



**DEPARTMENT OF THE NAVY**  
BOARD FOR CORRECTION OF NAVAL RECORDS  
701 S. COURTHOUSE ROAD, SUITE 1001  
ARLINGTON, VA 22204-2490

██████████  
Docket No. 11304-24  
Ref: Signature Date

████████████████████  
████████████████████  
████████████████████

Dear ████████████████████

This is in reference to your application for correction of your naval record pursuant to Section 1552 of Title 10, United States Code. After careful and conscientious consideration of relevant portions of your naval record and your application, the Board for Correction of Naval Records (Board) found the evidence submitted insufficient to establish the existence of probable material error or injustice. Consequently, your application has been denied.

A three-member panel of the Board, sitting in executive session, considered your application on 15 May 2025. The names and votes of the members of the panel will be furnished upon request. Your allegations of error and injustice were reviewed in accordance with administrative regulations and procedures applicable to the proceedings of this Board. Documentary material considered by the Board consisted of your application, together with all material submitted in support thereof, relevant portions of your naval record and applicable statutes, regulations, and policies. In addition, the Board considered the advisory opinion contained in Headquarters, U. S. Marine Corps (HQMC) memorandum 1341 RAP (undated), which was previously provided to you for comment.

On 24 May 2017, you enlisted in the U.S. Marine Corps Reserve for 8 years with an End of Obligated Service of 23 May 2025.

On 28 June 2018, you were assigned PMOS 0111.

In accordance with MARADMIN 628/20 published on 21 October 2020, Purpose. To clarify the monetary incentives for special duty assignment (SDA) and type-one (TI) screenable billets for FY21 announced in MARADMIN 438/19 and MARADMIN 634/19 and announce other enlisted assignments eligible for assignment incentive pay (AIP) for FY 2021 authorized in the Assistant Secretary of the Navy (Manpower and Reserve Affairs) memorandum, AIP, SDA pay and Voluntary Supplemental Incentives (VSI) in support of marines filling certain special assignments. The monetary incentives in reference (a) apply to the following Active Reserve (AR) assignments: Production Recruiters (8421), Drill Instructors (0911), and Combat Instructors (0913).

SDA Pay, AIP, and/or VSI are paid to eligible Marines assigned to certain billets. SDA Pay is authorized only for SDA billets. AIP will replace SDA Pay for all non-SDA billets previously designated for SDA Pay. VSI is a new incentive authorized only for SDA volunteers. Marines meeting the eligibility criteria in paragraph 4 may elect to receive AIP and/or VSI in monthly payments or as a single lump sum at the discretion of the Marine.

VSI. VSI is paid monthly or in lump sum amounts to provide an additional incentive in the assignment process to encourage Marines to volunteer for SDA during the SDA volunteer period. 5.C.1. Monthly VSI. Monthly VSI is paid one-half of its dollar value on the first of the month and the other half paid on the 15th of the month. A written agreement is required to qualify for monthly VSI. The cumulative dollar value of monthly VSI payments for a given tour length is the same as its corresponding single lump sum payment option (i.e., the lump sum amount is not discounted). For example, \$278 dollars paid each month for a 36-month tour is 10,000 dollars. Its corresponding single lump sum payment option is 10,000 dollars.

SDA. 6.A.1. Recruiters (8411/8421/5524). SDA Pay 150 dollars per month and AIP 225 dollars per month or 7,400 dollar lump sum AIP for a 36-month tour. Marines who volunteered for a FY2021 Recruiter class are eligible for a 10,000 dollar VSI for a 36-month tour. Marines who volunteered for a second tour for 24 months that begins in FY2021 are eligible for 6,700 dollar VSI. VSI is in addition to the SDA Pay and AIP.

On 1 December 2021, you were promoted to Sergeant/E-5.

In accordance with MARADMIN 039/22 published on 3 February 2022, Purpose. To provide an update to MARADMIN IS 629/20 in accordance with Assistant Secretary of the Navy (Manpower and Reserve Affairs) memorandum, AIP, SDA pay and VSI in support of marines filling certain special assignments.

Effective 1 January 2022, the changes described herein go into effect and all other incentives and administrative guidance in reference (a) remain valid and current. 3.A. Policy period. The guidance contained herein and in reference (a) shall remain in effect until 31 December 2023 or superseded, whichever occurs first. 3.B. Monetary Incentives... Lump sum AIP. For non-PMOS assignments (e.g., Drill Instructor, Recruiter, etc.), the number of months pledged in the lump sum AIP agreement can be less than but cannot exceed the tour length for the assignment or the Marine's End of Active Service (EAS), whichever occurs first. Whereas Marines who are serving in PMOS assignments (e.g., Career Recruiter, Critical Skill Operators, etc.) can agree, in the lump sum agreement, to serve beyond the tour length but cannot exceed their EAS. 3.C.3. VSI. Marines who volunteered for a 24-month, second tour SDA and extend their tour to a 36-month tour are not eligible for an increase of VSI payment from 6,700 to 10,000 dollars.

