



SENIOR ENLISTED LEADER SMART PACKET
FOURTH EDITION
23 APRIL 2019

Senior Enlisted Leader Smart Packet – Fourth Edition 2019

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1. HELPFUL THOUGHTS FROM OTHER SENIOR ENLISTED LEADERS

- Sit down with your Commander and ensure there is a shared vision for the unit.
- Ensure you have a “plan” on how you and the Commander will communicate.
- Know the mission and tasks of the unit and talk with other similar type units.
- Seek other senior enlisted leaders as mentors who serve as sounding boards.
- Advise others (Commander, etc...) “in accordance with” vs “when I was with”...
- You are the institutional perspective... you assist in balancing decisions.
- Identify “cracks” in relationships that will impact unit cohesion. OICs/SNCOICs.
- Be aware of Higher Headquarters (CCIRs). What needs to be reported; when and how.
- State of police matters; pride, discipline, sense of ownership, small unit leaders...
- Work closely with the DRC and ensure that the families and single Marines are tied in.
- Know the Commanders intent so you can best ensure it is understood by the Marines.
- Develop a solid Battle Rhythm (assists with and staying ahead of the curve).
- Use outlook calendar for (boards, rec-non recs, fitness report dates, etc...).
- Take the time to teach your units T/O and T/E (does your unit have what it rates).
- Be prepared to participate in Battalion level personnel meetings (know the unit).
- Verify all BICs are correct and a system is in place to ensure compliance.
- Have systems for regular feedback regarding issues such as BCP, medical and dental.
- Sweat the small stuff... that is part of your job and will make your unit better.
- Implement a team building mentality in your unit (Command “Culture”)...
- Address discipline issues prior to them becoming an issue (be ahead of the problem).
- Anticipate issues that will impact your unit’s mission, readiness, and discipline.
- Reach out to inbound personnel (this sends a strong message about the type of unit they are joining).
- Always have a way to recognize service in your unit (going away, farewells, etc...).
- Know the issues affecting your Battalion/Squadron.
- Visit the various staff sections and know how your unit can better coordinate.
- Relationships matter... peers, adjacent units, higher headquarters, etc... build them.
- Visit “every” support organization that impacts your Marines/families and build working relationships with them (Navy/Marine Corps Relief, Semper Fit, etc...)
- Ensure all Duty Status Codes are accurate in 3270 and verify often.
- Enforce the basics (uniform, area cleanliness, weapons maintenance).
- What you allow becomes the standard and the level to which your unit will perform.
- Have a vision for where you and your Commander see the unit 6-12 months from now.
- Enforce a system of tracking all requirements systematically (use MOL, Command Profile)
- Know who needs PME, MOS training, etc... track it and enforce it.
- Barracks inspections, uniform inspection and unit physical training must be staples.
- Drive the priority and speed in which things need to take place; never be the last or least informed.
- Conduct regular SNCO Calls in order to build camaraderie and teamwork.
- Respect the duties and responsibilities of your peers (one team... communicate).
- Ensure your Marines are getting the support they need (Career Planner, medical, etc...).
- Admin Packages (All) represent a Marine (ensure they are addressed with efficiency)

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- Read... (MCOs, NAVMCs, MARADMIN, etc...)... Questions will come...
- Battle-hand off, ensure thorough hand-offs are conducted with Marines between units.
- Provide your Commander with time to command...
- A battle rhythm, reconciliation plan and routine dialogue enable you to balance the myriad of tasks and responsibilities.
- Hip pocket training still exists... ensure this is happening in your unit.
- Meet with the Officers about Fitness Reports and your role and how you can assist.
- Ensure your SNCOs are tracking all key events (“knowns” as you).
- Anticipate being in-charge (Mess Night, Marine Corps Ball, COC, R/A...)
- Assess the state of your unit upon your arrival (conduct, training and morale)... that will provide you with the guide as to the direction to go/advise.
- Keep all key phone numbers at the ready; MMRP, MMEA, etc... being able to pick up the phone and call the right person is critical when the Marines need you.
- Sit down with the Battalion/Squadron Admin Chief/Adjutant; gather lessons learned and “best practices” ... they have seen them... solid working relationships here go a long way.
- Identify specific areas you are going to track and how you will ensure they are enforced via who is responsible. This is often referred to as “dashboard” information.
- Ensure your unit is self-sustaining (RR Coaches, MCIWS, etc...)
- Team events build unit cohesion; they work (field meets, warrior nights, etc...)
- Coordinate enlisted staffing. Work with (monitors, Oc field sponsors, etc...)
- Work closely with medical (correct DS codes must be in the system; impacts staffing)...
- Visit with IPAC (each section); ascertain contact info (get ideas and best practices).
- Pro/Cons: must be handled correctly, timely and efficiently. These are critical to our Marines and their progression. Ensure your SNCOs are providing feedback to them.
- Talk to Marines about their career goals and aspirations. By doing so, you will find that Marines are excited about discussing options and laying a path for their own career.
- Walk through various scenarios with your Commander so when you are faced with a situation, it is not your first time.
- PT with your SNCOs and your Commander and XO.
- Get out of the office and walk around regularly. Admin discipline (proficiency, processes and procedures) will provide you with more freedom of movement.
- The relationships between the SgtMaj/MGySgt and 1stSgt/MSgt are vital. The MGySgts/MSgts are the experts in their MOS' and provide significant historical perspective and best practices.
- Unit Colors and Company/Battery Guidons are a reflection of the unit; unserviceable or unclean colors or guidons sends a message.
- Carrying the unit colors or guidons should be a source of pride.
- The Battalion/Squadron Color Sergeant or Company Guidon is an extremely important position, consider using an appointment order to designate this person.
- Be visible, be around, be engaged... Marines should to see their leaders...

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2. ORDERS TO MAINTAIN AS A SENIOR ENLISTED LEADER

MCO 1000.6G	Assignments, Classification, and Travel Systems Manual (ACTS MANUAL)
SECNAVINST 5420.193	Board for Correction of Naval Records (BCNR)
SECNAVINST 1650.1H	Navy and Marine Corps Awards Manual
MCO 5420.16D	Enlisted Remedial Selection Board (ERSB)
MCO P10520.3B	Flag Manual
MCO 5354.1E W/ADMIN CH	Marine Corps Prohibited Activities and Conduct Prevention and Response Policy
MCO 1610.7A	Performance Evaluation System (PES) manual
MCO 1553.4B	Professional Military Education (PME)
MCO P1510.94 (w/CH 1)	SOP for Resident PME
MCO P1070.12K (w/CH 1)	Marine Corps Individual Records Administration Manual (IRAM)
MCO 1040.31	Enlisted Retention and Career Development program
MCO 6100.13A (w/CH 1)	Marine Corps Physical Fitness and Combat Fitness Test (PFT/CFT)
MCO 6110.3A (w/CH 1)	Marine Corps Body Composition and Military Appearance Program
Marine Corps Manual (w/CH1-3)	Provides instruction and guidance of all persons in the DoN in matters concerning the Marine Corps.
MCO 1500.59	Marine Corps Martial Arts Program (MCMAP)
MCO 1500.61	Marine Leader Development
MCO 1900.16 CH 2	Separation and Retirement Manual (MARCORSEPMAN)
MCO 1001R.1L w/CH1	Marine Corps Reserve Administrative Management Manual (MCRAMM)
MCO 1300.8	Marine Corps Personnel Assignment Policy
NAVMC 1200.1B	Military Occupational Specialties Manual (MOS MANUAL)
MCO 1700.23F	Request Mast
MCO 1326.6	Selecting, Screening & Preparing Enlisted Marines for Screenable Billets and Independent Duty Assignments (SCREENMAN)
MCO 3574.2L	Marine Corps Combat Marksmanship Programs
Marine Corps Uniform Board	Provides Information on Current and Upcoming Changes to USMC Uniform Regulations
NAVMC 11580	College of Enlisted Military Education Command Screening Checklist and Duty Status Waiver
NAVMC 2922	Unit Awards Manual

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3. NAVY AND MARINE CORPS MESSAGES, ORDERS, AND REGULATIONS

ALNAV	All Navy Activities that pertain to the Navy and Marine Corps
ALMAR	All Marine Corps Activities Messages
MARADMIN	Marine Corps Administrative Messages
Marine Corps Publications Electronic Library	Maintains the current and canceled Marine Corps orders and Regulations
DoN Issuances	Maintains OPNAV and SECNAV instructions Manuals

4. ADMINISTRATIVE REFERENCES AND CORRESPONDENCE MANUALS

Administration Reference Guide	Provides an administrative support tool for all Marines, compiling reference material from myriad source references.
Commanders Quick Reference Legal Handbook	Provides Navy and Marine Commanders a reference to the Military Legal System
SECNAV M-5216.5	Department of the Navy Correspondence Manual
MCO 5216.20B	Marine Corps Supplement to the Department of the Navy Correspondence Manual
SECNAV M-5210.2	Department of the Navy Standard Subject Identification Code (SSIC) Manual
Joint Forces Travel Regulations	Provides a quick reference and resources guides pertaining travel regulations of military and civilian employees
Marine Corps Historical Division	Provides command historical records and can support research of Marine Corps History
SNCO Selection Board Debriefs	Provides debriefs and comparative assessment of SNCO promotion board results. The comparative assessment can show where a Marine sits compared to their peers
MISSA/MISSO PORTAL	Assist in the maintain Marine service records to include training records, family care plans, emergency data and other records related to MOL (Must use Email Cert)
MCIETS (SharePoint)	USMC Sharepoint sites. (Must use Email Cert)

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5. REFERENCES ‘QUICK LIST’ WITH ORDERS (BY SUBJECT)

Administrative Separations	• MCO 1900.16 CH 2	• MARADMIN 105/19
BIC Information	• MARADMIN 535/08	• MARADMIN 182/12
Body Composition Program	• MCO 6110.3A W/CH1	• MCO 6100.14
CACO	• MCO 3040.4 • DODI 1332.42 • MarAdmin 151/12 • MarAdmin 500/10	• MCO 1741.11D • DODD 1332.27 • MarAdmin 135/03
Ceremonies	• MCO 5060.20 W/CH 1 • MCO 1020.34H	• MCO 4400.201 V1-17 • OPNAVINST 1710.7A
Competency Review Board (CRB)	• MCO P1400.32D W/CH 1-2	
Confinement	• SECNAVINST 1640.9C • Manual for Courts-Martial	• MCO 4400.201 V1-17 • MARADMIN 498/10
Deployment Entitlements	• MCO 1300.8 • DOD 7000.14-R	• MCO P3000.15B
Drive Safe Program	• MCO 5100.19F	• DoDI 6055.04
Education / Tuition Assistance	• MARADMIN 218/19 • MCO 1560.25 • MCO 1230.5C	• MARADMIN 150/19 • MARADMIN 571/05 • OPNAVINST 1560.4B
Equal Opportunity Requirements	• MCO 5354.1E W/ADMIN CH	
Exceptional Family Member Program	• MCO 1754.4B • MCCS EFMP	• SECNAV 1754.5A
Extra Military Instruction (EMI)	• JAGINST 5800.7F • Commanders Quick Reference Handbook	• MCO 5354.1E W/ADMIN CH
Family Support	• MCO 5800.16	• MCCS Family Support Programs
Family Advocacy	• MCO 1754.11	• MCCS Family Advocacy Program
Family Readiness	• MCO 1740.13D • MCO 1754.9B	• MCCS Family Readiness • MARADMIN 166/18
Fitness Reports	• MCO 1610.7A • MCO 6110.3A W/CH1	• MCO 6100.13A W/CH1 • MARADMIN 145-09
Force Preservation	MARADMIN 240/11 MCO 5580.3	MARADMIN 647/11
Ground Safety	MCO 5100.8 MCO 5100.29B NAVMC Directive 5100.8	OPNAVINST 5102.1d MCO P5102.1B MARADMIN 240/11 & 647/11
Hunabutaruab Transfer	MCO 6320.2E TR by SR Medical MCO P1754.4A EFMP	BuMed Inst 6300.8 Organ Donations
Investigations	JAGINST 5800.7E R.C.M. 303, MCM (2012 ED) MCO P4400.150E JAGMAN Handbook (NJS) Nov 2011	SECNAVINST 5510.36 MCO P5800.16A MCO P5102.1B MCO P5354.1D
Laser Safety Program	MCO 5104.1C OPNAVINST 5100.23G	MCO 5102.1D

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Overseas Screening	MCO 1050.3J DODFMR JFTR	MCO P1300.8R MARADMIN 294/10
Page 11s and 6105s	MCO P1070.12 IRAM MCO P1900.16F MANUAL FOR COURTS MARTIAL 2012	MCO P5800.16A JAGINST 5800.7E
Promotion Information	MCO 1080.40	MCO P1400.32D
Search and Seizure	MCO 5580.2B; 27 AUG 2008	
Substance Abuse	MCO 5300.17 MCO 1610.7F BUMEDINST 5300.8 SECNAV M-5210.1	MCO 1200.17B MCO P1900.16F SECNAVINST 5300.28D MCO 6320.2E
Pay Allowance Continuaton (PAC Pay)	DODFMR Volume 7A, Chapter 13 DODFMR Vol 7A, Chap 44	MarAdmin 227/10 dtd 16 April 2010
Single marine Program	MCO 1700.36A	MARADMIN 757/11 MCO 1754.9A
Hazing	MCO 5370.4B Guidelines for Handling Dissident and Protest Activities MPE PUBLICATION 1A Commanders Handbook PCN 50100379600 Processing Equal Opportunity and Equal Employment Opportunity Complaints	MCO 53541.3B MCO P5354.1D MCO 1000.9A MCO 1700.28A MCO 1700.23F NAVMC DIR 1700.23F
Leave and Liberty	MCO 1050.3J	
Lautenberg Amendment	The Domestic Violence Amendment to the Gun Control Act of 1968 (Section 922, Title 18, United States Code (18 USC 922))	
Marine Corps Sponsorship Program	MCO 1320.11F DODI 1324.22, DODI 6060.4, SECNAVINST 1754.1B MCO 1754.9A	MCO P1710.30E W/CH 1 SECNAV M-5210.1 NAVMC 11791 NAVMC 11798 NAVMC 11799
Non-Punitive Letter of Caution	Manual for Courts Martial JAGMAN 0105	
Hearing Conservation Program	OPNAVINST P 5102.1D MCO P5102.1B	MCO 6260.1E CMC DMCS 061313Z Jan 12
Personal Effects	MCO P4050.38D	UM 4400.124 SASSY USER'S MANUAL
Request Mast	U.S. Navy Regulations; Articles 0820c and 1151.1	NAVMC DIR 1700.23F MCO 1700.23F;
Whistleblower Protection Act	Title 10 U.S.C. Section 1034; DODD 7050.6;	SECNAVINST 5370.7C; IGDG 7050.6

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Sexual Assault	MARADMIN 048-12 DODD 7050.06, Whistle Blower Protection, July 2007 SECDEF memo 2013 Expedited Transfer LOI MARADMIN 221/12	DODD 6495.01, MCO 1752.5B, MCO 3504.2, MARADMIN 234/13, MARADMIN 372-12, July 2012 MARADMIN 624/12
Transfer by Service Record	MCO 1640.3F MCO P1080.40A SECNAVINST 1640.9B	MCO 5800.16 MCO P10130.28F
Risk Management	MCO 3500.27B, Operational Risk Management (ORM)	
Awards	MCO P1020.34 SECNAVINST 1650.1	MCO 1650.19J w/Ch1 NAVMC 2922
Career Planning	MCO P1400.32D. MCO 1040.31	TFRS Message No: A0071 MCO P1326.6D
Combat Operational Stress Control	MCO 5351.1 MCRP 6-11C	MCO 5100.29B
TRS/GPS (Transition Readiness)	MARADMIN 734/12 MSGID/CMC WASHINGTON DC MRA PUBLIC LAW 112-56	35TH CMC PG THE VOW TO HIRE HEROES ACT OF 2011, CONGRESSIONAL ACT
Relocation Assistance	MCO 1320.11F MCO 1754.1 Public Law 101-189	SECNAVINST 1754.6A DoDI 1342.22
Non-Judicial Punishment	Manual for Courts Martial 2012 Edition JAGINST 5800.7E w/CH 1-2	Commander's Quick Reference Handbook MCO P5800.16A
Suicide Prevention Program	<ul style="list-style-type: none"> • Suicide Prevention Lineline • MCO 5100.29B • MCO 3040.4 • MARADMIN 524/12 • MARADMIN 135/13 	<ul style="list-style-type: none"> • MCCS Suicide Prevention • MCO 1720.2 • MARADMIN 580/12 • MARADMIN 122/13
Unauthorized Absence	<ul style="list-style-type: none"> • MCO 5800.16 • MCO 4400.201 V1-17 	<ul style="list-style-type: none"> • MCO 1620.3A • MCO 1050.3J
Transfer of Education Benefits	<ul style="list-style-type: none"> • VA Benefits 	<ul style="list-style-type: none"> • MARADMIN 642/18
VEERP / TERA	<ul style="list-style-type: none"> • MCO 1900.16 CH 2 	<ul style="list-style-type: none"> • MARADMIN 135/19

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Navy Personnel	<ul style="list-style-type: none"> • BUPERSINST 1610.10D CH 2 • BUPERSINST 1306.72H • MILPERSMAN 1306-1600 • MILPERSMAN 1320-302 • MILPERSMAN 1300-801 • MILPERSMAN 1160-030 • MILPERSMAN 1741-020 • OPNAVINST 6000.1D • NAVADMIN 226/12 • NAVADMIN 252/10 • NAVADMIN 272/08 	<ul style="list-style-type: none"> • BUPERSINST 1430.16G • BUPERSINST 7040.6B • MILPERSMAN 1301-010 • MILPERSMAN 1320-318 • MILPERSMAN 1770-160 • MILPERSMAN 1070-270 • MILPERSMAN 1770-010 • OPNAVINST 6110.1J • NAVADMIN 227/12 • NAVADMIN 229/12 • NAVADMIN 018/13
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6. BOARD FOR CORRECTION OF NAVAL RECORDS (BCNR)

PURPOSE AND SCOPE OF THE BOARD FOR CORRECTION OF NAVAL RECORDS (BCNR) AND THE NAVAL DISCHARGE REVIEW BOARD (NDRB)

The Board for Correction of Naval Records, consisting of not less than three members, was established pursuant to 10 U.S.C. 1552, and considers all applications properly before it for the purpose of determining the existence of an error or an injustice, and to make appropriate recommendations to the Secretary of the Navy. Application may be made by the member or former member, or such other persons as the board determines to be competent for such purpose. The Board for Correction of Naval Records, unlike the NDRB, may review discharges awarded by general court-martial. Other types of cases reviewed by this board include, but are not limited to those involving requests for physical disability retirement; the cancellation of a physical disability discharge, and substituting, in lieu thereof, retirement for disability; and increase in the percentage of physical disability; the removal of derogatory material from an official record; the review of non-judicial punishment; and the restoration of rank, grade, or rating. Also, this board will review the case of a person who is in a Reserve component and who contends that the release from active duty should have been honorable, rather than under honorable conditions.

The law requires that applications be filed with the Board for Correction of Naval Records within 3 years of the date of the discovery of the error or injustice. However, the board is authorized to excuse the fact that the application was filed at a later date if it finds it to be in the interest of justice to consider the application. The board is empowered to deny an application without a hearing if it determines that there is insufficient evidence to indicate the existence of probable material error or injustice to the respondent.

No application will be considered by this board until the applicant has exhausted all other effective administrative remedies afforded by existing law or regulations, and such other legal remedies as the board shall determine are practical and appropriately available to the applicant.

An application to the board for the correction of a record shall not operate as a stay of any proceeding being taken with respect to the person involved.

The board will consider the applicant's case on the basis of all the material before it, including but not limited to, the application for correction filed by the applicant, any documentary evidence filed in the support of such applicant, and all available pertinent records in the Department of the Navy. The applicant's service record is but one of the records

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which may be considered by the board. In cases other than denied applications, the record of proceedings of the board will be forwarded to the Secretary of the Navy who will direct such action as determined to be appropriate.

In connection with review of executed discharges by the Board for Correction of Naval Records, there is no law or regulation which provides that an unfavorable discharge may be changed to a more favorable discharge solely because of the expiration of period of time after discharge during which the respondent's behavior has been exemplary. To permit relief, an error or injustice must be found to have existed during the period of the enlistment in question and respondent's good conduct after discharge, in and of itself, is not sufficient to warrant changing an unfavorable discharge to a more favorable type of discharge.

Applications for review and explanatory matters may be obtained by writing the Board for Correction of Naval Records, Department of the Navy, Washington, D.C. 20370.

Resources:

- [Board For Correction of Naval Records](#)
- [SECNAVINST 5420.193](#)
- [USMC information regarding the Board For Correction of Naval Records](#)

7. MARINE CORPS BODY COMPOSITION (BCP) AND MILITARY APPEARANCE PROGRAM (MAP)

When assigned to the Marine Corps body Composition Program a page 11/ 6105 entry will be made when the following certain occasions with the below statements:

WHEN A MARINE IS FIRST ASSIGNED TO BCP

____ Date ____: Counseled this date concerning your assignment to the Marine Corps BCP. You are advised that failure to take corrective action and meet established weight/body composition standards may result in processing for administrative separation from the USMC for either weight control failure or unsatisfactory performance per paragraphs 6206 and 6215 of MCO 1900.16 Ch 2. Specific recommendations for corrective action are: Meet your weight/body fat reduction goals by losing the prescribed __ lbs and __ % body fat per month for six months and actively participate in your diet and exercise program. Assistance is available through your chain of command. I was advised that within five working days after acknowledgment of this entry a written rebuttal could be submitted and that such a rebuttal will be filed on the document side of my SRB/OQR. I choose to ____ /not to ____ make such a statement.

WHEN A MARINE FAILS TO MAKE SATISFACTORY PROGRESS WHILE ASSIGNED TO THE BCP. THIS ENTRY IS TO BE MADE DURING THE FOURTH MONTH OF ASSIGNMENT

____ Date ____: Counseled this date concerning your unsatisfactory performance while assigned to the Marine Corps BCP. Due to insufficient effort, you have not met your weight/body composition reduction goals. You are advised that failure to take corrective action and reach your required body composition will result in administrative separation for unsatisfactory performance per paragraph 6206 of MCO 1900.16 Ch 2. Specific recommendations for corrective action are: Meet your weight/body composition reduction goal and actively participate in your diet and exercise program. Assistance is available through your chain of command. I am advised that within 5 working days after acknowledgment of this entry, a written rebuttal could be submitted and that such a rebuttal will be filed on the document side of my SRB/OQR. I choose to ____ /not to ____ make such a statement.

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WHEN A MARINE MAKES SATISFACTORY PROGRESS, BUT FAILS TO MEET ESTABLISHED WEIGHT AND BODY COMPOSITIONS STANDARDS. THIS ENTRY WILL BE MADE AT THE CONCLUSION OF THE SIX MONTH BCP ASSIGNMENT PERIOD

____ Date ____: Counseled this date concerning your failure to comply with established weight/body composition standards while assigned to the Marine Corps BCP. You are advised that failure to take corrective action may result in processing for administrative separation for unsatisfactory performance per paragraph 6206 of MCO 1900.16 Ch 2. Specific recommendations for corrective action are: Meet your weight/body composition reduction goal and actively participate in your diet and exercise program. Assistance is available through your chain of command. I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be filed in the electronic service record. I choose to ____ /not to ____ make such a statement.

WHEN A MARINE IS GRANTED AN EXTENSION TO THE BCP

____ Date ____: Counseled this date concerning your extension on the Marine Corps BCP. You have made reasonable progress but have failed to comply with established weight/body composition standards while on your first assignment to the BCP. Therefore, you have been granted a one-time extension of six months to meet the body composition standards set forth in MCO 6110.3 Ch 2. You are advised that failure to take corrective action while on this six-month extension may result in processing for administrative separation for either weight control failure or unsatisfactory performance per paragraphs 6206 and 6215 of MCO 1900.16 Ch 2. Specific recommendations for corrective action are: Meet your weight/body composition reduction goals by losing the prescribed __ lbs and __ % body fat per month for six months and actively participate in your diet and exercise program. Assistance is available through your chain of command. I was advised that within five working days after acknowledgment of this entry a written rebuttal could be submitted and that such a rebuttal will be filed on the document side of my SRB/OQR. I choose to ____ /not to ____ make such a statement.

Body Composition Packages: Before package is accepted you must have the following documents.

- Appt Letter
- Notification Letter
 - Correct Name, Rank and SSN
 - Date (must be the same as or before Acknowledgement of Rights)
 - Correct Basis and Characterization of Service
- Acknowledgement of Rights Letter
 - Correct Name, Rank and SSN
 - Correct Basis and Characterization of Service
 - Have they requested a board?
- Privacy Act Statement
- BCNR/NDRB: Signed and date
- Basis for separation documents
 - 6105? Date: _____ (Assignment to weight control program)
 - NAVMC 11621 (BCP Evaluation Form)
 - MCTFS Printout (DD 113)
 - Weigh-in/Body Fat % Chart/log and remedial PT Schedule
 - 6105 Counseling after 4 months for unsatisfactory performance if Marine is making no/unacceptable progress while on Weight Control Program
- Process for unsatisfactory performance if Marine does not make no/acceptable to his desire goal (An extension is at the CO's discretion, but substantial progress should have been made. I.E. – Losing 20 lbs. and 4% Body Fat

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when 30 lbs. and 6% body fat was expected goal after 6 months)

Note: Must have 6105 to initiate processing for unsatisfactory performance.

- There is **no third time** for weight control. Once the Marine has been put on weight control (to include an extension on the first assignment only) and has been put on weight control for a **second time** (6 months), **processing is mandatory** if the Marine is found not to be within standard for **third time**.
- Pg 11 Date: _____ ART _____ REFUSED Y/N REBUTTAL Y/N (LTR AVAIL?) APPEAL Y/N
- Pg 12 (Or UPB) Date: _____ ART: _____ Appeal: Y/N
- Pg 13 (Record of Court Martial Conviction) Date: _____ ART: _____
- Complete copy of right side of SRB all pages in order and updated, to include: (Must be legible)
 - Enlistment/Reenlistment Contract; pages 4/1, 4/2, and 4/3
 - Record of Service (ROS) (updated w/most recent SA and RD marks)
 - Record of Emergency (RED) (is legible)
 - Page 11, 12 and 13 (all entries are completed)
 - BIR/BTR [Must be current (Within 2 weeks of receipt of pckg)]
 - Character Statements from SNM Chain of Command (3)
 - Post-Traumatic Stress Disorder (PTSD) / Traumatic Brain Injury (TBI) Screen
 - Signed affirmative/negative by medical office

Documents required after board but before SJA Endorsement:

- Rec Letter
 - Date
 - Correct Name, Rank and SSN
 - Correct Basis for separation and characterization:
 - The basis for separation and characterization of service must be the same on all 3 letters
- TRS/GPS
- Final Physical

Resources:

[MCO 6110.3A W/CH 2](#)

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8. COMMANDANT’S PROFESSIONAL READING LIST

Revision of the Commandant’s Professional Reading List: [ALMAR 005/19](#)

The 2019 Commandant's Professional Reading List (CPRL) represents an updated version of those books most pertinent for professional development and critical thinking at each level.

The CPRL is arranged into two sections: "Commandants Choice" and "Grade Levels." Each Marine shall read a minimum of five books from the “Commandants Choice” or “Grade Level” sections each year. The Grade Level titles are separated into five levels for both enlisted Marines and officers. These levels coincide with specific ranks and Marines should attempt to read all titles within their level prior to proceeding to a higher level.

In addition to the reading list, Marines are highly encouraged to incorporate periodicals into their reading regimens. Scholarly and professionally oriented articles published by independent magazines and journals foster innovation, PME development, critical study of the profession of arms, and serious discussion regarding topics of interest to the Marine Corps. Professional publications inform debate on current, topical issues of relevance to the Marine Corps and promote intellectual growth of the individual Marine.

Useful publications for professional development include, but are not limited to, the [Marine Corps Gazette](#), the [Marine Corps Aviation Association Yellow Sheet Journal](#), [Leatherneck](#), [Naval Proceedings](#), [War on the Rocks](#) (web-based), and [Small Wars Journal](#) (web-based).

"I want Marines to read beyond the list, too, especially paying attention to current events, science and technology, and what our potential adversaries are up to around the world."

-Gen Robert B. Neller

9. MARINE CORPS LEADERSHIP DEVELOPMENT

Marine Corps Leadership Development (MCLD) is a comprehensive approach to leadership development that seeks to foster development of all aspects of Marines’ personal and professional lives. It is neither a philosophy nor a program; rather, it is a framework to be used by Marines at all levels for themselves and subordinates. This program framework will include the six Functional Areas of Leadership Development: Fidelity, Fighter, Fitness, Family, Finance, and Future; Case Studies and Coaching. By addressing each of these individual areas, MCLD seeks to ensure the development of Marines – and thus a Corps – that is cohesive, tactically and technically proficient, guided by moral purpose, and able to execute the toughest challenges. MCLD will be implemented in all Marine Corps commands, and will supersede the Marine Corps Mentoring Program (MCMP).

Resources:

[Marine Corps University Lejeune Leadership Institute](#)

[MCO 1500.61](#)

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10. INSPECTOR GENERAL OF THE MARINE CORPS

1. INTRODUCTION. The information contained in this document, while not all inclusive, is meant to assist Staff Noncommissioned Officers to better understand their important leadership role and the impact they have mitigating issues in the command that often relate to items of interest to the Inspector General of the Marine Corps (IGMC) and subordinate Command Inspectors General (CIGs). Leaders at all levels must realize the importance of applying command resources to Marine Corps Programs, ensuring compliance with Marine Corps Orders and Directives. The greatest benefit of well-managed command programs is that it enables Department of Defense (DoD) resources to reach and impact Marines and Sailors.

2. ROLE OF THE SNCO. It is vitally important that SNCOs provide sage advice to their OICs, Commanders, Staff, and all members of their respective units. The Commander is ultimately responsible for the conduct of inspections, command investigations, requests for assistance, intelligence oversight, training, compliance with Marine Corps policies, and the overall health of a unit. SNCOs must be involved with all facets of the unit, ensuring adherence to Marine Corps Orders and policies and fostering a good command climate.

a. The following objective information is based on general trends observed during the conduct of Inspector General of the Marine Corps (IGMC) inspections, unit visits, and through information collected during investigations. Leaders should consider the following points concerning command climate, the functions of command, and pitfalls to avoid:

- (1) You get what you Expect, Inspect, and Accept.
- (2) Marines and Sailors must know the mission of the unit, the Commander's priorities, and what is specifically expected of them.
- (3) Individuals must be held accountable for misconduct.
- (4) There should not be real or perceived favoritism within the command. Fair and equitable treatment helps maintain a positive command climate.
- (5) Leaders should not make emotionally-based decisions. Impartiality and a professional demeanor are key factors in making good decisions.
- (6) Leaders must always be prepared to deal with low frequency, catastrophic events.
- (7) Communication is critical to success. Information must be packaged and messaged in a way that resonates with the intended audience and throughout the command.
- (8) Interaction between the Command Team (Battalion and Regiment) and the Command Inspector General at the MSC level is integral to success.
- (9) SNCOs must share their professional expertise from years of experience working enlisted matters through numerous commands.
- (10) Perceptions have the appearance of reality.
- (11) Ethics/Standards of Conduct are complex; when in doubt, seek legal counsel at the command, local SJA or area Counsel's office.
- (12) Beware of zealous subordinates/peers who "make it happen" while ultimately ignoring regulations, laws, or policies.
- (13) Leaders must be mindful of what they put in correspondence. They must be mindful of what they say and, more importantly, how it can be interpreted.
- (14) Program Managers, Inspectors General, and Leaders at all levels must be involved in the inspection process in order to ensure compliance with policies and the overall health of the unit.
- (15) The culture within a unit is driven by leaders, not subordinates. Toxic, passive, or even mediocre leadership will amplify issues and cause distrust throughout the command.
- (16) SNCOs must know the pulse of the unit, understand the environment, the command climate, and associated issues.

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(17) SNCOs must provide good advice to their Commanders. They cannot be passive and must remain involved.

(18) Leaders must be “out and about,” be seen in the command, and be involved with their Marines.

3. REQUEST MAST/INVESTIGATIONS. Senior SNCOs must not interfere with processes associated with request mast and investigations. It is appropriate for a SNCO to want to help and fix problems at the lowest level possible; however, they must not interfere with established processes and timelines. Instead, SNCOs should facilitate and support Marines’ requests *while* simultaneously providing assistance. Denying, halting, or dissuading a Marine or Sailor requesting mast or interfering with an investigation can equate to administrative action, legal action, and other adverse action. Refer to NAVMC DIR 1700.23F or MCO 1700.23F for more information.

4. RESTRICTION AND RETALIATION. SNCOs must understand restriction, reprisal, retaliation, and ostracism and be observant for indicators that they may be occurring within the unit.

a. RESTRICTION. Restriction is the act of preventing or attempting to prevent a current Service Member from making or preparing to make a lawful communication to a member of Congress or an Inspector General.

b. RETALIATION. Retaliation encompasses the subcategories of reprisal, ostracism, and maltreatment. Retaliation is termed as actions taken with the intent to retaliate against any person for reporting or planning to report a criminal offense, or making or planning to make a protected communication, or with the intent to discourage any person from reporting a criminal offense or making or planning to make a protected communication.

(1) REPRISAL. Taking or threatening to take an unfavorable personnel action (PA), or withholding or threatening to withhold a favorable personnel action, for making, preparing to make, or being perceived as making or preparing to make a protected communication (PC). The elements of reprisal include a PC, a Responsible Management Official (RMO) with knowledge of the PC, a PA, and a linkage between actions taken and the PC.

(a) For instance, a Marine files an IG complaint (PC) to the Command IG, the Company Commander (RMO) knows about the complaint and arranges permanent change of station orders (personnel action) for the Marine to a different unit. If the Company Commander’s intent was to purposely move the Marine because of the IG complaint to a position that affects or has the potential to affect the Marine’s current position or career, the action could be substantiated as reprisal.

(b) All reprisal complaints are investigated by the IGMC office, which helps ensure that a level of objectivity is applied during investigation proceedings.

