



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380-0001

MCO 1306.17F  
MRON1  
17 APR 92

MARINE CORPS ORDER 1306.17F

From: Commandant of the Marine Corps  
To: Distribution List

Subj: ADMINISTRATION OF MARINES APPOINTED MIDSHIPMEN OR  
CADETS IN FEDERAL SERVICE ACADEMIES OR NAVAL RESERVE  
OFFICERS TRAINING CORPS (NROTC) UNITS

Ref: (a) 10 U.S.C. 516 (NOTAL)  
(b) JTR (NOTAL)  
(c) MCO 7220R.38B

Encl: (1) Form of Agreement  
(2) Reporting Units Having Administrative  
Responsibilities for Marines Attending a Federal  
Service Academy or Federal Service Academy  
Preparatory School  
(3) Administrative Instructions Governing Attendance  
at a Federal Service Academy or a Federal Service  
Academy Preparatory School  
(4) Administrative Instructions Governing Attendance  
in the NROTC Scholarship Program

1. Purpose. To provide administrative instructions regarding the appointment of enlisted Marines as midshipmen or cadets at a Federal service academy or NROTC unit and subsequent appointment to commissioned grade, reassignment, transfer, or discharge, as applicable.

2. Cancellation. MCO 1306.17E.

3. Information. The opportunity for outstanding enlisted Marines to attend Federal service academies and NROTC units enables them to receive a baccalaureate degree and a commission in the Regular Marine Corps or the Marine Corps Reserve. Reference (a) provides that the enlistment or period of obligated service of a member of the Armed Forces who accepts an appointment as a midshipman at the U.S. Naval Academy, cadet at the U.S. Military Academy or the U.S. Air Force Academy, or as a cadet at the U.S. Coast Guard Academy, or in the Naval Reserve shall not be terminated because of acceptance of that appointment. In the event the member is separated from an academy or a Reserve midshipman training program for a reason other than physical disability or the acceptance of a commission, the appointment as a midshipman or cadet shall be terminated and the enlisted status resumed. The period of time served as a midshipman or cadet shall be considered as time served on a Marine Corps enlistment. Completion of a service obligation acquired by a prior enlistment in no way exempts a

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terminated midshipman or cadet from any additional active duty service obligation incurred as a result of attendance at a Federal academy or participation in an NROTC program.

4. Policy Governing Attendance at a Federal Service Academy. The following information applies to Marines who are selected for appointment and attend a service academy (i.e., U.S. Naval Academy, U.S. Military Academy, U.S. Air Force Academy, or the U.S. Coast Guard Academy).

a. Agreement. Prior to the acceptance of an appointment as a midshipman or cadet at an academy, the agreement shown in enclosure (1) will be executed. The original agreement will be forwarded to the Commandant of the Corps (MMRB) and a copy placed in the Marine's service record book.

b. Release from Active Duty. Upon the acceptance of an appointment at an academy, the Marine will be released from active duty and transferred to the Individual Ready Reserve (IRR) for the purpose of entering the appropriate academy. Enclosure (2) lists reporting units having administrative responsibilities for Marines attending a Federal service academy. Enclosure (3) provides administrative instructions governing attendance at a Federal service academy.

c. Pay and Allowances. Active duty pay and allowance will be paid through the day prior to the date of acceptance of appointment to the academy. Lump-sum leave settlement is authorized.

d. Travel. Marines assigned to a preparatory school are entitled to normal permanent change of station travel allowances. Marines entering the Naval Academy, Military Academy, Air Force Academy, or Coast Guard Academy are entitled to permanent change of station allowance for travel actually performed, not to exceed the official distance between the member's duty station and the academy involved. Travel allowance to the place from which ordered to active duty or home of record is not authorized for such members. (Reference (b) applies.)

e. Expiration of Enlistment. Active duty Marines will be required to have a minimum of 24 months of active obligated service as of 1 July of the year in which reporting to the Federal service academy. Reserve Marines will be ordered to extended active duty for a minimum of 24 months of obligated service as of 1 July of the year they report to the Federal service academy. The unserved portion of the enlistment obligation or the period of obligated service does not terminate by a Marine entering a midshipman or cadet status. While attending the service academy the Marine honors the contract, and until the expiration of the enlistment obligation,

