



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL RD.
QUANTICO, VIRGINIA 22134-5103

IN REPLY REFER TO:

1201

RA

MAR 28 2024

From: Director, Reserve Affairs Division
To: Commander, Marine Forces Reserve
Commander, Marine Corps Recruiting Command
Operational Group Managers

Subj: HEADQUARTERS MARINE CORPS DRILLING RESERVE BILLET IDENTIFICATION CODE
(BIC) ASSIGNMENT AND MANAGEMENT POLICY

Ref: (a) MCO 1001R.1L (MCRAMM)
(b) MCO 1000.6 (ACTSMAN)
(c) MARADMIN 772/20
(d) MARADMIN 193/22
(e) NAVMC 1200.1J (MOS Manual)
(f) MARADMIN 523/23 (0441 Merger)
(g) MARADMIN 063/24 (1164 Merger)

Encl: (1) Eligible PMOS and/or Grade Substitutions
(2) Select Marine Corps Reserve (SMCR) Excess BIC Indicator (EBI)
Definition List

1. Background. This policy letter establishes the latitude and authority for commanders, operational group managers, and recruiters to make decisions on common and appropriate grade and MOS substitutions without burdening them with the requirement to request exceptions from higher headquarters. It is not intended to be so detailed as to cover every possible substitution or replicate the MOS Manual.

2. General. Per reference (a), commanders/operational group managers will ensure personnel are assigned to valid BICs commensurate with their grade and MOS. Units shall not create assignment policies more restrictive than contained in this policy. Units shall not direct Marines to transfer units without Inter-Unit Transfer (IUT) approval from Commander, Marine Forces Reserve. BIC assignments may be made one grade above/below the grade required by the BIC. Enclosure (1) provides additional exceptions regarding grade mismatch authorizations.

a. Colonels will only be assigned to BICs requiring the grade of O6 or O7.

b. Marines in the grade of E-8 will only be assigned to BICs requiring the grade of E8 or E9.

c. Marines in the grade of E-9 will only be assigned to BICs requiring the grade of E9.

3. Inventory Development and Management System (IDMS). All SMCR and Individual Mobilization Augmentee (IMA) BIC assignments must be reported using IDMS. Units are required to correct all BIC discrepancies caused by changes in this policy within 60 days of the date this policy is signed.

Subj: HEADQUARTERS MARINE CORPS DRILLING RESERVE BILLET IDENTIFICATION CODE
(BIC) ASSIGNMENT AND MANAGEMENT POLICY

Chapter 4 of reference (a) provides additional guidance regarding exception requests outside the scope of this policy letter.

4. BIC Mismatch Waivers. CMC (RA) will waive the Table of Organization (T/O) billet match requirements of this policy on a case-by-case basis. Commanders, Prior Service Recruiters, and Career Planners submitting direct affiliation packages are encouraged to request waivers. These waivers will be routed through Marine Forces Reserve prior to submission to CMC (RA) for consideration. Waivers for MOS mismatches should provide evidence of any unique qualifications a Marine may possess that are commensurate with the billet for which they are attempting to fill (e.g. a civilian police officer filling a 58XX billet). Officer and enlisted assignments are not interchangeable and will not be considered for billet grade waivers.

5. Additional MOS (AMOS)

a. Per reference (b), Enlisted Marines with an AMOS that is the Billet MOS (BMOS) for their BIC will have that AMOS run as their Primary MOS (PMOS).

b. Officers will have their AMOS run as their PMOS by Reserve Affairs (RAM-1).

6. Free MOS (FMOS)

a. Unless otherwise identified per enclosure (1) and in accordance with reference (e), a Marine may be assigned to any MOS identified as a Free MOS regardless of PMOS.

b. Marines must meet established PMOS prerequisites, e.g. security clearance and requirements (e.g. 75XX); however, additional training requirements identified will be coordinated upon filling the billet.

c. Officer and enlisted assignments are not interchangeable and will not be considered for billet grade waivers.

7. Duplicate BICs. Two Marines are not authorized to fill the same BIC except during a 90-day turnover period in conjunction with HQMC-directed action (e.g., command slated). Outgoing SMCR Marines will be assigned an excess BIC indicator of "EX009" per enclosure (2).

8. BIC Assignment Precedence

a. In situations where two SMCR Marines belong to a unit where only one BIC is open, the Marine with the greater remaining obligated service (shown in IDMS) shall be assigned to the BIC. The other Marine will be reported as excess per enclosure (2).

b. Ineffective Marines. SMCR Marines rendered ineffective due to legal, medical, or pending administrative separation will be reported as excess per enclosure (2).

