

MCRC FROST CALL 056-21 DATED 13 September 2021

From: Commanding General, Marine Corps Recruiting Command

Subj: REQUEST FOR INITIAL ASSIGNMENT TO ACTIVE DUTY PRIOR TO REPORTING TO THE BASIC SCHOOL

Ref: (a) DoD 7000.14-R Department of Defense Financial Management Regulation Short Title: DoD FMR
(b) MCO P1000.6G Assignment, Classification, and Travel Systems Manual
(c) MCO 1050.3J Regulations for Leave, Liberty, and Administrative Leave
(d) Marine Corps Total Force System Personnel Reporting Instructions User Manual (Short Title: MCTFSPRIUM)

Encl: (1) Initial Assignment Request Timeline
(2) FY22 Early Accession Coordinating Instructions
(3) Early Accession Request Application Example
(4) Letter of Acknowledgement Example
(5) List of Officer Selection Stations
(6) Unit Diary Procedures

1. Purpose. To establish the accession process and procedures for officers requesting assignment to active duty prior to reporting to The Basic School (TBS) for fiscal year 2022 (FY22).

2. Background. Marine Corps Recruiting Command's (MCRC's) officer accession requirements do not synchronize with the TBS training schedule, class size constraints and restraints, and the requirement for a quality spread (commissioning sources, programs, and components). As such, the ability to access Second Lieutenants (2ndLts) via permissive temporary additional duty (PTAD), minimizes the wait time for TBS and provides MCRC an additional accessions starting point, ensuring that MCRC meets its annual mission by component and categories. This policy also provides an invaluable proof source at the Officer Selection Station (OSS) level.

3. Information. MCRC has an FY22 active accession requirement of 1,550 active duty officers. In accordance with the references, MCRC is authorized to assign members to up to 179 days of PTAD. However, MCRC only authorizes Officer Selection Officers (OSOs) to access newly commissioned officers scheduled to attend TBS for a period not to exceed 165 days. This policy minimizes the risk of accessing officers on active duty who will be unable to attend TBS within the FY due to injuries, legal

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troubles, or personal matters. An overview of the request timeline is included as enclosure (1). Enclosure (2) provides the "earliest initial assignment start date" by TBS class. All newly accessed officers will adhere to reference (d).

a. All requests for an initial assignment to active duty prior to reporting to TBS must be submitted individually utilizing enclosure (3). Requests must be received at MCRC no less than five business days prior to the requested assignment to the active duty date.

b. MCRC Officer Programs (OP) will approve requests for officers to join only Recruiting Stations (RSs) and OSSs.

c. At any given time, there may not be more than three (3) 2ndLts assigned to a single OSS on PTAD.

d. MCRC OP will not approve requests for initial assignment to active duty for less than 30 days prior to the officer's scheduled TBS class. Under no circumstances can an officer be assigned to active duty for more than 179 days prior to reporting to TBS.

e. 2ndLts in the reserve component are not eligible.

f. Requests for candidates and midshipmen who have not yet graduated may not be submitted more than three months prior to the projected commissioning date. Candidates who have not yet commissioned, may not request an initial assignment date less than five business days after their projected commissioning date.

g. In cases where a candidate will not be executing PTAD with their respective OSS, a request must be submitted to MCRC with a Letter of Acknowledgement, enclosure (4), from the gaining OSO. Enclosure (5) provides the addresses and phone numbers of each OSS for coordination.

(1) The OSO to whom a candidate is assigned is responsible for commissioning and the processing of commissioning documents.

(2) Time and distance factors between commissioning date and initial assignment to active duty must be considered when submitting requests.

(3) An officer's orders will be issued with an initial assignment to the OSS listed on the request; the officer will

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not rate a Permanent Change of Station (PCS) move from their current address to their requested initial accession location. When reporting to TBS, the officer will rate a PCS move from his/her home of record to TBS.

(4) For Naval Reserve Officer Training Corps (NROTC) Midshipmen requesting PTAD to the RS/OSS, the requests will be made to start no earlier than ten days after commissioning.

h. Officers will not begin their initial assignment to active duty prior to reporting to TBS until the officer has received his/her orders.

i. Marines serving under a military service obligation with a Selected Marine Corps Reserve unit must be transferred from the Inspector and Instructor Staff (I&I) unit to the command which they are joining.

j. Officers must live within 50 miles of the RS or OSS he/she is joining. Officers will rate transient Basic Allowance for Housing.

k. Platoon Leader Class (PLC) and OCC Law Lieutenants are not subject to this FROST Call, see MCRCO 1131.1 and its associated annual FROST Calls for further guidance.