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the Marine is subject to recall to active or Reserve duty if the academy appointment is prematurely terminated for reasons other than physical disability. Completion of a service obligation acquired by a prior enlistment in no way exempts a terminated midshipman or cadet from any additional active duty service obligation incurred as a result of attendance at a Federal service academy.

f. Graduation and Commissioning. Upon successful completion of the academy and acceptance of a commission in one of the services, the enlisted contract will be terminated if not already terminated through normal expiration.

5. Policy Governing Assignment to a Preparatory School. Prior to being assigned to the U.S. Naval Academy, U.S. Military Academy, or the U.S. Air Force Academy, a Marine may be designated to attend the academy's preparatory school. While attending a preparatory school, a Marine is on active duty with appropriate pay and allowances and promotional opportunities.

a. Active duty Marines will be required to have a minimum of 24 months of active obligated service as of 1 July of the year in which reporting to the preparatory school.

b. Members of the Marine Corps Reserve must be serving on active duty or be a satisfactorily participating member of the Selected Marine Corps Reserve (SMCR), between the ages of 17 to 21. Reserve Marines will be ordered to extended active duty for such time as necessary to complete all requirements for the preparatory school.

c. Marines failing to successfully complete the preparatory school will be transferred in accordance with orders issued by the Commandant of the Marine Corps (MMEA-85).

d. Upon successful completion of the preparatory school and nomination for an appointment as a midshipman or cadet, the Marine will be transferred to the designated service academy in accordance with orders issued by the reporting unit having administrative responsibilities for Marines attending the preparatory school.

6. Policy Governing Attendance in the NROTC Scholarship Program. The following information applies to Marines who are selected for appointment and who attend the NROTC Scholarship Program.

a. Assignment to Preparatory School. A service preparatory school is not available for the NROTC Scholarship Program.

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b. Agreement. Prior to the acceptance of an appointment as a midshipman at the NROTC unit, the agreement shown in enclosure (1) will be executed. The original agreement will be forwarded to the Commandant of the Marine Corps (MMRB) and a copy placed in the Marine's service record book.

c. Release from Active Duty. Upon the acceptance of an appointment at an NROTC unit the Marine will be released from active duty and transferred to the IRR for the purpose of entering the appropriate NROTC unit.

d. Issuance of Orders. All Marines selected for the NROTC Scholarship Program will receive orders from the Commandant of the Marine Corps (MMEA-85) directing them to report to the Marine Corps activity which administratively supports the NROTC unit. Reporting units having administrative responsibilities for Marines attending an NROTC unit should comply with instructions in enclosure (4). Active duty pay and allowances will be paid through the date of release from active duty. Lump-sum leave settlement is authorized.

e. Travel. Marines entering the NROTC Scholarship Program are entitled to travel allowances from their last duty station to the NROTC unit.

f. Expiration of Enlistment. Active duty Marines will be required to have a minimum of 24 months of active obligated service as of 1 September of the year in which reporting to the NROTC unit. Reserve Marines will be ordered to extended active duty for a minimum of 24 months of obligated service as of 1 September of the year they report to the NROTC unit. The unserved portion of the enlistment obligation or the period of obligated service does not terminate by a Marine entering a midshipman status. While attending the NROTC unit, the Marine honors the contract, and until expiration of the enlisted obligation the Marine is subject to recall to active or Reserve duty if the appointment as midshipman is prematurely terminated for reasons other than physical disability. Completion of a service obligation acquired by a prior enlistment in no way exempts a terminated midshipman from any additional active duty service obligation incurred as a result of participation in the NROTC Scholarship Program. Should a Marine be prematurely disenrolled for reasons other than physical disability or acceptance of a commission, they will be considered for assignment subject to the following conditions:

(1) Marines disenrolled during the first year of participation in the NROTC Scholarship Program will complete that time not served on their original enlistment contract remaining at the time they were released from active/Reserve duty to accept an NROTC scholarship.