(2) OSTRACISM. Wrongfully excluding a military member from social acceptance or membership in or association with a group of which such military member was a part or a reasonable person would conclude wanted to be a part with the intent to do any of the following:

(a) Inflict emotional distress on the military member. “Emotional distress” means a highly unpleasant mental reaction, such as anguish, grief, fright, humiliation, or fury.

(b) Discourage reporting of a criminal offense or sexual harassment or otherwise discourage the due administration of justice concerning a criminal offense or sexual harassment.

Note: For these actions to be ostracism, the perpetrator must have known or believed that the member reported or planned to report a criminal offense, sexual harassment, or was or was alleged to be a victim, intervenor, or witness of an alleged criminal offense or instance of sexual harassment.

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- (3) MALTREATMENT. Treatment by peers or by other persons, that, when viewed objectively under all the circumstances, is abusive or otherwise unwarranted, unjustified, and unnecessary for any lawful purpose, that is done with intent to discourage reporting of a criminal offense or otherwise discourage the due administration of justice, and that results in physical or mental harm or suffering, or reasonably could have caused, physical or mental harm or suffering.

5. COMMAND CULTURE/CLIMATE. A Unit's Staff is a mechanism for the Commander to collect and disseminate information (Figure 1). Staff members, no matter the level of command, are charged with advising the commander on subjects relating to a myriad of possible ethical and climate issues within a command. Some examples include: Unit funds, travel, allegations, equality, reprisal, retaliation, and ostracism. The staff members have unrestrained and direct access to the Commander. Through these lines of communication and personal interactions and assessment, the Commander can better determine the pulse of the command, its culture, command climate; tracking issues that may need attention. SNCOs, regardless of their level of influence, must collect atmospheric, determine the command climate, and provide sage advice to Commanders and Staff.

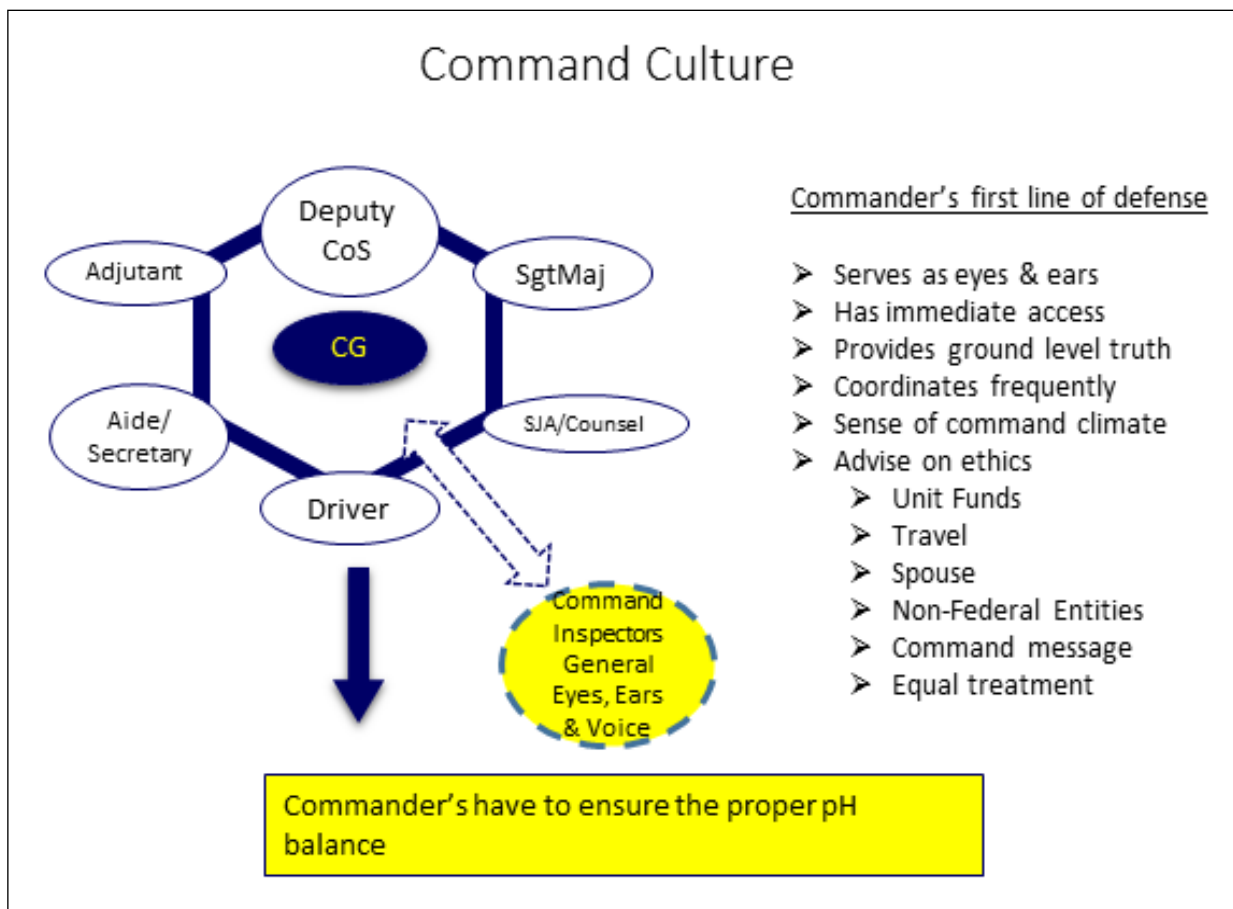


Figure: 1

6. DUTIES OF THE COMMAND INSPECTOR GENERAL. Within the Commander's "first line of defense" is the CIG (Figure 2). The CIG acts on behalf of the Commander during subordinate unit inspections and is the Eyes, Ears, and voice of the commander. The CIG is normally a Colonel or GS-15. There are many duties associated with the CIG including, but not limited to, managing the command hotline program, investigations, coordination for Congressional

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Inquiries (CONGRINTS) as required, liaison with the IGMC office, and conducting scheduled and impromptu Commanding General Readiness Inspections (CGRI) of units subordinate to the MSC.

a. It is critical that the CIG possesses attributes that lend to command success. The Marine Corps does not have a “school” for CIGs; however, there are other venues where CIGs, Deputy CIGs, and Chiefs/Assistants can obtain valuable training related to IG matters. Annually, the hosts a symposium where Inspectors General, their Deputies, and Chiefs/Assistants can receive training. Other venues include Mobile Training Team visits throughout the calendar year, which take place at all MSCs and geographical regions and Department of Defense and Service Component IG schools.

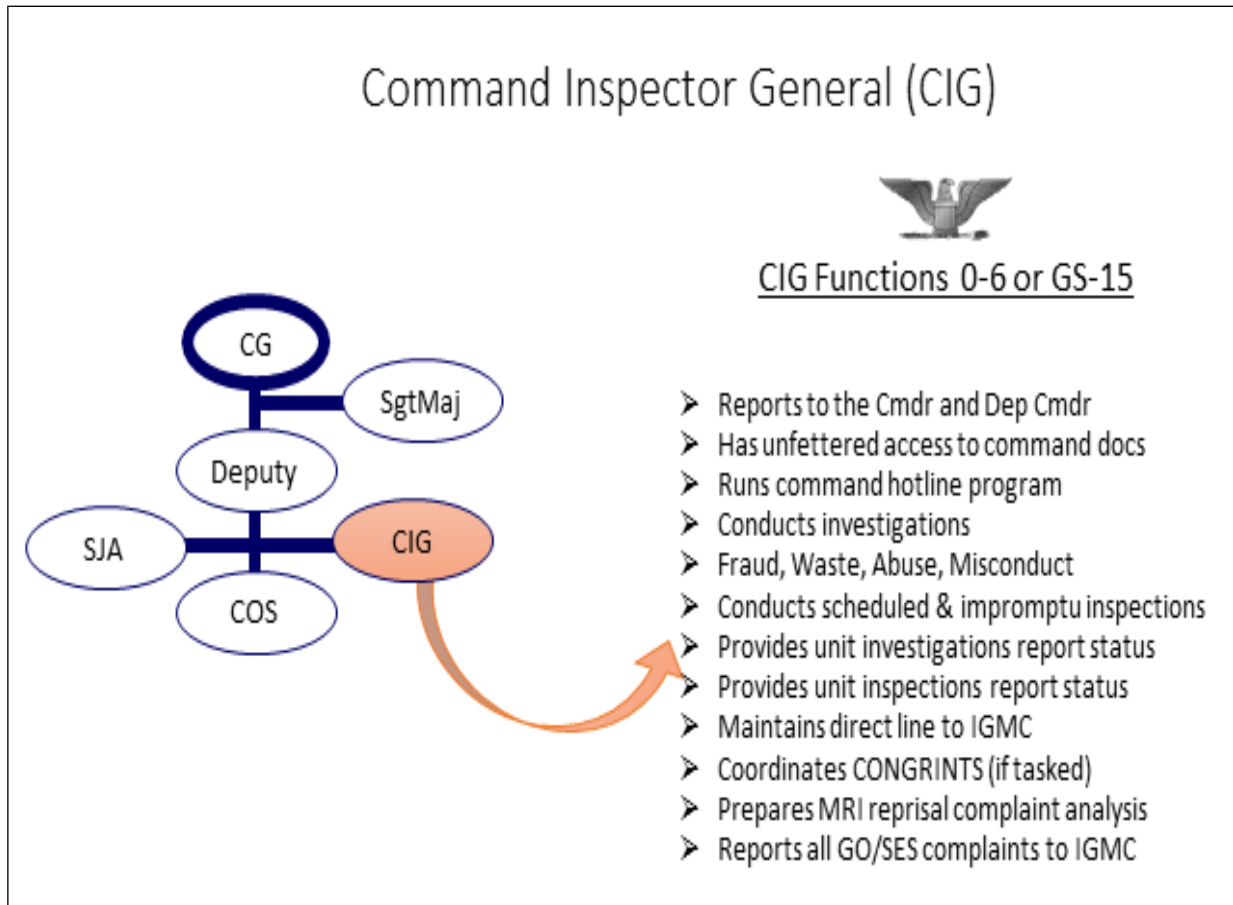


Figure: 2

7. **IGMC MISSION.** The IGMC will promote Marine Corps combat readiness, institutional integrity, effectiveness, discipline, and credibility through impartial and independent inspections, assessments, inquiries, investigations, teaching, and training. This ensures maintenance of the highest levels of war fighting and mission capabilities throughout the Marine Corps (figure 3).

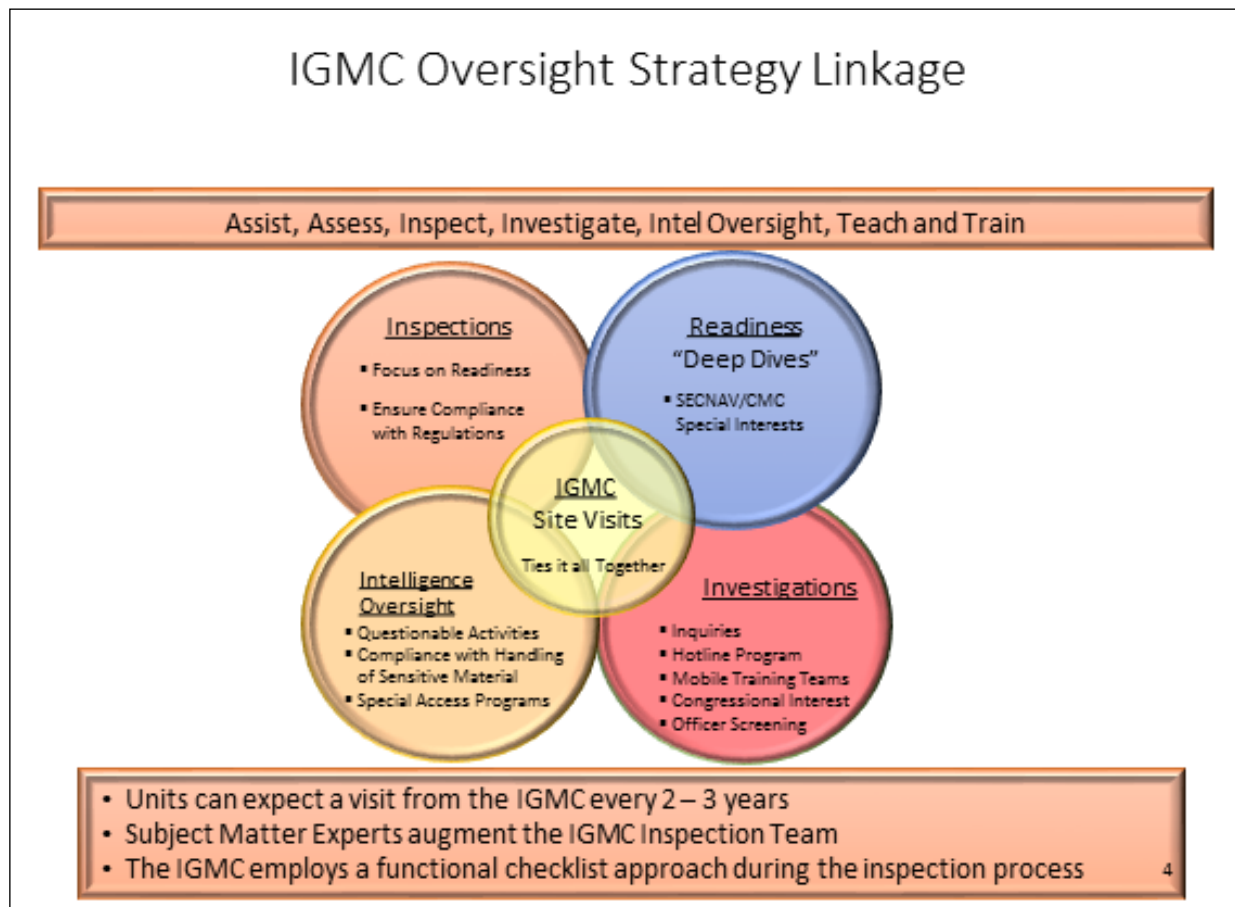


Figure: 3

a. Although most Marines may never have an interaction with IGMC representatives, it is important to understand the mission and associated functions of the IGMC, which guide the IGs who collectively oversee all Marine Corps units. Title 10 U.S.C. authorizes only one military Inspector General (IG) within the Department of the Navy (DON), which is the Naval Inspector General (NAVINSGEN) (Figure 4).

b. Because of the unique two-Service (Navy and Marine Corps) structure of the DON, SECNAVINST 5430.57G (Missions and Functions of the NAVINSGEN), established the position of Deputy Naval Inspector General for Marine Corps Matters (DNIGMC) within the NAVINSGEN. The DNIGMC performs the IG duties for the United States Marine Corps.

c. The Marine Corps Manual refers to the DNIGMC as the Inspector General of the Marine Corps. MCO 5430.1 (Marine Corps Inspector General Program) established the Marine Corps Inspector General Program (IGP) to carry out the following five IG functions: Assistance, Investigations, Inspections, Intelligence Oversight, and Training and Education. As the program manager, the IGMC promulgates applicable Marine Corps Orders and references used as the foundation for the Marine Corps IGP.

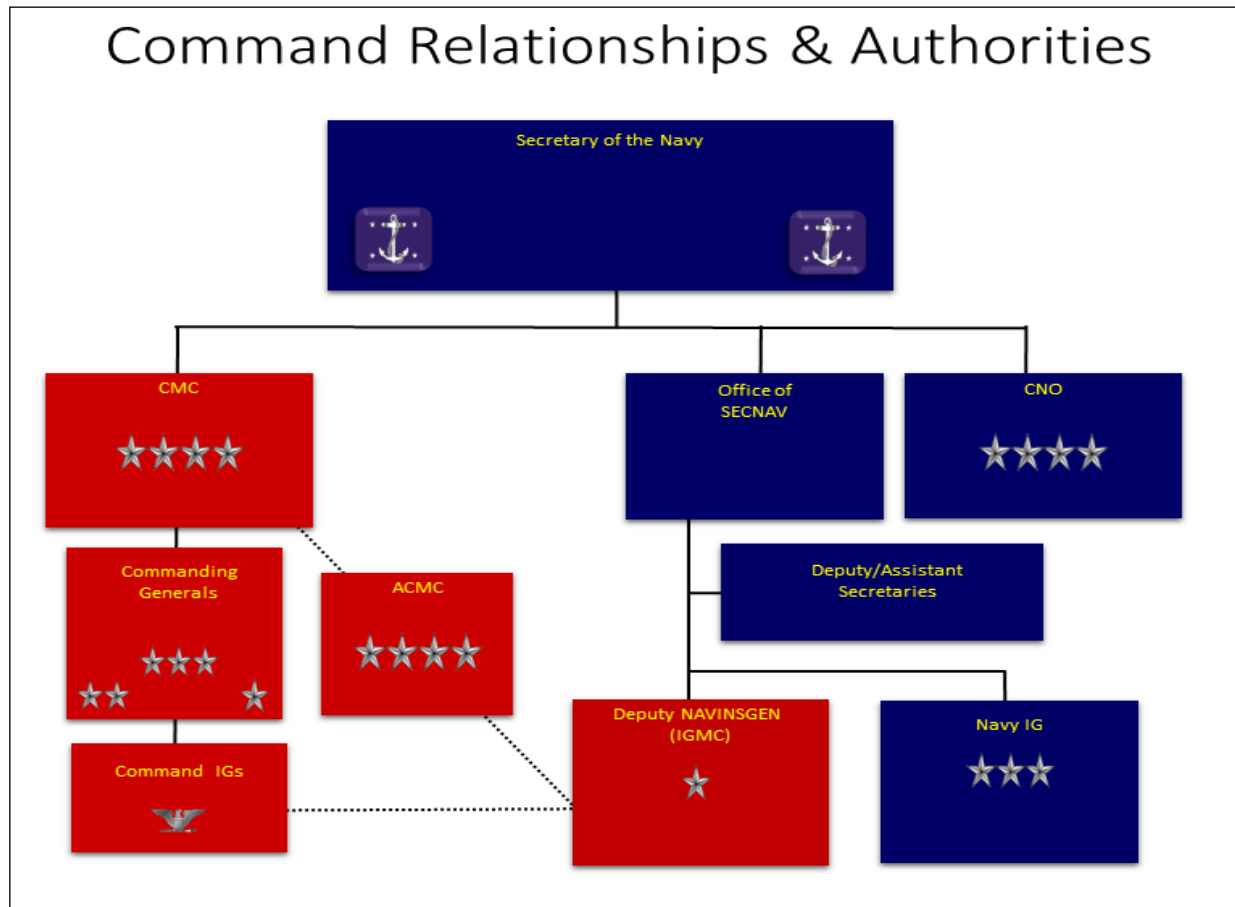


Figure: 4

8. **IGMC ORGANIZATION AND FUNCTION.** The following is an overview of the functional departments within the IGMC office and associated duties (figure 5).

a. **EXECUTIVE OFFICE.** The following personnel comprise the Executive Office within the Office of the IGMC:

- (1) The IGMC is a Marine Corps General Officer. The DNIGMC/IGMC provides IG functional support to the Secretary of the Navy (SECNAV) and the Commandant of the Marine Corps (CMC). The DNIGMC/IGMC acts under the authorities, direction, and control of SECNAV. The DNIGMC/IGMC is responsible to investigate and report upon the efficiency of the Marine Corps and its preparation to support the military operations of combatant commands. The IGMC reports inspection results to the CMC on a quarterly basis.
- (2) The Deputy Inspector General (DIG), a Senior Executive Service employee, is the principal advisor to the IGMC who serves as Deputy. The DIG has full authority to act in all matters within the mission of the IGMC.
- (3) The Sergeant Major is the senior enlisted advisor to the Inspector General. During inspections the Sergeant Major delivers a Special Interests (SPINS) brief, conducts command climate assessments, assists the Inspector General during requests for mast, and inspects Color Guards, Barracks, and other facilities. The Sergeant Major provides results and command climate feedback to the Sergeant Major of the Marine Corps on a quarterly basis.

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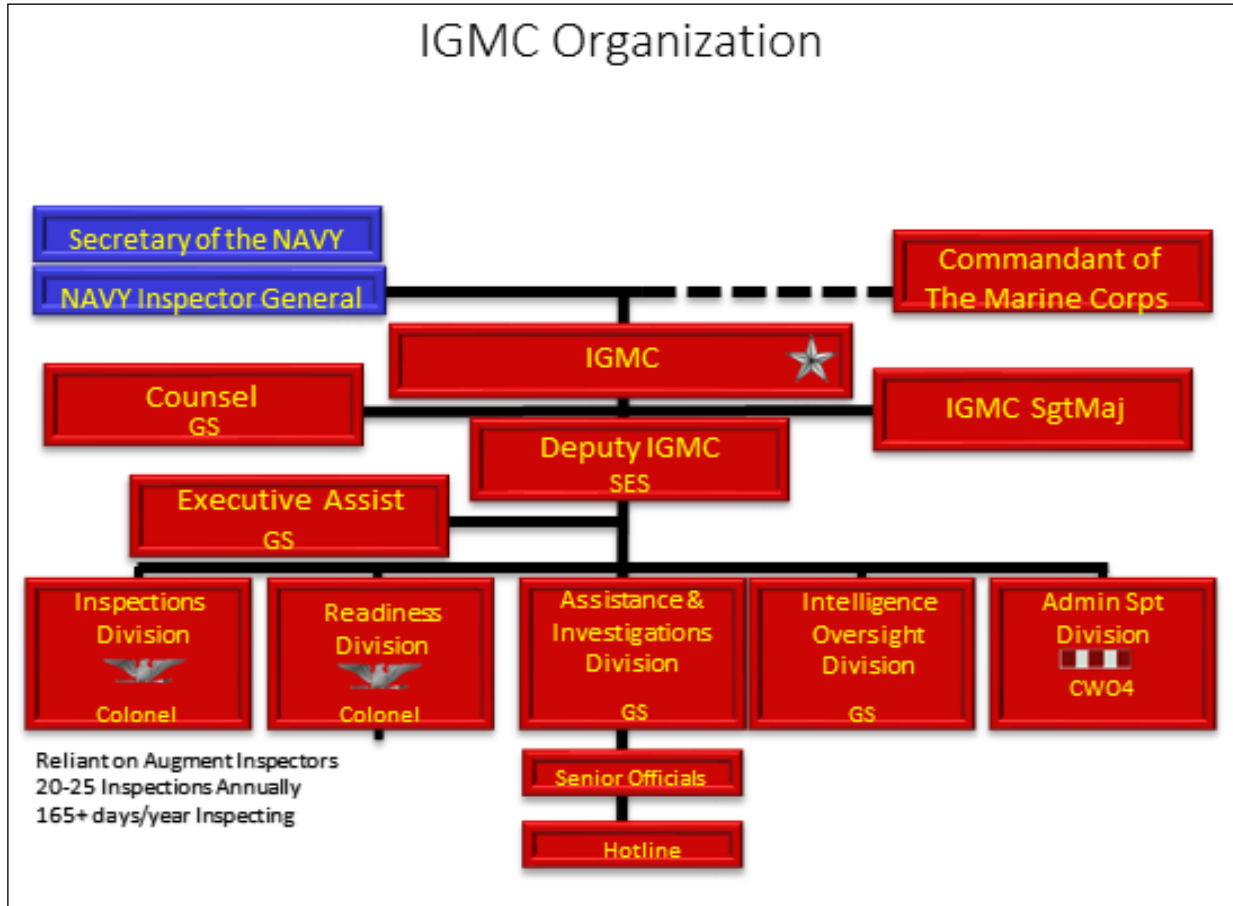


Figure: 5

b. ASSISTANCE AND INVESTIGATIONS DIVISION (IGA). IGA is responsible for the assistance and investigation functions of the IG. IGA receives Inspector General Action Requests (IGARs) containing requests for assistance, complaints, or reports of alleged misconduct, impropriety, fraud, waste, abuse, mismanagement, inefficiency, or violation of law, and conducts inquiries or investigations as appropriate. This division manages the Marine Corps Hotline Program and is responsible for Senior Official Investigations and Military Whistleblower Reprisal Investigations. The IGA office also serves as the point of contact (POC) for IGP training, including Mobile Training Teams (MTT); Freedom of Information Act (FOIA) and Privacy Act requests; updating Command Inspector POC listing, conducting Functional Area (FA) 316 checklist inspections of all Command Inspectors General Hotline programs, and conducting officer screenings (figure 6).

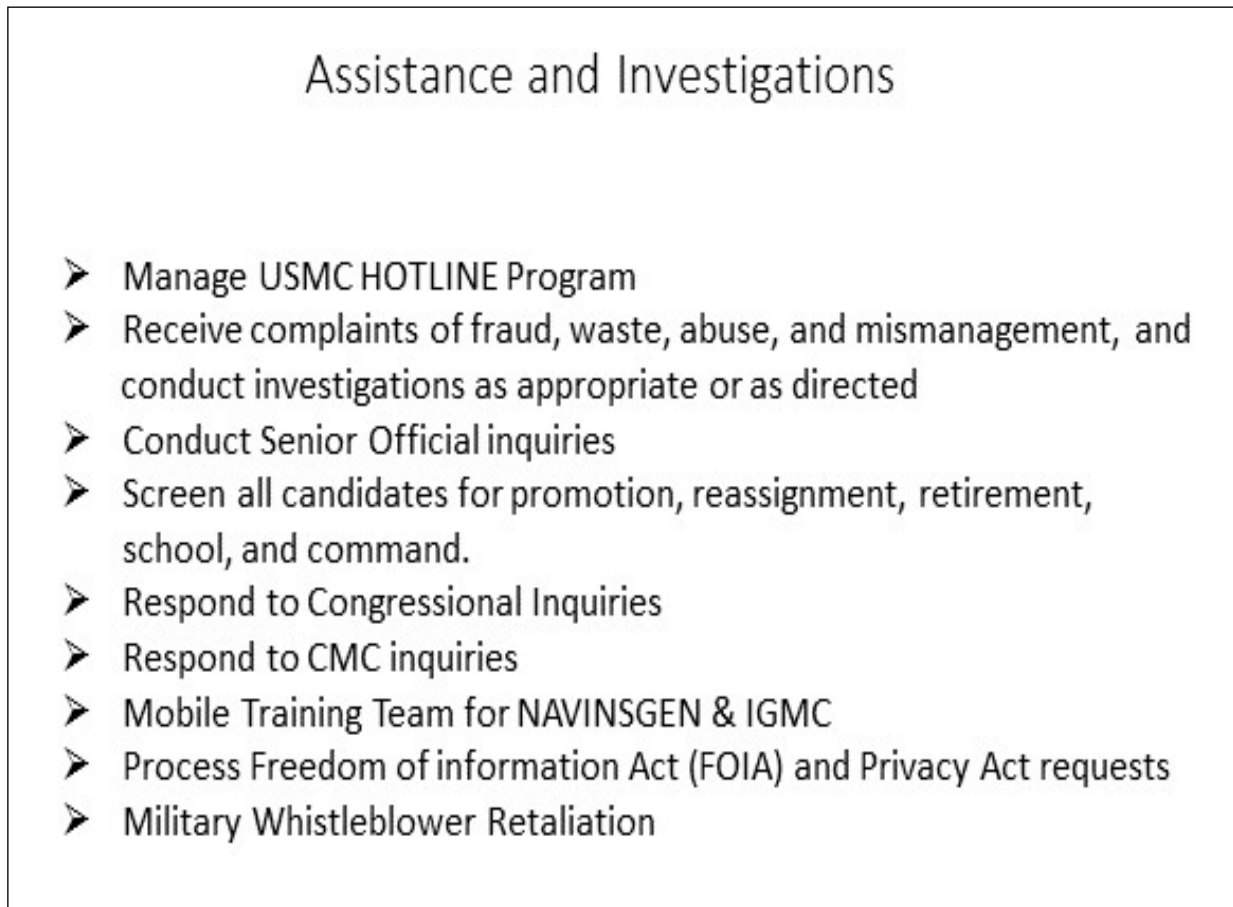


Figure: 6

c. INSPECTION DIVISION (IGI). IGI deals primarily in the area of compliance inspections. This division conducts short notice inspections and area visits of Marine Corps organizations and prepares inspection reports containing evaluation results and recommendations. IGI manages the Command Inspection Program (CIP), which establishes objectives for, coordinates with, and monitors Commanding General Inspection Programs (CGIP) for major subordinate commands (MSCs) within the Marine Corps and maintains oversight and follow-up to correct reported inspection findings. IGI is also responsible for overseeing the Unit Inspection Program (UIP). The UIP consists of those independent Marine Corps units and activities outside the operational or administrative control of a MSC. While the IGMC Inspection Team is inspecting a unit, members of the unit have the opportunity to submit a request mast to the Commandant of the Marine Corps. The IGMC will act on behalf of CMC. In the absence of the IGMC, the IGI conducts requests for mast (figure 7).

Inspections

- Conduct recurring, short/no notice inspections
- Assess Major Command Inspectors General and Command Compliance
- Use Functional Area (FA) Checklists as primary inspection tool
- Provide a productive learning experience for inspected units
 - Identify Marine concerns (Focus Groups/Request Mast/Special Interests Brief)
 - Informally assess command climates
 - Share and disseminate best practices
 - Recognize individual excellence
 - Identify trends/inform leaders
- Serve as a policy “feedback” mechanism
- Enhance Readiness and Mission Effectiveness

Figure: 7

d. READINESS DIVISION (IGR). IGR deals primarily in the area of systemic inspections. IGR’s primary focus is monitoring and coordinating readiness issues, and coordinating resolution of readiness issues that inhibit or reduce the readiness within the Marine Corps. IGR conducts short and no-notice assessments of Marine Corps organizations to ascertain readiness of those units based on assigned missions, structure, and equipment. Additional/Collateral duties: Liaison for NAVINSGEN Oversight Planning Board, Department of Defense Inspector General (DoDIG), the General Accounting Office (GAO) and safety issues.e. Intelligence OVERSIGHT DIVISION (IGO). IGO provides oversight of Marine Corps intelligence and non-intelligence sensitive activities to ensure propriety, as well as, statutory and regulatory compliance. The division represents the Marine Corps in oversight forums and ensures appropriate oversight training and awareness education of Marine Corps commands and intelligence personnel. Additionally, IGO provides staff assistance to all Department of the Navy Sensitive Activities Oversight Boards. This division conducts inspections, investigations into classified matters and staff assistance visits to ensure proper reporting and corrective actions are taken involving questionable activities (QIA). Additional/collateral duties: IGMC POC for Special Security Officer and Special Access Programs (SSO/SAP) issues.f. ADMINISTRATIVE SUPPORT DIVISION (IGS). IGS provides administrative support to the office of the IGMC in matters such as budget, travel, and incoming correspondence tracking. Additional/collateral duties: IGMC Security Coordinator; internal IGMC Training Coordinator; IGMC Continuity of Operations (COOP) Coordinator.

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g. COUNSEL TO THE IGMC (IGL). IGL is a lawyer, a civilian employee, and the IGMC Counsel. IGL provides comprehensive legal advice and counsel to the IGMC and staff in any area under the cognizance of the General Counsel of the Navy in which the IGMC requires legal or business advice.

9. RESOURCES. Resources related to the role and mission of the IGMC, including inspections checklists, can be obtained from the IGMC website at <http://www.hqmc.marines.mil/igmc>.

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11. CACO REQUIREMENTS

- Upon making notification (if applicable), verify the NOK's name, address, SSN and telephone number (to include spelling) as well as dates of birth for parents. Pass the verified information and time of notification to the Casualty Section at 703-784-9512, DSN: 278, toll free 800-847-1597.
- Obtain a copy of the Notification/Condolence Call Guidelines, Chapter 4 sub paragraph 5 contained in MCO P3040.4, Marine Corps Casualty Assistance Program in MCO 3040.4, Marine Corps Casualty Procedures Manual. These items will assist and guide you in the performance of your duties.
- Utilize the enclosed CACO Checklist for additional guidance in the performance of your duties.
- Provide the NOK with a telephone number where you can be contacted at all times.
- Do not pass any information to the NOK if you are not completely certain of its accuracy.
- Assist the NOK with funeral arrangements (if applicable).
- Explain and complete claim forms for applicable benefits. Submit (via fax or mail) claim forms and supporting documentation to appropriate agencies and to the Casualty Section. Track benefits to ensure payments have been received.
- Request and receive all gifts from benevolent and philanthropic organizations on behalf of the requesting family. Upon receipt, gifts must be personally presented to the family during a ceremony conducted by a Marine Corps representative of an appropriate level.
- Contact the nearest Military Legal Services Office for advice (if necessary). Do not recommend nor engage the services of an attorney. The NOK must make this decision as well as petition any civil court pertaining to the decedent's or a minor's estate.
- For VA benefits assistance, contact the VA Regional Office (RO) at 800-827-1000 or contact the Casualty Assistance Coordinator in your area. The Casualty Assistance Officer (CAO) appointed by the RO will contact the family concerning VA benefits or may accompany the CACO to the family's home. The VA CAO is responsible for briefing all benefits administered by the VA and completion of the necessary claim forms.
- Inform the Casualty Section of all changes to the NOK status, especially contact information (phone, mailing address...). It is important that the Corps maintain contact with family members.
- CONTACT THE CASUALTY SECTION FOR GUIDANCE ON ANY AREA PERTAINING TO THE CASUALTY ASSISTANCE CALLS PROGRAM TO INCLUDE ALL BENEFITS AND ENTITLEMENTS.
- Create and maintain a Casualty Case File. It will contain a record of contacts with:
 - NOK
 - Other government agencies Civilian agencies
 - CACO's action on behalf of the NOK
 - Copies of all messages, memorandums and claim forms sent to agencies and the NOK, and any other document relevant to the case.