4. Action

a. MCRC, G-3, Officer Programs, Operations

(1) Approve or deny all requests, as outlined in this FROST Call.

(2) Attach orders for commissioned officers to the approved request on the SharePoint site.

(3) For candidates and midshipmen who have not yet commissioned, Officer Appointments will provide orders to the unit after receiving the NAVMC 763, Appointment and Acceptance Record, and commissioning the officer in the Marine Corps Total Forces System (MCTFS).

b. Recruiting Regions. Forward requests to Officer Programs from the Marine Corps Districts (MCD) as required, no endorsement is required.

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c. Marine Corps Districts and Officer Naval/Enlisted Programs (ON/E)

(1) Submit all requests to MCRC OP, Officer Appointments via the admin SharePoint site located at:

https://mcrcportal.marines.usmc.mil/HQG3/op/oa_admin/RAN/_layouts/15/start.aspx#/Lists/ARN/Admin%20Requests%20%20Notices.aspx

(2) Marine Corps Districts will endorse all requests from OSOs.

d. Officer Selection Officers and MOIs

(1) Initiate requests utilizing enclosure (3).

(a) OSOs will route requests to the appropriate MCD.

(b) Marine Officer Instructors will route request to MCRC OP, ON/E Programs.

(2) Ensure all officers check in with the Recruiting Station Headquarters' Administrative Section. Gaining commands are responsible for ensuring new joins are reported in the MCTFS in accordance with Chapter 6 of reference (e); enclosure (6), Unit Diary Procedures is provided to assist administrative sections with the new join process. Additional requirements include, but are not limited to, assisting with enrolling the officer in the Defense Enrollment Eligibility Reporting System, obtaining an identification card, ensuring direct deposit information is current, and a new join audit.