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(2) Marines disenrolled during the last 3 years of participation in the NROTC Scholarship Program are subject to assignment to active duty for a period of at least 2 years. Marines who complete the NROTC Scholarship Program but decline to accept a commission will be ordered to active duty for a period of 4 years.

g. Graduation and Commissioning. Upon successful completion of the NROTC Scholarship Program and the acceptance of a commission in the naval service, the enlistment contract will be terminated if not already terminated through normal expiration.

7. Policy for Marines who Receive a Scholarship to Attend an Army or Air Force ROTC Unit

a. Marines who are notified of their acceptance to an Air Force or Army ROTC unit, should notify the Commandant of the Marine Corps (MMEA-85) immediately, through their chain of command.

b. This Headquarters, upon notification, will have orders issued for the Marine. The orders will indicate that the Marine will be processed in accordance with this Order except that the Marine will be discharged rather than released from active duty to accept the appointment.

8. Administrative/Reporting Responsibilities. Units designated as having administrative/reporting responsibilities for Marines attending the NROTC Scholarship Program, the Federal service academies, or Federal service academy preparatory schools will process the subject Marines as specified in enclosures (3) and (4).

9. Policy Governing Marines in the NROTC College Program (Nonsubsidized)

a. SMCR Marines upon acceptance in the NROTC College Program will be transferred to the IRR until graduation and appointed to commissioned grade in the Marine Corps Reserve, or end of enlistment, whichever occurs first. Completion of a service obligation acquired by a prior enlistment in no way exempts a terminated midshipman or cadet from any additional active duty service obligation incurred as a result of participation in the NROTC College Program. Should the Marine be prematurely disenrolled for reasons other than physical disability or acceptance of a commission, the Marine will be eligible for assignment subject to the following conditions:

(1) Marines disenrolled during the first or second year of participation in the NROTC College Program will be rejoined to the SMCR for completion of the remainder of their obligated service.

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(2) Marines disenrolled during the third or fourth year of participation in the NROTC College Program are subject to assignment to active duty for a period of 2 years. Marines who complete the course of instruction and decline an appointment as a commissioned officer will be ordered to active duty for a period not to exceed 4 years.

b. Should an SMCR Marine, upon acceptance in the NROTC College Program desire to remain in the SMCR instead of transferring to the IRR, the reservist should immediately notify the Commandant of the Marine Corps (MRON).

c. SMCR members who have been awarded a Selective Reserve Incentive Program (SRIP) bonus will be dropped from the SRIP and recoupment, if required, will be accomplished by the parent SMCR unit in accordance with reference (c).

d. Marines on active duty are not eligible to participate in the NROTC College Program but may apply for the NROTC Scholarship Program. Current Marine Corps bulletin in the 1120 series applies.

10. Marine Corps Reserve Forces. The Director, Marine Corps Reserve Support Center, 10950 El Monte, Shawnee Mission, Overland Park, Kansas 66211 has the responsibility of:

a. Maintaining the service record books for all inactive duty reservists in a midshipman or cadet status at an academy or in the NROTC program.

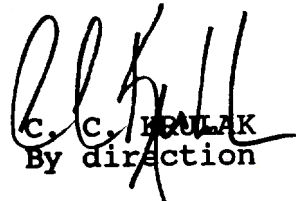
b. Performing the tasks designated in enclosures (3) and (4).

11. Academy Superintendents and NROTC Commanding Officers. By copy hereof, the superintendents of the Federal academies and commanding officers of NROTC units are requested to process enlisted Marines as specified in enclosures (3) and (4) when the Marine's appointment as a midshipman or cadet is terminated.

12. Dissemination. Commanding officers are directed to give wide dissemination of this Order to ensure that its provisions are fully understood by enlisted Marines within their commands.

