



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:  
CMC-RAP

MAR 29 2005

WHITE LETTER NO 02-05

From: Commandant of the Marine Corps  
To: All General Officers  
All Commanding Officers  
All Officers in Charge

Ref: (a) MCO P1700.24B

Subj: FACILITATING THE TRANSITION FROM ACTIVE TO RESERVE SERVICE

1. As our Corps continues to meet the broad range of complex and evolving threats to national security and global stability, our focus remains fixed on our most important asset - our Marines - and how we recruit them, train them, and, when required, facilitate their transition to civilian life. Unfortunately, many Marines view the end of their active duty service as the termination of their military service altogether, and they are unaware of the opportunities that exist for continued service through reserve affiliation.

2. As leaders, we have a shared responsibility to assist our Marines as they transition from military service to employment in the civilian sector. Similarly, we share the same responsibility to create awareness about the opportunities for continued service in the Marine Corps Reserve and to encourage and facilitate the transition of our Marines from active to reserve service. The termination of active duty service should be viewed as an opportunity for service transition - part of the "continuum of service" - not as service termination. It is essential that our command climates, attitudes, and policies reflect this thought.

3. Unit commanders shall ensure each transitioning Marine, officer and enlisted, is informed of the opportunities afforded to them through continued service in the Marine Corps Reserve. The reference provides detailed guidance and career transition programs available to commanders, including utilization of Reserve Transitional Recruiters located at each major base and station, the Transition Assistance Management Program, and your own unit Career Retention Specialists.

4. I view it as an inherent command responsibility to ensure that all transitioning Marines are personally engaged and encouraged to continue their service to our Corps in the Marine Corps Reserve. They should be provided with all of the assistance and resources necessary to do so.

A handwritten signature in black ink, appearing to read "M. W. Hagee".  
M. W. Hagee