*** Maintain the casualty case file for as long as the survivor resides in your area and pass it on to the new CACO if the family relocates.**

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CACO CHECKLIST

PHASE I - NOTIFICATION AND CONDOLENCES

- Inform the NOK of the incident, of all known circumstances and provide condolences. If the NOK was informed of the incident by a source other than the Marine Corps, a condolence call is still required in order to confirm the information and to provide appropriate condolences on behalf of the Commandant and the U.S. Marine Corps. You may provide the NOK with a copy of the Personal Casualty Report (PCR) if asked. During the notification/condolence:
- Verify the complete name, dates of birth for parents, addresses and telephone numbers (verify spelling) of the NOK.
- If the NOK is the Death Gratuity beneficiary, obtain his or her SSN if able.
- If the Marine was single with no known children, verify this information with the NOK.
- Refrain from discussing benefits and entitlements unless asked directly, you can only discuss these items with the beneficiary and you cannot disclose other beneficiary information if any.
- If the NOK you are notifying is the Person Authorized to Direct Disposition (PADD) of human remains, advise that a meeting to discuss disposition should be conducted within the next 24 hours. Call the NOK to arrange a meeting the next day.
- Contact the Casualty Section at 703-784-9512, and the MEF Casualty Cell to advise of date/time of notification. Pass all verified information; this is necessary in order for the Casualty Section to complete and FedEx the Casualty Assistance Calls Package (CACPAC).
- Contact the Marine's parent command to advise of the date/time of notification if able. Additionally, advise the parent command that you are the assigned CACO and provide contact information.
- Create a Casualty Case File

PHASE II - DISPOSITION OF REMAINS (this phase will usually last 3-10 days)

PRIOR TO THE SECOND VISIT WITH THE NOK

- Contact the Casualty Section to discuss payment of Death Gratuity and obtain guidance on any unclear information or questions/concerns raised by the NOK you are assisting.
- Read all information in this booklet pertaining to "Burial/Memorial Benefits".
- In the event of an OIF/OEF death, you will receive the brief for the PADD through the Dover Port Mortuary telephonically. If the PADD travels to Dover Port Mortuary to witness the dignified transfer, the Dover Port Mortuary Marine Representatives will assist the PADD directly in completing the required forms. As the CACO you are authorized to travel with the PADD to Dover.
- For other than OIF/OEF deaths you will contact the HQMC Casualty Section and speak with a Mortuary Affairs Representative (MAR) to receive your mortuary brief telephonically. The MAR will discuss PADD's options along with financial allowances/payment of all secondary expenses. To reach the MAR please call 703 784- 9512, opt 1, DSN: 278 toll free 800-847-1597, opt 1.
- Contact the Marine's parent command to obtain any additional information pertaining to the incident. Advise the Parent Command that the commander or a designated representative should contact the NOK and pass the appropriate condolences.

DURING THE VISIT WITH THE NOK

- Advise the NOK of any additional information or circumstances surrounding the casualty incident, provide any supplemental PCR's if any to include information regarding investigations.
- Brief the NOK on Burial Benefits. Obtain all required information pertaining to the receiving funeral home, clothing, and casket or urn selection. You should bring the following forms to this visit. Discuss with the family

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the option of a special escort if desired by the PADD. A special escort can be anyone to include other uniform personnel, however due to CENTCOM policy there is no authorization to release service members out of the theater of operations to conduct escort duties. Discuss special escort requests with your assigned MAR.

- Obtain the NOK's (PADD) signature on the MMSO/NMA 5360/1 – Statement of Disposition of Remains form. As well as on the:
- Payment of Funeral or Interment Expenses: DD Form 1375 – Request for reimbursement for funeral and/or interment expenses
- Headstones or Markers: VA Form 40-1330 – Application for standard government headstone or marker, for installation in a private or state veteran's cemetery.
- Burial Flag Display Case: Navy Mortuary Affairs will provide after receiving a Flag Case Request.
- Brief the NOK concerning payment of Death Gratuity (if applicable):
- Death Gratuity payments (\$100,000.00) are paid by DFAS-KC with the assistance of the Casualty Section, once the CACO has provided the required signed forms: DD Form 397 and EFT, see MARADMIN 318/05 for details. The unsigned forms will be prepared and emailed to the CACO by the Casualty Section.
- Brief the NOK on the Authorization for Disclosure of Information Form.

NOTE: The NOK should contact all banks, credit unions and creditors, to advise them of the Marine's death. CACOs may not handle account closings. NOK should use an individual bank account (not joined with the deceased) to receive the EFT. Some institutions might close/freeze accounts in case of death.

AFTER THE VISIT WITH THE NOK

- Fax the MMSO/NMA 5360/1 to the assigned MAR (MRPC) or Dover Port Mortuary whichever is applicable. Provide all required information and seek guidance on mortuary questions raised by the PADD.

THE FOLLOWING SHOULD BE ACCOMPLISHED OVER THE NEXT FEW DAYS

- Coordinate the arrival and burial of remains. This may include coordination with the selected funeral director, the parent command, the assigned escort and the cemetery. Do not discuss benefits and entitlements with the NOK or have the NOK or any beneficiary sign claim forms during this phase, unless specifically requested to do so by the NOK. (Contact the Casualty Section for guidance as necessary).
- Update the NOK daily via telephone on the shipment of remains and all things pertaining to mortuary affairs. It is not necessary to drive to the NOK's home each time that you need to talk or provide information.
- Receive the CACPAC. Upon receipt, deliver to the PNOK, do not expect any claim forms in the CACPAC. They are all maintained within this Guidebook.
- CACO's will be provided a "CMC Condolence Letter Data Confirmation" packet within three days of assignment to complete and return to the Casualty Section. You will have three days to return the packet to HQMC Casualty Section.
- DD Form 1300 – Provide 12 copies to NOK and maintain 2 for your Case File.
- If the PNOK or other requested family members are Traveling to/from another location for burial:
- If traveling by means other than POV, complete necessary travel arrangements utilizing a (Government Transportation Request) GTR; Standard TAD travel arrangement methods apply.
- Complete the ITO Request and fax to the Casualty Section along with a copy of the travel itinerary at 703- 784-4134. The itinerary is necessary in order to ensure the necessary amount of money is obligated by the Casualty Section.
- Received completed ITO's from the Casualty Section.
- Fax ITO to TMO to pay for travel reservations (Only if the CACO is the one making the travel arrangements).
- Coordinate Military Funeral Honors (MFH). The CACO's Unit is responsible for providing MFH for Active Duty Deaths. Do not contact the HQMC Funeral Honors Section to task the funeral. There will not be a formal tasking

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from HQMC for an active duty death. The unit providing the honors will submit an after action to HQMC Funeral Honors Section as appropriate for credit.

- Contact a local florist to order a floral spray for the burial on behalf of the U.S. Marine Corps. See our section on Floral Tribute for more information. If the burial is taking place in another location, coordinate with the Marine Corps activity providing MFH so that they can order the floral spray.
- Obtain Personal Effects shipping and mail handling instructions from the PNOK and provide this information to the parent command for action. When the member has personal weapons in the armory, note the serial number when transporting with TMO.
- After the funeral, contact the PNOK and schedule an appointment to complete all necessary claim forms for benefits and entitlements.

PHASE III – COMPLETION OF BENEFITS AND ENTITLEMENTS CLAIM FORMS PRIOR TO THE VISIT WITH THE PNOK/BENEFICIARY

- Determine which Benefits and Entitlements are applicable and concentrate only on those items.
- Service members' Group Life Insurance – Form: SGLV 8283, Claim for Death Benefits (Each designated beneficiary must submit a separate claim form). PNOK should contact banks, credit unions and creditors concerning any insurance attached to Marine's account.
- Montgomery GI Bill Refund – Form: MGIB/VEAP, Reimbursement Request (Entitlement goes to SGLI beneficiary)
- Arrears of Pay and Allowances –Form: SF 1174, Claim for unpaid compensation (Two beneficiaries residing in the same household may utilize the same form. Each beneficiary must be listed and must sign the form)
- Survivor Benefit Plan (SBP) – DFAS-DE will provide all necessary claim forms to the appropriate beneficiary upon receipt of information from HQMC (MMSR-6). Have the beneficiary fill out the SBP Form and fax to MMSR-6 at 703-784-9834, and the Casualty Section at 703-784-4134.
- Basic Allowance for Housing (BAH) – T/PDRL Marines are not eligible for payment. There is no claim form required for this payment.
- Dependency and Indemnity Compensation (DIC) – VA DIC Worksheet - In-Service Death, Parents' DIC Checklist, VA Form 21-535 (Nonservice-Connected Death Pension). Consult your local VA Coordinator for more information.
- Thrift Savings Plan (TSP) – Form TSP-U-17. See the Thrift Savings Plan website for more information.
- Social Security Benefits – visit the Social Security Administration website or contact them at 800-772-1213
- Beneficiary Financial Counseling Services (BFCS) – Contact Financial Point at 888-243-7351 (All beneficiaries are eligible)(i.e., Spouse, Children, Parents...)
- JAG Investigation Request (JIR): Use the JIR Form to provide a copy to the NOK upon request.
- NCIS Investigation Request: Here is the NCISIR Form provide a copy to the NOK upon request.
- Posthumous Citizenship: Use the N-644 Form to apply for Posthumous Citizenship.
- Posthumous Promotion: Contact the Promotion Branch at (703) 784-9700/1/2 (if applicable).
- Tricare Medical Plan (TMP), see the TMP website for more details.
- Tricare Dental Plan (TDP), see the TDP website for more information.
- Benevolent Organizations: Contact as many organizations as possible, on behalf of the NOK, and find out if the family is entitled to anything.
- Familiarize yourself with each applicable benefit/entitlement, as you must brief the NOK/beneficiary. Discuss details about benefits with your local VA Representative. Contact the Casualty Section for guidance, as necessary.

DURING THE VISIT WITH THE NOK/BENEFICIARY

- Brief the NOK/beneficiary on each applicable benefit or entitlement.
- Obtain beneficiary's signature on all required claim forms.

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NOTE: Do not leave claim forms with the beneficiary to complete and mail to the appropriate agency...THIS IS THE CACO'S RESPONSIBILITY – Not the beneficiary's.

AFTER THE VISIT WITH THE NOK/BENEFICIARY

- Mail or fax each completed claim form according to the instructions contained within this booklet (make copies and keep in the deceased's Case File, provide the beneficiary with a copy as well.)

PHASE IV – FOLLOW –UP AND CASUALTY ASSISTANCE CALL REPORT

- Contact the NOK to advise that all claim forms have been provided to the appropriate agency.
- If applicable, advise the NOK on the expected delivery date of Personal Effect or household goods.
- Ask the NOK if there are any outstanding issues that you may assist addressing.
- If benevolent or philanthropic organizations provided gifts to the NOK/family, arrange for an appropriate ceremony in order to present these items to the family.

References:

[MCO 3040.4 - Marine Corps Casualty Procedures Manual](#)

MCO 1741.11C; Survivor Annuity Program

DODD 1332.27; Survivor Benefit Plan DODI 1332.42; Survivor Annuity Program

MARADMIN 135/03; Line of Duty Determinations MARADMIN 294/02; Survivor Benefit

MARADMIN 151/12; Authorization to Direct Disposition of Remains MARADMIN 500/10; Invitational Travel Orders to Unit Memorial Services Joint Federal Travel Regulations (JFTR), par U5242

12. COMPETENCY REVIEW BOARD/NON-PUNITIVE REDUCTIONS

1. Non-punitive Reductions. The CMC may reduce enlisted Marines to any grade, when necessary to reduce the total number of Marines in a particular grade for the purpose of shaping the force. Additionally, the CMC may reduce enlisted Marines for incompetence or unacceptable performance of duty.

2. Reduction for Incompetence

a. Technical Incompetence. A Marine is technically incompetent if he/she is not proficient or capable of performing the duties and tasks prescribed for his or her assigned MOS, in the grade currently held, as specified in the current edition of NAVMC 1200.1D (Marine Corps Military Occupational Specialties Manual (MOS Manual)). A Marine serving in a basic MOS who fails to complete qualifications in his or her intended MOS is technically incompetent. This applies to academic failures, voluntary withdrawals from training, and disenrollment from school (training) for professional deficiencies. Marines who fail to complete qualifications in their intended MOS through no fault of their own (e.g., do not qualify for security clearance) are not technically incompetent within the meaning of this paragraph.

b. Professional Incompetence. A Marine who fails to exhibit military attributes to the degree appropriate for the current grade is professionally incompetent. These attributes include, but are not limited to: leadership, force,

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judgment, integrity, military presence and bearing, reliability, obedience, moral fitness, physical fitness, endurance, and self-discipline. Members of the U.S. Marine Corps Reserve may also be professionally incompetent if they fail to meet the prescribed annual participation requirements of 48 regularly scheduled drills and a minimum of 14 days active duty (annual training).

3. Competency Review Board (CRB). A CRB is a formal administrative body convened to consider the suitability and ability of a Marine to continue to serve in the grade currently held. In the case of Marines in the grade of PFC and LCpl, the CRB may consist of only the Marine's commander.

a. Convening Authority. Commanders, as defined in paragraph 1200.3b of MCO P1400.32D W/ CH 2, are authorized to convene CRB proceedings in the case of enlisted Marines.

b. Reduction Authority. The Marine officer authorized to administratively reduce a Marine determined to be incompetent by a CRB. The reduction authority for SSgts and above are Marine officers exercising general courts-martial convening authority. The reduction authority for Sgts and below are commanders, as defined in paragraph 1200.3b. The reduction authority and the convening authority may be the same individual.

c. Composition. A CRB will be appointed by order of the commander officer. Where practical, the board will consist of an odd number of members, at least three. Also where practical, at least two Marine officers and one Marine SNCO (senior in grade to the Marine being considered by the CRB) will be appointed to the board. In the case of a SgtMaj or MGySgt the SNCO member will be senior by date of rank and/or billet.

4. Appeals. Marines must be fully informed of their right to appeal. A Marine reduced (including a suspended reduction) in rank and who considers the reduction to be unjust may appeal via the chain of command to the last officer (this can be the reduction authority, the general courts martial convening authority or a general officer depending on previous decisions made on the CRB) to render a decision and take action on their CRB. An appeal must be submitted within 5 days (20 calendar days for Marines in the SMCR and IRR of the reserve component) of the notification to the Marine of the action taken, or the right to appeal shall be waived in the absence of good cause shown.

5. Suspension

a. The reduction authority may suspend a reduction for incompetence for a period not longer than 6 months from the date of reduction. An executed reduction for incompetence may be suspended only within 4 months after the date of reduction.

b. Unless sooner vacated, the suspension of reduction is terminated, without further action, at the end of the period of suspension. If the Marine's current enlistment or term of service expires during the period of suspension, and the Marine does not reenlist or enter the Marine Corps Reserve, the suspended reduction automatically terminates.

c. A Marine whose reduction for incompetence was suspended may have the suspension vacated by the commander authorized to reduce the Marine. The vacation of suspension does not necessarily have to be done by the officer who initially suspended the reduction.

d. The vacation of suspension will be based only on technical or professional incompetence, which occurs during the period of suspension.

e. Before a suspension may be vacated, the Marine shall be notified and given an opportunity to respond. Although another CRB is not required to vacate a suspension, the Marine should, unless impracticable, be given an

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opportunity to appear before the reduction authority to present information in extenuation or mitigation of the performance or conduct upon which the vacation is to be based.

f. Note that vacating the suspended reduction for incompetence is the completion of an action previously determined and approved and is not subject to appeal. The action that caused the revocation to occur is a separate action unto itself; therefore, additional action may be taken to further reduce the Marine for incompetence or to take disciplinary action for the performance or conduct upon which the vacation action is based.

6. Reductions for Incompetence not Requiring a CRB

a. Marines who fail to complete qualification in an intended MOS are technically deficient. Therefore, directors of formal schools and commanders are authorized to, and will, administratively reduce Marines who, while serving in a basic MOS, are promoted to Cpl and/or above, and fail to complete qualification in the intended MOS. The Marine will be administratively reduced to the grade held prior to assignment of the basic MOS (Marines may be reduced by more than one grade if promoted more than once while holding the basic MOS and pending qualification in the intended MOS). This applies to academic failures, voluntary withdrawals from training, and disenrollment from school for professional deficiencies. Final action to effect the Marine's administrative reduction will be completed prior to the Marine being transferred from the school. There is no appeal to any action taken under the authority of this paragraph.

b. If a Marine who is selected for promotion is administratively reduced, then their name will be administratively deleted from the promotion list. The director of the formal school or commander will notify the CMC (MMPR-2) by message of the names of those Marines selected for promotion to SSgt and above in an intended MOS who fail to complete qualifications in the intended MOS. Marines reduced for incompetence or technical deficiencies must wait the prescribed time before they are again eligible for promotion.

c. Sergeants and below of the Marine Corps Reserve who are receiving a Competency Review Board for failing to meet the prescribed annual minimum participation requirements may receive a CRB consisting of one member, the commander.

7. Reduction for Failing to Complete Commissioning Programs (noncompetitive selections). Marines noncompetitively selected for or promoted to Cpl or higher who are disenrolled from their commissioning program (warrant officer selects or Marine Enlisted Commissioning Education Program (ECP), Meritorious Commissioning Program (MCP), Marine Enlisted Commissioning Program (MECEP), Reserve Enlisted Commissioning Program (RECP), or Reserve Meritorious Commissioning Program (RMCP)) will be administratively reduced and have their name deleted from the promotion list. The CMC (MMPR-2) is the reduction authority.

Reference:

[MCO P1400.32D W/CH 1-2 \(Chapter 6\)](#)

13. DEPLOYMENT ENTITLEMENTS

Commanders are responsible for ensuring proper Entitlements are reported on each Marine attached to the unit during time of deployment.

Afghanistan (OEF)

- Individual Location Code: 000 AF 0000 Crisis Code: Code will be (9GF)

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- **Command DPI: 11 (while Forward) and 3 (in Rear)**
- Operation Identifier: MCC and RUC that has OPCON over the deploying unit.
- Pers Tempo: The “from” date will be the Date of Departure from the Permanent Duty Station or temporarily assigned duty station and the “to” date will be the estimated date of return. The Pers Tempo type will be (WAA).
- Family Separation Allowance (FSA-T): Effective date will be the Date of Departure from the Permanent Duty Station or temporarily assigned duty station. Amount: \$250.00 per month and may be pro-rated. The Deployments Section will retroactively start the FSA-T entitlement via Unit Dairy but it will not take effect until the member has been in theater for 31 days.
- Hardship Duty Pay - Location: – AF1100000, effective date will be the date of arrival in country. Amount: \$100.00 per month and may be pro-rated. The Deployments Section will not report until the member has been in theater for 31 days.
- Hostile Fire Pay: Country code – AF, effective date will be the date of arrival in country. Amount: \$7.50 per day.
- Deployed Per Diem: (C), Effective date will be one day after arrival in country and will terminate the date before departure. Amount: \$3.50 per day (Contingency rate).
- Combat Zone Tax Exclusion: Country Code – AF, effective date will be the date of arrival in country. (NOTE: Excluded from taxes for any month in country)
- Discounted Meal Rate (DMR): The DMR deduction will be stopped effective the date Marine arrives in country. The deduction will be reinstated effective the date of departure from the AOR.
- Awards: Afghanistan Campaign Medal (30 Days), Sea Service Deployment Ribbon (90 days), NATO Medal. The ACM and SDDR will be ran automatically by the Deployments Section. The NATO Medal will require the Shape Roster from CENTCOM.
- Navy personnel: Ensure all Navy personnel are joined prior to departure. A Navy letter will be sent to the Personnel Support Detachment (Navy PSD) to start all entitlements and report all awards received.
- SGLI: While in a combat zone, SGLI is automatically reimbursed so it is advantageous to request the full amount while deployed.

UNIT DEPLOYMENT PROGRAM ADMIN (OKINAWA/31st MEU)

- Individual Location Code: 392 JP 5615 Crisis Code: Code will be (9GF)
- Operation Identifier: MCC and RUC that has OPCON over the deploying unit.
- Pers Tempo: The “from” date will be the Date of Departure from the Permanent Duty Station or temporarily assigned duty station and the “to” date will be the estimated date of return. The Pers Tempo type will be (WBK).
- Family Separation Allowance (FSA-T): Effective date will be the Date of Departure from the Permanent Duty Station or temporarily assigned duty station. Amount: \$250.00 per month and may be pro-rated. The Deployments Section will retroactively start the FSA-T entitlement via Unit Dairy but it will not take effect until the member has been in theater for 31 days.
- Hardship Duty Pay: Location – See the Marine Corps Codes Manual, effective date will be the date of arrival in country. Amount: Depends on location and may be pro-rated. The Deployments Section will not report until the member has been in country for 31 days.
- Hostile Fire Pay: Country Code – See Marine Corps Codes Manual. Effective date will be the date of arrival in country or the date ship crosses into CENTCOM’s AOR. Amount: \$7.50 per day.
- Deployed Per Diem: (I) aviation units in Iwakuni. Effective date will be the date after arrival of the main body and will terminate the date before departure of main body back to CONUS. Marines that are Advance Party via DTS Orders will receive commercial rate per diem for any other period that the main body is not in country. Amount of DPD-I: Officers from \$11.10 to \$12.05/Enlisted from \$11.20 to \$12.15.
- Deployed Per Diem: (O) aviation units in Okinawa. Effective date will be the date after arrival of the main body in and will terminate the date before departure of main body back to CONUS. Marines that are Advance Party via

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- DTS Orders will receive commercial rate per diem for any other period that the main body is not in country.
Amount of DPD-O: Officers from \$11.35 to \$12.25/Enlisted from \$11.15 to \$12.05.
- Deployed Per Diem: (G) ground units in Okinawa, Effective date will be the date after arrival of the main body in and will terminate the date before departure of main body back to CONUS. Marines that are Advance Party via DTS Orders will receive commercial rate per diem for any other period that the main body is not in country.
Amount of DPD-G: Officers from \$10.80 to \$11.70/Enlisted from \$10.85 to \$11.80. Combat Zone Tax Exclusion: Country Code – Depends on location, effective date will be the date of arrival in country or the date ship crosses into CENTCOM's AOR. (NOTE: Excluded from taxes for any month in country or in CENTCOM)
 - Career Sea Pay: Effective date will be the day the ship departs from home port. This will continue through the date of return. (NOTE: If Marine debarks into the AOR for a duration of more than 30 days, Career Sea Pay will stop on the 31st day and will be checked up to date after Marine debarked ship. HDP-L will then be credited from the date after Marine debarked to the date of embark and Marine will be reinstated to Career Sea Pay on date after embark.)
 - Advance Party: Will be funded TAD orders via DTS until the main body arrive.
 - Awards: The SSDR will be ran automatically by the Deployments Section.
 - Navy Personnel: Ensure all Navy personnel are joined prior to departure. A Navy letter will be sent to the Personnel Support Detachment (Navy PSD) to start all entitlements and report all awards received.

MEU OPERATIONS

- Individual Location Code: 000 ZZ 0000 Crisis Code: Code will be (9GF)
- **Command DPI: 11 (while Forward) and 3 (in Rear)**
- Operation Identifier: MCC and RUC that has OPCON over the deploying unit.
- Pers Tempo: The "from" date will be the Date of Departure from the Permanent Duty Station or temporarily assigned duty station and the "to" date will be the estimated date of return. The Pers Tempo type will be (WAO).
- Family Separation Allowance (FSA-T): Effective date will be the date of departure from the Permanent Duty Station or temporarily assigned duty station. Amount: \$250.00 per month and may be pro-rated. The Deployments Section will retroactively start the FSA-T entitlement via Unit Dairy but it will not take effect until the member has been in theater for 31 days.
- Career Sea Pay: Effective date will be the day the ship departs from home port. This will continue through the date of return. (NOTE: If Marine debarks into the AOR for a duration of more than 30 days, Career Sea Pay will stop on the 31st day and will be checked up to date after Marine debarked ship. HDP-L will then be credited from the date after Marine debarked to the date of embark and Marine will be reinstated to Career Sea Pay on date after embark).
- Hardship Duty Pay: Location – Depends on location, effective date will be the date of arrival in country. Amount: Depends on location and may be pro-rated. The Deployments Section will not report until the member has been in a Hardship Duty location for 31 days.
- Hostile Fire Pay: Country code – ZZ, effective date will be the date of arrival in country or the date ship crosses into CENTCOM's AOR. Amount: \$7.50 per day.
- Deployed Per Diem: (C), Effective date will be the date after arrival in country and will terminate the date before departure. Amount: \$3.50 per day (Contingency rate).
- Combat Zone Tax Exclusion: Country Code – ZZ, effective date will be the date of arrival in country or the date ship crosses into CENTCOM's AOR. (NOTE: Excluded from taxes for any month in country or in CENTCOM)
- Discounted Meal Rate (DMR): The DMR deduction will stop effective the date of arrival in the AOR. The deduction will be reinstated effective the Date of Departure and return to ship.
- Flight Deck Hazardous Duty Incentive Pay (FDHDIP): Pro-rated entitlement, starts on the day of flight deck duty and member must be debarked at time of receipt. The Ship Commander must sign the FDHDIP roster per PAA007- 10 or delegate to the Squadron Commander or Combat Cargo Officer. The Delegation Letter must be on

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file with the Deployments Section for the deployment. All requests not signed by the Ship CO without a Delegation Letter will be rejected.

- Field Rations: Field Rations will be started on all Enlisted Personnel who are not in receipt of the DMR already the day they embark on ship. It will stop the day they debark back to the permanent duty station or temporarily assigned duty station.
- SGLI: While in a combat zone SGLI is automatically reimbursed so it is advantageous to request the full amount

DEPLOYED ENTITLEMENTS/ADDITIONAL INFORMATION

- Split Pay: Split Pay allows Marines to receive a designated portion of their pay at their duty locality each payday. It works in the same manner as an allotment except for payment is every payday vice monthly. A split pay form is filled out and signed by the Marine and submitted to unit S-1. The form is then sent via the OMB account to be reported on unit diary (Example: If a Marine asks for \$50 per payday, their payday amount will be adjusted accordingly). Units can also provide the split pay amount on a spreadsheet as long as the member signs the sheet and the amount is per payday.
- Savings Deposit Program (SDP): This program is a “J Allotment” that earns 10% interest, compounded quarterly, on a calendar year. There is no ceiling on the amount deposited, but the government only pays interest up to \$10,000.00. Members may enroll up to 90 days prior to deployment by completing DD Form 2558 and submitting to CSC Pay Section. All unallotted pay may be contributed, not to exceed net disposable income.
- When the “STRT TAX EXCL” entry is reported by IPAC, the system will begin deducting for the “J Allotment” beginning the following month following 31 days from the effective date.
- Thirty days after a member leaves a Combat Zone Tax Exclusion (CZTE) area, if the member's “J Allotment” is still active, the MCTFS will automatically generate a stop transaction. It will process at the next U&E. An advisory message will be created to notify the Commanding Officer of the stop. The advisory will ask that the member be reminded to withdraw their SDP funds. The “J Allotment” must terminate the last day of the month which the member departs the area of eligibility. However, monies continue to incur interest after 90 days upon CZTE termination.
- Members have the ability to stop the “J Allotment” via MYPAY. If there are any questions, Marines may either call Toll Free 1-800-624-7368 DSN 580-6545 or Comm (216) 522-6545; or send e-mail from a dot mil address (**@**.mil) to CCL-SDP@DFAS.MIL Fax (216) 522-6924.
- Combat Leave: Combat leave is leave that is earned in a tax exclusion area. It is not a separate accrual of leave. Marine will earn 2.5 days Combat Leave per month. When the leave is used it is tax free for the amount of days that have been earned, provided that Marine has not been in a tax free zone during that month Marine is on leave (Example: If returning from Iraq on the 5th of the month, income that is tax free will have been received. The Combat leave will not be tax free effective until the following month. Any leave taken will be deducted from the Marine's Combat Leave first. Therefore, it would be more beneficial.

REPORTING REQUIREMENTS

- D-180
 - Unit must provide stabilization message to CMC (MM) via Naval Message correspondence.
- D-120
 - Unit Adjutant will contact the IPAC to schedule dates and times to conduct pre-deployment briefs/audits for all Marines who will be going forward with the unit on the deployment.
 - Schedule pre-deployment brief (Deployments Section).
 - Schedule pre-deployment audits (Deployments Section).
- D-60

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- Audits will be set up and conducted.
- Contact Deployments Section to coordinate reach back procedures and discuss pertinent information and setup Admin Training.
- D-30
 - Conduct a thorough review of unit Alpha Roster. Identify personnel that require special orders, ensure all Navy personnel are joined to MCTFS via MOL, ensure all detachments and individual augmentments are attached to deploying RUC.
 - Provide Split Pay forms to the Deployment Section (monthly amount). (Example: If a Marine asks for \$100 per month he will receive \$50.00 per pay period).
 - Provide Deployments Section with a roster of deploying personnel with anticipated departure date.
 - Conduct a thorough review of Marines in receipt of BAH own right to determine if eligibility is maintained while deployed and ensure that they did not move into the barracks prior to departing from CONUS.
 - Review all personnel with dependents to determine which ones are entitled to FSA-T while deployed. Specifically, single Marines with children who have physical custody (appointed by the courts) for 50 percent or more of each month.
- D-15
 - Units must provide deployment/movement orders on behalf of all their Marines and submit them to the Deployments OMB account. Deployed entitlements will not be reported until the orders have been received.
 - Marines who have not conducted an audit will be identified and sent to the IPAC to have their audit conducted and reported.
- D-5
 - Provide deployment orders with manifest of personnel attached to the Deployments Section.
 - The S-1 will ensure all audits have been completed and uploaded in unit SharePoint.

D-Day (Date of Departure)

- On date of departure, notify the Deployments Section SNCO and submit a final manifest of all Marines deploying with the unit.

RETURN TO CONUS

- R-30
 - 30 days prior to the return date to CONUS the unit will contact the respective IPAC to schedule post deployment audits.

R-Day (Date Arrived CONUS)

- On date of arrival, the unit must submit re-deployment orders on behalf of all their Marines and submit it to the Deployments OMB account. Deployed entitlements will not be stopped until the orders have been received.
- 30 days from the return date all post deployment audits will be conducted and completed on all Marines who returned from deployment within the unit.
- R-60
 - Members are required to conduct a CFT/PFT as soon as possible after returning from deployment. Therefore, units returning with an excess of 60 days remaining are required to conduct either a PFT/CFT and are not authorized to report the CFT/PFT exemption. If the member arrives back to

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CONUS with an excess of 60 days remaining for the semi-annual period then the class 9 entry will automatically be removed.

References:

[MCO 1300.8](#)

[DOD 7000.14-R](#)

[MCO P3000.15B](#)

14. PAC PAY ENTITLEMENTS **PAY ALLOWANCE CONTINUATION (PAC PAY)**

ELIGIBILITY

A Marine must incur a wound, injury, or illness in the line of duty. Additionally, the injury had to incur:

- Combat operation
- Combat zone
- Designated hostile fire area
- MEDAVAC or evacuated due to injury

Marines are eligible to receive PAC pay entitlements from the first hospitalization for a period of 12 continuous months, or until the Marine is determined to be medically unrestricted (i.e. light or limited duty status).

ENTITLEMENTS

PAC includes payment of special or incentive pays which include, but are not limited to the following:

- Hazardous Duty Incentive Pay
- Diving Duty Pay
- Hostile Fire/Imminent Danger Pay
- Special Duty Assignment Pay
- Assignment Incentive Pay
- Deployed Per Diem
- Hardship Duty Pay

PAC **does not** include the following:

- Basic Pay
- Basic Allowance for Subsistence
- Cost of Living Allowance
- Family Housing Allowance
- Family Separation Allowance

COMBAT ZONE TAX EXCLUSION

- Reference: DODFMR Vol 7A, Chap 44
- PAC and Combat Zone Tax Exclusion (CZTE) are two separate entitlements.
- A Marine rates CZTE when he/she is hospitalized or re-hospitalized as an inpatient for the wound, ill or injury incurred while in the combat zone.
- The entitlement to CZTE terminates the date the Marine was discharged to an outpatient status, but the entitlement is rated for the month.

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PAC PAY TERMINATION

- Eligible members may be authorized PAC Pay on the date of first hospitalization for up to 12 continuous months.
- The date on which the Marine is determined to be in a medically unrestricted duty status by a Military Medical Provider. (Full Duty Status).
- The date on which the Marine is discharged, separated, released from active duty, or is retired from the Marine Corps.
- PAC will stop the last day of the month the Marine no longer meets the eligibility requirements.

PAC PAY EXTENSION

- Marines may submit for PAC extensions beyond the 12 months of entitlement. Extensions will be approved in 6 month increments.
- Must be submitted to CMC (MPO) via AA form through the chain of command up to the first General Officer or civilian equivalent and reviewed by the WWR.
- Requests should be submitted within 60 days prior to the end date of the 12 months. Must be validated by the member's medical provider.
- Must fully justify why the member needs a PAC extension.
- Requests are approved on case by case basis.
- If a decision has not been made at the end date of eligibility, PAC pay must be stopped on the scheduled ending date pending the final decision of the request.
- If the extension is approved, the PAC pay will start back up effective the first day of the month it was approved and continue for 6 months; it will not be retroactive.

References:

DODFMR Volume 7A, Chapter 13

DODFMR Vol 7A, Chap 44 - Combat Zone Tax Exclusion

MARADMIN 227/10 dtd 16 April 2010 - Pay and Allowance Continuation

15. PERMANENT CHANGE OF STATION (PCS) OVERSEAS

PCS OVERSEAS WORKSHEET

- Worksheet needs to be completed and submitted to IPAC Outbound Section 60 days prior to the requested detach date.
- **Fly out/departure date will be on a Wednesday from San Diego or LAX to Seattle, WA for an AMC (Air Mobility Command) flight. Departure date for this flight is Thursday unless otherwise designated by AMC.**
- Marines who have orders to other countries (besides Japan) will fly Commercial Air if AMC flights are not available.
- All accompanied Marines will do a DD Form 884 (application for transportation of dependents), and this will be done at IPAC Outbound Section.
- A request for 1-month advance pay to be paid back in 12 months will not require command approval.
- A request for 2-3 months advance pay to be paid back in a 12-24 month time period requires battalion/squadron CO approval.
- Request number of leave days 90 or more days of leave require approval by HQMC.

