

**MCRC FROST CALL 020-20 DATED 10 FEBRUARY 2020**

From: Commanding General, Marine Corps Recruiting Command

Subj: PLATOON LEADERS COURSE-LAW INDIVIDUAL READY RESERVE APPROPRIATE DUTY ORDERS PROCEDURE

Ref: (a) MCRCO 1131.1  
(b) Volume II: Guidebook for Officer Selection Officers, 2016 Edition  
(c) 10 U.S.C. § 12731  
(d) 10 U.S.C. § 12732  
(e) 37 U.S.C. § 101(22)  
(f) MCO 1001R.1L

Encl: (1) Template for Request for Appropriate Duty Orders  
(2) Template for OSO Endorsement on Request for Appropriate Duty Orders  
(3) NAVMC 799, "Equivalent Instruction Report"

1. Purpose. To establish a procedure for Student Judge Advocates in the Platoon Leaders Course-Law (PLC-Law) program to request Individual Ready Reserve (IRR) Appropriate Duty Orders (non-paid) in order to support Officer Selection Station (OSS) recruiting operations. In effect, Student Judge Advocates in the IRR will have the opportunity to document and get credited with points towards multiple, potentially "satisfactory" years that may be counted towards a future reserve retirement.

2. Background

a. Reference (a) establishes that the mission of the PLC-Law Program is to recruit the most qualified applicants to become Marine Corps Student Judge Advocates, and to mentor and train those Student Judge Advocates while in the accession pipeline. Reference (b) establishes the Deputy Staff Judge Advocate (SJA), Marine Corps Recruiting Command (MCRC) as the PLC-Law Program Manager.

b. Applicants enter the PLC-Law program at different junctures in their legal training; ranging from before law school matriculation to their final year of law school. Applicants that enter the PLC-Law program early in their law school career spend multiple years in the IRR before accessing to active duty.

c. For example, a PLC-Law applicant might attend Officer Candidates School (OCS) the summer before their first year of law school. Upon successful completion of OCS, the applicant is commissioned as a Second Lieutenant Student Judge Advocate in the United States Marine Corps and then abruptly returns to the IRR to finish three years of law school. That Student Judge Advocate has little contact with any active duty Marines other than their Officer Selection Officer (OSO) for three years before accessing to active duty.

d. Historically, Student Judge Advocates continue to support their OSS by participating in and leading pool functions, acting as proof sources for new applicants, teaching new applicants about what to expect at OCS, and generally providing logistical support to recruiting operations. Up to this point, Student Judge Advocates solely volunteered their time to the OSS and did not receive pay, recognition, or documentation for time spent in the IRR. The years that Student Judge Advocates spend in the IRR while in law school

Subj: PLATOON LEADERS COURSE-LAW INDIVIDUAL READY RESERVE APPROPRIATE DUTY ORDERS PROCEDURE

have the potential to count as "satisfactory" years towards a reserve retirement.

e. Reference (c) establishes that Reserve Marines are entitled to retired pay if the Marine has performed at least twenty years of service, computed under reference (d). Reference (d) establishes that a year of service is "satisfactory" if the Reserve Marine is credited with fifty points in that year. Every Reserve Marine automatically receives fifteen points per year for their membership in the reserve component. (Reference (d)). Therefore, a Reserve Marine must either serve on active duty, perform drills, equivalent instruction, or correspondence courses through the MarineNet Distance Education Portal to earn the remaining thirty-five points to make a "satisfactory" year.

f. Inactive Duty Training (IDT), and its equivalent training, is performed by members of the Ready Reserve and includes voluntary IDT in a non-pay status. (Reference (e)). Appropriate Duty is a type of voluntary IDT for retirement points only (non-paid) that unit commanders authorize for Reserve Marines under their cognizance to attend special functions or to perform certain tasks. (Reference (f)). Appropriate duty orders may be issued to members of the IRR. Enclosure (2) of reference (f) lists approved Appropriate Duty activities and functions, including but not limited to Marine Corps Recruiting Command activities performed in conjunction with recruiting, performance of duty for required annual administrative functions, including physical examinations, periodic health assessments, HIV draws, and other medical requirements, and to conduct required physical training.