5. Points of contact for this matter is Maj Marcus Carlstrom, at (703) 432-9648 or marcus.carlstrom@marines.usmc.mil.



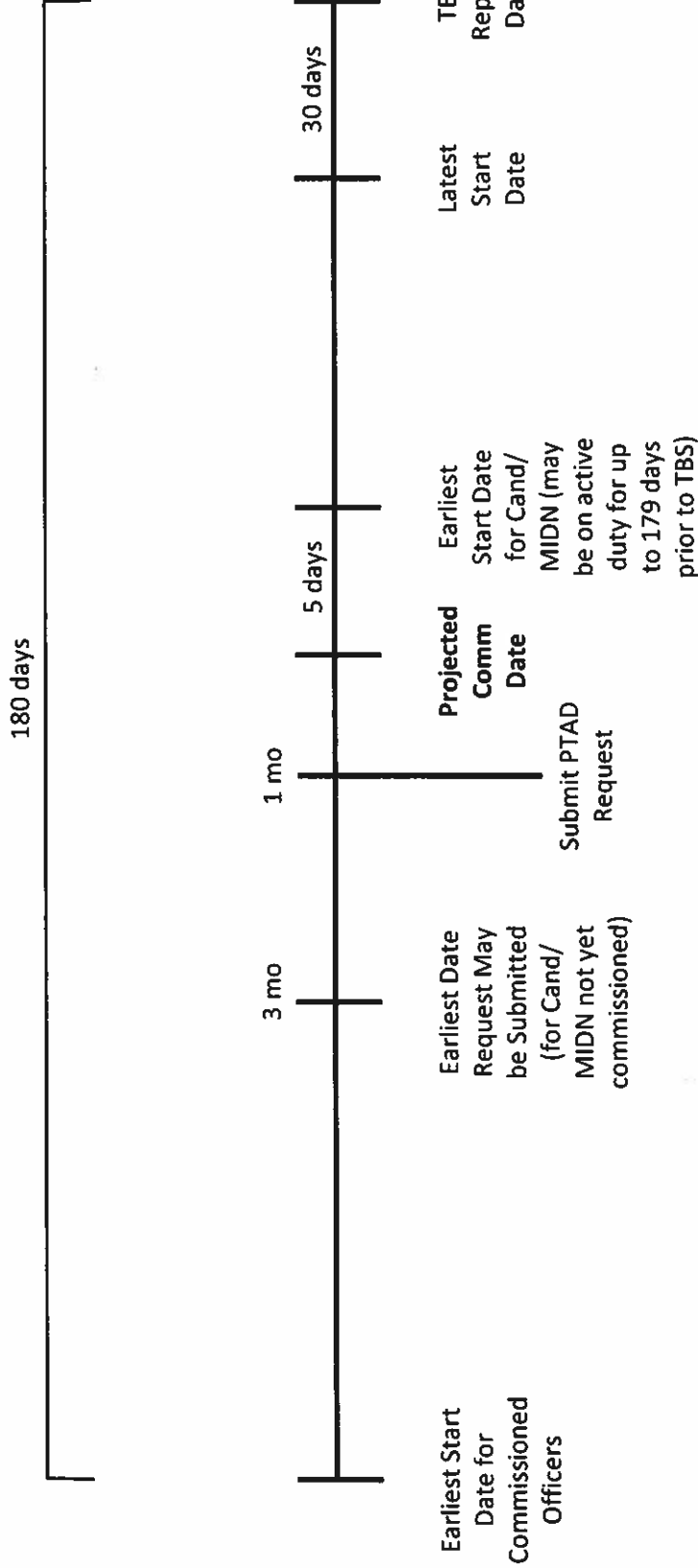
W. C. COOK JR
By direction



MARINE CORPS RECRUITING COMMAND



Initial Assignment Request Timeline



Updates: PTAD requests will be submitted 30 days prior to desired start date.

FY22 Early Accession Coordinating Instructions

TBS Class	Report Date	Earliest Initial Assignment Start Date	Latest Initial Assignment Start Date
2-22	22 November 2021	1 October 2021	22 October 2021
3-22	28 March 2022	15 October 2021	26 February 2022
4-22	2 May 2022	15 November 2021	2 April 2022
5-22*	6 June 2022	23 December 2021	6 May 2022
6-22*	15 August 2022	28 February 2022	15 July 2022
7-22*	6 September 2021	25 March 2022	6 August 2022

*The opportunity to access officers early who are scheduled to attend 5-22, or later, will be determined based upon on the needs of Marine Corps Recruiting Command Officer Programs.



UNITED STATES MARINE CORPS
OST/NROTC Unit Address

1401
OST
Date

From: (Officer Selection Officer, Officer Selection Station XXXXXXXX /
MOI/NROTC Unit)
To: Marine Corps Recruiting Command, Officer Programs
Via: (X Marine Corps District or Marine Corps Recruiting Command, Officer
Programs, Officer Naval/Enlisted Programs)

Subj: REQUEST FOR INITIAL ASSIGNMENT TO ACTIVE DUTY PRIOR TO REPORTING TO
THE BASIC SCHOOL ICO (SECOND LIEUTENANT/CANDIDATE/MIDSHIPMAN) LNAME,
FNAME, MI XXX-XX-1234

1. (Officer Selection Station XXXXXXXXXXXX/NROTC Unit) is requesting an initial
assignment to active duty prior to reporting to The Basic School for (Second
Lieutenant/Candidate/Midshipman) XXXXXXXX.

2. (2ndLt/Cand/Midshipman) XXXXXXXX's request information is as follows:

- a. Last Name:
- b. First Name:
- c. Full SSN:
- d. (MCD/NROTC Unit) joining the 2ndLt:
- e. RUC 2ndLt is joining:
- f. MCC 2ndLt is joining:
- g. Requested PTAD start date:
- h. TBS start date:
- i. Commission date:
- j. Full address of RS/OSS/NROTC 2ndLt is joining:

3. I have verified that the (Second Lieutenant/Candidate/Midshipman) XXXXXXXX
has a residence within 50 miles of the duty location he/she will be assigned.

4. I understand the (Second Lieutenant/Candidate/Midshipman) XXXXXXXX must
check in to the (choose appropriate Headquarters unit - Recruiting Station/
I&I) Headquarters Administrative Section on the first day of active duty to
conduct a new join audit.

5. Point of contact for this matter is Capt FNAME LNAME at (XXX) XXX-XXXX or
xxxxx.xxxxx@marines.usmc.mil.

X. X. XXXXXXXX
Capt USMC

Enclosure (3)



UNITED STATES MARINE CORPS
OST/NROTC Unit Address

1401
OST
Date

From: (Officer Selection Officer, Officer Selection Station XXXXXXX /
MOI/NROTC Unit)
To: Marine Corps Recruiting Command, Officer Programs
Via: (Officer Selection Team XXXXXXX / NROTC Unit)
Subj: ACKNOWLEDGEMENT OF REQUEST FOR INITIAL ASSIGNMENT TO ACTIVE DUTY PRIOR
TO REPORTING TO THE BASIC SCHOOL ICO (SECOND LIEUTENANT/CANDIDATE/
MIDSHIPMAN) LNAME, FNAME, MI XXX-XX-1234

