



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

MCO 3821.2  
I/IOP  
9 Jul 2009

MARINE CORPS ORDER 3821.2

From: Commandant of the Marine Corps  
To: Distribution List

Subj: THE DEFENSE ATTACHÉ SYSTEM (DAS)

Ref: (a) DIAR 100-5, "Defense Attaché Administration, Defense Attaché System Operation and Management," August 28, 2001  
(b) DIAR 100-4, "Duration of Tours at Attaché Stations," August 27, 2002  
(c) DOD Directive 1315.07, "Military Personnel Assignments," April 23, 2007  
(d) MCO 7220.52E  
(e) MCO P1300.8R  
(f) MCO 10120.59A  
(g) MCP P10120.28G  
(h) CJCSI 1330.01C, "Assignment of Officers (O-6 and below) to the Joint Staff," April 1, 2008  
(i) MCO P1400.31C  
(j) DOD Instruction 1327.6, "Leave and Liberty Procedures," April 22, 2005  
(k) MCO P5800.16A  
(l) MCO 1520.11E  
(m) SECNAV M-5214.1

Encl: (1) Definition of Terms  
(2) Defense Attaché System Billets for Marine Corps Personnel  
(3) Prerequisites for Assignment within the Defense Attaché System  
(4) Reserve Attaché Program

Report Required: Attaché Program Application (Report Control Symbol EXEMPT) pars. 3b(1)(c), 3b(2)(c) and 3b(3)(c)

1. Situation

a. Purpose. To publish information and guidance pertaining to U.S. Marine Corps participation in the Defense Attaché System (DAS) and the prerequisites for selection and assignment of Marine Corps personnel to the DAS, per references (a) through (m).

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

b. Background

(1) Definitions of terms used in this Order can be found in enclosure (1).

(2) In 1949, the Department of Defense (DoD) established the need for each branch of the military to establish its own attaché system in coordination with the Department of State (DOS). From July 1951 to March 1952, the Secretary of Defense, at the urging of the Joint Chiefs of Staff (JCS), established a limited Executive Agent System in support of attaché operations.

(3) On 1 July 1965, the DAS officially came under the Director, Defense Intelligence Agency (DIRDIA). DAS objectives are twofold: to provide a more efficient system for the collection of intelligence information for DoD components, and to preserve a channel for Service-to-Service and DoD representational matters of common interest.

(4) The Marine Corps participates in the DAS by providing qualified active duty and reserve officers and enlisted personnel to serve in attaché programs.

2. Mission. The Marine Corps will provide the most highly qualified Marines to the DIA to fill critical billets within the DAS.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Provide the DIA with the best available Marines, active duty or reserve, to represent both the Marine Corps and the United States in our embassies around the world. A highly competitive selection process will ensure that only exceptionally qualified personnel are assigned abroad to accomplish the strategically sensitive mission carried out by the DAS.

(2) Concept of Operations. The Marine Corps shall provide individuals to perform the following roles and duties.

(a) Officer Attaché Program

1. Billets

a. Defense Attaché (DAT).

b. American Legation, U.S. Naval Attaché

(ALUSNA).

c. Marine Attaché (MARA).

2. Duties

- a. Collect and report information.
- b. Provide the Chief of Mission (COM) appropriate military information for consideration of politico-military situations and problems.
- c. Administer security assistance activities per appropriate directives in the absence of a U.S. Government security assistance organization in the host country.
- d. The DATT will direct, control, operate, and administer the Defense Attaché Office (DAO) to which assigned. Additionally, the DATT will represent the Office of the Secretary of Defense; Chairman, JCS; Commanders of Unified Commands; and other DoD and Service components to the host nation as required.
- e. The ALUSNA will represent the Secretary of the Navy, Chief of Naval Operations (CNO), and the Commandant of the Marine Corps (CMC).
- f. The MARA will represent the CMC.