On 26 July 2022, you signed an agreement to extend enlistment for 17 months with a Reserve End of Current Contract (ECC) of 23 October 2026 in order to have sufficient contractual time to affiliate to the Active Reserves.

You were released from active duty with an honorable character of service and were issued a Certificate of Release or Discharge from Active Duty (DD Form 214) for the period of 16 October 2017 to 15 August 2022 upon completion of required active service.

In accordance with MARADMIN 537/22 published on 14 October 2022, authorizes the following bonuses: a. AR First Tour Prior Service Recruiter (PSR) volunteers. b. AR PSR Limited Tour volunteers. c. AR PSR Tour Extension volunteers. d. AR PSR Second Tour volunteers. e. AR PSR Career Recruiter Lateral Moves for FY23.

AR PSR First Tour Volunteer. Marines who volunteered were accepted, and successfully completed the Basic PSR Course for FY23 are eligible to apply for \$30,000 for a 36 month obligation in addition to the incentives outlined in MARADMIN 039/22, SDA Pay, AIP, and VSI. Additional Marines may volunteer for FY23 and must submit requests NLT 15 March 2023. This MARADMIN is active until canceled or updated.

In accordance with MARADMIN 428/23 published on 29 August 2023, announce the FY25 HQMC SDA Campaign and provides coordinating instructions for requesting billets as a Recruiter, Drill Instructor, or Marine Security Guard Detachment Commander. The SDA Campaign outlines the timeline of the FY25 voluntary and involuntary assignment periods with corresponding initiatives and procedural changes.

The FY25 SDA Campaign will be executed via voluntary and (if required) involuntary assignment periods from 1 June 2023 to 1 July 2024. Marines approved for FY25 SDA will have a class report date between 1 October 2024 and 30 September 2025.

Voluntary Assignment Period (VAP). 4.a.1. Phase I: Phase I began 1 June 2023 with approval of FY25 SDA requests for Marines reenlisting via the FY24 Commandant's Retention Program and FY24 Subsequent Term Alignment Plan. During this phase, HQMC will accept and review volunteer packages for potential assignment to an SDA of the Marine's choice...Phase I will end on 31 December 2023.

Phase II: Phase II of the VAP begins 1 January 2024 and is intended for commands to conduct direct marketing to SDA eligible Marines who might otherwise be assigned involuntarily... Phase II will end on 29 February 2024.

Financial Incentives. Per MARADMIN 039/22, all Marines who earn the additional MOS for their SDA and are assigned to the corresponding SDA billet MOS will receive SDA Pay and AIP. In addition to SDA Pay and AIP, SDA volunteers will receive a VSI of \$10,000 paid in monthly payments of \$278 or in lump sum. 7.a. Current volunteer financial incentives per reference (c): Recruiter-total (monthly VSI) \$653 per month. Total (lump sum VSI) \$375 monthly and \$10,000.

In accordance with MARADMIN 498/23 published on 29 September 2023, initiated the FY25 AR SDA VAP from 1 October 2023 to 1 March 2024. Marines who are screened and approved will receive the financial incentives outlined in MARADMIN 039/22.

Eligible Marines must submit a Reserve Reenlistment Extension Lateral Move (RELM) request using the Total Force Retention System (TFRS) via the unit career planner. All requests must be submitted NLT 2359 on 1 March 2024.

In accordance with The Assistant Secretary of the Navy (Manpower and Reserve Affairs) published on 5 February 2024, effective immediately and to continue through December 31, 2026, the Marine Corps is authorized to offer AIP, VSI, and SDA Pay to enlisted Marines filling certain and/or special assignments, subject to the requirements of section 352 of title 37, U.S. Code and the conditions set out in the Department of Defense Instruction (DoDI) 1340.26 Assignment and Special Duty Pays, of September 25, 2017, as amended, that establishes policies, assigns responsibilities, and prescribes procedures governing administration of all assignment and special duty pays. Agreements under this program may only be entered into through December 31, 2026, subject to the availability of appropriated funds, congressional reauthorization of section 352 of title 37, U.S. Code, and documented need.

Table 1: Standard assignment durations and SDA Pay and AIP levels: Assignment (8411) (8421) (5524). Standard (Tour Duration) 36 months. SDA Pay (monthly) \$150. AIP (monthly) \$225. VSI/AIP (monthly) \$278 or (Lump Sum) \$10,000.