1. I understand (Second Lieutenant/Candidate/Midshipman) XXXXXXXX has requested an initial assignment to active duty at (RS/OSS/NROTC Unit).
2. I understand (Second Lieutenant/Candidate/Midshipman) XXXXXXXX's report date, as requested, is DD MMM YY.
3. I understand (Second Lieutenant/Candidate/Midshipman) XXXXXXXX's is currently scheduled for TBS class X-XX.
4. I understand (Second Lieutenant/Candidate/Midshipman) XXXXXXXX's must check in to the (choose appropriate Headquarters unit - Recruiting Station/ I&I) Headquarters Administrative Section on the first day of active duty.
5. I have been briefed on (Second Lieutenant/Candidate/Midshipman) XXXXXXXX's residence location, and the residence is within 50 miles of this (RS/OSS/NROTC Unit).
6. Point of contact for this matter is Capt FNAME LNAME at (XXX) XXX-XXXX or xxxxx.xxxxx@marines.usmc.mil.

X. X. XXXXXXXX
Capt USMC

List of Officer Selection Stations

Officer Selection Station	Phone Number	Address
1st Marine Corps District		
OSS Albany	(518)-869-1681	201 WESTERN AVE, SUITE 101A, ALBANY NY, 12203
OSS Amherst	(413)-687-6258	6 UNIVERSITY DR, SUITE 205, AMHERST MA, 01002
OSS Boston	(617)-753-3009	495 SUMMER ST, RM 107, BOSTON MA, 02120
OSS Buffalo	(716)-633-1406	520 LEE ENTRANCE RD, SUITE 208, AMHERST NY, 14228
OSS Hyattsville	(301)-394-0519	7305 BALTIMORE AVE SUITE 302, COLLEGE PARK MD, 20742
OSS Garden City	(516)-228-3685	605 STEWART AVE, GARDEN CITY NY, 11530
OSS Manhattan	(212)-867-6804	55 5TH AVE, SUITE 1301, NEW YORK NY, 10003
OSS New Brunswick	(732)-249-3897	303 GEORGE ST, SUITE 110, NEW BRUNSWICK NJ, 08901
OSS Jersey City	(201)-946-5046	101 HUDSON AVE, SUITE 3605, JERSEY CITY NJ, 07302
OSS Newark	(302)-709-6150	224 E DELAWARE AVE, SUITE 102, NEWARK DE, 21075
OSS Philadelphia	(215)-238-0400	900 MARKET ST, SUITE 313, PHILADELPHIA PA, 19107
OSS Pittsburgh	(412)-362-6245	5837 ELLSWORTH AVE, PITTSBURGH PA, 15232
OSS Portsmouth	(603)-433-1872	875 GREENLAND RD, UNIT 8-1, BUILD A, PORTSMOUTH NH, 03801
OSS Providence	(401)-521-1244	1 DAVOL SQ, SUITE 301, PROVIDENCE RI, 02903
OSS Reading	(610)-373-5019	76 COMMERCE RD, WYOMISSING PA, 19610
OSS State College	(814)-237-8578	242 S FRASER ST, STATE COLLEGE PA, 16801
OSS Syracuse	(315)-474-0606	344 W GENESEE ST, SUITE 200 SYRACUSE NY, 13202

4th Marine Corps District

OSS Ann Arbor	(734) 973-7070	2144 S STATE ST, SUITE D, ANN ARBOR MI, 48104
OSS Covington	(859) 491-7350	525 W 5TH ST, SUITE 119, COVINGTON KY, 41011
OSS Columbus	(614) 486-0389	1335 DUBLIN RD, SUITE D209, COLUMBUS OH, 43215
OSS East Lansing	(517) 351-5515	301 M.A.C. AVE, EAST LANSING MI, 48823
OSS Fairfax	(703) 323-0635	10521 BRADDOCK RD, SUITE C, FAIRFAX VA, 22032
OSS Kent	(330) 678-4290	265 WEST MAIN ST, SUITE 202, KENT OH, 44240