3. Applications. An annual MARADMIN will solicit applications for the Attaché Program. Marine officers who meet the criteria outlined may submit an application to Headquarters, U.S. Marine Corps (HQMC), Intelligence Department, in accordance with instructions in this Order and the annual MARADMIN. This reporting requirement is exempt from reports control in accordance with reference (m), Part IV, paragraph 7.p. Applications will be reviewed by a selection panel convened at HQMC.

4. Training. Training takes place at the Joint Military Attaché School (JMAS) at DIA, Washington, DC, as well as the Marine Corps Intelligence Activity (MCIA), and is a minimum of 20 weeks. An exception to this is officers who have served in the DAS within the previous five years. In these cases, JMAS develops a refresher course approximately 2-4 weeks in length. Officers, who successfully complete their training, are then available for assignment abroad. Additional language training may be required for some billets. The length of language training will be determined based on the language and proficiency level required.

(b) Enlisted Attaché Program

1. Billets

- a. Operations Coordinators (OPSCO).
- b. Operations Noncommissioned Officers (OPSNCO).

2. Duties

- a. Provide technical support to the DAO.
- b. Provide administrative support to the DAO.

3. Applications. The 0211 Occupational Field Sponsor will solicit applications for enlisted DAS billets. Only 0211 enlisted Marines who meet the criteria outlined by DIA may apply. Enlisted personnel interested in the program may submit an application in accordance with this Order to the Occupational Field Specialist for screening before being submitted to DIA for final approval. This reporting requirement is exempt from reports control in accordance with reference (m), Part IV, paragraph 7.p.

4. Training. All OPSCO and OPSNCO attend the 9-week Attaché Staff Operations Course (ASOC) at JMAS. OPSCO must also attend the 2-week Operations Coordinator Management Course. Additional language training may be required for some billets. The length of language training will be determined based on the language and proficiency level required.

(c) Reserve Attaché Program. The Reserve Attaché Program is explained in detail in enclosure (4). Reservists may apply to fill active duty billets if specified in the annual MARADMIN soliciting nominations to the active duty program. However, active duty personnel will be given priority to fill the active duty positions.

1. Billets. Assistant American Legation, U.S. Naval Attaché (A/ALUSNA).

2. Duties

- a. The A/ALUSNA will assist the ALUSNA and/or MARA, as required.
- b. The A/ALUSNA represents the Secretary of the Navy, CNO, and the CMC.

3. Applications. An annual MARADMIN will solicit applications for the Reserve Attaché Program. Marine Reserve personnel who meet the criteria outlined may submit an application to HQMC in accordance with instructions in this Order and the annual MARADMIN. This reporting requirement is exempt from reports control in accordance with reference (m), Part IV, paragraph 7.p. Applications will be reviewed by a selection panel convened at HQMC.

4. Training. The training consists of a 2-week Reserve Attaché Course at the DIA, Washington, DC. Follow-on assignments are based upon the needs of DIA. Reserve personnel who successfully complete this course are then available for assignment abroad based upon the needs of the DIA and the Marine Corps.

(d) Locations of Marine Corps DAS Assignments. Enclosure (2) lists the DAS billets requiring Marine Corps personnel, including tour length, language, and grade/Military Occupational Specialty (MOS) requirements.

(e) Selection. Assignment of the highest qualified personnel ensures mission accomplishment within the DAS. Enclosure (3) provides the prerequisites for assignment to the DAS.

1. The CMC is responsible for the nomination of Marine Corps personnel for assignment within the DAS. The Deputy Commandant for Manpower and Reserve Affairs (DC M&RA) discharges this responsibility in coordination with the Director of Intelligence (DIRINT), HQMC.

2. Since extended training is required, individuals are ideally selected one to two years before arriving at the DAO.

3. Service in the DAS is normally voluntary; however, when the number of volunteers are not sufficient, individuals may be assigned to duty within the DAS at the discretion of DC M&RA (DC M&RA) in coordination with DIRINT.