On 29 February 2024, you signed Statement of Understanding (SOU) for Active Reserve (AR) Prior Service Recruiting (PSR)/AR Career Recruiter Incentive in the amount of \$10,000. Furthermore, it was witnessed by a gaining unit officer on 29 February 2024.

On 29 February 2024, your 1st Term Reserve SDA w/Extension request was submitted. It was approved by your Commanding Officer on 2 May 2024. Notes for CP: "SNM has been approved for the Active Reserve Recruiter Incentive. A SDA ONLY RELM type must be submitted to HQMC (Reserve Affairs) for incentive assignment and payment upon successful completion of SDA training."

On 5 May 2024, you signed an agreement to extend enlistment for 24 months with a Reserve ECC of 23 October 2028 in order to have sufficient obligated service for SDA.

On 13 May 2024, Director, Reserve Affairs Division notified Distribution List that "[a]s a result of the enthusiastic response to the referenced incentives, the processes set forth in the following paragraphs are effective upon release to ensure the prompt and accurate distribution of monetary incentives to qualified Marines. As these incentives are highly competitive. Marines are encouraged to leverage them as soon as eligible."

"The AR Recruiting Incentive Program under MARADMIN 537/22 is modified according to the following guidelines. All bonus types under this program are not limited to FY23 and will apply to current and future FYs until canceled or updated, subject to funding limitations. The AR First Tour PSR incentive remains open for further submissions until funding limitations are reached. The bonus amount is now \$20,000. The requirement to volunteer in FY23 per reference (i) is rescinded. The AR limited tour PSR incentive is unchanged but closed for FY24 submissions. The one-year PSR extension incentive is unchanged but closed for FY24 submissions. The incentive for subsequent PSR tours is unchanged but

closed for FY24 submissions. The AR PSR Career Recruiter Lateral Moves incentive is unchanged and remains open for further submissions until funding limitations are reached.

Due to budgetary limitations, incentives will be issued as funds are available until funding limitations are reached. The parameters established in this letter are effective until new guidance is published.”

On 5 December 2024, Director, Reserve Affairs Division notified Distribution List that “[p]er the references, this letter provides authority for the Active Reserve (AR) First Tour Prior Service Recruiter (PSR) Volunteer and AR Career PSR Lateral Move incentives.”

“AR First Tour PSR Volunteer (8421) : AR Marines who volunteer, are accepted, and successfully complete the Basic Prior Service Recruiting Course (BPSRC) by 30 September 2025 are eligible to apply for \$15,000 for a 36-month obligation in addition to the incentives outlined in reference (d) [MARADMIN 039/22] . A volunteer is not guaranteed duty location.”

On 9 December 2024, you were assigned ADMOS1 8411.

On 23 December 2024, you were transferred from MCC E71 and joined to MCC 910 on 4 January 2025 for duty (Recruiter).

On 3 January 2025, you signed an Administrative Remarks (NAVMC 118(11)) listing the following: “202501031 volunteered to serve for 36 months as a Recruiter, and I agree to accept VSI MONTHLY in the amount of \$503 dollars. I understand that the unearned portion of the lump sum payment will be recouped on a prorated basis if I serve in the assignment for a period less than the number of months specified in this agreement.”

On 30 January 2025, you signed a 1st Term Reserve AR w/Extension request was submitted and approved by your Commanding Officer (CO) on 25 February 2025. The message text reads: “Per FY25 ARRI Policy Letter, SNM is approved for the Active Reserve Recruiting Incentive Program (ARRI). ARRI bonus payment is contingent on compliance with FY25 ARRI Policy Letter. The Bonus Control Number (BCN) will be rescinded if SNM has not accepted this authority by the NLT date above....I have read and understand the contents of this authority and further understand. I accept this AR /extension authority.” You signed this on 25 February 2025.

You requested to receive the \$30,000 VSI per MARADMIN 537/22, the Board, in its review of your entire record and application, carefully weighed all potentially mitigating factors, to include your assertions. However, the Board concluded that you are a verified FY-25 PSR volunteer and were eligible for all FY-25 approved incentives. Your First Term Reserve SDA w/Extension request was submitted on 29 February 2024 and approved by your CO on 2 May 2024. At the time of submission, Assistant Secretary of the Navy Memo dated 5 February 2024 was in effect, authorizing VSI, applicable to the Total Force, in the amount of \$10,000.00. Therefore, the Board determined that a change to your record is not warranted.

You are entitled to have the Board reconsider its decision upon submission of new matters, which will require you to complete and submit a new DD Form 149. New matters are those not previously presented to or considered by the Board. In this regard, it is important to keep in mind that a presumption of regularity attaches to all official records. Consequently, when applying for a correction of an official naval record, the burden is on the applicant to demonstrate the existence of probable material error or injustice.

Sincerely,

6/4/2025

[REDACTED]