9. Prior Service Alignment Plan (PSAP). Triannually, Reserve Affairs Division (RAP) will identify SMCR and IMA Marines who are not aligned to an appropriate BIC in accordance with this policy, or who have exceeded the tour length limitations as prescribed in reference (a) and corresponding

Subj: HEADQUARTERS MARINE CORPS DRILLING RESERVE BILLET IDENTIFICATION CODE
(BIC) ASSIGNMENT AND MANAGEMENT POLICY

MARADMINS. Those Marines identified by the PSAP cycle and their commands will be notified of the alignment requirement and be given the opportunity to rectify the assignment discrepancy, or to request a deferment. Upon completion of the PSAP cycle, those Marines who remain unaligned will be involuntarily transferred to the Individual Ready Reserve (IRR). PSAP cycles will be postponed while aggregate end strength levels do not support the transfer of Marines to the IRR. RA will initiate PSAP when conditions are met, only doing so without jeopardizing end strength.

10. Locked BICs. BICs slated for assignment by Reserve Officer Commissioning Program (ROCP) lieutenants, Direct Affiliation Program (DAP) Marines, IUT, lateral moves, and billets at units undergoing significant structural changes are locked by HQMC. Locked BICs are unavailable for BIC reporting, advertising, IUTs, and exception requests. Requests to unlock BICs should be submitted to RAP@usmc.mil. Commands desiring to backfill long term gaps due to ROCP will use EX010 as noted in Enclosure (2).

11. Headquarters Marine Corps (HQMC) Directed Assignments. Marine Corps Total Force System (MCTFS) BIC Reporting for HQMC directed assignments (e.g., command slated, 8999) are made by Reserve Affairs Division. Unit Manpower Managers are directed to contact RAP@usmc.mil for required BIC management actions involving first sergeants, sergeants major, and command slated lieutenant colonels and colonels. Include the Marine's name, BIC, and Reporting Unit Code (RUC).

12. Overstaff Assignments. The Marine Corps Reserve is experiencing unprecedented manpower and recruiting challenges.

a. Every effort should be made to join Marines to units in a billet that matches their PMOS and grade. However, to increase opportunity for reservists, support recruiting and retention efforts, and return the reserves to a healthy posture, HQMC authorizes Prior Service Recruiting (PSR) and DAP Managers to join Marines to the SMCR using EBIs EX001, EX002, EX004, and EX005. Per enclosure (2), these EBIs signify that the Marine must be an MOS match for a BIC at the assigned unit.

b. Additionally, DAP joins to the SMCR may be assigned to EBI EX003 or EX006 (i.e., a MOS mismatch for the unit) until 31 October 2024. These Marines will not be subject to the PSAP until end strength conditions improve. The total quantity of Marines joined by PSR and DAP to EBI EX003 or EX006 is limited to 10% of the units T/O.

c. The total personnel assigned to a command (T/O and specified excess BICs) may not exceed 130% of the total on hand authorization found in the units regular T/O.

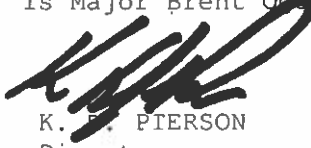
d. Overstaff Marines moved to an EBI listed in this paragraph are eligible for IDT Travel Reimbursement and the appropriate bonus for their primary MOS as noted in the current incentive programs.

e. Marines who were previously assigned to temporary overstaff structure must be reported on the appropriate EBI within 60 days of publication of this policy using enclosure (2).

Subj: HEADQUARTERS MARINE CORPS DRILLING RESERVE BILLET IDENTIFICATION CODE
(BIC) ASSIGNMENT AND MANAGEMENT POLICY

f. Overstaff Marines previously eligible and authorized for IDT travel reimbursement will remain eligible until 1 June 2025. After this date, the Marine must meet the prescribed parameters of reference (d), unless further guidance is issued.

