

Subj: REVIEW OF NAVAL RECORD ICO [REDACTED]
XXX XX [REDACTED] USMC

of duty to the nearest CONUS port or an alternate destination not to exceed the cost to the nearest CONUS port and return for personnel completing an overseas duty tour longer than 12 months (transportation associated with this option is governed by Reference (k)).”

b. In accordance with reference (c), “Overseas Tour Extension Incentives Program (OTEIP). The intent of the OTEIP is to increase the personnel stability of Marines at overseas locations. Program requirements will be identified by CMC (MM) who will periodically solicit applicants via MARADMIN for certain overseas MCCs that are forecasted to be understaffed. Approval authority rests with CMC (MMOA/MMEA/RAM). Commanding officers will counsel Marines requesting extensions under OTEIP, concerning the difference in travel options between voluntary extensions and COT/IPCOT. Marines approved for OTEIP who agree to serve the resulting voluntary extension are not eligible for COT/IPCOT travel allowances. Conversely, incentive options for OTEIP are not applicable to Marines serving COTs/IPCOTs.”

c. In accordance with reference (d), “Overseas Tour Extensions. a. Voluntary Extensions. Voluntary extensions of a Service member’s overseas tour do not result in the expenditure of PCS [Permanent Change of Station] funds, nor do they entail the reassignment of the Service member and his or her family, when accompanied. Therefore, the Military Services will encourage eligible Service members to voluntarily extend their overseas tours, as such extensions provide a high degree of continuity in the unit of assignment, increase the stability of the Service member and his or her family, when accompanied, and reduce PCS costs by eliminating the Service member’s move and the move of his or her replacement. Attainment of these objectives is not the only consideration when deciding whether to approve an overseas tour extension request. Each request must be evaluated on its individual merits, and approval or disapproval must be based on whether the best interests of the U.S. Government will be served by keeping the Service member overseas.”

d. On 22 February 2021, Petitioner transferred from [REDACTED] [REDACTED] [REDACTED]) and joined [REDACTED] [REDACTED] on 12 March 2021 for duty.

e. On 19 July 2023, Petitioner’s Careerist Active Duty Extension w/Overseas Extension (OTEIP) was submitted and approved by Headquarters, U.S. Marine Corps (HQMC) on 1 August 2023. Furthermore, OER Message Text listed the following: “OTEIP request is approved for a period of 12 months. SNM RTD will be adjusted by local IPAC to read 02/23/2025 only once SNM accepts RELM authority. Incentive of 30 days leave is approved. Your local admin center is responsible for reporting your elected incentive. Request for OTEIP funding must be submitted to MMIB-3 at least 45-60 days prior to the desired travel date. Requests to change incentive prior to acceptance of the RELM must be submitted to MMEA. Request to change incentive after acceptance of RELM must be submitted to MMIB-3.”

f. Petitioner’s Marine Corps Total Force System – Leave Period 611 Remarks listed the following leave used: 6 September 2023 to 7 September 2023 (2 days). 23 October 2023 to 31 October 31 (9 days). 1 November 2023 to 3 November 2023 (3 days). 4 December 2023 to 22 December 2023 (19 days).

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g. Marine Online EPARS – EPAR Record No. 24-00229002 listed the following Notes: On 17 June 2024: “I have orders to PCS to [REDACTED], December of 2024. I would like to use my 30 days leave incentive from my OTEIP for my PCS. I need these days allocated by November 1st so I can utilize them along with 15 days of annual leave for the entirety of my PCS. On 1 July 2024, the response was, You have to execute OTEIP Leave then get it reimbursed on the back end.”

h. On 9 November 2024, Petitioner transferred from [REDACTED] [REDACTED] and joined [REDACTED] [REDACTED] on 21 December 2024 for duty.

i. Petitioner’s Marine Corps Total Force System – Leave Period 611 Remarks listed the following leave used: 10 November 2024 to 17 December 2024 (38 days) (Delay – PCS Leave).