4. The majority of billets require a foreign language. The preference is that candidates already possess the required language capability, as verified by test scores on the Defense Language Proficiency Test (DLPT), prior to volunteering; however, individuals should not be discouraged from applying if interested. If all other mandatory requirements and a minimum passing score on the Defense Language Aptitude Battery (DLAB) are met, DIA will provide the appropriate language training.

5. HQMC will nominate DAS candidates, who have appropriate language capability (if required) for the country under consideration, and whose career patterns meet the training and tour of duty requirements of the billet to be filled.

(f) Approval/Disapproval

1. DIRDIA will give final approval or disapproval of all nominees to the DAS.

2. Nominees not selected for assignment within the DAS will receive notification of return to service stating the reason for disapproval.

b. Subordinate Element Missions

(1) DC M&RA in coordination with the Defense Attaché Program Manager (HQMC, Intelligence Department)

(a) Officer Assignments Branch, Manpower Management  
Division (MMOA)

1. Publish the annual MARADMIN soliciting applications to the Marine Attaché Program.
2. Annually convene the Marine Attaché selection panel to select primary and alternate candidates for Marine Attaché billet openings.
3. Provide panel members for the Marine Attaché selection panel.
4. Announce the Marine Attaché selection panel results via appropriate MARADMIN.
5. Upon approval of officer nominees by DIA, issue appropriate orders in accordance with references (c) and (e).
6. Approve requests for extension on a case-by-case basis with the concurrence of DIRINT and DIRDIA.
7. Transition requisitions from DIA to DIRINT for application screening and processing.
8. In accordance with reference (h), ensure officers assigned to DAS billets receive credit for Joint service.
9. Monitor Attaché billet structure for realignment that may affect DAS assignments.

(b) Enlisted Assignments Branch, Manpower Management  
Division (MMEA-8)

1. Upon approval of enlisted nominees by DIA, issue appropriate orders in accordance with references (c) and (e).
2. Approve requests for extension on a case-by-case basis with the concurrence of DIRDIA and DIRINT.

(2) Deputy Commandant for Plans, Policies and Operations  
(PP&O), International Issues Branch (PLU)

- (a) Identify Marine Foreign Area Officer (FAO) and Regional Area Officer (RAO) candidates for service within the DAS.
- (b) Provide panel members for the annual selection panel as requested by DC M&RA.

(3) Director of Intelligence (DIRINT)

(a) Act as the single point of contact between CMC and the DIRDIA in DAS matters.

(b) Monitor Marine Corps participation within the DAS.

(c) Provide panel member(s) and the president to DC M&RA for the Marine Attaché selection panel.

(d) Solicit for and select qualified enlisted personnel to serve within the DAS.

(e) Submit approved applicants to DIA.

(f) Upon approval by DIA for service within the DAS, ensure that training and orders requirements are provided to DC M&RA.

(g) Coordinate with other appropriate Headquarters staff agencies to establish or delete billets as required by DAS realignment.

(4) Commanding Officer, Marine Corps Intelligence Activity (CO MCIA)

(a) Provide panel members for the annual selection panel as required by DIRINT.

(b) Act as a single point of contact between CMC and DIA in DAS administrative matters.

(c) Assume Administrative Control (ADCON) of Marine members assigned within the DAS, to include those arriving for pre-assignment training (JMAS and language training).

(d) Act as Reviewing Officer (RO) for all Marine Officer fitness reports and Third Officer Sighting as necessary for Marine Fitness Reports.

(e) Retain Non-Judicial Punishment and Special Courts Martial Authority over Marines assigned within the DAS in accordance with reference (k).

(f) Submit requests to MMOA to frock officers selected for promotion to the appropriate billet grade in accordance with Title 10, United States Code, as addressed in reference (i).

(g) Marine DAS personnel desiring retirement shall, in writing, agree to contract extension through standard assigned time on station. Marines intending to retire from active duty while serving within the DAS must submit request through MCIA.