13. The point of contact at CMC (RA) is Major Brent Oden at (703) 784-9143.



K. E. PIERSON

Director

Reserve Affairs Division

Enlisted Marine Eligible PMOS and/or Grade Substitutions				
Billet MOS	Billet Grade	Marine's PMOS	Marine's Grade	Remarks
Must Match PMOS	Pvt	Must Match BMOS	Pvt – LCpl	
Must Match PMOS	PFC	Must Match BMOS	Pvt – Cpl	
Must Match PMOS	LCpl	Must Match BMOS	Pvt – Sgt	
Must Match PMOS	Cpl	Must Match BMOS	PFC – Sgt	
Must Match PMOS	Sgt	Must Match BMOS	Lcpl – Sgt	
0111		0171		
0233		0231		
0239		0211, 0231, 0241, 0261		
0275		0211, 0231 0241		
0277		0231		
0311	Sgt	0369	SSgt	
0311		0313, 0321, 0351		
0311, 0331, 0341, 0352		0365		Must possess BMOS as a skill designator
0313	Sgt	0363	SSgt	
0317		0311, 0321, 0331, 0341, 0351, 0352, 0369, 0372		
0323, 0324, 0326		0321, 0372		Marine authorized to fill BGRD two grades below PRESGRD. E.g., Sgt can fill LCpl BIC
0363	SSgt	0313, 0321, 0369, 0372, 0393, 0399, 1869		
0369		0372, 0321		
0369	SSgt	0311, 0331, 0341, 0351, 0352, 0365		
0393	MSgt	0363	GySgt	
0399	MSgt	0369	GySgt	
0477		0451, 0491, 1371, 2181, 3043, 3537		
0491	GySgt	0431, 0471, 0481	SSgt	
0532		0531 (skill designator)		
0577		0321, 0369, 0372, 0393, 0399, 0848, 1371, 1812, 1833		
0621		0627		
0621, 0627	Sgt	0629	SSgt	
0629	SSgt	0621, 0627		
0631	Sgt	0639	SSgt	
0639	SSgt	0631		
0671	Sgt	0679	SSgt	

0679	SSgt	0671		
0691		0629, 0639, 0679, 0681, 0699		
0699	MSgt	0629, 0639, 0679	GySgt	
0811	SSgt	0869	GySgt	
0811 or 0814		0811 or 0814		
0842, 0844, 0847	Sgt	0848	SSgt	
0848	SSgt	0842, 0844, 0847		
0869	GySgt	0811	SSgt	
1164		1142, 1161		New MOS Per MarAdmin 574/23
1169	GySgt	1141, 1142, 1161, 1171	SSgt	
1342		1341		
1316, 1341, 1345	SSgt	1349	GySgt	
1349	GySgt	1316, 1341, 1345	SSgt	
1371	MSgt	1361	GySgt	
1721		1721		Marine authorized to fill BGRD two grades above or below PRESGRD.
1721		1711		
2112		2111		
2149	MSgt	2141, 2146, 2147	GySgt	
2621 or 2651		2621 or 2651		
2621 or 2651		0212		
2831		2834		
2832		2831, 2862		
2834	Sgt	2831	Cpl - Sgt	
2841		2844, 2846		
2862		2841, 2847		
3044		3048		
3052		3152		
3381		3372		
3451		3432		
3521	Sgt	3529	SSgt	
3522		3521		
3524		3521, 1142, 2141, 2146, 2147		
3526		3521, 3529		
3529	SSgt	3521	SSgt, Sgt	
3529	GySgt	3521	SSgt	
3533		3531		
3534		3531		
3536		3521, 3529, 3531		
3537	SSgt	3531	SSgt, Sgt	
3537	GySgt	3531	SSgt	
3537		3529		

3538		3521, 3529, 3531, 3537		
4512, 4541, 4571	Sgt	4591	SSgt	
4591	SSgt	4531, 4541, 4571		
4421		4422		
4821		ANY		Due to system limitations, 4821 BICs must be assigned via exception request
5711	Sgt	5769	SSgt	
5769	SSgt	5711		
58xx		5811, 5821		
5951		6493		
5977		5939, 5948, 5951, 5952		
6011		Occfield: 60xx, 61xx, 62xx, 63xx, 64xx, 65xx		Must possess a PMOS rated elsewhere on the UIC's T/O
6012		Occfield: 60xx, 61xx, 62xx, 63xx, 64xx, 65xx		Must possess a PMOS rated elsewhere on the UIC's T/O
6016		Occfield: 60xx, 61xx, 62xx, 63xx, 64xx, 65xx		Must possess a PMOS rated elsewhere on the UIC's T/O
6017		Occfield: 60xx, 61xx, 62xx, 63xx, 64xx, 65xx		Must possess a PMOS rated elsewhere on the UIC's T/O
6019	MSgt	Must be feeder MOS for BMOS	GySgt	
6023		6122, 6123, 6124, 6216, 6222, 6223, 6227		
6033		6062, 6092, 615x, 625x		
6043		6092		
6044		6092		
6049		6046		
6073		6072		
6114		6174		
6177		6174		
6226		6216		
6242		6276		
6276		7382		
6391	MSgt	Must be feeder MOS for BMOS	GySgt	
6469	SSgt	6461, 6462, 6463, 6466, 6467, 6484		

6531	SSgt	6591	GySgt	Must possess 6531 skill designator
6541	SSgt	6591	GySgt	Must possess 6541 skill designator
6591	GySgt	6531, 6541	SSgt	
6694	MSgt	6694	SSgt	
6877		6842		
7077		0491		
7252, 7253, 7254		7257		
7277		7212, 7236, 7242, 7291		
7291	MSgt	7252, 7253, 7254, 7257	GySgt	
7377		7314		
8621		0231, 0311, 0369, 0370, 0621, 0629		
8641		28xx, 59xx		
8711		0311, 0321, 0369, 0370, 0811, 1833, 4341		
8713		0321, 0363, 0369, 0370, 0393, 1833, 1869		