h. Requests. In order to document time spent in support of an OSS, PLC-Law Student Judge Advocates may submit a request for Appropriate Duty Orders to the PLC Program Manager, Officer Programs, G-3, MCRC with endorsement from their OSO, within thirty days of the first planned inactive duty training (IDT) event. (Enclosure (1)).

i. Assignment Location. PLC-Law Student Judge Advocates will only be approved for IDT performed with their OSS, and in accordance with enclosure (2) of reference (f).

### 3. Information

a. Eligibility. In order to request Appropriate Duty Orders, a PLC-Law Student Judge Advocate must 1) have received their commission, 2) be enrolled in a Juris Doctor program at an American Bar Association accredited Law School, 3) be attached to Reporting Unit Code (RUC) 88874, and 4) receive positive endorsement from their OSO. Appropriate Duty Orders will last a maximum period of one year, and may be renewed upon the expiration of that period only upon request.

#### b. Procedures

##### (1) Appropriate Duty Orders Request

(a) PLC-Law Student Judge Advocates become eligible for Appropriate Duty Orders once they receive their commission, are joined to Reporting Unit Code 88874, and begin classes towards a Juris Doctorate degree at an ABA accredited law school. OSOs should educate the Student Judge Advocate about the benefits of Appropriate Duty orders. However, the burden to request Appropriate Duty Orders ultimately rests on the Student Judge Advocate.

Subj: PLATOON LEADERS COURSE-LAW INDIVIDUAL READY RESERVE APPROPRIATE DUTY ORDERS PROCEDURE

(b) Appropriate Duty Order requests must be received within thirty days of the first planned IDT event.

(c) The OSO will endorse the Appropriate Duty Order Request, and forward to the PLC-Law Program Manager.

(d) PLC-Law Program Manager will notify the OSO and the Student Judge Advocate of approval of Appropriate Duty Orders. If approved, the PLC Law manager will provide a copy of the orders to both the OSO and the Student Judge Advocate.

(e) Upon completion of each IDT period, the Student Judge Advocate will complete an Equivalent Instruction Report (NAVMC 799), and their OSO will certify the satisfactory performance of equivalent instruction. (Enclosure (2)). The Student Judge Advocate is responsible for maintaining their own records, and will forward completed Equivalent Instruction Reports to the PLC-Law Manager for processing for non-paid, point credit.

c. Medical. In accordance with reference (f), PLC-Law Student Judge Advocates receive medical coverage while performing appropriate duty.

d. Entitlements. Appropriate Duty Orders do not entitle Marines to pay, allowances, subsistence, per diem, or compensation for expenses incurred in conjunction with appropriate duty. Reservists will incur all associated costs of travel to appropriate duty locations.

#### 4. Action

##### a. Officer Appointments, MCRC

(1) Issue orders to PLC-Law Student Judge Advocates who request and are selected for Appropriate Duty Orders.

(2) Ensure that all PLC-Law Student Judge Advocates authorized for Appropriate Duty Orders have accurate component codes.

(3) Ensure that all PLC-Law Student Judge Advocate Appropriate Duty orders include all clauses required by reference (f).

##### b. PLC-Law Program Manager, MCRC

(1) Continue to educate Officer Selection Officers and PLC-Law Student Judge Advocates of the availability of Appropriate Duty Orders.

(2) Accept and track requests for Appropriate Duty orders from OSOs.

(3) Route requests for Appropriate Duty orders to Officer Appointments, MCRC for orders writing, and notify OSOs and PLC-Law Student Judge Advocates once orders are approved.