List of Officer Selection Stations

OSS Lexington	(859) 296-2377	870 CORPORATE DR, SUITE 101, LEXINGTON KY, 40503
OSS Nashville	(615) 895-9655	510 N THOMPSON LANE, SUITE E, MURFREESBORO TN, 37128
OSS Norfolk	(757) 423-0120	4211 MONARCH WAY, SUITE 101, NORFOLK VA, 23508
OSS Raleigh East	(919) 856-4170	505 OBERLIN RD, SUITE 151, RALEIGH NC, 27605
OSS Raleigh West	(919) 856-4170	505 OBERLIN RD, SUITE 151, RALEIGH NC, 27605
OSS Richmond	(804) 752-6807	100 ARBOR OAK DR, SUITE 106A, ASHLAND VA, 23005
OSS Roanoke	(540) 725-1040	3555 ELECTRIC ROAD, SUITE K, ROANOKE VA, 24019

6th Marine Corps District

OSS Atlanta	(404) 215-9964	401 W PEACHTREE ST, SUITE 1703, ATLANTA GA, 30308
OSS Baton Rouge	(225) 928-4705	5555 HILTON AVE, SUITE 202, BATON ROUGE LA, 70808
OSS Charlotte	(704) 717-7667	8307 UNIV EXECUTIVE PARK DR, SUITE 241, CHARLOTTE NC, 28262
OSS Columbia	(803) 256-9015	601 MAIN STREET, SUITE 100, COLUMBIA SC, 29201
OSS Gainesville	(352) 264-7830	201 SOUTHEAST 2ND AVE, SUITE 205, GAINESVILLE FL, 32601
OSS Kennesaw	(770) 420-1814	1133 CHASTAIN RD, SUITE 100, KENNESAW GA, 30144
OSS Miami	(305) 221-6815	760 NW 107TH AVE, SUITE 212, MIAMI FL, 33172
OSS Orlando	(407) 249-5873	5888 S SEMORAN BLVD, ORLANDO FL, 32822
OSS Tallahassee	(850) 574-4377	2700 BLAIR STONE RD, SUITE A, TALLAHASSEE FL, 32301
OSS Tuscaloosa	(205) 758-0277	1650 JACK WARNER PKWY, #1005B, TUSCALOOSA AL, 35401

List of Officer Selection Stations

8th Marine Corps District

OSS Austin	(512) 477-5706	2025 GUADALUPE ST, DOBIE MALL SUITE 136, AUSTIN TX, 78705
OSS College Station	(979) 846-9036	111 UNIVERSITY DR E, SUITE 214, COLLEGE STATION TX 77840
OSS Dallas	(214) 760-1059	207 SOUTH HOUSTON ST, STE 351, DALLAS TX, 75202
OSS Denver	(303) 832-7121	900 AURARIA PKWY, SUITE 126, DENVER CO, 80204
OSS Fort Collins	(970) 484-8971	706 SOUTH COLLEGE AVE, SUITE 205A, FORT COLLINS CO, 80524
OSS Fort Worth	(817) 920-7583	2711 WEST BERRY ST, FORT WORTH TX, 76109
OSS Houston	(713) 842-3029	4702 CALHOUN RD, HOUSTON TX, 77204
OSS Lubbock	(806) 747-3103	1001 UNIVERSITY AVE, SUITE 1015, LUBBOCK TX 79401
OSS Phoenix	(480) 894-0439	80 E RIO SOLADO PARKWAY, SUITE 803, TEMPE AZ, 85281
OSS Salt Lake City	(801) 483-1146	111 EAST BROADWAY ST, SUITE 100, SALT LAKE CITY UT, 84111

9th Marine Corps District

OSS Bloomington	(812) 339-2354	530 EAST KIRKWOOD AVE, BLOOMINGTON IN, 47408
OSS Champaign	(217) 384-3088	309 E GREEN ST, SUITE 101, CHAMPAIGN IL, 61820
OSS Chicago	(312) 431-1747	800 S. WELLS ST, SUITE 165, CHICAGO IL, 60607
OSS Fargo	(701) 293-4020	1142 17TH ST NORTH, SUITE E, FARGO ND, 58102
OSS Iowa City	(319) 354-3802	1150 5TH STREET, SUITE 220, CORALVILLE IA, 52241
OSS Kansas City	(816) 891-7633	10302 NW PRAIRIE VIEW RD, KANSAS CITY MO, 64153
OSS Lincoln	(402) 742-5250	1248 O ST, SUITE 764, LINCOLN NE, 68503
OSS Milwaukee	(414) 297-1933	1410 W WELLS ST, MILWAUKEE WI, 53233
OSS Norman	(405) 447-4809	301 W BOYD ST, SUITE 202, NORMAN OK, 73069
OSS Springfield	(417) 862-7774	940 S NATIONAL ST, SUITE E, SPRINGFIELD MO, 65806
OSS St Louis	(314) 533-2049	4100 FOREST PARK AVE, SUITE 101B, ST LOUIS MO, 63108
OSS Twin Cities	(612) 725-3272	1 FEDERAL DRIVE, ROOM G473, FORT SNELLING MN, 55111
OSS W Lafayette	(765) 743-8359	134 WEST STATE ST, SUITE C, WEST LAFAYETTE IN, 47906