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13. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

  
C. C. KULL  
By direction

DISTRIBUTION: PCN 10201040000

Copy to: 7000110 (55)  
7000124 (10)  
8145005 (2)  
7000099, 144/8145001 (1) USMC Representative,  
USNA, Annapolis MD 21402/Dir of Admissions  
and Registrar, Bldg 600, USMA, West Point,  
NY 10996/USAFA (RSS), USAF Academy, Colorado  
Springs, CO 80840/NMPC/Superintendent, U.S.  
Coast Guard Academy, New London, CT 06320 (1)

Form of Agreement

I understand that upon acceptance of an appointment as a midshipman (cadet) I am legally obligated to serve on active duty as follows:

a. If I complete the NROTC Scholarship Program and am commissioned, 4 years as an officer; if I graduate from a Federal service academy and am commissioned, 5 years as an officer;

b. If I am disenrolled from a Federal service academy for reasons other than physical disability before completing the requirements for graduation but after completion of my second academic year, I will serve as an enlisted member for a period of time to be determined by the Secretary of the Navy;

c. If I am disenrolled from the NROTC Scholarship Program for reasons other than physical disability before completing the requirements for graduation but after completion of my first academic year, I will serve as an enlisted member for a period of 2 years or for a period of time remaining on my then current enlistment contract at the option of the Secretary of the Navy;

d. If I complete the requirements for a degree and refuse to accept a commission, I will serve on active duty as an enlisted member for a period of 4 years; and

e. I also understand that completion of a service obligation acquired by a prior enlistment in no way exempts me from any additional active duty service obligation incurred as a result of attendance of a Federal service academy or participation in the NROTC Scholarship Program.

\_\_\_\_\_  
Signature of Witness  
Typed Name/Date of Signature

\_\_\_\_\_  
Signature of Appointee  
Typed Name and SSN and Date of Signature

ENCLOSURE (1)



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Reporting Units Having Administrative Responsibilities For  
Marines Attending a Federal Service Academy or Federal Service  
Academy Preparatory School

Marines Attending	Will be Administered by
Air Force Academy (MCC J14 or Air Force Preparatory School Colorado Springs, CO 80840 (MCC J14, School Code RMW)	MARTU, MARTC Aurora, CO 80240 (RUC 03008)
Military Academy West Point, NY 10996 (MCC J50)	I-I Staff New Rochelle, NY 10802 (RUC 80226)
Military Academy Preparatory School Fort Monmouth, NJ 07703 (MCC 217, School Code RMV)	Marine Barracks Earle Colts Neck, NJ 07722 (RUC 53470)
U.S. Naval Academy Annapolis, MD 21402 (MCC J38)	Marine Barracks Naval Station Annapolis, MD 21402 (RUC 53100)
Naval Academy Preparatory School Newport, RI 02840 (MCC J34, School Code RSM)	Marine Corps Administration Detachment, Naval Education Training Command, Newport, RI 02840 (RUC 53100)
U.S. Coast Guard Academy New London, CT 06320 (MCC 224)	Marine Barracks Naval Sub Base New London Groton, CT 06349 (RUC 53520)

Reporting units having administrative responsibilities for the  
NROTC units can be found in MCO P1080.20.

ENCLOSURE (2)

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Administrative Instructions Governing Attendance  
at a Federal Service Academy or a Federal Service Academy  
Preparatory School

1. Active Duty Marines. The following instructions pertain to Marines on active duty who are selected for appointment to, and who attend, a Federal service academy or a Federal service academy preparatory school.

a. Responsibilities of the Transferring Unit. The parent unit at the time of transfer will ensure that:

(1) A Marine designated to attend a Federal service academy or a Federal service preparatory school has a minimum of 24 months of active obligated service remaining as of 1 July of the year in which reporting to the school. If required, an extension of enlistment will be executed in accordance with MCO P1040.31, Career Planning and Development Guide.

(2) The agreement shown in enclosure (1) is executed prior to transfer of a Marine designated to attend a Federal service academy. The agreement will be witnessed by an officer, the original forwarded to the Commandant of the Marine Corps (MMRB) and a copy placed in the Marine's service record book.