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- Post Deployment Mobilization Respite Absence (PDMRA) is authorized in conjunction with orders. An endorsement from the unit's S-1 authorizing PDMRA is required. Reference the MARADMIN 448/07. Once detached you will lose the PDMRA days you did not take.
- PTAD is not authorized in conjunction with PCS orders per MCO 1050.3J
- Leave address - the leave address is the address where the majority of the leave will be spent.
- Emergency Contact - the emergency contact can be anyone who is not traveling on orders. Full name, relationship, address, and phone number is required.
- Dependents address is the location that the dependents will be staying if they are not traveling with the member (for dependent restricted unaccompanied tours only)
- Dependent information
 - Full name is needed – first name, middle name, last name
 - Relationship needs to be specific- legitimate, dependent, or step
 - Date of birth
 - Full social security number is needed for the port call request
- Pet information needs to be filled out and completed with all the correct information. **Pet space is not guaranteed on AMC flights. Flights cannot be requested until approval for travel has been granted by the gaining command (area clearance).**

AREA CLEARANCE (ACCOMPANIED WITH DEPENDENTS)

- All members must have 36 months obligated service unless otherwise stated within CMC issued web orders.
- For the area clearance, all dependents medical screenings need to be completed and approved by the local Naval Health Clinic.
- If your family's primary care provider is out in town, medical packages still need to be approved by the Naval Health Clinic.
- Medical screenings and NAVPERS 1300/16 (signed by MO and CO) need to be completed and turned into the IPAC Outbound Section 60 days prior to the requested detach date.
- Area clearance must be approved before the member can detach and leave country.
- IPAC Outbound Section cannot request your flight from DMO without an area clearance approval.

DELAYED DEPENDENT TRAVEL

- Members requesting delayed dependent travel must submit a naval message or an AA form through their chain of command to HQMC (MMEA/MMOA).
- Up to 60 days can be requested at a time. Situations past 60 days need to be resubmitted for approval.
- Area clearance must be done when member is in the OCONUS command. Once the Marine detaches from the OCONUS command, the gaining command will submit any delayed dependent's area clearance requests.

NO FEE PASSPORTS

- DD Form 1056 (passport application) needs to be complete at least 60 days prior to detach date. Expedite letters for passports are done through the unit S-1 only for certain circumstances.

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- DD Form 1056 is done at IPAC Outbound Section.
- Passports must have the following statement “this passport is valid only for use of the American Military or Naval Forces on active duty outside the continental limits of the United States of America”. Therefore, your dependents need the “brown” passport and not the “blue” one.
- Tourist passports, acquired by traditional means are only valid for 90 days in country.
- In order for military members to receive an official passport, the web orders must state that “the member is projected to go TAD to various countries.”
- You will receive a passport checklist from IPAC Outbound Section and you cannot go to SATO without proper documentation and the passport checklist complete.

CIRCUITOUS TRAVEL

- Request for authorization to travel “**circuitous**” must have HQMC (MMEA/MMOA) approval before commencing travel.
- If approved by HQMC (MMEA/MMOA) authorization will be endorsed on your PCS orders for your signature.
- Reference for circuitous travel – MARADMIN 294/10

OVERSEAS SCREENING CHECKLIST

- Reference MCO P1300.8R Marine Corps Personnel Policy Appendix B
- Appendix B will be provided by IPAC Outbound Section
- The Appendix B must be completed by the Marine and the Marine’s chain of command with appropriate signatures from the Commanding Officer
- Medical/dental screening are provided by and will be completed by the Marine’s respective area Naval Health Clinic

Notes: Members must fly AMC. If member is unable to make AMC flight, member must notify DMO (760) 725-8635/8631, and IPAC (760) 763-1074/1075 within 48 hours. **Failure to notify TMO and AMC could result in non-judicial punishment under the UCMJ; article 87 missing movement and could be liable for the cost of the unused seat.** Anti-terrorism training must be complete prior to the detachment date website link for the JTFR (quick links and resources) follows:

<http://www.defensetravel.dod.mil/site/travelreg.cfm>

References:

MCO 1050.3J

MCO P1300.8R

DODFMR JTFR

[MARADMIN 294/10](#)

[MARADMIN 196/11](#)

[MARADMIN 102/19](#)

16. OVERSEAS SCREENING

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- Marines have 10 days to initiate the overseas screening process from the date orders are issued for an OCONUS assignment or austere CONUS assignments.
- An STAP Enlisted Marine has 20 days from the date of OCONUS orders being assigned to gain obligated service.
- If an STAP Enlisted Marine is unwilling to gain obligated service in order to have the appropriate time on contract, the Marine will receive an RE-30. Commanding Officers must contact MMEA within 20 days of an Enlisted Marine's receipt of orders thru TFRS of all instances of unwillingness of a career Marine to gain obligated service. The purpose is to allow for the Enlisted Assignments monitor time to identify and assign another Marine to the OCONUS gaining command with limited impact on the OCONUS command of being gapped in coverage of Marines to their unit.

MEDICAL/DENTAL REVIEW AND COMPLETION

- Marine has received required inoculations and has been issued a current immunization certificate (PHS Form 731) which has been compared against his/her health record. (BUMEDINST 6230.1)
- If the Marine requires lenses, duplicate spectacles have been issued. A Marine who meets the defective vision criteria and who is scheduled for assignment to an FMF organization outside CONUS has been issued optical inserts for the field protective mask. If these inserts are not in the Marine's possession, they will be requisitioned and forwarded to the Marine's new FMF duty station. Include a statement to this effect in the Marine's orders.
- Marine is medically qualified for duty overseas.
- Family members traveling to overseas station have received necessary immunization/possess immunization record. Family members have been medically screened and physically qualified for overseas residence. (Family members accompanying Marines to HI and AK are exempt from this screening requirement.)

CAREER PLANNER REVIEW AND COMPLETION

- Involuntary Dependents Restricted Assignment.
- If the Marine is a careerist, has he/she: waived his/her right not to be involuntarily assigned to a PCS dependents restricted tour of duty until at least 12 months have elapsed following his/her return from a 5 month or more FMF TAD deployment?
- If the Marine is FTAP, has he/she waived his/her right not to be involuntarily assigned to a PCS dependents restricted tour of duty until at least 6 months have elapsed following his/her return from a 5 month or more FMP TAD deployment?
- Has the Marine waived his/her right not to be involuntarily assigned to a dependents restricted tour of duty until 24 months have passed since establishment of an Overseas Control Date (OCD)?
- Ensure personnel authorized transportation of family members to the overseas duty station at Government expense have necessary obligated active service remaining to complete accompanied by dependents tour unless they elect an unaccompanied tour.

COMMAND REVIEW AND COMPLETION

- Assignment criteria for corporals and below has been observed.
- Marine has valid Identification Card (MCO P5512.11) and tags (MCO P3040.4 and MCO P1070.12) in good condition. Appropriate Uniformed Services Identification and Privilege Cards (DD Form 1173) have been issued to appropriate family members (MCO P5512.11) and family member data contained in the Defense Enrollment Eligibility Reporting System (DEERS) verified to be correct. (MCO P5512.11).
- Marine has been furnished with change of address cards and instructed in their proper use. (OPNAVINST 5112.1).
- Sergeant and above fitness report on transfer has been submitted. (MCO P1610.7).

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- Required clothing and equipment are in the possession of the Marine. Marines are required to possess the minimum uniform requirements as contained in MCBul 10120 published annually by HQMC.
- Marine possesses a primary MOS above basic level.
- Corporals and below ordered to an accompanied overseas tour will be screened using the financial statement contained in this checklist to determine whether or not the Marine can meet the financial rigors of the new duty station. Family Service Centers can provide up to date information on the facilities, services, and costs available at most overseas locations.
- Marine has been interviewed and, if appropriate, afforded an opportunity to:
 - Register allotments
 - Prepare a will
 - Subscribe to or change beneficiaries of commercial/government insurance (verify names/addresses with the RED)
 - Prepare a power of attorney
- Marine and Marine's spouse have completed LEVEL I ANTI-TERRORISM – FORCE PROTECTION (AT- FP) training. (A COPY MUST BE PROVIDED TO IPAC OVERSEAS SECTION.)
- Marine meets all requirements for assignment to sea, Foreign, and/or combat duty.

IPAC OUTBOUND REVIEW AND COMPLETION

- Marine has been counseled concerning family member travel, transportation of HHG's, POV, and mobile home allowance. (JFTR, "Vol 1, Chap 7 through 9, and the Marine Corps Personal Property and Marine Corps Passenger Transportation Manuals.)
- Record Emergency Data (RED) and the SGLI form are completed, verified, and signed by the Marine. (MCO P1080.35 and MCO P1741.B.).
- Transfer orders have been fully explained to the Marine, including the proper procedures for requesting an emergency extension of leave and consequences of failure to report, as directed in orders.
- The health and dental records have been checked for completeness and closing entries signed prior to transmittal or delivery.
- If move causes second Dislocation Allowance within the same fiscal year, has approval by CMC (MMOS) been received?
- If transfer orders state a passport requirement, the individual/family member(s) have made application. (MCO 5512.4).
- Marine has the required obligated active service remaining to complete the prescribed tour of duty.
- Request for overseas area clearance (entry approval) for family members has been made, when appropriate, and PCS orders have been endorsed per MCO P1000.6 to reflect entry approval/denial.
- Port call requested per MCO 4650.30
- The PCS orders have been endorsed to describe the overseas transportation arrangement (port call), reporting requirements, and transportation document for the carrier.

References:

BUMEDINST 6230.1

MCO P5512.11

MCO P1070.12

OPNAVINST 5112.1

MCO P1610.7

[MARADMIN 102/19](#)

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MCBul 10120
MCO P1080.35
MCO P1741.B
MCO P1000.6
MCO 4650.30

17. MONETARY GLOSSARY OF TERMS

DISLOCATION ALLOWANCE (DLA)

- The purpose of DLA is to partially reimburse a member, with or without a dependent(s), for the expenses incurred in relocating the member's household on a PCS, housing moves ordered for the government's convenience or incident to an evacuation.
- A member without a dependent(s) is authorized DLA when relocated in connection with a PCS to a PDS where government quarters are not assigned.
- DLA is payable when the dependents complete travel if moved to or from a designated place on the member's PCS order.
- DLA is not authorized when the member does not relocate the household.
- A member is authorized only one DLA during a fiscal year.
- Reference: JTFR par. U5600

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT) & PER DIEM

- When a member and dependents relocate on a member's PCS move they rate reimbursement for mileage between duty locations. The mileage rates are established by DoD and are subject to change.
- The Defense Table of Organized Distances (DTOD) determines the exact mileage between duty locations.
- A member may be authorized reimbursement for two POVs, if required. Reference: JTFR par. U2605B, U2650
- Per Diem is authorized to the member and dependents in order to cover the cost of lodging, meals and incidentals at the standard rate established each fiscal year.
- The standard Per Diem rates are established by DoD and are subject to change.
- Spouses and dependents that are age 12 or older are authorized 75 percent of standard Per Diem rate.
- Dependents under the age of 12 are authorized 50 percent of the standard Per Diem rate.
- Reference: JTFR par. U2025, U5210

TEMPORARY LODGING EXPENSE (TLE)

- TLE is an allowance intended to partially pay members for lodging/meal expenses incurred by a member/dependent(s) while occupying temporary lodging in CONUS in connection with a PCS.
- TLE reimbursement is limited to 10 days for CONUS PCS and the days may be split among the old CONUS PDS and the new CONUS PDS.
- TLE reimbursement is limited to 5 days for OCONUS PCS and the days may be split among the old CONUS PDS and designated place in CONUS, but may not be used at the new OCONUS PDS.
- Reference: JTFR par U5700

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TEMPORARY LODGING ALLOWANCE (TLA)

- TLA is an allowance intended to partially pay members for the more than normal expenses incurred by member/dependent(s) while occupying temporary lodging OCONUS.
- In a country/area in which only one Service is represented, the Senior Commander (OCONUSTLA Authority) must issue written TLA guidance for the country/area.
- In countries/areas where more than one Service is represented, the Senior Commander/designee must issue written guidance for all Services in the country/area
- Members requesting TLA are advised that:
 - It is their responsibility to aggressively seek permanent government quarters/private sector housing.
 - They are to follow up and must inform the TLA official periodically (at intervals of 15 or fewer days as determined by the TLA Authority) of progress in obtaining permanent government quarters/private sector housing.
 - Lodging expenses are not allowed while staying with friends/relatives.
 - Reference: JTFR par U9150

ADVANCE PAY – GTCC Authorized (find the MARADMIN around October 2014)

- The purpose of advance pay incident to PCS is to provide Marines with funds to meet the extraordinary expenses of a government-ordered relocation. It is intended to assist with out-of-pocket expenses that exceed or precede reimbursements incurred during a PCS move which are not typical of day-to-day military living.
- Normal parameters are: the individual must be a Corporal or above; 1-month's basic pay, less deductions; a 12-month repayment schedule; and receipt of advance pay 30 days before departure to 60 days after arrival.
- Requests for advance pay outside the normal parameters shall be provided in writing to the Commanding Officer.
- Advance pay requests from Lance Corporals and below must be approved by the Commanding Officer.
- The maximum parameters for advance pay remain: 3-months advance pay, 24-month repayment schedule, and receipt of advance pay 90 days before departure or 180 days after arrival.
- Marines who request greater than 1-month's basic pay, less deductions, must clearly list all out-of-pocket expenses that meet the amount of advance pay requested.
- Marines who request a repayment schedule in excess of 12 months must demonstrate that severe hardship would result for a liquidation period of 12 months.
- Marines who request an advance outside the window of 30 days before departure to 60 days after arrival must be specific and indicate the circumstances requiring an early or late advance of pay.
- Requests for advance pay outside of normal parameters must be approved by the Battalion/Squadron Commanding Officer, Executive Officer (Acting), or delegated officers authorized to sign for pay related documents (a copy of the authorization letter is required for submission to the Finance Office for payment).
- Reference: MCO 7220.21E

18. SEPARATIONS (IPAC)

PURPOSE. The purpose of the Separations smartpack is to serve as a quick reference. It is intended to familiarize units with the services administered by the Installation Personnel Administration Center (IPAC) and to assist separating Marines with procedures and timelines. Additionally, it is intended to provide guidance that will enhance timeliness and accuracy when reporting transactions, and reduce late entries while transitioning. The Smart Pack

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provides information and guidance in the following areas: submission timelines, audits, different types of discharges and their requirements, and points of contact.

The Separation Smart Pack will also address and identify the following specific areas:

- Separation Timeline
- General Overview
- Regular Separations
- Administrative Separations
- Early Release Programs (OVERP, VEERP, or Education)
- Involuntary Separations
- Voluntary Separations Pay (VSP)
- Advance Travel
- Final Settlements
- Final Travel Claim
- Common Trends
- References

SEPARATION TIMELINE. For the purposes of the below timeline the Planned Detachment Date (PDD) is a guide for Marine's taking Terminal Leave or Respite Absence in conjunction with their separation and the End of Active Service (EAS) date is when the Marine is officially discharged from the Marine Corps.

EAS-365

- Marine should make contact with their Unit Career Planner to sign up for the Transition Readiness Seminar (TRS) (Ref: Separations Manual, MCO P1900.16F Ch 2 par. 1101).

PDD-120

- Marine should schedule a final physical with their local MTF between 6 and 12 months of separation (Ref: Separations Manual par. 1011).

PDD-90

- Marine should submit Outbound Interview via Marine Online (MOL) to their local IPAC Separations Section.
- Upon submission of the Outbound Interview to IPAC Separations Section, provide a PDD and a date to pick up DMO orders (if requested) and sign the required documents for advance travel (if requested).

DD-60

- Marine should begin checking out with organizations such as the Individual Issue Facility (IFF) to avoid any last minute issues.

PDD-10

- IPAC Separations Section will submit NAVMC 11115 (Advance Travel) to the Disbursing Office for processing (as applicable).

PDD-5

- Marine can review DD214 and Separation Orders prior to PDD to annotate any errors and complete an audit.

PDD/EAS-Day

- On the PDD, the Marine will report to the IPAC Separations Section to finalize and sign DD214, separation orders and turn in required check out documents.

PDD+5

- IPAC Separations Section will report the Marine's Terminal Leave or Respite Absence via Unit Diary to

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the Marine Corps Total Force System (MCTFS) (as applicable).

EAS+5

- IPAC Separations Section will report the Marine's discharge via Unit Diary to MCTFS.

EAS+8

- IPAC Separations Section will submit the Marine's NAVMC 11060 to disbursing for processing of final settlement.

EAS+10

- IPAC Separations Section will submit Marine's DD214 to MMSB for inclusion to Marine's OMPF and maileach copy to it's respective organization.

REGULAR SEPARATIONS

- Regular Separations is a term used when describing Marines who are being discharged or released from active duty on their actual EAS. These Marines have not been approved for any early out programs (involuntarily/voluntarily) or being administratively separated. These groups of Marines' account for 90% of all Marines that transition through the Separations Section.

ADMINISTRATIVE SEPARATIONS

- It is the Separation Sections intent to assist Commander's in getting their Administrative Separation (AdSep) Marines discharged quickly and efficiently.
- Additional Significant Timeline Events:
 - Upon the Marine being notified of his AdSep (**normally when his or her package is forwarded to the Convening Authority**) a copy of the Notification Letter and AdSep Notification Page 11 entry must be submitted to the local IPAC Legal Section.
 - Upon receipt of the Notification Letter and AdSep Notification Page 11 entry, IPAC will report the pending AdSep Promotion Restriction entry via Unit Diary into MCTFS. This entry notifies HQMC of the Marine's pending AdSep and it will give them enough time to generate the Marine's separation appropriation data (commonly referred to as the D860 screen located in MCTFS). Per TAN 03-09, no Marine can be separated without the appropriation data resident on the D860 screen under any circumstances.
 - AdSep approved. Upon receipt it is requested that the Marine being discharged and a command representative bring the AdSep approval to the IPAC Separations Section as soon as possible. Most AdSep approval letters have a set amount of days that the CA requires the Marine to be separated by (normally within 5, 10, or 20 working days from the date of the letter).
- Additional requirements upon Check Out:
 - AdSep Letter Approval
 - Final Physical completion
 - Page 11 for Reenlistment Code
 - Command Check Out Sheet
 - Transition Readiness Seminar (TRS) completion
 - Fitness Report validation

INVOLUNTARY SEPARATIONS

- The following section covers Marines who are being involuntarily separated from the Marine Corps. For specific details concerning involuntary separations refer to the Separations Manual.
- Enlisted Marines must submit a reenlistment request and have been denied further service in order to receive separations pay and be considered an involuntary separation. Once HQMC completes the

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RELMs request it will state whether the Marine rates full or half separations pay and that the Marine is required to obligate an additional three years in the Individual Ready Reserve (IRR). In some cases HQMC will waive this requirement and it will state in the RELMs approval. Marines who do not receive this waiver are required to reenlist in the IRR for three years.

- For Officer's HQMC will report the appropriate SPD code in MCTFS with a history statement stating whether or not the Officer rate's separations pay. An endorsement from the first General Officer in the Officer's chain of command is required to state whether he or she rates full or half separations pay. The Officer must sign a page 11 agreeing to service an additional three years in the IRR in order to receive the separations pay.

****Note: Not being selected for Career Designation does not constitute involuntary separation.****

ADDITIONAL REQUIERMENTS UPON CHECK-OUT:

- Enlisted:
 - RELMs message stating Marine was denied further service, Marine rates full or half separations pay, and whether or not IRR obligation was waived.
 - Page 11 for Reenlistment Code
 - IRR reenlistment contract (as applicable); this reenlistment should be completed and submitted to the unit's local IPAC as soon as possible. This entry can be run at any time and should be effective one day after the Marine's EAS.
- Officers:
 - Endorsement from first General Officer in the chain of command stating whether SNO rates full or half separations pay.
 - Page 11 for IRR obligation

****Note: The Disbursing Office will not pay separations pay without the required RELMs, reenlistment reported, General endorsement, and page 11's (as applicable).****

VOLUNTARY SEPARATIONS PAY (VSP). In this section we will cover the Voluntary Separations Pay (VSP) program.

- Marine Administrative Message's (MARADMIN) 541/12 and 544/12 pertain to the Officer and Enlisted VSP programs, respectively. For information on how to submit and who is eligible for one of these programs see the applicable MarAdmin for details. Additional information can be found in PAAN 56-12.
- Additional Requirements Upon Check Out:
 - For Enlisted VSP the following page 11 is required: Date I UNDERSTAND THAT BY TAKING VOLUNTARY SEPARATION PAY (VSP), I AM FOREGOING THE BENEFITS, FINANCIAL AND OTHERWISE, OF AN ACTIVE DUTY RETIREMENT. I UNDERSTAND THAT I ACCEPT A THREE YEAR OBLIGATION IN THE INDIVIDUAL READY RESERVE. I UNDERSTAND THAT IF I AM LATER QUALIFIED FOR RETIREMENT OR RETAINER PAY, I SHALL HAVE DEDUCTED FROM EACH PAYMENT OF SUCH RETIRED OR RETAINER PAY A MONTHLY SCHEDULED AMOUNT UNTIL THE TOTAL AMOUNT DEDUCTED FROM SUCH RETIRED OR RETAINER PAY IS EQUAL TO THE TOTAL AMOUNT OF VSP PREVIOUSLY RECEIVED. I HAVE BEEN COUNSELED ON AND UNDERSTAND THE CONTENTS OF THE VSP MARADMIN.

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- For Officer VSP the following page 11 is required: Date I UNDERSTAND THAT BY TAKING VOLUNTARY SEPARATION PAY (VSP), I AM FOREGOING THE BENEFITS, FINANCIAL AND OTHERWISE, OF AN ACTIVE DUTY RETIREMENT. I UNDERSTAND I MUST COMPLETE TRS-GPS (TRANSITION READINESS SEMINAR) PRIOR TO SEPARATION. I UNDERSTAND THAT I ACCEPT A THREE YEAR OBLIGATION IN THE INDIVIDUAL READY RESERVE. I UNDERSTAND THAT IF I AM LATER QUALIFIED FOR RETIREMENT OR RETAINER PAY, I SHALL HAVE DEDUCTED FROM EACH PAYMENT OF SUCH RETIRED OR RETAINER PAY A MONTHLY SCHEDULED AMOUNT UNTIL THE TOTAL AMOUNT DEDUCTED FROM SUCH RETIRED OR RETAINER PAY IS EQUAL TO THE TOTAL AMOUNT OF VSP PREVIOUSLY RECEIVED. I HAVE BEEN COUNSELED ON AND UNDERSTAND THE CONTENTS OF THE VSP MARADMIN.

ADVANCE TRAVEL. The following section covers Marines request for advance travel incident to their separation. Disbursing will pay out 80 percent of the total anticipated cost of travel incident to the Marine's separation upon receipt of the NAVMC11115 (Request for Advance Travel).

- When filling out the Outbound Interview via Marine Online, if the Marine desires advance travel he or she should check the applicable box requesting advance travel.
- Upon submitting his or her Outbound Interview, the IPAC Separations Section will provide the Marine a date (normally within three working days) to come to the Separations Section and sign a NAVMC 11060.
- Once the Marine signs the NAVMC 11060 (Pay/Travel Certificate) it will be submitted with the 'disbursing use only' separation orders and attached to the NAVMC 11115 in the Document Tracking Management System (DTMS) for future submission to the Disbursing Office.
- 10 days prior to the Marines PDD the Separations Section will forward the advance travel request to disbursing for processing per MCO 4650.39A.
- Travelers who have an individual GTCC are required to use it for mandatory expenses.
- The Disbursing Office is required to settle or return the NAVMC 11115 to the IPAC for corrections within five days of receipt.
- The advance shall be deposited into the traveler's bank account or record via Electronic Funds Transfer (EFT).
- A Marine may request advance travel to his/her home of record or if he/she is moving elsewhere, that Marine may request advance travel up to the cost to his home of record. A Marine who rates a home of selection must do so by making the appropriate election via an endorsement on the separation orders.
- Travel must be completed within one year from the Marines' EAS.
- If a Marine fails to submit a final travel claim upon completion of their travel, the total amount of advance travel that was paid will be recouped by disbursing.

FINAL SETTLEMENTS. The following section covers a Marine's final settlement from the Marine Corps via submission of the NAVMC 11060 to disbursing. This final settlement will ensure the Marine's master military pay account is settled to a zero balance. If for any reason there is a negative balance the Disbursing Office will send the Marine a letter of indebtedness to his permanent mailing address on file. MCO 1900.16 Ch 2

- The IPAC Separations Section is required to report a member's drop entry within five days of the Marine's EAS via Unit Diary to MCTFS.

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- The IPAC Separations Section is required to submit a Marine's NAVMC 11060 within three working days of the drop entry posting to MCTFS.
- The Disbursing Office is required to either settle or return the NAVMC 11060 to the IPAC for corrections within ten days of receipt.
- As stated above the NAVMC 11060 will settle all remaining credits or checkages of pay and entitlements regarding the Marines' master military pay account. This includes any leave balance and separations pay that the Marine may rate.

****Note: The following rules apply to Marines who do NOT rate to sell back their leave: MCO 1050.3J****

- Marines being discharged with a General characterization of service or lower with less than six months of active service.
- All Marines who receive an Other than Honorable characterization of service or lower.

FINAL TRAVEL CLAIM. The following section will cover the submission of the final travel claim upon completion of separation travel. On the Marines PDD the IPAC Separations Section will provide the Marine with information regarding the final travel claim, submission requirements, how-to information, a blank travel claim, and where and how the travel claim can be submitted.

- Once the Marine completes their travel, he or she must submit the following documents to the Disbursing Office:
- Original Travel Claim (DD 1351-2)
- Copy of Separation Travel Pay Certificate (NAVMC 11060)
- Copies of all orders (Terminal leave, AdSep orders, LWAS Orders, etc.)
- Receipts (airport shuttle bus, airport taxi, train, etc.) DO NOT submit lodging, gas, rental van, food, repair bills or cleaning fee receipts as they are not reimbursable.
- Direct Deposit Form (SF1199) (if you have closed or switched bank accounts)
- The Marine must submit the travel claim via email, fax, or mail to the Disbursing Office from their current duty station unless otherwise directed.
- If the Marine has not received a payment or notification that the travel claim was returned for corrections within 30 days he or she should contact Disbursing directly.

****Note: If a Marine requests and receives advance travel and he or she does not submit a final travel claim, disbursing will recoup the funds that were provided.****

COMMON TRENDS

- Marine's submitting separation worksheets at the last minute.
- Marine's changing their permanent mailing address, phone numbers or taking annual leave after submission of the Outbound Interview via Marine Online and not notifying the Separations Section of these changes until their PDD will result in their documents requiring corrections thus delaying their checkout.
- AdSep Marines do not have the appropriate promotion restriction code in MCTFS which results in the D860 screen not being resident in MCTFS upon the unit receiving the AdSep approval letter which makes it near impossible to get the Marine out within the CA's requirement.
- Involuntarily separated Enlisted Marines do not have the required reenlistment into the IRR reported in MCTFS. Additionally, Marines fail to provide RELMs message.

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- Involuntarily separated Officer's do not have the required General Officer endorsement authorizing full or half separations pay.
- Marines who have a reenlistment code other than RE-1A do not provide the appropriate page 11 entry upon check out.
- Marine's do not provide required appropriate page 11 entries pertaining to the Early Release Program they were approved for.
- Marine's come on the date of check out with IIF issue still checked out and do not have the required missing gear checkage form.
- Marines not checking out on their PDD and notifying the Separations Section of their status i.e. Medical Hold, Reenlistment/Extension, or departing the local area without checking out at all.

References:

Separations Manual, MCO P1900.16F Ch 2
MCTFS PRIUM
JTR (Joint Travel Regulation)
TAN 03-09 (D860 requirements)
Automated Pay Systems Manual (APSM)

19. EQUAL OPPORTUNITY PROGRAM REQUIREMENTS

References: MCO P5354.1E w/ ADMIN CH

MSC/MSE AND UNIT REQUIREMENTS

- Commanders are required to assess their command climate via DEOCS within 120 days of Assumption of Command, and ensure proactive strategies are initiated to monitor unit progress if needed.
- Commanders will, prior to administering a DEOCS, provide their commander's intent to the members of their command. This statement should include complaint procedures and identify the possible consequences of engaging in any form of discrimination. The policy statement should be prominently posted on all unit bulletin boards, in common areas, high traffic areas and discussed by unit commanders during leadership training.
- Commanders at the Regimental/Group level will designate an officer or SNCO, in writing, for collateral duty as the Command Equal Opportunity Manager (CEOM), Commanders at the Battalion /Squadron level will assign an Equal Opportunity Representative (EOR) to manage the EO objectives for their command. Commanders will ensure the CEOM/EOR assignment does not create a conflict of interest with other duty assignments, i.e., XO, SgtMaj, Legal Officer or 1stSgt. CEOMs and EORS will be assigned to the billet for a minimum of one year.
- Commanders will ensure that historical/cultural events of significant interest within the command are given proper recognition in installation or local newspapers within the context of the Marine Corps' ethos.

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- **TRAINING REQUIREMENTS:**
 - Marines who are new to the unit will be briefed on the command's EO policies and procedures; the Command's EO complaint process; the Informal Resolution System (IRS), and provide guidance on contacting the command's EOR, CEOM or Equal Opportunity Advisor (EOA).
 - All Marine Corps personnel will receive at a minimum one hour annually of training that details the Marine Corps EO policy; the effects of discrimination and sexual harassment on the individual Marine, the unit, and how discrimination undermines morale and mission accomplishment; and the proper use of the IRS. 2
 - CEOMs and EORs, within 30 days upon assignment, will attend Indoctrination training to stress upon EORs/CEOMs the importance of EO, and ensure full understanding of the objectives. EO training shall consist of an overview of EOR/CEOM responsibilities, and an understanding of equal opportunity. Indoctrination training shall be conducted by an EOA.
 - CEOMs and EORs, within 90 days upon assignment, will attend an EOR Course that consists of 40 consecutive hours of training. This training provides an in-depth review of all EO elements and thoroughly prepares EORs and CEOMs to manage their command's program.
 - CEOMs and EORs, on a quarterly basis, will attend quarterly sustainment training conducted by an EOA. This training shall be used to reinforce the EO objectives, provide EO objectives update, and examine command trends.
 - Training completion information is reported and tracked in MCTFS

MSC/MSE AND UNIT REQUIREMENTS

- Commanders are required to assess their command EO climate within 90 days of assumption of command, and ensure proactive strategies are initiated to monitor unit progress if needed. Ref: MCO P5354.1D, Par 2002.4
- Commanders will publish a command policy statement on EO (which includes sexual harassment) to support the EO objectives. This statement should include complaint procedures and identify the possible consequences of engaging in any form of discrimination. The policy statement should be prominently posted on all unit bulletin boards, in common areas, high traffic areas and discussed by unit commanders during leadership training. Ref: MCO P5354.1D, Par 3002.2.C
- Commanders at the Regimental/Group level will designate an officer or SNCO, in writing, for collateral duty as the Command Equal Opportunity Manager (CEOM), Commanders at the Battalion /Squadron level will assign an Equal Opportunity Representative (EOR) to manage the EO objectives for their command. Commanders will ensure the CEOM/EOR assignment does not create a conflict of interest with other duty assignments, i.e., XO, SgtMaj, Legal Officer or 1stSgt. CEOMs and EORS will be assigned to the billet for a minimum of one year. Ref: MCO P5354.1D, Par 3002.3, 3002.4, 3003, 3004, and Par 3004.1
- Commanders will ensure that historical/cultural events of significant interest within the command are given proper recognition in installation or local newspapers within the context of the Marine Corps' ethos. Ref: MCO P5354.1D, Par 2004.2 and 4006, APP J (LIST OF DOD RECOGNIZED OBSERVANCES)
- **TRAINING REQUIREMENTS:**
 - Marines who are new to the unit will be briefed on the command's EO policies and procedures; the Command's EO complaint process; the Informal Resolution System (IRS), and provide guidance on contacting the command's EOR, CEOM or Equal Opportunity Advisor (EOA). Ref: MCO P5354.1D, Par 4001.1 and NAVMC

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- All Marine Corps personnel will receive at a minimum one hour annually of training that details the Marine Corps EO policy; the effects of discrimination and sexual harassment on the individual Marine, the unit, and how discrimination undermines morale and mission accomplishment; and the proper use of the IRS. Ref: MCO P5354.1D, Par 4001.2
- CEOMs and EORs, within 30 days upon assignment, will attend Indoctrination training to stress upon EORs/CEOMs the importance of EO, and ensure full understanding of the objectives. EO training shall consist of an overview of EOR/CEOM responsibilities, an understanding of equal opportunity and an introduction to MCO P5354.1D. Indoctrination training shall be conducted by an EOA. Ref: MCO P5354.1D, Par4002.1
- CEOMs and EORs, within 90 days upon assignment, will attend an EOR Course that consists of 40 consecutive hours of training. This training provides an in-depth review of all EO elements and thoroughly prepares EORs and CEOMs to manage their command's program. Ref: MCO P5354.1D, Par 4002.2
- CEOMs and EORs, on a quarterly basis, will attend quarterly sustainment training conducted by an EOA. This training shall be used to reinforce the EO objectives, provide EO objectives update, and examine command trends. Ref: MCO P5354.1D, Par 4002.3
- Training completion information is reported and tracked in MCTFS o MCTFS Codes for Training:
 - AQ - ANNUAL MILITARY
 - EO TRAINING (MEO)
 - AR - ANNUAL SEXUAL HARASSMENT TRAINING
 - AS-HAZING

HAZING

- The command has three duty days from the date that the receipt of complaint is received to submit a Discrimination and Sexual Harassment (DASH) report. If multiple commands are involved, the commander with administrative control of the subject will assume responsibility for the report. The report will include the date, location, description of the alleged incident, alleged suspect(s), and individual that received the report.
- Investigation extensions can be requested. Commanders should seek assistance from supporting EOA/MEO office to prepare the update. If an extension is granted, the updated DASH report will include the reason, length of extension, and commanding general that authorized the extension.
- Final DASH reports will be appended to the "closed" incident case files and maintained by the command that originated the DASH report. The final DASH report will include a copy of the Report of Investigation (minus enclosures), a written commander's decision (determination of substantiation or non-substantiation by the CA); Complainant Resolution Statement, all appellate action, if applicable; and all command action taken as a result of the complaint. Commanders are responsible for ensuring all source documents are submitted to the supporting EOA/MEO Office for the required DASH reporting prior the administrative closure of the DASH report.