(h) Special pay and allowances for Marine personnel assigned to the DAS are in accordance with references (d), (f) and (g).

(i) Provide Funded Environmental Leave (FEMLE) for DAS personnel and their family members in accordance with reference (j).

5. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.



R. S. KRAMLICH  
Director, Marine Corps Staff

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7000093, 144/8145001 (1)



Definition of Terms

1. Defense Attaché System (DAS). A centralized system established as an organizational function of the Defense Intelligence Agency (DIA), directed, operated, and maintained by the Director of DIA (DIRDIA), and supported by the Military Departments and other DoD components as directed by the Secretary of Defense, consisting of the following.

a. All military personnel and U.S. Coast Guard personnel assigned as members of the diplomatic staff of a mission for the performance of armed forces attaché duties and other DoD and Coast Guard uniformed or civilian personnel assigned to Defense Attaché Offices (DAO) and Defense Liaison Offices (DLO). This includes individuals assigned as precursor attachés or Acting Defense Attachés (DATT), and military representatives.

b. Precursor attachés, acting Defense Attaché (DATT), and MILREPS are terms assigned by Chiefs of Mission (COM) to individuals placed on temporary duty by the DIA to support U.S. Embassy needs for a DoD presence in countries where there are no other DoD entities, including a permanent DAO/DLO. Officers assigned as precursor attachés may perform all regular attaché functions that would normally be assigned to a DATT. They are not graduates of the Joint Military Attaché School (JMAS), and fill an interim need until attachés and support personnel are assigned on a permanent basis.

c. All DoD personnel on assignment for duty at USDAO, USDLO, and newly-established diplomatic posts.

d. Such headquarters, subordinate units, facilities, and administrative functions specifically established by the DIA for operation, control, and maintenance of the system.

2. Defense Attaché (DATT). The senior military officer assigned to a DAO and so designated by the DIRDIA. In special circumstances, the DIRDIA may recommend that an officer other than the most senior officer assigned to a DAO be designated as the DATT (reference (a)).

3. Defense Attaché Office (DAO). The office of the DATT consisting of personnel, material, activities, and facilities for which the DATT has operating responsibilities. The DAO is a component element of a U.S. diplomatic mission.

4. Defense Liaison Office (DLO). The DLO consists of personnel, material, activities, and facilities for which the DLO has operating responsibilities. A DLO is usually established in newly opened U.S. diplomatic missions that have not yet been elevated to full U.S. embassy status.

5. Service Attaché. An officer of a military service, assigned to a DAO, designated by the DIRDIA as an Army, Naval, Marine or Air Attaché or Assistant Army, Naval or Air Attaché.

6. Foreign Area Officer (FAO)/Regional Area Officer (RAO). Officers designated through the International Affairs Officer Program upon completion of either a study-track or an experience-track program. See reference (1).

Defense Attaché System Billets for Marine Corps Active Duty Personnel  
(Officer)