j. On 18 March 2025, Petitioner submitted an Administrative Action (NAVMC 10274) requesting the following: “MARFOR CENTCOM is working on crediting my 30 days OTEIP leave from when I was at 3d Intel BN. They need an endorsed AA form from 3d Intel stating my PCS leave from 20241109-20241119 was annual leave and 20241120-20241220 was OTEIP leave.”

k. On 7 April 2026, HQMC, M&RA, MP Division, MPO Branch notified Petitioner that “[i]n accordance with applicable policy governing the Overseas Tour Incentive Program (OTEIP), the 30-day Special Rest and Recuperation (SR&R) absence is required to be executed as a single period of leave. Additionally, the leave must begin and end at the permanent duty station (PDS) where the incentive was originally granted. There is no provision authorizing the division or incremental use of the 30-day SR&R absence under OTEIP.

Previously taken annual leave cannot be retroactively designated or credited as OTEIP SR&R absence. In accordance with governing policy, OTEIP leave must be specifically requested, approved, and executed as SR&R absence under the program. Furthermore, OTEIP SR&R absence must be taken during the approved extension period and in compliance with the requirement that it begins and ends at the member's PDS. There is no provision within current policy that allows for retroactive conversion of annual leave into OTEIP incentive leave. As such, the 33 days of leave taken between September 2023 and December 2023 do not meet the criteria for OTEIP SR&R absence and are not eligible for credit under the program.”

CONCLUSION

Upon review and consideration of all the evidence of record, and in light of the contents of enclosure (2), the Board finds the existence of an injustice warranting the following partial corrective action. The Board concluded that on 1 August 2023, HQMC approved OTEIP request for a period of 12 months. In accordance with Marine Online EPARS – EPAR Record No. 24-00229002, submitted on 17 June 2024, Petitioner requested 30 days of his leave incentive for his PCS. He requested the leave days be allocated by November first so that he could use them in conjunction with his annual leave for the entirety of his PCS. This request was within 45-60

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days prior to the desired travel date, however he was told that he must first take the leave then get it reimbursed on the back end. Petitioner then took leave in conjunction with his PCS, however he transferred from his old PDS prior to the leave period, making him ineligible for the incentive, as it must begin and end at the PDS where the incentive was originally granted. Enclosure (2) stated “[d]uring the execution of his 12-month extended tour, [Petitioner] did not use any annual leave prior to receiving PCS orders to CENTCOM.” However, Petitioner took leave from 4 December 2023 to 22 December 2023—19 days. The Board determined that Petitioner was not given clear guidance about the requirements of the leave incentive and if he had, he would have been able to designate the above period as OTEIP leave. Although the proper procedures were not followed, the Board determined that under this circumstance, partial relief is warranted.

RECOMMENDATION

That Petitioner’s naval record be corrected, where appropriate, to show that:

Petitioner submitted an OTEIP request in a timely manner. Furthermore, the request was received and approved by cognizant authority.

Petitioner used OTEIP Incentive Leave vice Annual Leave for the period of 4 December 2023 to 22 December 2023 (19 days). Note: As a result of this change, Petitioner will be credited with 19 days leave. Furthermore, Defense Finance and Accounting Service will complete an audit of Petitioner’s financial record and determine amounts due, if any.

That no further changes be made to Petitioner’s naval record.

A copy of this report of proceedings will be filed in Petitioner’s naval record.

4. It is certified that a quorum was present at the Board’s review and deliberations, and that the foregoing is a true and complete record of the Board’s proceedings in the above titled matter.
5. Pursuant to the delegation of authority set out in Section 6(e) of the revised Procedures of the Board for Correction of Naval Records (32 Code of Federal Regulations, Section 723.6(e)), and having assured compliance with its provisions, it is hereby announced that the foregoing corrective action, taken under the authority of the reference, has been approved by the Board on behalf of the Secretary of the Navy.

4/14/2026