References

MCO P5354.1E ADMIN CH

MCO 1700.23F Request Mast

NAVMC DIR 1700.23F Request Mast Procedures

MCO 5370.4B Guidelines for Handling Dissident And Protest

Activities MPE PUBLICATION 1A Commanders Handbook PCN

50100379600

Processing Equal Opportunity and Equal Employment Opportunity Complaints

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20. LEAVE

Marines shall be granted leave at any time they request when their presence is not required to accomplish the command's mission. Leave is the right of every Marine.

LIMITATIONS. A Marine shall not be authorized more than 60-days annual leave during any fiscal year except as set forth in chap 2 para 9 of the order. Nor shall a Marine be authorized annual leave for a continuous period of more than 60-days without prior approval of the CMC (MMEA/MMOA, or RA, as applicable).

DAY OF DEPARTURE AND DAY OF RETURN. The day of departure from the duty station, normally at the end of the Marine's normal working hours on a day of duty, is a day of duty and not chargeable as leave. However, when such departure is prior to half a duty day, then the day of departure is chargeable as leave. The day of return from authorized leave shall be counted as a day of leave; however, when such return is prior to the Marine's normal work hours on a scheduled day of duty or prior to 0800 on a Saturday, Sunday or holiday, the day of return shall be counted as a day of duty.

Leave begins and terminates in the local area. The local area is the place where the Marine resides and from which the Marine commutes to the duty station (as established by the local commander). Leave will be charged for all calendar days, duty days as well as non-duty days. A duty day is defined as a day in which a Marine is expected to be at their place of work for approximately eight hours.

The following applies only to Marines departing on and returning from authorized leave and liberty outside the local area using a privately owned vehicle (POV), and that they do so during daylight hours. Those not driving a POV outside the local area should depart on and return from authorized leave at the end/beginning of normal work hours (i.e., those traveling by air).

Key notes to leave are as follows in accordance with MCO 1050.3J:

- Marines are authorized to start leave at 1630 on normal working days and 0800 on weekends and holidays. If the Marine is driving out of the local area, they are authorized to begin leave at 1201. (NOTE: The Marine must indeed be driving out of the local area, not driving to an airport to fly to their destination.)
- Marines are authorized to end leave at 0730 on normal work days and 0800 on weekends and holidays. If the Marine is driving out of the local area, they are authorized to terminate their leave at 1200.
- A Marine is authorized to checkout of leave at any time after the approved leave time, and check in any time before the leave time.
- When a Marine is authorized to take leave, and has checked out with the appropriate authority, it is the unit Commanders' responsibility to collect and safely hold, the individuals meal card, if applicable. Once the Marine has checked in off of leave, it is the Commanders' responsibility to return the meal card to the individual. (MCO 10110.47)
- If a Marine is authorized to take leave in conjunction with Special Liberty, the individual must be in the local area in order to execute their leave.

COMBINING LEAVE AND SPECIAL LIBERTY. Marines are authorized to take leave in conjunction with special liberty. Leave may commence immediately upon termination of a special liberty period, or

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terminate just prior to the commencement of a special liberty period. However, it is emphasized that leave must commence and terminate in the vicinity of the local area of the Marine's Primary Duty Station. Once leave starts, and until it ends, all included calendar days (duty days, non-duty days, weekend days, special liberty days, and holidays) are to be charged as leave. Marines are considered in an authorized leave status from the time and date they are checked out on leave until the time and date they are checked in from leave. Marines departing the local area prior to commencement of authorized leave, or who fail to return to the local area prior to its expiration, are considered to be in an unauthorized absence status. The intent of authorizing the combination of leave and special liberty is to allow Marines to take leave prior to, or after, special liberty without having to use annual leave days to cover those days designated as special liberty. The intent is not to avoid charging included weekend, holiday, and special liberty calendar days as leave for Marines.

ACCOUNTING PROCEDURES. Leave granting authorities shall use internal control procedures to ensure all periods of leave are charged to the Marine's leave account and to ensure personnel accountability.

DEATH/HOSPITALIZATION OF A MARINE. A Marine who dies or is hospitalized while on leave, shall not be charged for leave on the day death occurs or while they are hospitalized.

CONVALESCENT LEAVE (SICK LEAVE). Convalescent Leave is a non-chargeable absence from duty granted to sick and wounded Marines who have been admitted to a hospital and are not yet fit for return to duty. Convalescent leave is normally limited to a period of not more than 30 days per period of hospitalization. Convalescent leave in excess of 30 days shall be coordinated with the CMC (MMEA/MMOA, or RA, as applicable). In granting convalescent leave, great care must be exercised to limit the duration to the minimum that is essential in relation to the diagnosis, prognosis, and probable final disposition of the patient.

21. MARINE ONLINE (MOL) RESPONSIBILITIES

The purpose of Marine Online is to allow unit leaders and individual's global access to pay, personnel tools, and personal information in a secure electronic environment. The responsibilities and permissions of MOL will solely be determined by the billet, position and responsibilities of a Marines position within the unit. In order to get access or to acquire permissions, the individual will need to contact the unit S-1. Examples of permissions are, but not limited to:

- **BILLET IDENTIFICATION CODE (BIC) ASSIGNMENT ROSTER.** Marine Online can assign T/O line number and billet descriptions to one Marine or many at one time. Members who are attached to, but not assigned to units within your scope are not editable. This data is also sortable. Once T/O changes are approved, a MCTFS transaction will result.
- **LEAVE AND LIBERTY MODULE.** The leave application moves leave to an electronic environment and tracks it electronically when Marines sign in and out. Upon completion of leave, this application automatically sends a transaction code (TTC) to the Marine Corps Total Force Structure system (MCTFS) without having to send leave papers to PAC for reporting. Through this module, you will have the ability to review, edit and approve a leave, PTAD, special liberty request, and PDMRA

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request. Also you will have the ability to check a Marine out on leave or back in off of leave.

- **OFFICIAL MILITARY PERSONNEL FILE (OMPF) SUB-MODULE**. This permission will give you the ability to view a Marines personal file. You will be able to see their most recent photo as well as their electronic service record (ESR). This permission will not allow you to view a Marines Master Brief Sheet or Fitness Report.
- **PROFICIENCY/CONDUCT OCCASIONS**. This permission gives you the ability to create occasions for Marines to be given proficiency and conduct (Pro/Con) marks. When using this permission you will still have to go in and input the recommended marks.
- **PROFICIENCY/CONDUCT RECOMMENDATIONS**. The Pro/Con recommendation permission will give you the ability to create, review, and/or approve Pro/Con markings. Depending on your units Battle Rhythm, you may be able to approve the occasion and have the Marines markings post in the MCTFS.
- **PROMOTION RECOMMENDATIONS**. With the promotion recommendations module, the user will have the ability to view, edit, and/or approve recommendations for promotion for the next month only for the ranks of Private First Class through Sergeant. If a Marine is not recommended by the 15th of the current month, for the next month, he/she will be automatically recommended for promotion. If a Marine is not recommended for promotion, a page 11 entry must be issued and uploaded into their OMPF/ESR per MCO 1400.32D vol 2.
- **UNIT MANAGEMENT STATUS REPORT (UMSR)**. The concept of the Unit Management Status Report (Morning Report) application gives a single accurate manning and status picture for accountability within each unit. This online report reduces paper, standardizes data formats, reduces compilation time, and prevents redundant data entries and errors. The information rolls up from Section to Battalion/Squadron. The UMSR will allow you to modify the duty status of members under your scope for morning report purposes. (For example, to mark someone as present for duty or sick in quarters). You will also be able to join a member or drop a member from your unit. UMSR is also used to change a member's work section. (For example, move a member from S-1 to supply.)
- **VIEW REPORTS**. Allows you to view personal information reports on members under your scope. These reports include awards, aviation information, Basic Individual Record, Basic Training Record, Chronological Record, Education, Record of Emergency Data, Record of Service, Operational Cultural Information reports and Personal Statement of Military Compensation. You will not be allowed to enter or update information, but only to view.

22. NAVY PERSONNEL

The following section is for reference of various Navy programs effecting the Sailors under your Command. This is not all encompassing; however it should give you a basic understanding of the programs effecting Sailors in your unit. It is recommended that you work closely with the Battalion Chief or Regimental

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Senior Chief as they are required to monitor these programs and should keep you informed on any issues with the Sailors.

NAVY EVALUATIONS

BUPERSINST 1610.10D. The system utilizes a FITREP for Officers (W2-O6), CHIEFEVAL for Chief Petty Officers (E7-E9) and an EVAL for other enlisted personnel (E1-E6). Performance traits are graded on a 5-point scale, from 1.0 (lowest) to 5.0 (highest), using performance standards printed on the forms. The performance trait grade of 3.0 represents performance to full Navy standards. Higher grades are reserved for performance which significantly exceeds standards. All 1.0 grades must be substantiated in the comments, as well as general comments on the remainder of the evaluative blocks. If there is a promotion recommendation of "Significant Problems," or any recommendation against retention, the report shall be treated as adverse. All forms provide a 5-step promotion recommendation scale: "Significant Problems," "Progressing," "Promotable," "Must Promote," and "Early Promote." "Early Promote" recommendations are based solely on performance, and do not require eligibility for early promotion. There are; however, mandatory limits on the number of "Early Promote" recommendations. For pay grades O1 and O2 (with the exception of Limited Duty Officers), no promotion recommendation higher than "Promotable" is allowed. For the more senior officer and enlisted pay grades, there are also limits on "Must Promote" recommendations. These limits ensure a sufficient range of recommendations make the reports useful to the promotion system. For enlisted personnel, the promotion recommendation is also the performance mark average for the report period. The recommendations are translated into marks of 2.0, 3.4, 3.6, 3.8, and 4.0, respectively, on the traditional 4.0 grading scale.

NAVY PAY SUPPORT DETACHMENT (PSD)

Navy personnel pay and benefits are controlled by the area Personnel Support Detachment (PSD). Unit S-1 / G-1 / IPAC do not have the access to Sailors pay records. Sailors will need to see the PSD for pay issues.

ADVANCEMENTS

BUPERSINST 1430.16G. Sailors are advanced based the following: Enlisted E-1 to E3 is automatic based on time in rate. Enlisted E4 to E6 take Advancement exams, testing them of their knowledge of their rate. Sailors will need to pass the tests in the 80- 90 percentiles in order to promote to the next higher rank. E6 will test for E7, if they pass the test, they will be board eligible and present a "Chief's Package" to a board of Senior Enlisted. Selection is based on past and current performance. E7 to E9 is a board process only. O1 to O3 is automatic based on time in rate. O4 and above is a board process.

EXAMINATIONS

BUPERSINST 1430.16G. Enlisted Sailors are required to test for the next higher rank in the following manner:

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- E3 to E5 – Examinations are given in March and in September each year.
- E6 – Examinations are given in January each year.
- E7 – E9 – Are not required to test

E-LEAVE

NAVADMIN 252/10. Electronic Leave is required to be used by all Sailors. E-Leave is managed by the Navy PSD. Paper copy of leave chits can be routed through the Marine Chain of Command, and the Sailor brings the paper copy to the battalion Chief. Failure to keep a close eye on this program would result in Sailor having an excess of leave, resulting in the member showing they never take leave. The only way a Sailor can be charge leave, is by using the E-Leave.

PREGNANCY

OPNAVINST 6000.1C. Sailors assigned to operational platforms (USMC units) who become pregnant, are required to go in a status code (ACC 055), which will remove them from the operational billet. Members are not allowed to stay operational once pregnancy notification is given to the Command. Member will move in 30-90 days. Replacement may or may not be available in a timely manner.

LIMITED DUTY

Those Sailors assigned to operational platforms (USMC Units) who are placed in a LIMDU status (ACC 105) will receive orders to leave the operational billet. Members are not allowed to stay operational once the Sailor is on LIMDU. Member will move in 30-90 days. Replacement may or may not be available in a timely manner.

MILPERSMAN 1306-1600

MILPERSMAN 1301-010

MILPERSMAN 1320-302

MILPERSMAN 1320-318

BUPERSINST 7040.6

MILPERSMAN 1300-801

BUPERSINST/BUMEDINST 1306.72G

NAVSO P-6034

LEGAL ISSUES

Any legal issue should be handled in the same manner as a Marine. Only difference is your unit S-1/IPAC cannot run rank reductions / pay deductions on the Sailors. Only the Navy PSD can run those entries.

PHYSICAL FITNESS ASSESSMENT (PFA)

OPNAVINST 6110.1J. Participation in the semi-annual PFA is required for all Active Duty and Drilling Reservists, regardless of gender, age, rank, title, billet, or retirement request status. All members are required to participate in one PFA per cycle. PFA cycles are defined as:

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- Cycle 1 (1 January through 30 June).
- Cycle 2 (1 July through 31 December).

BCA Standards. Navy body composition standards are determined by established maximum weight for height standards. If an individual exceeds the weight for height screen, the circumference technique shall be used per the Operating Guide to determine body fat percentage. The maximum allowable Navy body fat limits are:

Age	17-39	40-40+
Male	22%	23%
Female	33%	34%

PFA Failures. A failure of either the BCA or PRT component of the PFA constitutes a PFA failure. In the event a medical waiver is granted for all or part of the PRT, members must still pass the BCA component unless it is also medically waived. Members failing the BCA component for the first time or receiving a new failure in a 4-year period shall be referred to medical for evaluation for clearance to participate in command or unit PT or FEP.

Fitness Reports and Performance Evaluations. PFA failures shall be reported in fitness reports and performance evaluations as directed.

Enlisted Advancements. Enlisted members shall have advancement or frocking deferred if they have failed the most recent official PFA. In the circumstances where a “special PFA” is required for frocking and promotion purposes (i.e., chief petty officer induction), the command shall defer frocking for members that fail to meet Navy PFA standards. Members may participate in monthly FEP PFA to regain eligibility. If not within standards by promotion cycle limiting date, the advancement authority will be withdrawn.

Officer Promotions. Officers shall be ineligible for promotion if they have failed the most recent PFA. Commanding Officers are required to forward notification of failure to delay promotion to NAVPERSCOM, Officer Performance and Separation Branch (PERS-834). Members may regain eligibility by passing the next command directed PFA (i.e., monthly FEP mock PFA) and notification shall again be made to NAVPERSCOM (PERS-834).

PETTY OFFICER SELECTED LEADERSHIP COURSE (POSLC)

NAVADMIN R 261419Z SEP 08

BUPERSINST 1430.16F

When a Sailor is selected to the ranks of E4 to E6, he or she is required to attend a leadership course designed for the selected pay grade. Member must complete the course prior to being Frocked or advanced to the next pay grade.

FROCKING LETTERS

BUPERSINST 1430.16F

When sailors are selected for advancement, they may be frocked if they meet all requirements outline in the Ref. Frocking letters are generated from the Navy PSD. Member must have passed the most recent PFA, Completed the required Petty Officer Selected Leadership Course.

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CASUALTY ASSISTANT CARE OFFICER (CACO)

MILPERSMAN Article 1770-160

Navy Region Southwest Rep for CACO is Fred Cetnar at 619-556-3358.

Should information regarding a Sailor's Injury/Death be needed, units will need to contact the nearest PSD for the Sailor (DSO or Group Navy). Contact directly to PSD is made due to the fact that G1 admin will not have access to the Sailor's page 2 via NSIPs system. Going directly to the PSD allows for a faster service to access the info for a PCR.

CACO for a Sailor does not have to be another Sailor. It needs to be someone who has been trained in CACO responsibilities. Although we are separate department we follow same guidelines.

RE-ENLISTMENTS

MILPERSMAN 1160-030

MILPERSMAN 1160-120

10 U.S.C. BUPERSINST 1610.10C

OPNAVINST 6110.1J

NAVMED P-117, Manual of the Medical Department

COMNAVCUITCOMINST 1130.8J

Public Law 112-81, Section 527, National Defense Appropriation Act of Fiscal Year 2012

Members on active duty reenlisting in the Regular Navy or the Navy Reserve may reenlist on board for a term of 2, 3, 4, 5, or 6 years per reference (b). The term of the enlistment contract must equal or exceed the period of service for which already obligated. In all cases, members reenlisting 3 months or less prior to the normal expiration of enlistment, or enlistment as extended, will be considered as having completed their initial contract. Members on active duty are precluded from serving beyond their high year tenure (HYT) date, as outlined in MILPERSMAN 1160-120 or other management control directives, and will be authorized to reenlist for terms as reflected in the appropriate directive. The term of reenlistment will be dependent upon the member's length of service and the member's HYT.

SERVICE LIMITATIONS:

Grade	Years	Remarks
E-1 thru E-2	4	May not reenlist or extend unless approval is granted via NAVPERSCOM, Career Progression Division (PERS- 8)
E-3	5	E-3 who "Passed Not Advanced" a Navy Wide Advancement Exam prior to March 2012 (Cycle 215) retain HYT gate of 8 years.
E-4	8	
E-5	14	E-5 HYT gate was modified to 14 years for Sailors with less than 10 years of total active military service as of 1 July 2005 (those Sailors whose ADSD is on or after 1 July 1995). E-5 Sailors with 10 or more years of total active military service as of 1 July 2005 retain their HYT gate of 20 years (those Sailors whose ADSD is on or before 30 June 1995).

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E-6	20	
E-7	24	
E-8	26	
E-9	30	

NAVY FAMILY ACCOUNTABILITY AND ASSESSMENT SYSTEM (NFAAS)

NAVADMIN 275/11

NAVADMIN 018/13

Navy Family Accountability and Assessment System (NFAAS) standardizes a method for the Navy to account, assess, manage, and monitor the recovery process for personnel and their families affected and/or scattered by a wide-spread catastrophic event. NFAAS provides valuable information to all levels of the Navy chain of command, allowing commanders to make strategic decisions which facilitate a return to stability.

PAGE 2 UPDATES

JFTR, Volume 1, Chapter 10, Part B

MILPERSMAN 1070-270, Dependency Application/Record of Emergency Data DFAS Military Pay Secondary Dependency User Guide

Any change in your marital status (i.e. get married or divorced) or number of dependents must be documented in your personnel record. These changes affect the amount of active duty pay and benefits you receive, so is very important to document correctly. Anytime you have a change in dependency status, (i.e. marriage, childbirth, and divorce) you will need to send a copy of your marriage certificate, birth certificate, death certificate or divorce certificates. Your "Page 2" will be updated accordingly.

This is an annual requirement for Sailors to verify their page 2. Area Navy PSD is the POC for this.

SERVICE MEMBERS GROUP LIFE INSURANCE (SGLI) UPDATES

DODFMR Volume 7A, Chapter 47

MILPERSMAN 1741-020, Government Life Insurance

MILPERSMAN 1770-010, Duty Status-Whereabouts Unknown (DUSTWUN) and "Missing" Status Recommendations
Service members' Group Life Insurance (SGLI) Handbook

Sailors should verify annually their SGLI along with their Page 2. They will need to update when any changes to marital status, child birth, or death of a family member. Area Navy PSD is the POC for this.

CAREER MANAGEMENT SYSTEM (CMS) INTERACTIVE DETAILING (ID)

NAVADMIN 226/12

NAVADMIN 227/12

NAVADMIN 229/12

CMS-ID is designed and used by Sailors, Command Career Counselors and Command Personnel. The Web-based system allows Sailors to view available jobs and make their own applications or through their Command Career Counselor. Sailors can apply for new jobs as early as 15 months for their Projected Rotation Date (PRD). Navy PSD will provide the member new orders.

NAVY MANNING

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Sailors are assigned to a specific Unit Identification Code (UIC) and not to the Marine unit. Take Division as an example, Sailors receive orders to UIC 67448 (1st MARDIV), the Division Surgeon Office will assign the Sailor to a battalion within the division, based on the needs and manning levels throughout the division. The area CMDCM, Regimental Senior Chief and the Battalion Chief work closely with big Navy, to ensure billets are filled.

NAVY ENLISTED CLASSIFICATIONS (NEC)

The following is a quick reference guide to Navy NEC's that may be in your command. Think MOS for Sailors:
<http://www.public.navy.mil/BUPERS-NPC/REFERENCE/NEC/NECOSVOLII/Pages/default.aspx>

(HM) Hospital Corpsman:

Pg# 76 L02A - Fleet Marine Force Reconnaissance Independent Duty Corpsman - Provides medical and operational services for Fleet Marine Forces, Special Operations Forces and Special Operations Command personnel engaged in direct action, special reconnaissance foreign internal defense, irregular and unconventional warfare independently of a medical officer.

Pg# 76 L03A - Field Medical Service Technician - Provides medical and dental services for personnel in field units. Provides technical and administrative assistance to support the mission and functions of the Navy and Marine Corps field units.

Pg#77 L04A - Aerospace Medical Technician - Assists flight surgeon or medical officer in special examination and treatments for naval aviators and flight personnel. Assists in conducting aviation medical tests. Assists flight surgeon in investigating and reporting results of aircraft mishaps.

Pg#78 L08A - Bio-Medical Equipment Technician - Assembles, maintains, troubleshoots, aligns, and calibrates medical equipment.

Pg# 78 L10A - Surface Force Independent Duty Corpsman - Serves as the Medical Department Representative (MDR) aboard surface ships, with the units of the Fleet Marine Force, and at various isolated duty stations ashore independent of a medical officer. Performs patient care and associated shipboard administrative and logistical duties. Performs diagnostic procedures, advanced first aid, basic life support, nursing procedures, minor surgery, basic clinical laboratory procedures, and other routine and emergency health care.

Pg# 79 L11A - Fleet Marine Force Reconnaissance Corpsman - Provides medical and operational services for Fleet Marine Force Reconnaissance personnel engaged in direct action and reconnaissance operations. Performs paramedical skills, basic life support, minor surgical procedures and other routine and emergency medical health care procedures as required.

Pg# 79 L12A - Preventive Medicine Technician - Assists Medical Department Officers in the performance of Preventive Medicine and Occupational Health Programs for Navy and Marine Corps forces ashore and afloat. Performs inspections and surveys of food and food service facilities, berthing spaces, barber and beauty shops, child care facilities, recreational facilities, swimming pools, potable water systems, solid waste and waste water disposal sites and systems, vehicles, and transport containers.

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Pg# 81 L17A - Advanced X-Ray Technician - Operates medical X-ray equipment in performance of all diagnostic radiographic examinations. Operates ultrasound equipment, applying the concept of acoustical physics, basic equipment knowledge and clinical procedures.

Pg# 82 L22A - Pharmacy Technician - Prepares and dispenses prescribed medicines and pharmaceutical preparations. Compounds preparations according to prescriptions issued by medical officers.

Pg#82 L24A - Behavioral Health Technician - Provides behavioral and mental health care for service members and their families. Assists psychiatrists and psychologists by performing assessments, crisis triage and management, co-facilitation of therapy groups, short-term counseling, training and education classes and psychological testing.

Pg# 84 L31A - Medical Laboratory Technician - Performs and supervises the performance of manual and automated advanced laboratory procedures for clinical bacteriology, mycology, serology, immunohematology, hematology, parasitology, chemistry, toxicology and urinalysis.

Pg# 85 L33A - Dental Assistant - Perform duties as a general dental assistant to include dental infection control, dental treatment room management, preventive dentistry, comprehensive dental assisting, and intraoral radiography.

Pg# 85 L35A - Dental Hygienist - The dental hygienist will have the knowledge and clinical competence required to provide current, comprehensive dental hygiene service under the direction and supervision of a dental officer.

Pg# 85 L36A - Dental Laboratory Technician, Basic - Performs basic and intermediate level prosthetic laboratory procedures. Fabricates and finishes dental prostheses: complete dentures, removable partial dentures and other prescribed protective and restorative intraoral appliances.

Pg# 85 L37A - Dental Laboratory Technician, Advanced - Performs and supervises procedures and techniques required in the construction of complex and precision dental prostheses: fixed partial dentures, porcelain fused to metal systems, dental ceramic arts, precision attachment prostheses and the arrangements of artificial teeth for aesthetic, phonetic and functional requirements.

Pg# 85 L38A - Dental Laboratory Technician, Maxillofacial - Assists the maxillofacial prosthodontist in the clinical and technical procedures required to fabricate prostheses and appliances for oral, craniofacial and other anatomical defects. Constructs and finishes ocular, extraoral, intraoral and somato prostheses of silicone and other related materials

(LS) LOGISTICS SPECIALIST:

Pg# 104 S08A - Relational Supply Unit Technical Specialist - Performs various automated systems inventory and financial management functions in Relational Supply Unit Level activities. Functions include inventory control, stock recorders, analysis of historical demand listings and financial reports.

(PS) Personnel Support:

Pg# 5 A01A - Disbursing Afloat Automated Systems Specialist - Directs and coordinates operations of afloat disbursing offices equipped with automated disbursing payroll and travel systems. Performs auditing of payroll entries and accurate settlement of PCS and TOY travel claims. Directs payroll services utilizing information obtained from the automated systems, proper training or procedures to operate systems and exercises financial controls with the Disbursing Officer to ensure proper monetary accountability is maintained

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(RP) RELIGIOUS PROGRAM SPECIALIST:

Pg# 12 A17A - Marine Basic Combat Skills Specialist - Provides physical security for chaplains assigned to Marine units afloat and ashore during field exercises and in combat.

(IS) INTELLIGENCE SPECIALIST:

Pg#73 K10A Imagery intelligence analyst. - Performs Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED) of imagery and geospatial information to describe, assess and visually depict physical features and geographically referenced activities on the earth; detect and report on observed image activities that are of significant military, civilian, industrial, infrastructure, and environmental importance to decision makers and warfighters.

Pg#74 K13A - Navy Tactical Counter-Intelligence and Human Intelligence (CI/HUMINT) Specialist - The mission of the Navy Tactical HUMINT Specialist is to acquire intelligence information from human sources in response to validate Navy and national requirements by supervising and conducting tactical HUMINT collection operations.

Pg# 74 K23A - Strike Warfare intelligence analysts/Conducts afloat tactical and operational level research, analysis and dissemination in support of strike operations.

Pg# 74 K24A - Operational Intelligence (OPINTEL) Analyst - Provides training on the knowledge and skills required to perform Operational Intelligence (OPINTEL) analysis

(NC) Navy Counselors - assist commands in organizing and implementing aggressive enlisted retention and career information programs; evaluate enlisted career development programs within their own command and/or subordinate commands, as applicable; coordinate and supervise counseling efforts; counsel individuals and their family members (as applicable) on the advantages of career opportunities in the Navy; and give command level presentations on career programs.

23. OFFICER PROGRAM INFORMATION ECP APPLICATION CHECKLIST

General Qualifications

- Active Duty Regular Marine Corps
- Marine Corps Active Reserve (If Active Reserve, augmentation to Active Duty must be approved prior to application. See conditional release form. If conditional release is not approved, application will not be returned).
- Citizen of the United States
- Must be capable of obtaining a satisfactory national agency check and be eligible to receive a SECRET clearance.
- Has not failed to complete any previous military officer programs.
- On most recently administered, must have obtained a minimum physical fitness test (PFT) score of 225 or higher on the PFT and a first class combat fitness test score
- Must have achieved one of the following aptitude test scores from same test:
 - AFQT – minimum score of 74.
 - SAT – minimum combined Math and Critical Reading score of 1000 from same test.
 - ACT – minimum composite score of 22.
- Must be at least 20, but less than 30 years of age for ground by date of appointment to commissioned grade.
- Must be at least 20, but less 27 1/2 years of age for aviation. Age may be waived up to 35 for ground and 29 for aviation.

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___ Applicants with dual citizenship are required to include a statement in their application stating their willingness to renounce their dual citizenship if selected for program along with submittal of certificate of birth and evidence of U.S. citizenship, dual citizens must provide:

- ___ Foreign born passport translated into English
- ___ Renouncement statement page 11
- ___ Proof of foreign passport destruction or surrender

Academics

___ Academic Certificate with school seal

___ Proof of Bachelor's degree (nationally or regionally accredited/degree conferred must be on official transcripts)

(Degrees obtained from a foreign academic institution must be accepted by a nationally or regionally accredited college or accrediting institution in the U.S. However, the domestic academic institution may or may not grant credit for courses in foreign academic institutions. Applicants may contact their education centers to proceed in their pursuit of a degree or credential. For more information on foreign degrees, the following websites are recommended, www.aacrao.org and www.ece.org.)

Tattoos, Brandings, Piercings

___ Commanders must screen all body markings.

___ Applicants with body markings, which include tattoos, brandings, body piercing, and body mutilation, must include as enclosures in their application close up photo(s) of each body marking addressing the content (what the body marking is and what it means), location, size, number of body markings and date body marking was made. In addition, submit full length photo(s) of applicant in physical training gear (green shorts, green t-shirt) from each angle (both sides-front-back). Females may not send photos taken in their sports bras. A written description detailing criteria cited by this paragraph of body markings located in private areas and a drawing of the tattoo is required.

Utilize Addendum to Page MCRC Application /Info sheet for Regular Officer Programs (ON/E)

Service Requirements

___ Marines must have a minimum of 1 year of active Marine Corps service and 12 months remaining on current enlistment or extension at the date of application.

Precommissioning Training Agreement

___ Must have a National Agency Check and Letter from Security Manager.

___ Must have a credit check or higher level security investigation prior to commissioning.

Precommissioning Physical

___ Forms DD 2808 and 2807 or SF88 and 93

If applicant is applying for aviation, ensure physical is typed and all supporting documents pertaining to aviation physical are included. **(Note: Aviation physicals must be received by MCRC (ON/E) four months prior to the application deadline.)**

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All physicals must include the following to be complete:

- All post and pre-op reports (if you have received PRK or LASIK surgery. Include 3 month, 6 month, and 9 month follow-ups for PRK/LASIK surgery.)
- Current eye exam must be 20/20 (if not, it must be corrected to 20/20 to include manifest eye refraction, distant and near vision (uncorrected and corrected)).
- Blood pressure (if blood pressure is 140/90 or more, a blood pressure Check (taken 3 consecutive days) must be provided.
- Blood type
- Height and Weight
- Urinalysis (albumin, sugar, specific gravity) (if there is a trace in urine, repeat urinalysis)
- Current HIV results
- Females (Pap and HCG results)
- Dental Class – type 1 or 2
- Feet (circle one – normal arch etc.)
- Hearing <50 (if >50, need audio consult)
- Ensure all pages have date, name, and ssn
- Ensure medical officer sign and date the physical (include their stamp)
- Block 74a for qualification needs to be checked on DD 2808
- Include all paperwork pertaining to any type of surgery, mental health assessment, any abnormalities checked and clearance (if applicable). (All pertinent information pertaining to medical history must be disclosed).

ENCLOSURES

- General Officer and Commanding Officers' Endorsements
- Physical Fitness Test (PFT) (included on first endorsement. PFT must be within 6 months at time of board convening date. First class PFT score must total 225 or higher. Must also include a first class combat fitness test score.
- Application cover letter with enclosures and request for waivers listed. (Waiver request for age (at least 21 and less than 30 (waived to 35 legally) for ground applicants, at least 21 and less than 27 1/2 (considered up to age 29 at time of commissioning) for aviation applicants), tattoos, drugs, prior program, time-in-service, test scores, credit hours, etc.
- MCRC information sheet and privacy act (include date of commissioning and marital status)
- Statement for any "yes" answers on application form (drug and arrest must include date, what type, how many times, total amount of fines paid, results of arrest (Marines need to state if they were convicted, what was the sentence, provide arrest documentation, and proof it has been cleared, etc.) **Utilize Addendum to Page MCRC Application /Info sheet for Regular Officer Programs (ON/E)**
- Academic certificate (with school seal)
- College transcripts w/proof of degree conferred
- Certified copies of official SAT or ACT score
- Physical – DD Forms 2808, 2807 and additional documents
- Dental statement of understanding
- Interview board (interview by three officers (Senior member must have court martial convening authority)
- 100 word statement (Minimum 100 words)
- Service agreement (signed) (ground (add NFO and/or SNA service agreement if applicable)
- Photos of tattoos/Photos in PT gear taken at all 4 angles w/meaning of tattoos (Drawings of tattoos in private areas are acceptable. No sports bras allowed for females.)

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___ Promotion photo (1 in application and copy sent to MMSB by applicant (no older than 12 months at time board convenes). Photos must be taken in Service “C” for males, Service “C” with slacks for females, and utilities minus the utility blouse for deployed Marines who do not have the service “C” uniform with left shoulder forward)

___ Certified copy of NAVMC 118 (3)

___ Certified copy of NAVMC 118 (11)

Page 11 must include the following fraternization paragraph:

“I have read and understand the Marine Corps policy on fraternization. I understand that, as a commissioned or warrant officer, I will be required to conduct myself as an officer with respect to all enlisted personnel, of any service, at all times. Specifically, I understand that I may have to make significant changes in my current personal relationships with other service members if I become an officer. I also understand that fraternization does not make an exception for preexisting relationships other than marriages that took place prior to my date of commission or appointment to warrant officer or other family relationships, such as that between parents and children or between siblings.”

(Applicant’s signature)

___ Commanding Officers are required to enter the following administrative remarks (page 11) entry in the service record book:

“(List Marine’s Name) has met all requirements for security clearance eligibility per SECNAVINST 5510.30B and MARADMIN 458/04.”

Commanding Officer’s signature and date

If applicant has dual citizenship, the following statement must be provided on the (page 11):

“I hereby agree to renounce my (list foreign country) citizenship with all rights and privileges, if selected for (name of program). (If applicable) I further agree to turn in my (identify foreign country) passport to (list foreign country) Embassy and provide receipt to my commanding officer, if selected for (name of program).”

Marine’s signature and date

___ Certified copy of NAVMC 118 (12) (UPB if applicable)

___ Certified copy of BIR/BTR

___ Time-in-service (1 year in and 1 year remaining on contract at time of commissioning.

___ Certified copy of TEST page

___ MCTFS AWARDS page

___ Certified copy of education record

___ Certified copy of record of service

___ Citizenship (Check for dual citizenship) and proof of security investigation (Code on BIR/BTR, or NAC initiated.

(Letter from security manager)

___ SOU for tattoos/tattoo screening form

___ Letters of recommendations

___ Ensure aviation selection test battery scores (if applicable) are included with application. Scores are as follows:

- ___ Academic Qualification Rating (AQR) 4
- ___ Pilot Flight Aptitude Rating (PFAR) 6

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- Flight Officer Flight Aptitude Rating (FOFAR) 6
- Certified copy of marriage certificate and/or divorce decree (for appointment purposes)
- AR Marines must include completed DD Form 368 (proof of augmentation).

