines record will result from not obtaining a FITREP.

(2) The unit must remove the individual from the unit diary.

(3) The individual must obtain an endorsement stating the date they reported for and detached from PTAD. If an endorsement is not obtained, the individual will be charged leave for that period. (A copy of the endorsement will be turned in with a copy of endorsed orders at TBS.)

3. Active Duty Special Work Orders - Marines may seek Active Duty Special Work opportunities throughout the Marine Corps for orders up to 179 days. The ADSW Program is intended to provide personnel augmentation for both Active and Reserve forces to accomplish special projects and to meet operational, administrative, and exercise support requirements of short-term duration. Current Active Duty for Special Work opportunities are advertised on the Reserve Duty On-Line (RDOL) link within Marine Online. Each billet advertised contains information regarding billet description, rank and MOS requirements, billet location, and dates of availability. Further, a point of contact is provided to assist in answering additional questions and to provide assistance in the application process. Inquiries may also be made through specific active duty units. These are limited for new 2nd Lieutenants however, and very difficult to obtain.