(4) Schedule, Muster, and Approve individual NAVMC 799 Equivalent Training Reports in Requirements Transition and Manpower Management System (RTAMMS) in order to reflect reserve points in Marine Corps Total Force System (MCTFS).

(5) Assist OA, MCRC in the completion of its specified tasks.

Subj: PLATOON LEADERS COURSE-LAW INDIVIDUAL READY RESERVE APPROPRIATE DUTY ORDERS PROCEDURE

e. Officer Selection Officers

(1) Ensure PLC-Law Officers are notified of the information contained in this FROST call, and provide assistance to eligible PLC-Law Officers applying for Appropriate Duty Orders.

(2) Ensure PLC-Law Officers properly complete their Appropriate Duty requests.

(3) Endorse the Appropriate Duty requests, and forward them to PLC-Law Manager, MCRC. See enclosure (2) for an endorsement template.

(4) Certify that the Student Judge Advocate satisfactorily performed equivalent instruction by signing one NAVMC 799 form for every day of equivalent instruction performed.

f. PLC-Law Student Judge Advocates

(1) If desired, complete a Request for Appropriate Duty Orders and submit to your OSO for endorsement. (Enclosure (1)).

(2) If approved for Appropriate Duty, complete one NAVMC 799 for each period of IDT. Each NAVMC 799 form may ONLY account for one day's worth of IDT. One day may include either a four hour or eight hour IDT period, for one or two reserve points, respectively. For example, if a PLC-Law Student Judge Advocate assists an OSO with the execution of a mini-OCS over the course of two days, the Student Judge Advocate would submit two NAVMC 799 forms to PLC-Law Program Manager.

5. The point of contact for this FROST call is the PLC-Law Program Manager, MCRC, Captain Geoffrey L. Irving, USMC, and Corporal Benjamin T. Ndefru, USMC, both can be reached by telephone at (703) 432-9262 or by e-mail at [Geoffrey.Irving@marines.usmc.mil](mailto:Geoffrey.Irving@marines.usmc.mil) and [benjamin.ndefru@marines.usmc.mil](mailto:benjamin.ndefru@marines.usmc.mil).

  
I. G. MARTINEZ  
By direction



UNITED STATES MARINE CORPS

OFFICER SELECTION STATION  
STREET ADDRESS  
CITY, STATE ZIP CODE

IN REPLY REFER TO:  
1131  
OSO  
DD MMM YY

From: Rank First Name Middle Initial Last Name EDIPI/4401 USMC  
To: Commanding General, Marine Corps Recruiting Command (G-3 OP)  
Via: (1) Officer Selection Officer, Officer Selection Station  
(2) PLC Law Program Manager, G-3 OP, Marine Corps Recruiting Command

Subj: REQUEST FOR APPROPRIATE DUTY ORDERS IN THE CASE OF  
RANK FIRST NAME MIDDLE INITIAL LAST NAME EDIPI/4401 USMCR

Ref: (a) MCRC FROST Call XXX-20 of 7 Jan 2020  
(b) MCO 1001R.1L

1. Pursuant to reference (a), I request appropriate duty orders for the period of DD MMM YYYY until DD MMM YYYY. [NOT TO EXCEED 365 DAYS]
2. I intend to perform appropriate duties for equivalent instruction with Officer Selection Station Philadelphia under the supervision of Captain Nicholas.
3. I understand that I am not authorized pay, allowances, subsistence, per diem, or compensation for expenses incurred in conjunction with appropriate duty. See Reference (b).
4. I understand that I will incur all billeting or travel costs incident to these orders. See Reference (b).
5. I understand that I am subject to the Uniform Code of Military Justice during the performance of appropriate duty orders. See Reference (b).
6. I understand that I am to receive medical coverage during the performance of appropriate duty orders. See Reference (b).