(3) Orders will be issued directing the Marine to report to the Marine Corps activity which supports the Federal service academy or Federal service preparatory school by an authority provided by the Commandant of the Marine Corps (MMEA-85).

(4) Upon transfer, the Marine's service records will be handcarried to the Federal service academy or Federal service academy preparatory school.

(5) Transfers are reported in accordance with MCO P1080.35, PRIM.

b. Responsibilities of Joining/Reporting Unit (Enclosure (2))

(1) Preparatory School Candidates

(a) Preparatory school candidates will be joined in accordance with MCO P1080.35, PRIM.

(b) While attending the preparatory school, the Marine remains in an active duty status and has an active MMS computer record. All occurrences during attendance at the preparatory school, such as an extension of enlistment becoming effective, must be reported on the unit diary.

ENCLOSURE (3)

(c) Prior to release from the preparatory school and transfer to a Federal service academy, ensure the Marine has a minimum of 24 months of active obligated service remaining as of 1 July of the year in which reporting to the service academy.

(d) Upon release from the preparatory school the Marine will be transferred in accordance with orders issued by the reporting unit.

(2) Federal Service Academy Appointees

(a) A Marine attending a Federal service academy will be joined in accordance with MCO P1080.35, PRIM.

(b) Upon the Marine's acceptance of appointment to a Federal service academy the reporting unit will ensure that the Marine is released from active duty and transferred to the IRR for the purpose of entering a Federal service academy.

(c) The effective date of release and transfer is the day prior to the date of the acceptance of the appointment (not to precede the date of joining).

(d) Active duty pay, allowances, and leave settlement will be paid through the day prior to the date of the acceptance of the appointment to the academy.

(e) An Armed Forces of the United States Report of Transfer of Discharge (DD 214 MC) will be prepared in accordance with MCO P1900.16, MARCORSEPMAN. Blocks 11a, 11c, and 15c of the form will be completed in the following manner:

1 Block 11a. Change of Status/Release from Active Duty.

2 Block 11c. (a) To enter U.S. (enter name of service academy), MCO 1306.17F.

3 Block 15c. RE-1A.

(f) The release from active duty is reported by unit diary in accordance with MCO P1080.35, PRIM.

ENCLOSURE (3)

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2. Inactive Duty Marines. The following instructions pertain to members of the Marine Corps Reserve who are serving in an SMCR unit, selected for appointment to and attend a Federal service academy or a Federal service academy preparatory school.

a. Responsibilities of the Transferring Unit. The parent SMCR unit at the time of transfer will ensure that:

(1) A Marine designated to attend a Federal service academy is ordered to extended active duty to have a minimum of 24 months of active obligated service as of 1 July of the year in which reporting to the Federal service academy. In addition, the agreement shown in enclosure (1) is executed prior to transfer. The agreement will be witnessed by an officer, the original forwarded to the Commandant of the Marine Corps (MMRB) and a copy placed in the Marine's service record book.

(2) A Marine designated to attend a Federal service academy preparatory school is ordered to extended active duty for such time as necessary to complete all requirements for the preparatory school.

(3) Orders will be issued directing the Marine to report to the Marine Corps activity which supports the Federal service academy or Federal service academy preparatory school by an authority provided by the Commandant of the Marine Corps (MMEA-85).

(4) Upon transfer, the Marine's service records will be handcarried to the Federal service academy or Federal service academy preparatory school.

(5) Transfers are reported in accordance with MCO P1080.35, PRIM.

b. Responsibilities of Joining/Reporting Unit (Enclosure (2)). Paragraph 1b of this enclosure applies.

3. Responsibilities of Director, Marine Corps Reserve Support Center. Discharge inactive duty Marines attending a Federal service academy upon the expiration of their service obligation or the acceptance of a commission.

4. Action by the Federal Service Academy. When an inactive duty Marine's appointment is terminated by commissioning, or physical disability forward to the Director, Marine Corps Reserve Support Center, 10950 El Monte, Shawnee Mission, Overland Park, Kansas 66211, a copy of the releasing order, applicable documents, and a forwarding address of the individual concerned. When an inactive duty Marine's appointment is

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terminated for any other reason, forward to the Commandant of the Marine Corps (MMEA-85), Headquarters, U.S. Marine Corps, Washington, DC 20380, a copy of the releasing order, applicable documents, and a forwarding address of the individual concerned.