Country	Billet	Grade	BMOS	Tour Length	Language
Australia	MARA	O-4	8248	36 Months	English
Azerbaijan	MARA	O-5	8242	18/24 Months	Russian/Azeree
Bolivia	MARA ALUSNA	O-4	8241	24 Months	Spanish
China	MARA	O-5	8243	36 Months	Chinese Mandarin
Colombia	MARA	O-5	8241	24 Months	Spanish
Dominican Republic	DATT	O-5	8241	36 Months	Spanish
France	MARA	O-5	8247	36 Months	French
Georgia	DATT	O-5	8242	18/24 Months	Russian/Georgian
Ghana	DATT	O-5	7555	24 Months	French
Indonesia	MARA	O-4	7555	36 Months	Indonesian
Iraq	MARA	O-5	8244	12 Months	Arabic
Israel	MARA	O-4	8244	36 Months	Hebrew
Italy	MARA	O-4	8247	36 Months	Italian
Japan	MARA	O-5	8248	36 Months	Japanese
Jordan	MARA ALUSNA	O-4	8244	36 Months	Arabic
Kenya	MARA	O-4	8244	36 Months	English
Latvia	DATT	O-5	8242	36 Months	Russian/Latvian
Liberia	MARA	O-4	8245	18/24 Months	English
Mexico	MARA	O-4	8241	24 Months	Spanish
Nicaragua	MARA ALUSNA	O-4	8241	36 Months	Spanish
Nigeria	MARA ALUSNA	O-4	8245	24 Months	English
Oman	MARA ALUSNA	O-5	8244	36 Months	Arabic/English
Pakistan	MARA	O-5	8248	18/24 Months	English
Philippines	MARA	O-4	8248	36 Months	Tagalog
Russia	MARA	O-5	8242	24 Months	Russian
Senegal	DATT	O-5	8245	24 Months	French/Portuguese
Singapore	MARA	O-5	8246	36 Months	English
Spain	MARA	O-4	8247	36 Months	Spanish
Taiwan	MARA	O-5	8248	24/36 Months	Chinese Mandarin
Turkey	MARA	O-4	8249	36 Months	Turkish
Ukraine	MARA	O-4	8242	18/24 Months	Russian/Ukrainian
United Kingdom	MARA	O-5	8247	36 Months	English
Vietnam	MARA ALUSNA	O-4	8248	36 Months	Vietnamese

Defense Attaché System Billets for Marine Corps Active Duty Personnel  
(Enlisted)

Country	Billet	Grade	BMOS	Tour Length	Language
Armenia	OPS NCO	E-6	0211	24 Months	English
Bahrain	OPSCO	E-7	0211	36 Months	English
Croatia	OPS NCO	E-6	0211	24 Months	Serbo/Croatian
Dominican Republic	OPS NCO	E-6	0211	36 Months	Spanish
Dominican Republic	OPSCO	E-7	0211	36 Months	Spanish
Egypt	OPS NCO	E-6	0211	24 Months	Arabic
El Salvador	OPS NCO	E-6	0211	24 Months	Spanish
Ethiopia	OPS NCO	E-7	0211	36 Months	English
Ghana	OPS NCO	E-6	0211	24 Months	English
Jamaica	OPSCO	E-7	0211	36 Months	English
Nepal	OPS NCO	E-7	0211	36 Months	English
Oman	OPS NCO	E-6	0211	24 Months	English
Tunisia	OPS NCO	E-6	0211	36 Months	French
Ukraine	OPS NCO	E-7	0211	24 Months	Ukrainian/Russian

Prerequisites for Assignment within the Defense Attaché System

1. Selection and Nomination Procedures

a. General. Assignment of the highest qualified personnel ensures success in accomplishing the mission within the DAS. This enclosure provides the prerequisites for assignments within the DAS. In addition to the mandatory prerequisites, a Foreign Area Officer (FAO) background is highly desirable although other qualities such as command, operational, intelligence, staff experience, and language ability or area background are also important selection criteria.

b. The CMC is responsible for the nomination of Marine Corps personnel for assignment within the DAS. DC M&RA discharges this responsibility in coordination with the DIRINT.

2. Mandatory Qualifications

a. Demonstrate outstanding reliability, initiative, military performance, and ability to adapt to unfamiliar situations.

b. Ability to express oneself well, both orally and in writing.

c. Possess a Top Secret (TS) DoD security clearance with access to Sensitive Compartmented Information (SCI) or have an open Single Scope Background Investigation.

d. Be physically qualified to perform all duties and present a proper appearance in military and civilian dress.

e. Possess social and moral qualities that reflect credit upon the Marine Corps.

f. Be a U.S. citizen. Due to the sensitive nature of many DAS billets, members of an applicant's immediate family, including spouse, parents, step-parents, siblings, and children, should also be U.S. citizens. The requirement for family members' U.S. citizenship may be waived on a case-by-case basis.