Signature  
I. M. MARINE

Enclosure (1)



**UNITED STATES MARINE CORPS**

OFFICER SELECTION STATION  
STREET ADDRESS  
CITY, STATE ZIP CODE

IN REPLY REFER TO:  
1131  
OSO  
DD MMM YY

FIRST ENDORSEMENT on Rank Last Name ltr 1131 of DD MMM YY

From: Rank First Name Middle Initial Last Name EDIPI/4401 USMC  
To: Commanding General, Marine Corps Recruiting Command (G-3 OP)  
Via: (1) PLC Law Program Manager, G-3 OP, Marine Corps Recruiting Command

Subj: REQUEST FOR APPROPRIATE DUTY ORDERS IN THE CASE OF  
RANK FIRST NAME MIDDLE INITIAL LAST NAME EDIPI/4401 USMCR

Ref: (a) MCRC FROST Call XXX-20 of 7 Jan 2020

1. In accordance with the reference, I positively endorse Rank Last Name's request for appropriate duty orders for the period of DD MMM YYYY until DD MMM YYYY. [NOT TO EXCEED 365 DAYS]
2. I am the point of contact for this request. I can be reached at (703) 867-9309, or by email at [Samuel.nicholas@marines.usmc.mil](mailto:Samuel.nicholas@marines.usmc.mil).

Signature  
S. NICHOLAS

**NOTICE** - Before filling in this form, please read the Privacy Act Statement, on the back

**OTHER THAN CORRESPONDENCE COURSES AND EIOD FOR DRILLS**

This form is to be used by members of the Marine Corps Reserve in the reporting of all types of Equivalent Instruction other than EIOD for drills and correspondence courses.

This form is to be prepared by the individual upon the completion of each period of such instruction and forwarded to his unit commander (unit or organization maintaining the individual's records) for approval. If approved, this form will be retained as a supporting record for the award of re-

tirement credits.

The certification of the individual under whom the Equivalent Instruction was performed will be completed prior to mailing to the unit commander for approval. It is the responsibility of the individual who claims the retirement credit to see that the certificate is properly accomplished.

This form may be completed in pen and ink where typewriter is not available.

Name (Last, first, middle initial)	Grade	SSN
Organization and Location		

**DESCRIPTION OF EQUIVALENT INSTRUCTION**  
(Shore party lecture-Preparation time-Presentation time-Seminars-Other pertinent factors)

Date	Hours	Points Claimed
------	-------	----------------

Authority to Perform Equivalent Instruction

**CERTIFICATION OF INDIVIDUAL UNDER WHOM EQUIVALENT INSTRUCTION WAS PERFORMED**

Certification:

I CERTIFY that I have participated in the equivalent instruction as given above. I have received, and read, the Privacy Act Statement.

Signature \_\_\_\_\_ Grade \_\_\_\_\_

**CERTIFICATION OF INDIVIDUAL UNDER WHOM EQUIVALENT INSTRUCTION WAS PERFORMED**

Organization and Location

Certification:

I CERTIFY that the above individual satisfactorily performed the described equivalent instruction.

Signature \_\_\_\_\_ Grade \_\_\_\_\_

**CREDIT APPROVAL**

Approved for Credits

Signature (Authorizing Authority) \_\_\_\_\_

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**  
**(5 U.S.C. 552A)**

Title 5, U.S. Code, Section 301 is the basis for requesting this information. Executive Order 9397 of 22 November, 1943 authorizes the use of your Social Security Number. The principal purpose of the information is to report extra duties performed for which individual Reservists may be entitled to receive Reserve Retirement Credit points. The information is used to determine if you are entitled to Reserve Retirement Credit points for extra duties or functions performed other than schedule drills. Your Social Security Number issued for purposes of individual identification. Providing the requested information is voluntary on your part; failure to submit the form would preclude you from receiving credits for which you may be entitled. Disclosure of your Social Security Number is mandatory.

**NAVMC 799 (REV. 1-76) EQUIVALENT INSTRUCTION REPORT - PRIVACY ACT STATEMENT**