List of Officer Selection Stations

12th Marine Corps District

OSS Berkeley	(510) 705-8060	64 SHATTUCK SQUARE, SUITE F, BERKLEY CA, 94704
OSS Corvallis	(541) 758-0835	572 NW VAN BUREN AVE, 2ND FLOOR, CORVALLIS OR, 97330
OSS Santa Barbara (North)	(805) 685-1305	7127 HOLLISTER AVE, SUITE 22, GOLETA CA, 93117
OSS Los Angeles (South)	(310) 443-8608	1069 BROXTON AVE, LOS ANGELES CA, 90024
OSS Orange	(949) 261-7323	1921 E ALTON AVE, SUITE 150, SANTA ANA CA, 92705
OSS Riverside	(951) 248-2211	1201 UNIVERSITY AVE, SUITE 220, RIVERSIDE CA, 92507
OSS Sacramento	(916) 928-2616	4090 TRUXEL RD, SACRAMENTO CA, 95834
OSS San Diego	(619) 294-2174	591 CAMINO DE LA REINA, SUITE 915, SAN DIEGO CA, 92108
OSS San Jose	(408) 282-1052	152 N 3RD STREET, SUITE 246, SAN JOSE CA, 95112
OSS Seattle	(206) 632-0140	820 NE 45TH ST #3, SEATTLE WA, 98105
OSS Spokane	(509) 353-2953	1212 N WASHINGTON, SUITE 107, SPOKANE WA, 99201

MCRC FROST Call Diary Procedures

MEMBERS IN THE IRR RUC (88801)/(00000)/BLANK: These Officers need to be transferred by MARFORRES using TTC 881 as listed below. POCs - Mr. Edward Luckado and Mr. Robert O'Toole at (504) 697-7943/7923.

TTC 881 000 (A) TR MCC (B) Comp Code (C) EAS (D) EDA (E)

DISTRICTS: Join Mbr using this entry: Ensure DOA matches start date.

TTC 020 010 ___ ACTIVE DUTY JOIN RUC ___ MCC ___ FOR AWTG TRANS OTHER MCC|

MEMBERS ATTACHED TO A RESERVE RUC: These Officers need to be transferred by their reserve command using the below TTC and according to the logic established within the PRIUM.

TTC 881 000 (A) TR MCC (B) Comp Code (C) EAS (D) EDA (E)

- (A) 8-byte DOA (YYYYMMDD) (**NOTE 1**)
- (B) 3-byte MCC of the command to which transferred (**NOTE 2**)
- (C) 2-byte component code (**NOTE 3**)
- (D) 8-byte EAS (YYYYMMDD) (**NOTE 4**)
- (E) 8-byte EDA (YYYYMMDD) (**NOTE 5**)

NOTE 1: Specific to the FROST Call, will be one day before start date: See MROWS orders para 1.

NOTE 2: MCC of command mbr will be joining: MROWS orders para 1.

NOTE 3: Comp code 11

NOTE 4: The reported EAS must be at least 365 days (inclusive) from EDA.

NOTE 5: PTAD start date: MROWS orders para 1.

DISTRICTS: Join Mbr using this entry: Ensure DOA matches PTAD start date.

TTC 020 010 ___ ACTIVE DUTY JOIN RUC ___ MCC ___ FOR AWTG TRANS OTHER MCC|

MEMBERS ATTACHED TO THE MCRC HOLDING RUC (30396): These Officer are to be joined without a transfer entry. Utilize the join entries listed below.

TTC 020 000 ___ ACTIVE DUTY JOIN RUC ___ MCC ___ FOR DUTY|

TTC 020 003 ___ ACTIVE DUTY JOIN RUC ___ MCC ___ FOR DIFDEN| (Officers with PMOS 7578 or 7599)

***ENSURE THE DATE OF ACTION IS THE PTAD START DATE ACCORDING TO THE MROWS ORDERS.**

REVISED: 20200629

Enclosure (6)