g. If foreign language proficiency is required, and the individual does not possess a foreign language capability, a qualifying score (95-110) for the target language on the Defense Language Aptitude Battery (DLAB) and a minimum score as required by billet assignment on the Defense Language Proficiency Test (DLPT) upon completion of training.

h. Certify that the applicant and all family members are free from recurrent/chronic diseases which require specialized medical care or extended routine treatment.

i. Be free from any behavioral or medical problems which would preclude performance of official and social duties while representing the United States publicly and privately in a foreign capital.

j. Family members must present a good appearance and be free of physical handicaps which would require medical treatment outside of the assigned duty country.

k. MMOA approval with appropriate time on station.

3. Desired Qualifications

a. Possess a background as a FAO/RAO or an Olmsted Scholar (or an exchange officer) or similar.

b. Country area experience.

c. Intelligence related work experience.

d. Operational experience with Marine Air Ground Task Force operations at multiple echelons (Marine Expeditionary Unit, Marine Expeditionary Brigade, Marine Expeditionary Force).

e. Master's Degree and Professional Military Education (PME) complete.

Reserve Attaché Program

1. Purpose. This enclosure provides information and guidance pertaining to U.S. Marine Corps Reserve participation in the Defense Attaché System (DAS), prerequisites for selection and assignment, and general concept and structure of the Reserve Attaché Program.

2. Background. The Marine Reserve Attaché Program was established to complement and augment the active duty Attaché program. Reserve Marines will be trained and available to contribute the maximum practical support to collection, operations, and management responsibilities of the DIA/Defense Attaché (DA) geographic country officers, functional divisions, and DAOs worldwide.

3. Execution. The Marine Corps Reserve Attaché Program will augment the active component in wartime, crisis, and contingency mobilizations in support of the DIA Human Intelligence (HUMINT) collection, operations, and management mission, and provide a corps of qualified reservists for deployment within the DAS.

a. All efforts will be made to ensure that Reserve Attachés are assigned to the same regions and countries as active duty attachés to ensure augmentation can be provided to the active component should active duty Marine Attaché shortfalls exist.

b. The Marine Corps Reserve Attaché Program is an Individual Mobilization Augmentee (IMA) detachment, managed by the HQMC Intelligence Department Operational Sponsor. The structure (billets) resides on the Marine Corps Intelligence Activity (MCIA) Unit Identification Code (UIC) MS5122. Due to the training requirements for Reserve Attachés, IMA tour lengths are five (5) years vice the standard three (3) years for regular active duty personnel. The Reserve Attaché Program shall provide individuals to perform the following roles and duties:

(1) Reserve Officer Attaché Program

(a) Billets

1. Defense Attaché (DATT).
2. American Legation, U.S. Naval Attaché (ALUSNA).
3. Marine Attaché (MARA).

(b) Duties

1. Collect and report information.

3. Administer security assistance activities per appropriate directives in the absence of a U.S. Government security assistance organization in the host country.

4. If assigned as the DATT, direct, control, operate, and administer the U.S. Defense Attaché Office (USDAO) to which assigned. Additionally, represent the Office of the Secretary of Defense; Chairman, JCS; Commanders of Unified Commands (CCDRs), and other DoD and Service components to the host nation as required.

5. If assigned as the MARA, represent the CMC.

6. If assigned as the ALUSNA, represent the Secretary of the Navy, Chief of Naval Operations (CNO), and the CMC.

(c) Application Process. Applications to fill the Reserve Attaché billets should be forwarded to the HQMC Intelligence Department, Intelligence Operations Personnel - Reserve (IOPR) Branch, 2 Navy Annex, Washington, DC 20380-1775. Tel: (703) 614-7631, DSN: 224-7631, Fax: (703) 697-6515. Applications will consist of the following: Reserve Qualification Summary (RQS), Military Resume, and Civilian Resume.