If augmentation has not been completed, package will be returned).

Upon selection to ECP, please provide "RFA Checklist All Programs (REV OCT 2014) from ["https://www.mcrc.marines.mil/Portals/95/Officer%20Programs/Other%20Forms/ECP%20july%209.pdf?ver=2018-07-09-141406-670"](https://www.mcrc.marines.mil/Portals/95/Officer%20Programs/Other%20Forms/ECP%20july%209.pdf?ver=2018-07-09-141406-670) website and supporting documents (Information from Request For Appointment checklist will be utilized to prepare Commissioning documents.

Upon selection to MECEP, please provide "RFA Checklist All Programs (REV OCT 2014) from ["https://www.mcrc.marines.mil/Portals/95/Officer%20Programs/Other%20Forms/MECEP%20July%209.pdf?ver=2018-07-09-141410-593"](https://www.mcrc.marines.mil/Portals/95/Officer%20Programs/Other%20Forms/MECEP%20July%209.pdf?ver=2018-07-09-141410-593) website and supporting documents (Information from Request for Appointment checklist will be utilized to prepare Commissioning documents.

MECEP APPLICATION CHECKLIST

GENDER (CIRCLE ONE): MALE FEMALE

NAME: _____ EDIPI/PMOS: _____

- GENERAL OFFICER ENDORSEMENT (GO OR EQUIVALENT)
 - COMMANDING OFFICER ENDORSEMENT(S)
 - APPLICANT LETTER
 - INTERVIEW BOARD REPORT
 - ESSAY
 - INFORMATION SHEET WITH PRIVACY ACT (MUST ANNOTATE FULL SSN) - DO NOT FORWARD INSTRUCTIONS
 - ADDENDUM TO APPLICATION FOR HANDWRITTEN STATEMENT (IF APPLICABLE)
 - DRUG STATEMENT FORM
 - NON-TRAFFIC ARREST FORM MINOR TRAFFIC FORM
 - TATTOO SCREENING FORM
 - COLOR PHOTO OF TATTOO(S) - ONLY REQUIRED IF YOU HAVE TATTOO(S)
 - 4 ANGLE COLOR PHOTO IN PT GEAR - ONLY REQUIRED IF YOU HAVE TATTOO(S)
 - TATTOO SOU
 - NAVMC 11877 GROUND SERVICE AGREEMENT
- MOL SCREENS:
- CHRONOLOGICAL PAGE
 - BASIC INDIVIDUAL RECORD (BIR)
 - BASIC TRAINING RECORD (BTR)-PROVIDE NAVMC 11622 IF OFFICIAL PFT NOT UPDATED IN BTR
 - RECORD OF SERVICE (TROS)
- NAVMC 118 (11) ENTRIES:
- SRB STATEMENT
 - DUAL CITIZEN STATEMENT (IF FOREIGN BORN)
 - UNIT PUNISHMENT BOOK WITH ADDENDUM PAGE (IF APPLICABLE)

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- ___ DENTAL REQUIREMENT PRIOR TO OCS STATEMENT OF UNDERSTANDING
- ___ PROOF OF US CITIZENSHIP (REFER TO CURRENT MCRCO 1100.2 FOR ACCEPTABLE SUBMISSIONS)
- ___ MARRIAGE CERTIFICATE AND/OR DIVORCE DECREE (ONLY REQUIRED FOR FEMALES TO SHOW NAME CHANGE)
- ___ SECURITY CLEARANCE VERIFICATION LETTER
- OFFICIAL TEST SCORES (MUST HAVE 1 OF THE 3)
 - ___ 74 AFQT COMBINED SCORE MINIMUM
 - ___ 1000 SAT SCORE MINIMUM (MATH AND CRITICAL READING ONLY)
 - ___ 22 ACT COMPOSITE SCORE MINIMUM
- ___ CURRENT COLLEGE TRANSCRIPT (ASSOCIATES MUST SHOW FULL CONFER DATE)
- ___ MARINE CORPS POLICY CONCERNING FRATERNIZATION SOU
- ___ SEXUAL ASSAULT AND HARASSMENT STATEMENT OF UNDERSTANDING
- ___ LETTERS OF RECOMMENDATION
- ___ APPROVED DD FORM 368 (IF APPLICABLE)

CHECKLIST FOR WARRANT OFFICER

- ___ ENDORSEMENTS (FROM APPLICANT’S CHAIN OF COMMAND TO GENERAL OFFICER LEVEL (MUST HAVE)) (SEE EXAMPLE CONTAINED IN MCO 1040.42A)
- ___ APPLICANT’S INITIAL APPLICATION (SEE EXAMPLE CONTAINED IN SECNAVINST 1412.9B)
- ___ DATA SHEET
- ___ CERTIFIED COPY OF SRB PAGES 3 AND OPTION 23 OR RECORD OF SERVICE (ROS) (APPLICABLE TO SERGEANTS ONLY)
- ___ AWARDS PAGE (MCTFS PRINTOUT)
- ___ CERTIFIED COPY OF SRB PAGE 11 (ENSURE FRATERNIZATION STATEMENT IS REFLECTED)
- ___ ANY PRE SERVICE WAIVERS IDENTIFIED (I.E. DRUG, AGE, MORAL ETC.) WITH STATEMENT FROM APPLICANT EXPLAINING CIRCUMSTANCES
- ___ CERTIFIED COPY OF SRB PAGE 12 OR 13 (MAY BE REPLACED WITH UPB IF APPLICABLE. INCLUDE STATEMENT IN APPLICATION IF NONE)
- ___ CERTIFIED COPY OF BIR/BTR (OR TEST SCORE PAGE IF SCORES ARE NOT ON BTR)
- ___ CERTIFIED COPY OF SCHOLASTIC APTITUDE TEST OR AMERICAN COLLEGE TEST REPORT (IF APPLICABLE)
- ___ CERTIFIED COPY OF EDUCATION RECORD
- ___ CERTIFIED COPY OF COLLEGE TRANSCRIPTS AND EVIDENCE OF DEGREE (IF APPLICABLE)
- ___ CERTIFIED COPY OF EVIDENCE OF SECURITY INVESTIGATION (IF INVESTIGATION NOT ON BTR) (PERSON SUMMARY OR VERIFICATION SHOULD BE IN INITIAL APPLICATION OR DATE NAC INITIATED ON FIRST ENDORSEMENT).
- ___ PHOTOGRAPH (IF SENT TO MMSB TO UPDATE OMPF, INCLUDE STATEMENT IN INITIAL APPLICATION)
- ___ PRECOM PHYSICAL (DD FORM 2807-1 /DD FORM 2808) AND ANNUAL CERTIFICATION AS APPLICABLE. PHYSICALS MUST BE COMPLETED WITHIN 24 MONTHS PRIOR TO APPOINTMENT (ENSURE ALL “YES” ANSWERS ON DD FORM 2807-1 ARE EXPLAINED IN DETAIL IN THE NOTES SECTION AND INCLUDE SUPPORTING DOCUMENTATION (PRE AND POST OPERATIVE SURGERY REPORTS). EYESIGHT OTHER THAN 20/20 REQUIRE MANIFEST REFRACTION AND FEMALE APPLICANTS MUST HAVE A CURRENT PELVIC EXAM TO INCLUDE A CURRENT PREGNANCY TEST AND PAP SMEAR W/RESULTS)
- ___ PICTURES OF TATTOOS AND PHOTOS IN PT GEAR (FRONT, BACK, LEFT AND RIGHT SIDES) DESCRIPTION/MEANING OF TATTOOS (IF NO TATTOOS, PHOTOS IN PT GEAR IS NOT REQUIRED. INCLUDE STATEMENT IN APPLICATION)
- ___ LETTER OF RECOMMENDATIONS

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____ TO DETERMINE TIME IN SERVICE, VERIFY ACTIVE NAVAL SERVICE BY COMPUTING AFADBD WITH APPT DATE.
 TIME IN SERVICE FOR WO REG = 8 TO 16 YRS (NOT WAIVERABLE). EXCEPTION TO POLICY CONSIDERATION REQUIRES
 CG LEVEL FULL JUSTIFICATION

____ QUALIFYING TEST SCORES FOR THE WO REG/RES/REC - EL >= 110 OR SAT >= 1000
 (MATH/CRITICAL READING OR MATH/VERBAL) OR ACT >= 39 (MATH/ENGLISH ONLY) OR COMPOSITE OF 22 (WAIVER
 CONSIDERATION REQUIRES AFQT SCORE OF 70 OR BETTER); WO GUN ONLY NEED A GT >= 110
 REMARKS

OFFICER PROGRAM RESOURCE LINKS

<https://www.mcrc.marines.mil/Marine-Officer/Officer-Naval-Enlisted-Applicants/>

GENERAL INFORMATION

FREDERICK C. BRANCH (FCB) AND PEDRO DE VALLE (PDV) SCHOLARSHIP INFORMATION

Title	
Application Checklist	Download
Consortiums and Frederick C. Branch Schools	Download
Frederick C Branch Board Checklist	Download

MARINE OPTION NROTC INFORMATION

Title	
Board Checklist	Download
NROTC Air Service Agreement (Annex C)	Download
NROTC Ground Service Agreement (Annex C)	Download
NROTC NFO Service Agreement (Annex C)	Download
NROTC Sideload Board Brief	Download
Sample Sideload Application	Download

GENERAL FORMS

Title	

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Accession to Active Duty SOU (Annex D)	Download
Addendum to Application for Handwritten Statement	Download
Annual Certificate of Physical Condition	Download
Core Values SOU	Download
DD Form 2807-1	Download
DD Form 2808	Download
DD-368 Request for Conditional Release	Download
DD-369 Police Record Check	Download
DD-4 Enlistment/Re-enlistment Document	Download
Dental SOU	Download
Drug Statement Form	Download
E-O Select POC information	Download
Fraternization Statement of Understanding	Download
Information Sheet w/ Privacy Act	Download
Marine Corps Policy Concerning Military Occupational Specialties (MOS)	Download
Marine Corps Policy on Sexual Assault and Sexual Harassment SOU (Annex A)	Download
Minor Traffic Page	Download
NAVMC 10469 - Academic Certification Form	Download
NAVMC 11000 - Privacy Act Statement	Download
NAVMC 11877 MECEP Ground Service Agreement	Download
NAVMC 11878 MECEP Student Naval Aviator Service Agreement	Download
NAVMC 11879 MECEP Student Naval Flight Officer Service Agreement	Download

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Non-Traffic Arrest Form	Download
OCS Pre-ship Checklist	Download
Officer Candidates Tattoo SOU	Download
Restrictions of Personal Conduct SOU	Download
Security Clearance Verification Letter	Download
Spouse FMF Statement	Download
Tattoo Screening Form	Download
TBS Checklist	Download
Transcript Request Letter Format	Download
USMC Drug Policy Statement of Understanding	Download
Winter 2019 OCS Preship Prep Letter	Download

REFERENCE DOCUMENTS

Title	
FY19 TBS Dates	Download
MARADMIN 658/17 (WO Reserve)	Download
MARADMIN 659/17 (WO Regular)	Download
MCO 1040.42A	Download
MCO 1040.43B (E-O Order)	Download
MCRC Frost Calls	Download
Officer Commissioning Manual (MCRCO 1100.2A)	Download
Race-Religion Codes	Download
Regulations for Officer Development (ROD) Programs (NSTC M-1533.2A)	Download

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[SECNAVINST 1412.9B](#)

[Download](#)

WARRANT OFFICER

Warrant Officer Programs

The Warrant Officer (WO) Program is designed to provide the Marine Corps with technical specialists who perform duties that require extensive knowledge of a particular Military Occupational Specialty (MOS), and can be assigned successive tours of duty in their primary MOS. Read the following publications to learn more: [SECNAVINST 1412.9B](#) and [MCO 1040.42A](#).

To apply for one of the WO programs, begin with the application document for the appropriate program. Read the instructions carefully and complete your application as directed. Note: Your final submission must be in the same order as the checklist

[Enlisted to Warrant Officer Sample Application](#)

Send your completed package to warrantofficerboard@marines.usmc.mil via encrypted email ONLY AFTER THE APPLICATION IS COMPLETE, including signed endorsements. Attach the application package and medical submission as two (2) pdf documents titled 'LNAME, FNAME MI WO Application' and 'LNAME, FNAME MI WO Physical'. The subject line of the email should be: WO (Reg/Res/Gunner/Recruiter) Application ICO Rank LNAME, FNAME MI EDIPI/PMOS.

MOS Criteria: [0160](#) [0170](#) [0205](#) [0210](#) [0306](#) [0306](#) [0306](#) [0430](#) [0803](#) [1310](#) [1390](#) [1710](#) [1720](#)
[2110](#) [2120](#) [2125](#) [2305](#) [2602](#) [2805](#) [3010](#) [3102](#) [3402](#) [3408](#) [3408](#) [3510](#) [4130](#) [4430](#) [4503](#) [4810](#) [5502](#)
[5702](#) [5804](#) [5910-5950-5970](#) [6004](#) [6302](#) [6502](#) [6604](#) [6802](#) [7002](#) [7380](#)

24. BIC (MOL) PROCESS INFORMATION

Login to MOL

Click on "Unit Leader"

Click on "BIC"

NOTE: If you do not have rights to assign BIC, you will need to get access granted from your Company Office or S-1.

Type in the desired BIC from the Table of Organization (T/O) and click on "Submit."

Select the individual(s) you want to assign BICs, by placing a checkmark in the square and clicking "Edit." Click on 'Apply Changes'

References:

MARADMIN 535/08 (Para 3b)

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25. PERSONAL EFFECTS

The Mission of the Personal Effects Custodian is to ensure that when a Marine or sailor attached to the unit is separated from his/her personal effects and baggage, that the effects are properly collected, inventoried and delivered to the Personal Effects Custodian for safekeeping in accordance with MCO P4050.38D.

PRINCIPAL ACTION TAKEN

- Daily, the personal effects custodian must monitor the Unit Morning Report. When a member of unit is identified as being Deceased/Missing, Hospitalized, Incarcerated, TAD or UA/AWOL, steps must be taken to ensure that the member's personal effects and baggage are safeguarded.
- The unit personal effects custodian will record all personal effects and baggage inventories in a logbook. The logbook entry and prepared case file for each collection will be in clear and legible text.
- The unit personal effects custodian will insure all storage containers (U.A. boxes) and bulk items (couches, TVs, etc.) will be marked and tagged with the member's name, rank, SSN, status and estimated time of return, if known.

TASKS TO BE COMPLETED FOR PERSONAL EFFECTS

The personal effects custodian must contact the company commander and notify him/her of the requirement to conduct a personal effects inventory. The commander will then assign a member of the company inventory board (a Staff NCO or Officer) to inventory that Marines gear. The inventory must be completed within 48 hours of the member being separated from his/her effects (72/96 hours on a holiday weekend).

There are five different categories that a Marine/sailor can be in:

- Deceased or Missing - When a Marine/sailor becomes deceased or is missing the Inventorying Officer has 48 hours (72/96 hours on a holiday weekend) to inventory the Marine/Sailors gear. Once the effects are collected, they will be delivered into Supply's Personal Effects cage, inventoried and placed in secure storage. The inventorying officer will also collect the Marine/sailors 782 gear and turn it into supply, NBC, and armory as appropriate. A copy of the IMR and receipts from NBC, and armory will be delivered to the personal effects custodian and maintained within the case file.
- Hospitalized - When a Marine/sailor is hospitalized for 10 days or less, the Company Commander may waive the inventory requirements in writing. This needs to be determined prior to the end of the 48-hour (72/96 hour holiday weekend) time frame.
- Brig or Incarcerated - When a Marine/sailor is incarcerated (brig or in the hands of Civilian authorities) an Inventory must be conducted within the time frame 48-72/96 hours. Serviceable uniform clothing will be segregated and packed separately from the other personal effects.
- TAD (Temporary Additional Duty) - There are two different categories in regard to going TAD: 31-90, 90 and up.
- Unauthorized Absence/AWOL - When a Marine/sailor is in an unauthorized absence; all personal effects will be inventoried and placed in secure storage within 48 (72/96 hours on a holiday weekend). All serviceable clothing will be separated from the rest of the personal effects.

The clerk must brief Marines/Sailors who are assigned to collect and deliver Personal Effects of the following tasks:

- All inventories will be conducted utilizing the NAVMC 10154 (Personal Effects Inventory Form).
- All items will be separated on the forms into the following categories (have a different form for each category):
 - Military (Serviceable)

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- Military (Unserviceable)
- Civilian Articles
- Military items such as footwear, headgear, undergarments, khaki ties and altered web belts are automatically to be deemed military (unserviceable) and annotated on the corresponding form.
- Any items or materials that are potentially harmful to the personal effects will not be stored with the effects. Annotate these items on the back of NAVMC 10154.
- When conducting inventories of civilian articles:
 - Use the back of NAVMC 10154 to record civilian articles. For items which a space is not provided; write the article description in the blank spaces provided.
 - Ensure that all electronics (e.g. video game systems, VCRs, televisions, CD players etc...) manufacturer, model and serial numbers are annotated on NAVMC 10154. (i.e. Sony/Playstation2/Ser# 123456789).
- Per MCO P4050.38D, storage of personal effects (TAD 31-90 days only) inside BEQ rooms is authorized, however a letter deeming the barracks room secure storage must be signed by each Company Commander and filed with the Personal Effects Custodian at unit Supply.
- In the event of deployment of the Marine's, articles that are too large to be stored in locked storage (e.g. in a locked wall-locker or secretary) will be turned in to Battalion Supply. Items too large to be stored in locked storage described above will be annotated as such on NAVMC 10154.
- Upon completion of the inventory, the names, grades and SSN of the individuals conducting the inventory will be typed or legibly printed in the remarks section of the form. The senior member conducting the inventory will sign the original of the inventory in the designated block and all others will initial next to their names.
- Distribution of the inventory form and copies are as follows:
 - Original in Marine's SRB/OQR
 - One copy in each place which contains personal effects (e.g. wall-locker, secretary or box).
 - One copy retained by the commander or official directing the inventory. One copy in the case file.

PERSONAL EFFECTS WAIVER LETTER

UNITED STATES MARINE CORPS
UNIT
HIGHER UNIT
CITY, STATE, ZIP CODE

IN REPLY REFER TO:
SSIC
OFFICE CODE
DA MON YR

From: Commanding Officer
To: Personal Effects Inventory Board

Subj: PERSONAL EFFECTS INVENTORY ICO SERGEANT XXXXX XXXXXXXX 1234567890/XXXX USMC

Ref: (a) MCO 4400.150
(b) UM 4400-124
(c) MCO 4050.38D

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1. The Subject Named Marine will be in Temporary Additional Duty (TAD) status for greater than 30 days but less than 90 days.

2. SNM has elected to secure his personal effects as follows (initial one):

____ Within the individual's installation (government housing) or private dwelling (off base housing) in the custody of his/her next of kin.

____ Within an apartment off base, in which the individual is sole proprietor.

3. In accordance with the references, a personal effects inventory is not required.

4. The point of contact is Corporal XXXXXXXX, at 760-763-3527.

X. X. XXXXXXXX

References:

MCO P4050.38D PERSONAL EFFECTS AND BAGGAGE MANUAL

UM 4400.124 SASSY USER'S MANUAL

26. REQUEST MAST

<https://www.marines.mil/Portals/59/MCO%201700.23F.pdf>

UNIT REQUIREMENTS

- The term commander includes the Marine's immediate commanding officer (officer with Non-Judicial Punishment (NJP) authority) and every commanding officer in the chain of command up to and including the Marine's immediate commanding general. It also includes Inspector-Instructors and officers-in-charge (OIC) (provided the OIC is vested with NJP authority). Ref: NAVMC DIR 1700.23F, CHAP 1.2
- Request Mast includes both the "RIGHT" of the Marine to communicate with the commander, normally in person, and the requirement that the commander consider the matter and personally respond to the Marine requesting mast. There is no vested right to Request Mast with anyone higher than the first commanding general. Ref: NAVMC DIR 1700.23F
- Once a Marine expresses a desire to request mast, all efforts thereafter should be directed toward getting the Marine before the commanding officer to whom the petition is addressed. NCO's, SNCO's and Officers subordinate to the Commanding Officer shall not delay the Request Mast process in order to solve the problem

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themselves, but rather will focus their effort on making the Marine available to the commander. Ref: NAVMC DIR 1700.23F, 2.2

- A commander may deny a Request Mast application if there is another specific avenue of redress available to the Marine. Ref: NAVMC DIR 1700.23F, 2.4
- The authority to deny a Request Mast includes authority to refuse to further process the Request Mast. If denied the following action must be taken. Ref: NAVMC DIR 1700.23F, 2.5
- Explain to the Marine why the Request Mast application is denied and, if appropriate, what procedure must be followed to resolve the issue.
- Within a reasonable time (usually one week), forward a report of such action and the basis thereof to the immediate commanding general (CIG) via the chain of command.
- Request Mast is the preferred method for submitting formal Equal Opportunity complaints of discrimination, to include sexual harassment. Ref: NAVMC DIR 1700.23F, 2.6
- A Marine does not have to disclose the subject of the Request Mast to anyone in the chain of command except to the commander with whom the Marine is requesting mast. Ref: NAVMC DIR 1700.23F, 2.7
- When the operational commitments of a Marine's command, whether for training or actual deployment, would be unreasonably interfered with by adherence to the procedures set forth in this Directive, the right of the Marine to petition for Request Mast to a commander above the level of the immediate commanding officer may be suspended by the commanding general for the duration of the commitment. Ref: NAVMC DIR 1700.23F, 2.9
- The only inspector general authorized to hear a request mast is the Inspector General of the Marine Corps. Ref: NAVMC DIR 1700.23F, 2.10
- In general, there should be no more than one working day delay at any level of command. Explanations for delay must be provided to the Marine and forwarded via chain of command. Ref: NAVMC DIR 1700.23F, 3.4
- Establish and document follow-up procedures. Ref: NAVMC DIR 1700.23F, 5.1.e
- Ensure documents are properly safeguarded. Ref: NAVMC DIR 1700.23F, 5.1.f

NAVMC FORM 11296

[https://www.hqmc.marines.mil/Portals/146/Docs/Inspections%20Div/Request%20Mast%20Application%20\(NAVMC%2011%20296\).pdf](https://www.hqmc.marines.mil/Portals/146/Docs/Inspections%20Div/Request%20Mast%20Application%20(NAVMC%2011%20296).pdf)

- Request Mast applications will be submitted in writing utilizing NAVMC form 11296 (Rev) via the chain of command to the commander with whom the Request Mast is desired. Ref: NAVMC DIR 1700.23F, 3.3
- Local reproduction of the form is authorized. Ref: NAVMC DIR 1700.23F, 3.1
- All request masts petitions will be retained for two years. Ref: NAVMC DIR 1700.23F, 5.
- If applicable the following must be included on the NAVMC Form:
- By the commander:
 - The reason for the delay and acknowledged in writing by both the Commanding Officer and the Marine.
 - An explanation of why a personal appearance was not practical
 - A written statement as to his or her understanding of the Request Mast and his or her responsive action.
- From the Marine:

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- If not revealed to the chain of command, the Marine must include an explanatory statement as to why the subject was not revealed.
- When addressed to a higher commander but resolved at a lower level, the Marine will make a written statement on the Request Mast or attached sheet indicating that he or she is satisfied with the action taken at the lower level and has chosen to voluntarily withdraw the Request Mast

COMMAND INITIATING DIRECTIVE

- All commanders down to the lowest administrative level will institute a Request Mast program. A company whose admin functions are performed by battalion admin is not required to institute a separate Request Mast program. Ref: NAVMC DIR 1700.23F, 3.2
- All command initiating directive shall at a minimum include the command specific elements. Ref: NAVMC DIR 1700.23F

TRAINING REQUIREMENTS

- This Directive will be published and all personnel must be informed of the contents. Ref: NAVMC DIR 1700.23F, 3.1, 5.1

References:

U.S. Navy Regulations; Articles 0820c and 1151.1 NAVMC DIR 1700.23F; Request Mast Order MCO 1700.23F; Request Mast Order

Functional Area 020 Checklist

27. REPRISAL AND MILITARY WHISTLEBLOWER PROTECTION ACT

Definition. Reprisal is defined as when a responsible management official takes (or threatens to take) an adverse personnel action or withholds a favorable personnel action or withholds a favorable personnel action from a service member because he/she made or was thought to have made a protected communication.

Characteristics of Reprisal

- What are the four questions that an investigator must examine before conducting a reprisal complaint?
 - Protected Communication?
 - Unfavorable Personnel Action?
 - Responsible Management Official Knowledge
 - Linkage or reprisal or Independent Basis for Action
- Protected communication is any lawful communication made to:
 - Members of Congress or Inspectors General or
 - Makes, or prepare to make, communications ("lawful" or "unlawful") to a Member of Congress; a statutory or Service IG; a member of a DoD audit, inspection, investigation, or law enforcement organization; any

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person or organization in the chain of command; or any other person or organization designated pursuant to regulations or other established administrative procedures for such communications, provided the member reasonably believes the information disclosed, or to be disclosed, constitutes evidence of: (1) a violation of law or regulation, including those prohibiting sexual harassment or unlawful discrimination; or (2) mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety.

- Unfavorable personnel action is any action taken on a member of the Armed Forces that affects or has the potential to affect that service member's current position or career. Examples of personnel actions include:
 - Performance evaluations;
 - Transfer or reassignment;
 - Changes to duties or responsibilities;
 - Disciplinary or other corrective actions;
 - Denial of reenlistment or separation;
 - Decisions concerning awards, promotions or training;
 - Decisions concerning pay or benefits; or,
 - Referrals for mental health evaluation,
 - Revocation of access to classified material,
 - Revocation of authorization to carry weapons,
 - Revocation of flying status; or,
 - Revocation of personnel Reliability Program certification

Key: Was the action discretionary?

- Responsible Management Official (RMO) knowledge is anyone who influenced or recommended the action be taken, made the decision to take the action or approved, reviewed or endorsed the action. Knowledge is defined as, personally receiving the protected communication, hearing rumors about the protected communication, suspicion or belief that the complaint may have made a protected communication.
- When identifying the linkage one must determine if the Unfavorable Personnel Action would have occurred if there was no protected communication.
- A service member must file a complaint within 60 days after the date on which the member becomes aware of the personnel action that is the subject of the allegation.

The preferred means to address allegations of reprisal are through the DODIG or IGMC hotline complaint process.

References

Title 10 U.S.C. Section 1034; Military Whistleblower Protection Act DODD 7050.6; The Military Whistleblower Act https://www.dodig.mil/Portals/48/Documents/Policy/DoDD_7050_06.pdf

SECNAVINST 5370.7C; Military Whistleblower Protection https://fas.org/irp/doddir/navy/secnavinst/5370_7c.pdf

IGDG 7050.6; Guide to Investigating Reprisal and Improper Referrals for Mental Health Evaluations <http://www.dodhotline.dodig.mil/Programs/Whistleblower/pdfs/IOGuide/GuideToInvestigatingMilitaryWhistleblowerReprisalAndRestrictionComplaints.pdf>

28. AWARDS INFORMATION

AWARDS CHART

U.S. Marine Corps Ribbons & Devices

Correct Order of Ribbon Wear



None
Medal of Honor

The display of new DOD V,C and R devices is based on initial DOD guidance. Their use and application has been announced by the Marine Corps and therefore is the same as shown.

Navy Cross	Defense Distinguished Service Medal	Navy Distinguished Service Medal	Silver Star	Defense Superior Service Medal	Legion of Merit
Distinguished Flying Cross	Navy & Marine Corps Medal	Bronze Star Medal	Purple Heart	Defense Meritorious Service Medal	Meritorious Service Medal
Air Medal	Joint Service Commendation Medal	Navy & Marine Corps Commendation Medal	Joint Service Achievement Medal	Navy & Marine Corps Achievement Medal	Combat Action Ribbon
Navy Presidential Unit Citation	Joint Meritorious Unit Award	Navy Unit Commendation	Navy Meritorious Unit Commendation	Navy "E" Ribbon	Prisoner of War Medal
Marine Corps Good Conduct Medal	Selected Marine Corps Reserve Medal	Marine Corps Expeditionary Medal	China Service Medal	American Defense Service Medal	American Campaign Medal
European-African-Middle Eastern Campaign	Asiatic-Pacific Campaign Medal	None World War II Victory Medal	Navy Occupation Service Medal	National Defense Service Medal	Korean Service Medal
Antarctica Service Medal	Armed Forces Expeditionary Medal	Vietnam Service Medal	Southwest Asia Service Medal	None Medal For Humane Action	Kosovo Campaign Medal
Afghanistan Campaign Medal	Iraq Campaign Medal	Inherent Resolve Campaign Medal	None Global War on Terrorism Expeditionary Medal	None Global War on Terrorism Service Medal	None Korea Defense Service Medal
Armed Forces Service Medal	Humanitarian Service Medal	Outstanding Volunteer Service Medal	Navy Sea Service Deployment Ribbon	None Navy Arctic Service Ribbon	Navy & Marine Corps Overseas Service Ribbon
Marine Corps Recruiting Ribbon	Marine Corps Drill Instructor Ribbon	Marine Security Guard Ribbon	Combat Instructor Ribbon	Armed Forces Reserve Medal	Marine Corps Reserve Ribbon (Obsolete)
Philippine Presidential Unit Citation	None Republic of Korea Presidential Unit Citation	None Republic of Vietnam Presidential Unit Citation	Vietnam Gallantry Cross Unit Citation	Vietnam Civil Actions Unit Citation	Philippine Defense Ribbon
Philippine Liberation Ribbon	None Philippine Independence Ribbon	None United Nations Service Medal	United Nations Medal	NATO Medal	NATO Kosovo Medal
Multinational Force & Observers Medal	Inter-American Defense Board Medal	Republic of Vietnam Campaign Medal	Kuwait Liberation Medal (Saudi Arabia)	None Kuwait Liberation Medal (Emirate of Kuwait)	None ROK War Service Medal

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Numbers next to devices provide details on pages 12-14.

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OPENING AND CLOSING LINES

The proposed citation, which is a condensation of the required summary of action, must accompany the recommendation. The summary of action and the proposed citation must agree as to the times, dates, and other specifics that are mentioned in both. The information must be factual. The information cannot contain classified information. The information must be adaptable for publication by the news media.