ENCLOSURE (3)

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Administrative Instructions Governing Attendance in the NROTC  
Scholarship Program

1. Active Duty Marines. The following instructions pertain to Marines on active duty who are selected and attend the NROTC Scholarship Program.

a. Responsibilities of the Transferring Unit. The Marine's unit at the time of transfer will ensure that:

(1) A Marine designated to attend the NROTC Scholarship Program has a minimum of 24 months of active obligated service remaining as of 1 September of the year in which reporting to the NROTC unit. If required, an extension of enlistment will be extended in accordance with MCO P1040.31, Career Planning and Development Guide.

(2) The agreement in enclosure (1) is executed and witnessed by an officer, the original forwarded to the Commandant of the Marine Corps (MMRB) and a copy placed in the Marine's service record book.

(3) Orders will be issued directing the Marine to report to the Marine Corps activity which supports the NROTC unit by an authority provided by the Commandant of the Marine Corps (MMEA-85).

(4) Upon transfer, the Marine's service records will be handcarried to the NROTC unit.

(5) Transfers are reported in accordance with MCO P1080.35, PRIM.

b. Responsibilities of the Joining/Reporting Unit (Enclosure (2)). The receiving NROTC unit is responsible to ensure the following, using the Marine organization (i.e., I-I staff, Marine barracks) which supports the unit:

(1) A Marine attending the NROTC Scholarship Program will be joined in accordance with MCO P1080.35, PRIM.

(2) Upon the Marine's acceptance of appointment to an NROTC unit, the reporting unit will ensure that the Marine is released from active duty and transferred to the IRR for the purpose of entering the NROTC Scholarship Program.

(3) The effective date of release and transfer is the day prior to the date of the acceptance of the appointment.

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(4) Active duty pay, allowances, and leave settlement will be paid through the day prior to the date of the acceptance of the appointment to the NROTC unit.

(5) An Armed Forces of the United States Report of Transfer or Discharge (DD 214 MC) will be prepared in accordance with MCO P1900.16, MARCORSEPMAN. Blocks 11a, 11c, and 15c of the form will be completed in the following manner:

(a) Block 11a. Change of Status/Release from Active Duty.

(b) Block 11c. (a) To enter NROTC Scholarship Program.

(c) Block 15c. RE-1A.

(6) The release from active duty is reported by unit diary in accordance with MCO P1080.35, PRIM.

2. Inactive Duty Marines. The following instructions pertain to members of the Marine Corps Reserve who are serving in an SMCR unit, selected for appointment to and attend the NROTC Scholarship Program.

a. Responsibilities of the Transferring Unit. The parent unit at the time of transfer will ensure that:

(1) A Marine designated to attend the NROTC Scholarship Program is ordered to extended active duty to have a minimum of 24 months of active obligated service as of 1 September of the year in which reporting to the NROTC unit. In addition, the agreement shown in enclosure (1) is executed prior to transfer. The agreement will be witnessed by an officer, the original forwarded to the Commandant of the Marine Corps (MMRB) and a copy placed in the Marine's service record book.

(2) Orders will be issued directing the Marine to report to the Marine Corps activity which supports the NROTC unit by an authority provided by the Commandant of the Marine Corps (MMEA-85).

(3) Upon transfer, the Marine's service records will be handcarried to the NROTC unit.

(4) Transfers are reported in accordance with MCO P1080.35, PRIM.

ENCLOSURE (4)

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b. Responsibilities of Joining/Reporting Unit (Enclosure (2)). Paragraph 1b of this enclosure applies.

3. Responsibilities of Director, Marine Corps Reserve Support Center. Discharge inactive duty Marines attending an NROTC unit upon the expiration of their service obligation or the acceptance of a commission.

ENCLOSURE (4)