Restricted Officer Eligible PMOS and/or Grade Substitutions				
Billet MOS	Billet Grade	Marine's PMOS	Marine's Grade	Remarks
0210	WO1-CWO2	0210	Any	
0210	WO1-CWO3	0204	Co Gde	
1390	Any	1302	Co Gde	
3010		3002	Capt	
3102	Any	3102	Any	
5702		5701		
5902		5910, 5950, 5970		
5910, 5950, 5970		5910, 5950, 5970		
6604		6002, 6602	Co Gde	
6877		6802		
LDO	Capt	Must be feeder MOS for BMOS	WO1 - CWO5	
0430, 2102, 2340, 2802, 5902, 6004, 6502	Capt, Maj	ANY	Capt, Maj	Unrestricted O3/O4s may fill LDO O3/O4 BICs
Must Match PMOS	CWO3	Must Match BMOS	WO1	
Must Match PMOS	CWO3	Must Match BMOS	CWO5	

Unrestricted Officer Eligible PMOS and/or Grade Substitutions				
Billet MOS	Billet Grade	Marine's PMOS	Marine's Grade	Remarks
0203, 0206, 0204, 0207		0202		Must possess BMOS as a skill designator
0209		0202		
0233		0202		
0275		0202		
0277		0202		
0302	Capt	0202	Capt/Maj	0202s with a first additional MOS of 0203 may fill captain 0302 billets
0302		0370		
0302 or 0203*		0202, 0302, 0370		*Recon UICs Only: M14701, M14703, M14706, M14707, M14710, M14712, M14713, M14717, M73010 0202s must have 0203 skill designator
0303	Maj	0302	Capt/Maj	
0303		1802		
0307		0202, 0302		0202s must have 0203 skill designator
0402, 3002		0402, 3002		
0477		0402, 3002, 1302		
0505		ANY		
0530		ANY		Must have 0530 skill designator
0577		0302, 0370, 0802, 1302, 1802, 1803		
0603		0602		
0691		0602		
6002, 6602	Maj/LtCol	6002, 6602	Maj/LtCol	
6011		6602		
7077		1302		
7202	Maj	7204, 7208, 7210, 7220	Capt	
7204, 7208, 7210, 7220	Capt	7202	Maj	Must possess BMOS as a skill designator
7277		0602, 72xx		
7315		75xx		Must have 7315 skill designator
7377		7315		
7502		Skill designator 7502 or 8002		

7502	Lt	Skill designator 7502 or 8002	Maj	Majors can fill BGRD two-down
7523, 7532, 7556, 7563, 7565, 7566*	Lt	7523, 7532, 7556, 7563, 7565, 7566*	Maj	*PMOS must match billet MOS. UICs: M01130, M01234, M01772, M01773, M04780, M05764, M05774
7533*		75xx*		*PMOS must be appropriate for T/M/S
7534		7523		
7535*		7532, 7563, 7566*		*PMOS must be appropriate for T/M/S
7537		7523		
7544*		7523, 7563, 7565*		*PMOS must be appropriate for T/M/S
7557 or 7556		7557 or 7556		
7573		7557		
Must Match PMOS	Capt	Must Match BMOS	2ndLt	

1. EX001: Obligor MOS and grade match, no available structure.
2. EX002: Obligor MOS match/grade mismatch, no available structure.
3. EX003: Obligor MOS mismatch, no available structure.
4. EX004: Non-obligor MOS and grade match, no available structure.
5. EX005: Non-obligor MOS match/grade mismatch, no available structure.
6. EX006: Non-obligor MOS mismatch, no available structure.
7. EX007: Marines with administrative separation package submitted to the General Court Martial Convening Authority (GCMCA) in Command Legal Action (CLA), strength category code of "X" resident in MCTFS and commander desires replacement recruiting effort.
8. EX008: Obligor pending medical separation, structure is available and commander desires replacement recruiting effort.
9. EX009: Non-obligor pending matter rendering them ineffective, structure is available and commander desires replacement recruiting effort. Outgoing Marines in conjunction with a HQMC-directed assignment are also designated this EBI.
10. EX010: Officers temporarily backfilling BICs assigned to Reserve Officer Commissioning Program (ROCP) Marines currently training or on experience tours. **Assigned by HQMC only.**
11. EX011: Marines enrolled in non-resident professional military education per ref (c). **Assigned by HQMC only.**
12. EX012: Marines temporarily backfilling BICs assigned to Marines scheduled to join via the Direct Affiliation Program. **Assigned by HQMC only.**
13. EX099: Marines joined to closest unit for voluntary activation. **Assigned by MFR only.**