The proposed citation must consist of the following opening and closing sentences:

AWARD	OPENING SENTENCE	CLOSING SENTENCE
<p>CERTIFICATE OF COMMENDATION (CF)</p> <p>To be submitted 30 days prior to desired presentation date.</p> <p>NO MORE THAN 9 LINES</p>	<p>OUTSTANDING ACHIEVEMENT IN THE PERFORMANCE OF DUTIES AS (BILLET, UNIT) I MARINE EXPEDITIONARY FORCE, FROM (MONTH YEAR) TO (MONTH YEAR).</p>	<p>(RANK NAME)'S OUTSTANDING MOTIVATION AND DEDICATION TO DUTY REFLECTED CREDIT UPON (HIM/HER) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS.</p>
<p>NAVY AND MARINE ACHIEVEMENT MEDAL (NA)</p> <p>To be submitted 60 days prior to desired presentation date.</p> <p>NO MORE THAN 9 LINES</p>	<p>PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF (HIS/HER) DUTIES ON (DATE) WHILE SERVING WITH (UNIT) IN SUPPORT OF OPERATION (NAME OPERATION)</p>	<p>(RANK NAME)'S INITIATIVE, PERSISTENCE, AND TOTAL DEDICATION TO DUTY REFLECTED CREDIT UPON (HIM/HER) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.</p>
<p>NAVY AND MARINE ACHIEVEMENT MEDAL W/VALOR (NV)</p> <p>To be submitted 60 days prior to desired presentation date.</p> <p>NO MORE THAN 9 LINES (device can be retroactive but are no longer given for current actions)</p>	<p>HEROIC ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF (HIS/HER) DUTIES AS (BILLET, UNIT), I MARINE EXPEDITIONARY FORCE FROM (MONTH YEAR) TO (MONTH YEAR).</p>	<p>(RANK NAME)'S EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSISTENCE, AND LOYAL DEDICATION TO DUTY REFLECTED CREDIT UPON (HIM/HER) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.</p>
<p>NAVY AND MARINE CORPS COMMENDATION MEDAL (NC)</p>	<p>MERITORIOUS ACHIEVEMENT/SERVICE ON (DATE) WHILE SERVING AS</p>	<p>(RANK NAME)'S NOTEWORTHY ACCOMPLISHMENTS,</p>

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<p>To be submitted 60 days prior to desired presentation date.</p> <p>NO MORE THAN 9 LINES</p>	<p>(BILLET, WITH (UNIT), IN SUPPORT OF OPERATION (NAMED OPERATION)</p>	<p>PERSERVERANCE, AND DEVOTION TO DUTY REFLECTED CREDIT UPON (HIM/HER) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.</p>
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<p>NAVY AND MARINE CORPS COMMENDATION MEDAL W/VALOR (CV)</p> <p>To be submitted 60 days prior to desired presentation date.</p> <p>NO MORE THAN 9 LINES</p>	<p>HEROIC ACHIEVEMENT/SERVICE WHILE SERVING AS WITH (UNIT) ON (DATE) IN SUPPORT OF OPERATION (NAMED OPERATION)</p>	<p>BY (HIS/HER) UNSERVING DETEREMINATION, WISE JUDGMENT, AND COMPLETE DEDICATION TO DUTY (RANK NAME) REFLECTED CREDIT UPON (HIM/HER) AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.</p>
<p>MERITORIOUS SERVICE MEDAL (MM)</p> <p>To be submitted 120 days prior to desired presentation date.</p> <p>NO MORE THAN 24 LINES</p>	<p>FOR (OUTSTANDING ACHIEVEMENT/SERVICE) WHILE SERVING AS WITH (UNIT) ON (DATE) IN SUPPORT OF OPERATION (NAMED OPERATION)</p>	<p>(RANK NAME)'S EXCEPTIONAL PROFESSIONALISM,PERSONAL INITIATIVE AND LOYAL DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON (HIM/HER) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.</p>
<p>BRONZE STAR (BS)</p> <p>To be submitted 120 days prior to desired presentation date.</p> <p>NO MORE THAN 24 LINES</p>	<p>FOR (MERITORIOUS ACHIEVEMENT/SERVICE) IN CONNECTION WITH COMBAT OPERATIONS AGAINST THE ENEMY WHILE SERVING AS (BILLET, UNIT), I MARINE</p>	<p>(RANK NAME)'S DISTINCTIVE CONTRIBUTIONS, UNRELENTING PEREVERANCE, AND STEADFAST DEVOTION TO DUTY REFLECTED GREAT</p>

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	EXPEDITIONARY FORCE, FROM (MONTH YEAR) TO (MONTH YEAR).	CREDIT UPON (HIM/HER) AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.
<p>BRONZE STAR W/VALOR (BV)</p> <p>To be submitted 120 days prior to desired presentation date.</p> <p>NO MORE THAN 24 LINES</p>	<p>FOR (HEROIC ACHIEVEMENT/SERVICE) IN CONNECTION WITH COMBAT OPERATIONS AGAINST THE ENEMY WHILE SERVING AS WITH (UNIT), IN SUPPORT OF OPERATION (NAMED OPERATION)</p>	<p>BY (HIS/HER) ZEALOUS INITIATIVE, COURAGEOUS ACTIONS, AND EXCEPTIONAL DEDICATION TO DUTY, (RANK NAME) REFLECTED GREAT CREDIT UPON (HIMSELF/HERSELF) AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.</p>
<p>NAVY AND MARINE CORPS MEDAL (NM)</p> <p>To be submitted 120 days prior to desired presentation date.</p> <p>NO MORE THAN 24 LINES</p>	<p>FOR HEROISM WHILE SERVING AS (BILLET, UNIT), I MARINE EXPEDITIONARY FORCE FROM (MONTH YEAR) TO (MONTH YEAR).</p>	<p>BY (HIS/HER) COURAGEOUS AND PROMPT ACTIONS IN THE FACE OF GREAT PERSONAL RISK, (RANK NAME) REFLECTED GREAT CREDIT UPON (HIM/HER) AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.</p>
<p>DISTINGUISHED FLYING CROSS</p> <p>To be submitted 120 days prior to desired presentation date.</p> <p>NO MORE THAN 23 LINE</p>	<p>FOR (HEROISM/EXTRAORDINARY ACHIEVEMENT) WHILE PARTICIPATING IN AERIAL FLIGHT ON (DATE) IN SUPPORT OF OPERATION (NAME OPERATION)</p>	<p>BY (HIS/HER) PRODIGIOUS EFFORTS, STERLING PERFORMANCE, AND UNEXCELLED DEDICATION TO DUTY IN THE FACE OF HAZARDOUS FLYING CONDITIONS, (RANK NAME) REFLECTED GREAT CREDIT</p>

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		UPON (HIM/HER) AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND UNITED STATES NAVAL SERVICE.
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LEGION OF MERIT (LM) To be submitted 120 days prior to desired presentation date. NO MORE THAN 23 LINES	FOR EXCEPTIONALLY MERITORIOUS CONDUCT IN THE PERFORMANCE OF OUTSTANDING SERVICE (UNDER COMBAT CONDITIONS) AS WITH (UNIT) ON (BEGINNING DATE) TO END DATE) IN SUPPORT OF OPERATION (NAMED OPERATION).	RANK NAME)'S DYNAMIC DIRECTION, KEEN JUDGMENT, AND LOYAL DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON (HIM/HER) AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.
SILVER STAR (SS) To be submitted 120 days prior to desired presentation date. NO MORE THAN 23 LINES	FOR CONSPICUOUS GALLANTRY AND INTREPIDITY IN ACTION AGAINST THE ENEMY AS (BILLET, UNIT), I MARINE EXPEDITIONARY FORCE FROM (MONTH YEAR) TO (MONTH YEAR).	BY (HIS/HER) BOLD INITIATIVE, UNDAUNTED JUDGMENT, AND COMPLETE DEDICATION TO DUTY (RANK NAME) REFLECTED GREAT CREDIT UPON (HIMSELF/HERSELF) AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.
RETIREMENT To be submitted 60 days prior to desired presentation date.	USE APPROPRIATE OPENING SENTENCE DEPENDING ON AWARD.	(HIS/HER) SUPERIOR PERFORMANCE OF DUTY DURING THIS TOUR IS THE HALLMARK OF CAREER DEVOTED TO ACCOMPLISHING BROAD AND DIVERSE ASSIGNMENTS, IN COMBAT AND PEACE, HIGHLIGHTING THE CULMINATION OF (#) YEARS OF HONORABLE AND DEDICATED MARINE CORPS

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		SERVICE. PLUS THE AWARDS ORIGINAL CLOSING SENTENCE.
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AWARDS CODES

Award Code	Description		
AO	ARMY OCCUPATION MEDAL	AOM	SERVICE AWARD
AP	ASIATIC-PACIFIC CAMPAIGN MEDAL	APCM	SERVICE AWARDS
AR	ANTARCTICA SERVICE MEDAL	ASM	SERVICE AWARDS
AS	AIR MEDAL-STRIKE/FLIGHT	AMS	PERSONAL AWARDS
AT	NAVY ARCTIC SERVICE RIBBON	NASR	SERVICE AWARDS
AU	ARMY MERITORIOUS UNIT COMMENDATION	AMUC	UNIT AWARDS
AW	ARMY VALOROUS UNIT AWARD	AVUAWD	UNIT AWARDS
AX	DISTINGUISHED SERVICE CROSS (ARMY)	DSCAR	PERSONAL AWARDS
AY	ARMY RESERVE COMPONENTS ACHIEVEMENT MEDAL	ARCAM	SERVICE AWARDS
AZ	ARMY SUPERIOR UNIT AWARD	ASUA	UNIT AWARDS
B	BRONZE HOUR GLASS	BHG	DEVICES
BS	BRONZE STAR MEDAL	BSM	PERSONAL AWARDS
BU	AIR FORCE GALLANT UNIT AWARD	AFGUA	UNIT
C	COMBAT CONDITIONS	C	DEVICES
CA	AFGHANISTAN CAMPAIGN MEDAL	AFGNCAM	SERVICE AWARDS
CC	COAST GUARD COMMENDATION MEDAL (1968)	CGCM	PERSONAL AWARDS
CD	DISTINGUISHED SERVICE MEDAL-COAST GUARD	DSMCG	PERSONAL AWARDS
CE	CERTIFICATE OF APPRECIATION	COA	DECORATIONS
CF	CERTIFICATE OF COMMENDATION (INDIVIDUAL AWARD)	COCI	DECORATIONS
CG	COAST GUARD ACHIEVEMENT MEDAL (1968)	CGACH	PERSONAL AWARDS
CI	IRAQ CAMPAIGN MEDAL	IRAQCAM	SERVICE AWARDS
CL	COMMANDANT'S LTR OF COMM RIBBON (COAST GUARD)	CLOCRI	PERSONAL AWARDS
CM	COAST GUARD MEDAL	CGM	PERSONAL AWARDS
CR	COMBAT ACTION RIBBON	CAR	PERSONAL AWARDS
CS	CHINA SERVICE MEDAL	CSM	SERVICE AWARDS
CT	CERTIFICATE OF COMMENDATION (UNIT AWARD)	COCU	DECORATIONS
CU	COAST GUARD MERITORIOUS UNIT COMMENDATION	CGMUC	UNIT AWARDS
DA	NAVY AWARD FOR DISTINGUISHED ACHIEVEMENT IN SCIENCE	NAFDAIS	DECORATIONS
DC	NAVY DISTINGUISHED CIVILIAN SERVICE AWARD	NDCSA	DECORATIONS
DD	DEFENSE DISTINGUISHED SERVICE MEDAL	DDSM	PERSONAL AWARDS
DF	PRESIDENT'S DISTINGUISHED FEDERAL CIVILIAN SERVICE	PDFCSM	

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	MEDAL		DECORATIONS
DG	DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE MEDAL	DODDCSM	DECORATIONS
DH	DEPARTMENT OF STATE HEROISM AWARD	DSHA	DECORATIONS
DI	MARINE CORPS DRILL INSTRUCTOR RIBBON	MCDIR	SERVICE AWARDS
DM	DISTINGUISHED SERVICE MEDAL-NAVY	DSMN	PERSONAL AWARDS
DP	NAVY DISTINGUISHED PUBLIC SERVICE AWARD	NDPSA	DECORATIONS
DS	DEFENSE SUPERIOR SERVICE MEDAL	DSSM	PERSONAL AWARDS
DU	AIR FORCE MERITORIOUS UNIT AWARD	AFMUA	UNIT
DV	DISTINGUISHED SERVICE MEDAL-AIR FORCE	DSMAF	PERSONAL AWARDS
DX	DISTINGUISHED FLYING CROSS	DFC	PERSONAL AWARDS
E	"E" DEVICE FOR NAVY BATTLE "E" RIBBON	E	DEVICES
EA	EUROPEAN-AFRICAN-MIDDLE EASTERN CAMPAIGN MEDAL	EAMECM	SERVICE AWARDS
EM	EXPEDITIONARY MEDAL-MARINE CORPS	EMMC	SERVICE AWARDS
EN	EXPEDITIONARY MEDAL-NAVY	EMUSN	SERVICE AWARDS
FA	AIR FORCE ACHIEVEMENT MEDAL	AFAM	PERSONAL AWARDS
FC	AIR FORCE COMMENDATION MEDAL	AFCM	PERSONAL AWARDS
FE	AIR FORCE AERIAL ACHIEVEMENT MEDAL	AFAAM	PERSONAL AWARDS
FG	AIR FORCE GOOD CONDUCT MEDAL	AFGCM	PERSONAL AWARDS
FH	AIR RESERVE FORCES MERITORIOUS SERVICE MEDAL	ARFMSM	PERSONAL AWARDS
FM	AIRMAN'S MEDAL	ASM	PERSONAL AWARDS
FP	PRESIDENTIAL UNIT CITATION-AIR FORCE	PUC-AF	UNIT AWARDS
FR	ARMED FORCES RESERVE MEDAL	AFRM	SERVICE AWARDS
FS	ARMED FORCES SERVICE MEDAL	AFSM	SERVICE AWARDS
FU	AIR FORCE OUTSTANDING UNIT AWARD	AFOUA	UNIT AWARDS
FW	FOREIGN AWARD	FORAWD	UNIT AWARDS
FX	AIR FORCE CROSS	AFC	PERSONAL AWARDS
FY	AIR FORCE ORGANIZATIONAL EXCELLENCE AWARD	AFOEA	UNIT AWARDS
G	GOLD HOUR GLASS	GHG	DEVICES
GC	MARINE CORPS GOOD CONDUCT MEDAL	MCGCM	PERSONAL AWARDS
GG	COAST GUARD GOOD CONDUCT MEDAL	CGGCM	PERSONAL AWARDS
GL	GOLD LIFE SAVING MEDAL	GLSM	PERSONAL AWARDS
GU	COAST GUARD UNIT COMMENDATION	CGUC	UNIT AWARDS
GV	COAST GUARD RESERVE GOOD CONDUCT MEDAL	CGRGCM	PERSONAL AWARDS
H	GOLD/BRONZE HOUR GLASS	G/BHG	DEVICES
HA	MEDAL FOR HUMANE ACTION	MFHA	SERVICE AWARDS
HS	HUMANITARIAN SERVICE MEDAL	HSM	SERVICE AWARDS
IA	INTER-AMERICAN DEFENSE BOARD MEDAL	I-ADBM	SERVICE AWARDS
JA	JOINT SERVICE ACHIEVEMENT MEDAL	JSAM	PERSONAL AWARDS
JC	JOINT SERVICE COMMENDATION MEDAL	JSCM	PERSONAL AWARDS
JU	JOINT MERITORIOUS UNIT AWARD	JMUA	UNIT AWARDS

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KC	KOSOVO CAMPAIGN MEDAL	KCM	SERVICE AWARDS
KD	KOREAN DEFENSE SERVICE MEDAL	KDSM	SERVICE AWARDS
KK	KUWAIT LIBERATION MEDAL (KUWAIT)	KLM-K	SERVICE AWARDS
KL	KUWAIT LIBERATION MEDAL (SAUDI ARABIA)	KLM-SA	SERVICE AWARDS
KP	KOREAN PRESIDENTIAL UNIT CITATION (NO MEDAL AUTH)	KPUC	UNIT AWARDS
KS	KOREAN SERVICE MEDAL	KSM	SERVICE AWARDS
KW	REPUBLIC OF KOREA WAR SERVICE MEDAL	KWSM	SERVICE AWARDS
LA	LETTER OF APPRECIATION	LOA	DECORATIONS
LC	LETTER OF COMMENDATION	LOC	DECORATIONS
LM	LEGION OF MERIT	LM	PERSONAL AWARDS
M	'M' DEVICE	MD	DEVICES
MA	MERCHANT MARINE DISTINGUISHED SERVICE MEDAL	MMDSM	DECORATIONS
MB	MERCHANT MARINE MERITORIOUS SERVICE MEDAL	MMMSM	DECORATIONS
MC	MERCHANT MARINE COMBAT BAR	MMCBAR	DECORATIONS
MD	MERCHANT MARINE MARINERS MEDAL	MMMM	DECORATIONS
ME	MEDAL OF MERIT	MOM	DECORATIONS
MF	MULTINATIONAL FORCE AND OBSERVERS MEDAL	MFAOM	SERVICE AWARDS
MG	MARINE SECURITY GUARD RIBBON	MSGR	SERVICE AWARDS
MH	MEDAL OF HONOR	MH	PERSONAL AWARDS
MK	MERCHANT MARINE KOREAN SERVICE BAR	MMKORSB	DECORATIONS
MM	MERITORIOUS SERVICE MEDAL	MSM	PERSONAL AWARDS
MO	MERCHANT MARINE WAR ZONE BARS-ATL WAR ZONE	MMWZATL	DECORATIONS
MP	MERCHANT MARINE WAR ZONE BARS-PAC WAR ZONE	MMWZPAC	DECORATIONS
MR	DEFENSE MERITORIOUS SERVICE MEDAL	DMSM	PERSONAL AWARDS
MS	MERCHANT MARINE GALLANT SHIP UNIT CITATION	MMGSUC	DECORATIONS
MT	MERITORIOUS MAST	MM	DECORATIONS
MU	NAVY MERITORIOUS UNIT COMMENDATION	NMUC	UNIT AWARDS
MV	MERCHANT MARINE VIETNAM SERVICE BAR	MMVIETSB	DECORATIONS
MW	MERCHANT MARINE WWII VICTORY MEDAL	MMWWIIVB	DECORATIONS
MX	MERCHANT MARINE DEFENSE MEDAL	MMDEFM	DECORATIONS
MY	FLEET MARINE FORCE RIBBON	FMFR	SERVICE AWARDS
MZ	MERCHANT MARINE WAR ZONE BARS-MED-MIDEAST WAR ZONE	MMWZMED	DECORATIONS
N	BRONZE OAK LEAF CLUSTER	BOLC	DEVICES
NA	NAVY AND MARINE CORPS ACHIEVEMENT MEDAL	NAM	PERSONAL AWARDS
NB	NASA MEDAL FOR EXCEPTIONAL BRAVERY	NMFEB	DECORATIONS
NC	NAVY AND MARINE CORPS COMMENDATION MEDAL	NCM	PERSONAL AWARDS
ND	NASA DISTINGUISHED SERVICE MEDAL	NDSM	DECORATIONS
NE	NAVY "E" RIBBON/NAVY BATTLE "E" RIBBON	NER	UNIT AWARDS
NF	NASA FLIGHT MEDAL	NFM	DECORATIONS

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NG	NAVY GOOD CONDUCT MEDAL	USNGCM	PERSONAL AWARDS
NH	NAVAL RESERVE SEA SERVICE RIBBON	NRSSR	SERVICE AWARDS
NI	NATIONAL SCIENCES MEDAL	NSM	DECORATIONS
NJ	NATIONAL INTELLIGENCE MEDAL OF ACHIEVEMENT	NIMOA	DECORATIONS
NK	NATO MEDAL-KOSOVO	NATO-K	DECORATIONS
NL	NAVAL RESERVE MERITORIOUS SERVICE MEDAL	NRMSM	SERVICE AWARDS
NM	NAVY AND MARINE CORPS MEDAL	NMCM	PERSONAL AWARDS
NN	NATIONAL DEFENSE SERVICE MEDAL	NDSM	SERVICE AWARDS
NO	NATO MEDAL-EAGLE ASSIST	N-EA	DECORATIONS
NP	NATIONAL INTELLIGENCE DISTINGUISHED SERVICE MEDAL	NIDSMS	DECORATIONS
NQ	NATO MEDAL-ACTIVE ENDEAVOUR	N-AE	DECORATIONS
NR	NAVAL RESERVE MEDAL (1938-1958)	NRM	SERVICE AWARDS
NS	NASA MEDAL FOR EXCEPTIONAL SERVICE	NMFES	DECORATIONS
NT	NATO MEDAL	NM	DECORATIONS
NU	NAVY UNIT COMMENDATION	NUC	UNIT AWARDS
NV	NATO MEDAL-ALL BALKANS OPERATIONS	N-ABO	DECORATIONS
NW	NATIONAL SECURITY MEDAL	NSM	DECORATIONS
NX	NAVY CROSS	NC	PERSONAL AWARDS
NY	NATO MEDAL-YUGOSLAVIA	NATO-Y	DECORATIONS
NZ	NATO MEDAL-ISAF AFGHANISTAN	N-ISAF	DECORATIONS
O	SILVER OAK LEAF CLUSTER	SOLC	DEVICES
OA	NATO MEDAL-TRNG IMPLEMENTATION MSN-IRAQ	N-TIMI	DECORATIONS
OB	NATO MEDAL-IMPLEMENTATION MSN-IRAQ	N-IMI	DECORATIONS
OM	NAVY OCCUPATION SERVICE MEDAL	NOSM	SERVICE AWARDS
OS	NAVY AND MARINE CORPS OVERSEAS SERVICE RIBBON	NAMCOSR	SERVICE AWARDS
OV	MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL	MOVSM	PERSONAL AWARDS
P	PALM	PALM	DEVICES
PA	PRESIDENTIAL UNIT CITATION-ARMY	PUC-A	UNIT AWARDS
PD	PHILIPPINE DEFENSE MEDAL	PIDM	SERVICE AWARDS
PH	PURPLE HEART	PH	PERSONAL AWARDS
PI	PHILIPPINE INDEPENDENCE MEDAL	PIIM	SERVICE AWARDS
PL	PHILIPPINE LIBERATION MEDAL	PILM	SERVICE AWARDS
PM	PRESIDENTIAL MEDAL OF FREEDOM	PMOF	DECORATIONS
PP	PHILIPPINE PRESIDENTIAL UNIT CITATION	PPUC	UNIT AWARDS
PU	PRESIDENTIAL UNIT CITATION-NAVY	PUC-N	UNIT AWARDS
PW	PRISONER OF WAR MEDAL	POWM	SERVICE AWARDS
R	REMOTE IMPACT	R	DEVICE
RA	MARINE CORPS RECRUITING RIBBON	MCRR	SERVICE AWARDS
RB	REP VIET MUC CIV ACT MEDAL	RVMUCCAM	UNIT AWARDS
RC	REP VIET MUC CIV ACT COLOR W/PALM & FRAME	RVMUCCA	UNIT AWARDS

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RG	REP VIET MUC GALLANTRY CROSS COLOR W/PALM & FRAME	RVMUCGCM	UNIT AWARDS
RH	REP VIET GALLANTRY CROSS MEDAL W/SILVER STAR	RVGCMSS	UNIT AWARDS
RM	SELECTED MARINE CORPS RESERVE MEDAL	SMCRM	SERVICE AWARDS
RR	MARINE CORPS RESERVE RIBBON	MCRR	SERVICE AWARDS
RS	NAVY RECRUITING SERVICE RIBBON	NRSR	SERVICE AWARDS
S	SILVER HOUR GLASS	SHG	DEVICES
SA	SOUTHWEST ASIA SERVICE MEDAL	SASM	SERVICE AWARDS
SC	SECRETARY OF THE NAVY LETTER OF COMMENDATION	SNLOC	DECORATIONS
SD	SEA SERVICE DEPLOYMENT RIBBON	SSDR	SERVICE AWARDS
SE	SELECTIVE SERVICE DISTINGUISHED SERVICE AWARD	SSDSA	DECORATIONS
SF	SELECTIVE SERVICE EXCEPTIONAL SERVICE AWARD	SSESA	DECORATIONS
SG	SELECTIVE SERVICE MERITORIOUS SERVICE AWARD	SSMSA	DECORATIONS
SH	CONGRESSIONAL SPACE MEDAL OF HONOR	CSMOH	DECORATIONS
SL	SILVER LIFE SAVING MEDAL	SLSM	PERSONAL AWARDS
SM	SOLDIERS MEDAL	SM	PERSONAL AWARDS
SO	COAST GUARD SPECIAL OPERATIONS SERVICE RIBBON	CGSOSR	SERVICE AWARDS
SS	SILVER STAR MEDAL	SSM	PERSONAL AWARDS
ST	US DEPT OF STATE MERIT HONOR AWARD	STDEPT	DECORATIONS
UN	UNITED NATIONS MEDAL	UNM	SERVICE AWARDS
UP	US PUBLIC HEALTH ACHIEVEMENT MEDAL	USPHAM	DECORATIONS
US	UNITED NATIONS SERVICE MEDAL	UNSM	SERVICE AWARDS
V	COMBAT 'V'	V	DEVICES
VM	REPUBLIC OF VIETNAM CAMPAIGN MEDAL	ROVCM	SERVICE AWARDS
VP	VIETNAM PRESIDENTIAL UNIT CITATION (NO MEDAL AUTH)	VPUC-ROF	UNIT AWARDS
VS	VIETNAM SERVICE MEDAL	VSM	SERVICE AWARDS
W	'W' DEVICE	WD	DEVICES
WE	GLOBAL WAR ON TERRORISM EXPEDITIONARY MEDAL	GWOTEM	SERVICE AWARDS
WT	GLOBAL WAR ON TERRORISM SERVICE MEDAL	GWOTSM	SERVICE AWARDS
WV	WORLD WAR II VICTORY MEDAL	WWIIVM	SERVICE AWARDS
X	ANTARCTICA DISK	AD	DEVICES

References:

MCO P1020.34 Marine Corps Uniform Regulations

SECNAVINST 1650.1 (PDF 26 MB) Navy and Marine Corps Awards Manual

MCO 1650.19J with Ch 1 Administrative and Issue Procedures for Decorations, Medals and Awards

NAVMC 2922 [PDF 3.1 MB]

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Unit Awards Manual

29. HOW TO CREATE AN iAPS ACCOUNT

M&RA Account

Step 1: Create a M&RA portal account at <https://www.manpower.usmc.mil>

(If you already have one skip to step 4.)

Step 2: Once you have successfully registered for your M&RA account will be notified via email or on the screen the time for approval will vary.

Step 3: Test your login once you have logged in successfully go to step 4.

iAPS Account

Step 4: To create an iAPS account you will need to type this link- <https://www.manpower.usmc.mil/iaps>

Step 5: You will see the Welcome to iAPS page follow the steps

Step 6: Enter the title for the current billet that you hold (i.e. Awards Supervisor, I MEF SSEC, I MEF Admin Chief.....etc.)

Step 7: Click on the Change Unit button to search and select your current unit

Step 8: Both the Title Block (with current title) and the Unit Identifier (your Unit R/U) should be filled in, if so click on the SUBMIT button.

Step 9: You should see the " My Details / Request New Permissions" at the top of the page (Check your contact email address and phone number. If this information is incorrect please click on the update link to modify that information. (Note: when you change that information it may take up to 10 minutes to reflect in iAPS).

Step 10: Now you will select your permissions.

Note: All officers are automatically Originators. Select the following permissions if they pertain to you.

- Endorser
- Originator (Civilians must be GS-9 or above.)
- Reviewer
- Trusted Assistant (only for CG)
- Board Member

Step 11: Fill in the justification with a short sentence on what billet you hold and your reason for requesting access.

Step 12: Click Request Permissions button. (Allow 24hrs for your request to be processed any questions contact your Unit Administrator.)

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30. CAREER PLANNING

CAREER PLANNER – BATTALION AND SQUADRON LEVEL. The primary mission of the Career Planner is to advise commanders and Marines on all aspects of Retention.

- Assist Marines in improving their retention through performance and competitiveness.
- Advise Marines on career opportunities, education benefits, First Term Alignment Plan (FTAP), Subsequent Term Alignment Plan (STAP), PME requirements (published via ALMAR or MARADMIN), B-billets and Special Duty Assignments (SDA), promotion tempos, selection zones for promotion, remedial promotion boards (MCO 5420.16B), Enlisted Career Force Controls (ECFC), involuntary separation pay, etc.
- Process all requests for retention, including all administrative requirements.
- The Career Planner is responsible to HQMC, to act as the liaison between the command and MMEA on all retention matters.
- Career Planners should exemplify the type of Marine we desire to retain in the Marine Corps.

Reference: MCO 1040.31; Chap. 2 Pg. 2-1

Weblink: <https://www.marines.mil/Portals/59/Publications/MCO%201040.31.pdf>

SPECIAL DUTY ASSIGNMENT OVERVIEW. Special screening requirements for Marine Corps enlisted billets of exceptional responsibility. Assignment to challenging billets, within and outside of PMOS, is an integral part of every Marine's career. The skills and experience gained through service in these duties enhance individual abilities and establish a shared bond across different communities while meeting service objectives.

The following are the three types of screen-able billets.

- Special Duty Assignments (SDA) are billets specifically designated by the CMC. These assignments include: Drill Instructor, Recruiter, and Marine Security Guard (MSG) Detachment Commander.
- Type-1 billets
 - MSG Watch Stander, Marine Combat Instructor, Marine Corps Security Forces Guard, Staff Noncommissioned Officer (SNCO) Academy Faculty Advisor or Curriculum Developer, Formal Schools Instructor, I&I and Marines on Independent Duty, and duty with Marine Special Operations Command.
- Type-2 billets are all other billets or special programs outside of any Marine's primary skill that require additional screening.
 - Incentives: Incentives may be used to attract qualified, high quality Marines to any of the billets listed above.
 - Promotion Prospects
 - Selective Reenlistment Bonus (SRB)
 - Special Pay
 - Ribbons
 - Additional Clothing Items Allowance
 - Choice of Duty Station Upon Successful Completion of Tour

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Reference: [MCO 1326.6](#)

Weblink: <https://www.marines.mil/Portals/59/Publications/MCO%201326.6.pdf?ver=2019-02-19-152235-513>

31. ENLISTED CAREER FORCE CONTROLS (ECFC)

The Enlisted Career Force Controls (ECFC) program was never intended as a force drawdown program. Rather it is a comprehensive approach to balancing the inventory of Marines by Grade and MOS to meet Career Force Requirements. This ensures that we have the right Marines by Grade and MOS. In the big umbrella of ECFC, there are many policies and programs that are implemented to ensure this happens, such as Service Limits and Promotion Tempos.

SERVICE LIMITS: [MARADMIN 696/18](#)

Service limits and HYT are as follows:

Cpl	8 years active Marine Corps service
Sgt	12 years active Marine Corps service
SSgt	20 years active service
GySgt	22 years active service (HYT is 20 years)
1stSgt/MSgt	27 years active service (HYT is 22 years)
SgtMaj/MGySgt	30 years active service

Enlisted Career Force Controls (ECFC) actively shapes the inventory of Marines by Grade and MOS to the requirements of the Marine Corps. They control retention in order to standardize Promotion Tempo across all MOS's to reach Time in Service (TIS) Promotion Targets.

PROMOTION SERVICE LIMITS AND HIGH YEAR TENURE: [MARADMIN 696/18](#)

Sgt	4 years
SSgt	8.5 years
GySgt	13 years
1stSgt/MSgt	17.5 years
SgtMaj/MGySgt	22 years

RE-CODE (PAGE 11's)

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MCO 1040.31

08 SEP 2010

Appendix D

Reenlistment Eligibility Codes

<u>Code</u>	<u>When Assigned</u>	<u>Remarks</u>
RE-1A	Recommended and eligible	No restriction to reenlistment. Meets all prerequisites, includes those Marines discharged at EAS while pregnant who would otherwise be eligible.
RE-1B	Recommended, eligible and requested retention, but denied retention by CMC. May only be assigned by CMC.	For corporals/sergeants with performance records released at EAS due to ECFC.
RE-1C	Recommended and eligible career Marines meeting generally acceptable standards and denied further service.	Assigned by CMC to Marines requesting retention who are eligible for retention, meet generally acceptable standards, and are denied further service by CMC.
RE-2A	Transferred to FMCR prior to reaching maximum service limitation for grade.	Recommended and eligible for reenlistment at time of transfer to FMCR.
RE-2B	Retired.	Not eligible for reenlistment. For disability or transfer to the Temporary Disability Retirement List (TDRL) assign RE-3P.
RE-2C	Transferred to FMCR at maximum service limitation for grade.	Not eligible for reenlistment at time of transfer to FMCR.
RE-3A	Failure to meet general technical score prerequisite. Assign when single disqualifying factor.	Recommended by CO upon removal of disqualifying factor. SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. CMC authority required for reenlistment.
RE-3B*	When there is a military or civil record of in-service illegal drug involvement prior to 31 Aug 92 and there is potential for further service.	SRB entry required stating reason for assignment. Individual must sign the SRB entry. CMC authority required for reenlistment.

D-1

Enclosure (1)

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Code	When Assigned	Remarks
RE-3C*	When directed by CMC or when not eligible and disqualifying factor is not covered by any other code.	SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. CMC authority required for reenlistment.
RE-3E*	Failure to meet education Standards. Assign when Single disqualifying factor only.	Recommended by CO upon disqualifying factor. SRB entry required stating reason for assignment. Individual Marine must sign SRB entry. CMC authority required for reenlistment.
RE-3F*	Failure to complete recruit training.	SRB entry required stating reason for assignment, to include women Marines discharged due to pregnancy prior to completing recruit training. Individual Marine must sign the SRB entry. CMC authority required for reenlistment.
RE-3H*	Hardship discharge.	Assign when discharged pursuant to MCO P1900.16, MARCORSEPMAN, Chapter 6. SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. CMC authority required for reenlistment.
RE-3N*	Pregnancy, single parenthood.	A female Marine discharged prior to EAS for pregnancy or a Marine separated while in a sole parent status. SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. CMC authority required for reenlistment.
RE-3O*	Refused to extend or reenlist to deploy or to incur obligated service for orders received.	SRB page 11 entry required stating reason for assignment. Individual Marine must sign entry and be afforded the opportunity to submit a statement. Forward signed copies of page 11 entry and statement (if any) to the CMC (MMSB). Refer to MCO 1300.8. This code may only be assigned by the CMC and is not to be assigned to First-Term Marines. Marines assigned this code are not eligible for promotion, reenlistment, commissioning or warrant officer programs, special pay, education programs, or involuntary separation pay.

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MCO 1040.31
08 SEP 2019

<u>Code</u>	<u>When Assigned</u>	<u>Remarks</u>
RE-3P*	Failure to meet physical/medical standards (includes pseudofolliculitis and weight standards).	Marine may be recommended by CO upon removal of disqualifying factor. SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. CMC authority required for reenlistment.
RE-3S*	The Marine is approved for separation and receives the Special Separation Benefit (SSB), lump sum payment. May only be assigned by CMC.	Marine is recommended and eligible for reenlistment. Assigned when Marine meets eligibility criteria established in ALMAR announcing programs. This is a voluntary separation used to effect the military drawdown. SRB entry is required stating Marine agrees to separate between window established by ALMAR and Marine must sign a written agreement to serve in the IRR for 3 years. CMC approval required for reenlistment.
RE-3V*	The Marine is approved for voluntary separation and receives the Voluntary Separation Incentive (VSI), annuity payment.	Same criteria established for SSB program (above) except Marine must sign agreement to serve in the IRR for the duration of the VSI payment period.
RE-4*	Not recommended for reenlistment.	SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. This code may be assigned in lieu of any RE-3 code (except RE-3B and RE-3F) if the Marine's performance warrants and the reason can be documented.
RE-4B*	Assign when there is a military or civil record of in-service illegal drug involvement and there is no potential for further service.	SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry.

* Refer to the IRAM for appropriate page 11 entry

D-3

Enclosure (1)

Reference: MCO 1040.31, APPENDIX D

Weblink: <https://www.marines.mil/Portals/59/Publications/MCO%201040.31.pdf>

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32. TRANSITION READINESS SEMINAR (TRS) TRANSITION ASSISTANCE (HELPFUL WEBSITES)

<https://www.va.gov/>

<https://www.mynextmove.org/>

<https://www.onetonline.org/>

TRS Readiness Program Warm Handover Process

R 222121Z SEP 16

MARADMIN 503/16

MSGID/GENADMIN/CMC WASHINGTON DC MRA MF//

SUBJ/TRANSITION READINESS PROGRAM WARM HANDOVER PROCESS//

REF/A/MSGID: DOC/CMC WASHINGTON DC/MF/20111017//

REF/B/OASD-RA MEMO/20160418//

REF/C/OASD-RA MEMO/20160421//

NARR/REF A IS MCO 1700.31, TRANSITION READINESS PROGRAM (TRP) MARINE CORPS ORDER. REF B IS OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE MEMO DATED 18 APRIL 2016 WHICH PROVIDES WARM HANDOVER GUIDANCE FOR TRANSITIONING SERVICE MEMBERS WHO DO NOT SEPARATE WITH AN HONORABLE DISCHARGE. REF C IS OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE MEMO DATED 21 APRIL 2016 WHICH PROVIDES WARM HANDOVER GUIDANCE FOR TRANSITIONING SERVICE MEMBERS WITHOUT A POST-MILITARY HOUSING PLAN.//

POC/J. MILLER/CIV/UNIT:MFR/-/TEL: 703-784-9550/EMAIL: JOLINE.MILLER(AT)USMC.MIL//

POC/M. MOWEN/CIV/UNIT:WWR/-/TEL: 703-432-5451/EMAIL: MARVIN.MOWEN (AT)USMC.MIL//

GENTEXT/REMARKS/1. PURPOSE. To provide information and procedures for Commanders conducting Capstone Verification of Marines transitioning from service in support of recent DoD policy memorandums on Capstone warm handover requirements. Specifically, Marines identified during Capstone or by Force Preservation Councils as being high risk due to a lack of post service housing plans, not meeting Career Readiness Standards (CRS), or those with any characterization of service less than honorable, who require additional considerations for conducting the warm handover to supporting agencies.