1. Mandatory Requirements

a. Top Secret/Sensitive Compartmented Information (TS/SCI) clearance.

b. Available for mobilization and not a key employee of another organization which would preclude mobilization.

c. Be physically qualified to perform all duties and present a proper appearance in military and civilian attire.

d. No conflict of interest between the Marine's civilian occupation and the Reserve Attaché position.

e. Have demonstrated outstanding degrees of reliability, initiative, military performance, and the ability to adapt to unfamiliar situations.

2. Preferred Requirements

a. Primary MOS of 02XX.

b. Possess area knowledge, experience, and/or academic qualifications appropriate for the position sought.

c. Linguistic proficiency for the position sought.



(d) Training. Reserve Attaché training and employment is a phased process focused on developing the core competencies required to allow independent posting to the assigned region/country.

1. First through Second Year

a. Reserve Attaché Course (RAC). This 2-week course is conducted yearly by the National Defense Intelligence College (NDIC) at Bolling Air Force Base, Washington, DC.

b. Basic Introduction to HUMINT.

c. HUMINT Collections Operations Course (HCOC). This 4-day course provides the foundation for assignment as a Reports Officer.

d. HUMINT Online Tasking & Reporting (HOTR). Three-Day HUMINT tasking and reporting system course. Training is normally obtained via On the Job Training (OJT) during drill periods.

e. Serve as Reports Officer and/or Desk Officer.

2. Third through Fifth Year

a. Perform Annual Training (AT) on station.

b. Defense Strategic Debriefing Course (DSDC).

c. Two active duty training tours will be provided, at least one of which will be with the DIA Directorate for Operations and Attachés and includes country officer and collection operations management training.

d. Follow-on active duty proficiency training. This may include additional DAO tours, assignments at DIA, or other such training that would increase the overall proficiency of the Reserve Attaché.

(2) Reserve Enlisted Attaché Program

(a) Billets

1. Operations Coordinators (OPSCO).

2. Operations Noncommissioned Officers (OPSNCO).

(b) Duties

1. Provide technical support to the USDAO.

2. Provide administrative support to the USDAO.

(c) Application Process. Applications to fill Enlisted Reserve Attaché billets should be forwarded to the HQMC Intelligence Department, Intelligence Operations Personnel - Reserve (IOPR) Branch, 2 Navy Annex, Washington, DC 20380-1775. Tel: (703) 614-7631, DSN: 224-7631, Fax: (703) 697-6515. Applications will consist of the following: Reserve Qualification Summary (RQS), Military Resume, and Civilian Resume.

(d) Training. Reserve Attaché training and employment is a phased process focused on developing the core competencies required to allow independent posting to the assigned region/country. Training will follow the officer training process.

(3) Mobilization

(a) During wartime, crisis, and/or contingency operations, Reserve Attachés may be mobilized to support the requirements of the Marine Corps and/or the DIA.

(b) The Operational Sponsor will work with HQMC Intelligence Operations Personnel (IOP) and the DIA to ensure mobilization requirements are properly submitted and validated.

4. Administration and Logistics. HQMC IOPR will manage all administrative aspects of the Reserve Attaché Program to include the following.

a. Receiving, screening, and processing join and inter-unit transfer applications and forms.

b. Processing Drill sheets, Annual Training (AT) orders, Active Duty Operational Support (ADOS) orders, travel claims, and coordinating, processing, and executing mobilization orders.

5. Point of contact. HQMC IOPR is the primary POC for the Reserve Attaché Program:

HQMC Intelligence Department  
Attn: Intelligence Operations Personnel-Reserve (IOPR) Branch  
2 Navy Annex, Washington, DC 20380-1775  
Commercial: (703) 614-7631 / (703) 693-5421/22  
DSN: 224-7631 / 223-5421/22  
Fax: (703) 697-6515  
[http://hqinet001.hqmc.usmc.mil/DirInt/code\\_iopr\\_uncl.html](http://hqinet001.hqmc.usmc.mil/DirInt/code_iopr_uncl.html)