2. BACKGROUND. Capstone is a two-stage process. Stage one - Capstone Review is an in-depth review of the Marine's Individual Transition Plan (ITP) and CRS, conducted by the transition staff using DD Form 2958, ITP Checklist, per reference (a). Stage two - Capstone Verification (also known as Commander's Verification), is the culminating activity in the transition process where a Commanding Officer (CO) or designee verifies that the Marine has met CRS, has a viable individual transition plan from military to civilian life, and whether a "Warm Handover" to a partner agency for additional assistance is necessary due to lack of post-military housing plans, inability to meet necessary CRS, and/or for those with any characterization of service less than honorable. A "Warm Handover" is positive contact between the subject matter Marine and a relevant partner agency. Transitioning Marines identified by their CO during Capstone or at Force Preservation Councils and assessed to be high risk due to a wound, illness, or injury should be referred to the Wounded Warrior Regiment for assessment of needs. Requests must be submitted to the [smbwwropscenter\(at\)usmc.mil](mailto:smbwwropscenter@usmc.mil) and signed by the O-5 level Commander. The referral form is available at <http://woundedwarriorregiment.org>.

3. ACTION. Capstone must be completed no less than 90 days preceding anticipated separation, retirement, demobilization or deactivation. In the case of eligible Active Component Marines with an unanticipated separation of less than 90 days or fewer before discharge or release from active duty, Capstone will be completed no later than the date of separation as reflected on the DD form 214. In the case of eligible Reserve Component Marines released

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from active duty, in which operational requirements make the prescribed timeline unfeasible, Capstone will be completed no later than the date of release from active duty as reflected on the DD Form 214.

a. Capstone Review – Stage One. During stage one of capstone, the transition staff will evaluate the transitioning Marine based on inquiry as to the type of characterization of service and information found in the following documents:

(1) Review the ITP, Block 1, Section I, Page 3 (Identify Post-Transition Personal/Family Requirements). The Marine will evaluate and document any post-transition housing requirements. If the Marine has not completed the evaluation, the Marine is considered at risk and must be provided a warm handover to the Department of Veterans Affairs (VA) and the Department of Labor (DOL).

(2) DD FORM 2958, Service Member Career Readiness Standards/Individual Transition Plan Checklist. If the Marine has not successfully met relevant CRS per reference (a) or developed a plan to meet personal/family needs using the ITP Block 1 referenced above, provide a warm handover to the DOL and VA.

(3) For Marines whose characterization of service is other than honorable, provide supporting warm handover information to the DOL and VA. DOL and VA eligibility for certain programs and services are based on characterization of service and is determined by the supporting agency. Document the evaluation on Section V (Warm Handover of the Supporting Agencies Contact Information) on the DD Form 2958. Per reference (a), the warm handover information shall be completed in full.

(4) To locate a VA Representative to enter into Block 24(a-c) of the DD Form 2958, go to <http://www.va.gov> and select “Locations” and then from the drop-down menu, “Regional Benefits Offices.” Select the appropriate destination location, representative’s full name and phone number. If a representative’s name and/or number is unavailable, the transition staff may obtain this information from the supporting VA Benefits Briefing Representative at their location.

(5) To locate a DOL Representative to enter into Block 25(a-c), go to <http://www.servicelocator.org> and enter the destination zip code for the transitioning Marine. Select the appropriate destination location, representative’s full name and phone number.

(6) Additional resources identified by the Transition staff or Marine can be annotated on line 26 of the DD Form 2958.

b. Capstone Verification – Stage two. During this stage, the CO or designee will review the ITP, CRS documents, and DD Form 2958 to determine whether a “Warm Handover” needs to be executed.

(1) Verify the Warm Handover (Section V) per reference (a), the CO or designee shall check the appropriate “Handover Confirmed” box, (Blocks 24d, 25d, and/or 26d) of DD Form 2958, as appropriate and ensure the Marine has had positive contact with the appropriate agency. The CO will advise the Marine to register for DOL services at the American Job Center (AJC) closest to his/her nearest post-transition location. Registration at the local AJC is required to receive services.

(2) Verification (Section VI). Upon review and verification of the completion of all CRS per reference (a), the CO or designee shall print his or her name, any remarks, and date in items Blocks 30(a-c), provide the original completed DD Form 2958 to the Marine, and ensure a copy is filed in the command’s official files. A copy of the DD Form 2958 must also be provided to the installation Transition Readiness staff to complete the entry of information in the Marine’s record in the service tracking system.

4. This MARADMIN is applicable to the Marine Corps Total Force.

5. Release authorized by MajGen B.W. Whitman, Director, Marine and Family Programs Division.//

Reference: [MCO 1700.31](#)

[MARADMIN 350/18](#) [MARADMIN 503/16](#)

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33. TRANSFERABILITY OF EDUCATION AND BENEFITS

BEFORE A MARINE STARTS THEIR APPLICATION, PLEASE READ THE FOLLOWING:

[MARADMIN 642/18](#)

[MARADMIN 704/13](#)

Access the webpage: <https://milconnect.dmdc.osd.mil/milconnect/>

Information on (How to Get Your Application Approved)

The steps require a Marine to go to their Command and do two things:

- Make sure you are able to do the additional service requirements.
- Get your SOU completed with your Command.

A copy of the SOU can be found on the M&RA website:

https://www.manpower.usmc.mil/manpower/docs/20090812_Post_9-11_GI_Bill_Transfer_SOU.doc

Enlisted:

- Speak with your Career Planner regarding the time left on your contract. You will need to either re-enlist or extend to the full 4 year commitment from the point of application submission.
- Fill out the Statement of Understanding (SOU) with your Command.
- Take your SOU to your IPAC (or TEB approver) for approval in the TEB system.

Officers:

- Speak with your Career Planner regarding your additional 4 year commitment.
- Complete a Statement of Understanding (SOU) with your Command.
- Take your SOU to your IPAC (or TEB approver) for approval in TEB.

Reference: [DoDI 1341.13](#)

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34. REENLISTMENT CODES (RE-CODES)

REENLISTMENT ELIGIBILITY CODES	
Code	Description
1A	RECOMMENDED AND ELIGIBLE
1B	RECOMMENDED, ELIGIBLE AND REQUESTED RETENTION BUT DENIED RETENTION BY CMC, (FOR CORPORALS/SERGEANTS WITH SATISFACTORY PERFORMANCE RECORDS RELEASED AT EAS DUE TO ECFC)
1C	RECOMMENDED AND ELIGIBLE CAREER MARINE MEETING GENERALLY ACCEPTABLE STANDARDS. DENIED FURTHER SERVICE. ASSIGNED BY CMC
2A	TRANSFERRED TO FMCR BEFORE REACHING MAXIMUM SERVICE LIMITATION FOR GRADE
2B	RETIRED
2C	TRANSFERRED TO FMCR AT MAXIMUM SERVICE LIMITATION FOR GRADE
3A	FAILURE TO MEET GENERAL TECHNICAL SCORE PREREQUISITE. ASSIGN WHEN SINGLE DISQUALIFYING FACTOR ONLY
3B	ASSIGN WHEN THERE WAS A MILITARY OR CIVIL RECORD OF IN-SERVICE ILLEGAL DRUG INVOLVEMENT BEFORE 31 AUGUST 1992 AND THERE IS POTENTIAL FOR FURTHER SERVICE.
3C	WHEN DIRECTED BY THE CMC OR WHEN NOT ELIGIBLE AND DISQUALIFYING FACTOR IS NOT COVERED BY ANY OTHER CODE.
3E	FAILURE TO MEET EDUCATIONAL STANDARDS. ASSIGN WHEN SINGLE DISQUALIFYING FACTOR ONLY
3F	FAILURE TO COMPLETE RECRUIT TRAINING
3H	HARDSHIP DISCHARGE
3N	PREGNANCY SINGLE PARENTHOOD
3O	REFUSED TO EXTEND OR REENLIST TO OBTAIN THE OBLIGATED SERVICE NECESSARY TO CARRY OUT PCS OR UDP ORDERS
3P	FAILURE TO MEET PHYSICAL/MEDICAL STANDARDS TO INCLUDE PSEUDOFOLLICULITIS AND WEIGHT STANDARDS
3S	THE MARINE IS APPROVED FOR SEPARATION AND RECEIVES THE SPECIAL SEPARATION BENEFIT (SSB), LUMP SUM PAYMENT. MAY ONLY BE ASSIGNED BY CMC
3V	THE MARINE IS APPROVED FOR VOLUNTARY SEPARATION AND RECEIVED THE VOLUNTARY SEPARATION INCENTIVE (VSI) ANNUITY PAYMENT
4	NOT RECOMMENDED FOR REENLISTMENT
4B	ASSIGN WHEN THERE IS A MILITARY OR CIVIL RECORD OF INSERVICE DRUG INVOLVEMENT AND THERE IS NO POTENTIAL FOR FURTHER SERVICE

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OATH OF OFFICE

"I DO SOLEMNLY SWEAR (OR AFFIRM) THAT I WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC; THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME; THAT I TAKE THIS OBLIGATION FREELY; WITHOUT ANY MENTAL RESERVATION OR PURPOSE OF EVASION; AND THAT I WILL WELL AND FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE ON WHICH I AM ABOUT TO ENTER; SO HELP ME GOD."

OATH OF ENLISTMENT/REENLISTMENT

"I (STATE YOUR NAME) DO SOLEMNLY SWEAR (OR AFFIRM) THAT I WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC; THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME; AND THAT I WILL OBEY THE ORDERS OF THE PRESIDENT OF THE UNITED STATES AND THE ORDERS OF THE OFFICERS APPOINTED OVER ME, ACCORDING TO THE REGULATIONS AND THE UNIFORM CODE OF MILITARY JUSTICE. SO HELP ME GOD."

35. EARLY RELEASE PROGRAMS (ERP)

EARLY RELEASE TO FURTHER EDUCATION

GCMCA's may authorize particularly deserving enlisted Marines to be released from active duty before expiration of active service for the purpose of pursuing their education via college or a vocational/technical school. A vocational school is to include any state or local police department, fire department, or state, city, or county service agency that would require the Marine to attend a full-time course of instruction lasting 3 months or more.

EARLY RELEASE TO ACCEPT PUBLIC OFFICE

A Marine may be released from active duty, permitted to resign, or discharged as appropriate, for the purpose of performing the duties of the President or Vice-President of the United States, a Presidential appointee to a statutory office, a member of either of the legislative bodies of the U.S.; a governor, any other state official chosen by the voters of the entire state or states; and a judge of courts of record of the U.S., the States, and the District of Columbia.

For the Early Release for Education program the Commanding General's authorization package to include all endorsements.

Note: This should be submitted with the separation worksheet in order for the Separations Section to make the required changes to the Marine's new EAS/ECC to give HQMC sufficient time to generate the separation appropriation data.

REFERENCES:

MCO 1900.16F par 6405 MCO 1900.16F par 6406

MarAdmin 441/12

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36. CEREMONIAL INFORMATION **DRILL AND CEREMONIES MANUAL**

MARINE CORPS ORDER 5060.20

PT 1

<http://www.marines.mil/News/Publications/ELECTRONICLIBRARY/ElectronicLibraryDisplay/tabid/13082/Article/126704/mco-p506020-wch-1-pt-1.aspx>

PT 2

<http://www.marines.mil/News/Publications/ELECTRONICLIBRARY/ElectronicLibraryDisplay/tabid/13082/Article/126705/mco-p506020-wch-1-pt-2.aspx>

PT 3

<http://www.marines.mil/News/Publications/ELECTRONICLIBRARY/ElectronicLibraryDisplay/tabid/13082/Article/126706/mco-p506020-wch-1-pt-3.aspx>

PT 4

<http://www.marines.mil/News/Publications/ELECTRONICLIBRARY/ElectronicLibraryDisplay/tabid/13082/Article/126707/mco-p506020-wch-1-pt-4.aspx>

FLAG MANUAL (MCO P10520.3B)

<http://www.marines.mil/Portals/59/Publications/MCO%20P10520.3B.pdf>

SOCIAL USAGE AND PROTOCOL HANDBOOK

<http://doni.daps.dla.mil/Directives/01000%20Military%20Personnel%20Support/01-700%20Morale,%20Community%20and%20Religious%20Services/1710.7A.pdf>

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COMPANY/BATTERY LEVEL CHANGE OF COMMAND (EXAMPLE)

NARR: ONCE YOU GET THE THUMBS UP TO START, READ:

“LADIES AND GENTLEMEN, PLEASE TAKE YOUR SEATS. THE CEREMONY IS ABOUT TO BEGIN.”

PLT CMDRS: WHEN THE NARR IS FINISHED, THE PLT CMDR’S WILL ABOUT FACE AND CALL, “PLATOON, ATTENTION. PARADE, REST”. AT THIS TIME THE COT AND GUIDON BEARER WILL MARCH TO THEIR MARKS AND GO TO PARADE REST (ON COT’S COMMAND).

NARR: (ONCE THE REVIEWING PARTY IS PRESENT AND SEATED) READ:

“GOOD AFTERNOON, LADIES AND GENTLEMEN. ON BEHALF OF THE COMMANDING OFFICER OF _____ BATTALION, LTCOL _____, WELCOMES YOU TO THE CHANGE OF COMMAND CEREMONY FOR _____ COMPANY.”

“WOULD THE GUESTS PLEASE RISE FOR THE INVOCATION GIVEN BY LT _____, CHAPLAIN CORPS, UNITED STATES NAVY.”

CHAP: “LET US PRAY.”...PRAYER... “AMEN.”

NARR: ONCE THE CHAPLAIN LEAVES THE PODIUM, READ:

“THANK YOU, PLEASE BE SEATED.”

CO’S: OUTGOING AND INCOMING CO’S MARCH INTO POSITION. FACING THE COMPANY.

COT: “STAFF, ATTENTION.”

FACES ABOUT AND COMMANDS, “COMPANY, ATTENTION.” ...“REPORT”

PLT CMDRS: IN ORDER STARTING WITH 1ST PLT CMDR, SALUTE AND REPORT, “1ST PLT, ALL PRESENT OR ACCOUNTED FOR.” COT WILL RETURN SALUTE (WAIT, 2, 3, DOWN). 2D PLT CMDR, SALUTE AND REPORT “2D PLT, ALL PRESENT OR ACCOUNTED FOR.” COT WILL RETURN SALUTE (WAIT, 2, 3, DOWN).

COT: FACES ABOUT, SALUTES AND REPORTS “SIR, ALL PRESENT OR ACCOUNTED FOR.”

OUTGOING CO: RETURNS SALUTE.

COT: CUTS SALUTE AND COMMANDS: “COMPANY 1STSGT, DELIVER THE GUIDON TO THE COMMANDING OFFICER.” ABOUT FACE AS THE 1STSGT APPROACHES TO RECEIVE THE COMPANY GUIDON AND COMMANDS, “PRESENT, ARMS.” AFTER THE 1STSGT RECEIVES THE GUIDON, ABOUT FACE AND THEN COMMANDS “STAFF, HAND SALUTE” (FOR COT AND COMPANY GUIDON BEARER).

NARR: ONCE THE 1STSGT STEPS TO RETREIVE THE GUIDON FROM THE COMPANY GUIDON BEARER, THEN READ: “LADIES AND GENTLEMEN, PLEASE RISE FOR THE EXCHANGING OF THE COMPANY GUIDON.”

1STSGT: MOVES FROM HIS POSITION FROM THE LEFT OF THE REVIEWING STAND BY THE MOST DIRECT ROUTE TO THE COMPANY GUIDON BEARER, RETRIEVES THE GUIDON FROM COMPANY GUIDON BEARER, STEPS TO THE RIGHT AS IN MARCHING, AND POSITIONS HIMSELF IN FRONT OF THE OUTGOING CO.

NARR: ONCE THE 1STSGT IS IN POSITION IN FRONT OF THE OUTGOING CO, READ: “ATTENTION TO ORDERS.” AT THIS TIME, READ THE ORDERS FOR THE OUTGOING CO. (OBTAIN THE ORDERS FROM S-1)

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(READ #1)

1STSGT: PASSES GUIDON TO OUTGOING CO AFTER LAST LINE OF ORDERS ARE READ. THEN EXECUTES ONE RIGHT STEP, CENTERED ON BOTH OUTGOING AND INCOMING CO'S. IN A LOW TONE, COMMANDS, "CENTER, FACE.", THEN SALUTES. THE CO'S FACE INBOARD.

NARR: AT THIS TIME, READ THE ORDERS FOR THE INCOMING CO. (OBTAIN THE ORDERS FROM S-1)

(READ #2)

CO'S: AFTER LAST LINE OF ORDERS ARE READ, EXCHANGES GUIDON, OUTGOING CO WITH INCOMING CO. ON 1STSGT'S COMMAND OF "READY, FACE", BOTH CO'S FACE THE 1STSGT.

1STSGT: IN A LOW TONE, COMMANDS, "READY, FACE." AS CO'S FACE, CUTS SALUTE, THEN TAKES ONE MORE RIGHT STEP AND RECEIVES THE GUIDON FROM THE INCOMING CO. THEN STEPS TO RIGHT AS IN MARCHING, RETURNS GUIDON TO COMPANY GUIDON BEARER, STEPS TO THE RIGHT AS IN MARCHING, AND MOVES BY THE MOST DIRECT ROUTE TO HIS POSITION IN THE REVIEWING AREA.

CO'S: AS THE 1STSGT STEPS OFF, WILL EXECUTE THE FOLLOWING:

OUTGOING AND INCOMING CO'S FACE EACH OTHER, EXCHANGE SALUTES AND HANDS SHAKES, AND EXCHANGE POSITIONS (RIGHT SHOULDER TO RIGHT SHOULDER). AFTER THE COT COMMANDS, "ORDER, ARMS.", OUTGOING AND INCOMING CO'S RETURN TO THEIR SEATS.

COT: AFTER THE 1STSGT RECEIVES THE GUIDON FROM THE NEW CO, COMMANDS "STAFF, ORDER, ARMS", FACES ABOUT AND COMMAND, "ORDER, ARMS" AND FACE ABOUT TOWARD THE CO'S.

NARR: ONCE THE COT COMMANDS, "ORDER, ARMS", READ: "THANK YOU, PLEASE BE SEATED."

COT: ONCE THE 1STSGT IS RIGHT OF THE REVIEWING AREA, FACE ABOUT AND COMMAND "PARADE, REST." THEN ABOUT FACE AND COMMAND "STAFF, PARADE, REST."

NARR: AS FLOWERS ARE BEING DELIVERED, READ: "FLOWERS ARE NOW BEING DELIVERED TO CAPT _____'S WIFE _____ AND CAPT _____'S WIFE _____."

NARR: "LADIES AND GENTLEMEN, THE COMMANDING OFFICER OF _____ BATTALION, LTCOL _____."

BN CO:

REMARKS FOR OLD CO.

REMARKS FOR NEW CO.

OLD CO: REMARKS.

NEW CO: REMARKS.

AFTER REMARKS, NEW CO AND OLD CO WILL ASSUME THEIR POSITIONS AT ATTENTION AND FACING THE LINE OF TROOPS.

COT: AFTER THE CO'S TAKE THEIR POSITIONS, COMMANDS, "STAFF, ATTENTION." THEN FACES ABOUT AND COMMANDS, "COMPANY, ATTENTION." THEN FACES ABOUT AND REMAINS AT ATTENTION.

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NEW CO: COMMANDS, “COMPANY 1STSGT.”

COT: UPON THE COMMAND OF “COMPANY 1STSGT,” YOU WILL COMMAND, “STAFF, FORWARD, MARCH.” (FOR COT AND COMPANY GUIDON BEARER). EXIT THE CEREMONIAL AREA.

1STSGT: TAKES A POSITION 3 PACES IN FRONT OF THE COMPANY COMMANDER, SALUTES AND REPORTS, “COMPANY 1STSGT REPORTING AS ORDERED, SIR.”

NEW CO: RETURNS SALUTE, CUT AND COMMANDS, “TAKE CHARGE AND CARRY OUT THE PLAN OF THE DAY.”

1STSGT: RENDERS SALUTE, TAKES 3 STEPS FORWARD, FACES ABOUT AND COMMANDS,

“DISMISSED!”

NARR: ONCE DISMISSED, READ:

“LADIES AND GENTLEMEN, THIS CONCLUDES TODAY’S CEREMONY.”

COMPANY/BATTERY LEVEL AWARD FORMATION (EXAMPLE)

References: MCO P5060.20 W/CH1 Sec 10002 Para 1-3 pg’s 10-5 – 10-6: To Form A Company MCO P5060.20 W/CH1 Sec 10014 Para 1-9 pg’s 10-17 – 10-20: Company Awards Formations MCO P5060.20 W/CH1 Sec 10003 Para 1-3 pg 10-7: To Dismiss the Company.

XXXX Platoons formed up and standing at Parade Rest

Platoon Sergeants in front of Platoons at 3 paces and centered

4 paces between platoons, the 1stSgt forms the company in line with those personnel to receive awards, promotions, etc., forming a single rank behind the last squad of the first platoon. They are arranged in reverse sequence of presentation priority, to ensure that they are presented to the company commander in the appropriate sequence. (e.g., The junior award recipient would be first in line to march out.) The priority sequence will normally be:

- a. Personal decorations and awards. (e.g., Navy-Marine Corps Achievement Medal, Meritorious Mast, and Letters of Appreciation)
- b. Promotions.
- c. Reenlistments.
- d. Service Awards. (e.g., Good Conduct Medal)
- e. Other certificates (e.g., discharge certificate, etc.)

1stSgt: Faces the line of troop and commands, “FALL IN”. “REPORT”.

Note: At this command, the guidon bearer takes post facing the front 1 pace to the front and 1 pace to the right of the first sergeant (the first sergeant facing the company)

PltSgt: Once the platoon is formed, executes a hand salute and replies, “ PLATOON, ALL PRESENT, or ALL PRESENT OR ACCOUNTED FOR.” After the 1stSgt cuts his salute, the Platoon Sergeant will cut their salute. This will be conducted in sequence until all platoons have reported.

1stSgt: Once the report has been received, execute an about face and report to the Company Commander, “GOOD MORNING, SIR. ALL PRESENT, or ALL PRESENT OR ACCOUNTED FOR.”

CO Cmdr: Is 3 paces, centered, and facing on the 1stSgt, returns salute and commands “TAKE YOUR POST.”

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Note: On the command “Take Your Post,” the guidon bearer marches forward 3 paces.

1stSgt: On the command “Take Your Post”, step off in a left oblique and march around the Commander’s right and continue to march until you are positioned 1 pace to the left and to the rear of the company commander.

Plt Cmdr: On the command “Take Your Post”, take position from behind and right of the platoon and position yourself 6 paces and centered on your platoon facing the Company Commander.

PltSgt: On the command “Take Your Post”, step off to the left as in marching and take position as the last member of 3rd squad .

1stSgt: Once everyone is in place, commands, “PERSON (PERSONS) TO BE DECORATED (PROMOTED, REENLISTED, ETC.), FRONT AND CENTER, MARCH.”

Awardees: On the command of “...Center”, execute a right face. On the command “...March”, the award recipients will step off and continue to march until they have cleared the first platoon. The senior Marine receiving an award will then command “COLUMN LEFT, MARCH.”

They will continue to march to a position that places them at a point half way between the line of platoon commanders and the company commander. The senior Marine will then command “COLUMN LEFT, MARCH.”

They will continue to march on this line until the rank of award recipients and/or promotees are centered on the company commander, at which time the senior Marine will command “MARK TIME, MARCH;” “DETAIL, HALT;” “RIGHT, FACE;” and “HAND, SALUTE.” All recipients will execute a hand salute. Once the company commander returns the salute the senior Marine will command “READY, TWO.”

CO Cmdr/ The 1stSgt or narrator, if one is used, will then read the first 1stSgt: citation or warrant. The Company Commander and the 1stSgt will then step off and march directly to the first Marine and halt, so the Company Commander is directly in front of the first Marine. The 1stSgt will pass the award or warrant to the Company Commander who will then present it to the Marine. After the Marine receives his/her citation the Company Commander and the 1stSgt will face to the right as in marching, and march until the Company Commander is in front of the next Marine, halt, and execute a left face. The 1stSgt or narrator will read the next citation and the Company Commander will present it. They will continue until the last award or citation is presented. They will then face to the right as in marching, and march in the most direct route to their original positions.

NOTE: Recommendation for presenting and receiving award:

Once the Company Commander is in front of the Marine that is to receive the award, the Marine will give a verbal greeting, “Good Morning/Afternoon, Sir”. The Company Commander will respond with “Good Morning/Afternoon”. The Company Commander will hand the award to the Marine with their left hand. The Marine will take the award with their left hand. At the same time both the Company Commander and Marine will shake hands with their right hands. (Left hand will be above the right hand) Once the award is received, both will assume the position of attention.

1stSgt: Once the company commander and first sergeant are back in position, command “POST.”

Awardees: On the command “post” command ““HAND, SALUTE.” Once the commander has returned the salute command, “READY, TWO” followed by “LEFT, FACE.”

1stSgt: Once the awardees have executed left face, command, “FORWARD, MARCH.”

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Awardees: On the command of execution "MARCH," the award recipients under the command of the senior Marine will march forward until they are at a position past the platoon sergeant of the last platoon and command "COLUMN LEFT, MARCH." They will continue to march until they are 1 pace past the last rank of the last platoon, the senior Marine will then command "COLUMN LEFT, MARCH." They will continue to march to a position behind the last rank. The senior Marine will then command "MARK TIME, MARCH;" "DETAIL, HALT;" "LEFT, FACE."

CO Cmdr: Once the awardees are in position, commands, "FIRST SERGEANT."

1stSgt: The 1stSgt moves by the most direct route to a point 3 paces from the company commander halts, and salutes the company commander and reports, "FIRST SERGEANT REPORTING AS ORDERED."

CO Cmdr: Returns the salute and passes any directions or information necessary to the first sergeant. Commands, "DISMISS THE COMPANY."

1stSgt: The 1stSgt and company commander exchange salutes.

CO Cmdr: After returning the 1stSgt's salute, the company commander falls out.

Plt Cmdr: Platoon commanders fall out at the same time and in the same manner as described in Para 10002.2c(2)

PltSgt: The platoon sergeants take their posts 3 paces in front of the centers of their platoons.

1stSgt: Commands, "DISMISSED."

FLAG AND GUIDON ALLOWANCE UPDATE

Date Signed: 6/06/2003

MARADMINS Active Number: 267/03

R 061430Z JUN 03

FM CMC WASHINGTON DC(uc) TO AL MARADMIN(uc) MARADMIN

BT UNCLASSIFIED

MARADMIN 267/03

MSGID/GENADMIN/CMC WASHINGTON DC/LPC-3// SUBJ/FLAG AND GUIDON ALLOWANCE UPDATE// REF/A/DOC/CMC HDN/-/15SEP1989// REF/B/DOC/SECDEF/-/22SEP1998// NARR/REF A IS THE MARINE CORPSFLAG MANUAL (MCO P10520.3). REF B IS THE NATIONAL DEFENSE AUTHORIZATION ACT FOR FY 99 (AMENDED CHAPTER 561 OF TITLE 10, U.S. CODE).//

POC/T. A. FLORIAN/GS13/LPC-3/-/TEL:DSN 225-8946 /EMAIL:FLORIAN@HQMC.USMC.MIL// POC/L.

M. KALJOT/GS12/HDH/-/TEL:DSN 288-2631 /EMAIL:KALJOTLM@HQMC.USMC.MIL// GENTEXT/REMARKS/1. THE PURPOSE OF THIS MESSAGE IS TO IDENTIFY SIGNIFICANT CHANGES TO REF A THAT HAVE TAKEN PLACE SINCE ITS LAST REVISION. THESE CHANGES ARE EFFECTIVE IMMEDIATELY. FORMAL REVISION TO REF A IS CURRENTLY IN PROCESS.

2. FLAGS.

A. TYPES OF FLAGS (FOR WHICH POLICY HAS CHANGED).

(1) THE TYPE III, CLASS 1 ORGANIZATIONAL STANDARD (NSN 8345- 01-281-5500), SHOWN IN FIGURE 8 OF REF A, HAS THE NAME OF THE ORGANIZATION ON THE SCROLL. THE TERM "FLEET MARINE FORCE (FMF)" HAS BEEN REPLACED WITH "OPERATING FORCE," THEREFORE, "FMF" IS NO LONGER INCLUDED ON THE SCROLL OF THIS FLAG. THIS FLAG IS RESERVED FOR HEADQUARTERS ORGANIZATIONS OF THE OPERATING FORCES (TO INCLUDE LIKE ORGANIZATIONS OF THE MARINE CORPSFORCES RESERVE) AND MAJOR SUBORDINATE COMMANDS OF THE SUPPORTING ESTABLISHMENT (FORMERLY "NON-FMF" ORGANIZATIONS). ORGANIZATIONS THAT HAVE FLAGS WITH "FMF" ON THE SCROLL MAY CONTINUE TO USE THEM UNTIL UNSERVICEABLE.

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(2) THE TYPE III, CLASS 2 ORGANIZATIONAL STANDARD (NSN 8345- 01-268-8226), SHOWN IN FIGURE 9 OF REF A, HAS THE WORDS "UNITED STATES MARINE CORPS" EMBROIDERED ON THE SCROLL. THIS FLAG IS INTENDED FOR ACTIVE SUPPORTING ESTABLISHMENT ORGANIZATIONS NOT AUTHORIZED THE TYPE III, CLASS I ORGANIZATIONAL STANDARD AND ALL RESERVE ORGANIZATIONS, JOINT ACTIVITIES WITH MARINES ASSIGNED, AND MISCELLANEOUS MILITARY ACTIVITIES THAT PERFORM CEREMONIAL FUNCTIONS REQUIRING A U.S. MARINE CORPS ORGANIZATIONAL STANDARD.

(3) THE TYPE III, CLASS 3 ORGANIZATIONAL STANDARD (FORMERLY KNOWN AS THE "USMCR FLAG") HAS BEEN DISCONTINUED. RESERVE ORGANIZATIONS ARE NO LONGER REQUIRED TO POSSESS A USMCR ORGANIZATIONAL STANDARD. ORGANIZATIONS THAT HAVE A "USMCR" FLAG MAY CONTINUE TO USE IT UNTIL UNSERVICEABLE, AT WHICH TIME IT SHOULD BE REPLACED BY THE TYPE III, CLASS 2 ORGANIZATIONAL STANDARD.

(4) THE NATIONAL COLOR OR STANDARD (NSN 8345-00-656-1451) IS CARRIED ON ALL OCCASIONS OF CERMONY IN WHICH TWO OR MORE COMPANIES (OR EQUIVALENT UNITS) PARTICIPATE AND REPRESENT THE ORGANIZATION FOR WHICH THE COLOR IS AUTHORIZED.

(5) THE TYPE I, CLASS 1, UNITED STATES FLAG (NSN 8345-00-656-1435) IS PROVIDED TO MILITARY MEMBERS ON BEHALF OF THE SECRETARY OF THE NAVY UPON THE ACTIVE DUTY MEMBER'S RETIREMENT OR TRANSFER TO THE FLEET MARINE CORPS RESERVE (FMCR), PER REF B. COMMANDERS SHALL PRESENT THIS FLAG TO MILITARY ACTIVE DUTY MEMBERS WHO ARE TRANSFERRED TO THE RETIRED LIST OR FMCR ON OR AFTER 1 OCT 98, AT NO COST TO THE RECIPIENT.

B. ALLOWANCES.

(1) CMC (LPC) MAINTAINS THE ALLOWANCE LISTS FOR TYPE III, CLASS 1 AND MULTIPLE TYPE III, CLASS 2 ORGANIZATIONAL STANDARDS.

THESE LISTS WILL NO LONGER BE UPDATED IN REF A.

(2) ORGANIZATIONS CURRENTLY AUTHORIZED (1) TYPE III, CLASS 1 ORGANIZATIONAL STANDARD MAY REQUISITION A SECOND FLAG, IF REQUIRED.

(I.E. ALLOWANCE CAN BE RAISED FROM (1) TO (2) VIA LOCAL ALLOWANCE APPROVED IN WRITING BY UNIT COMMANDERS AT THE BATTALION/SQUADRON OR EQUIVALENT LEVEL, WITHOUT HQMC APPROVAL). REQUESTS FOR A NEW ALLOWANCE UP TO (2) OR AN INCREASE BEYOND (2) TYPE III, CLASS 1 ORGANIZATIONAL STANDARDS MUST BE MADE IN WRITING TO CMC (LPC) FOR APPROVAL, PRIOR TO REQUISITIONING.

(3) HQMC APPROVAL IS NO LONGER REQUIRED FOR AN ALLOWANCE OF UP TO (2) TYPE III, CLASS 2 ORGANIZATIONAL STANDARDS. ALLOWANCES MUST BE LOCALLY ESTABLISHED AND APPROVED IN WRITING BY UNIT COMMANDERS AT THE BATTALION/SQUADRON OR EQUIVALENT LEVEL. REQUESTS FOR AN ALLOWANCE OF MORE THAN TWO TYPE III, CLASS 2 ORGANIZATIONAL STANDARDS MUST BE SENT TO CMC (LPC) FOR APPROVAL.

(4) ONE NATIONAL COLOR OR STANDARD IS AUTHORIZED ON THE BASIS OF ONE PER ORGANIZATIONAL STANDARD. HOWEVER, THIS FLAG IS NOT AUTHORIZED FOR TEMPORARY OR PROVISIONAL UNITS/ORGANIZATIONS WITHOUT CMC (LPC) APPROVAL.

C. REQUISITIONING.

(1) TO OBTAIN AUTHORIZED ORGANIZATIONAL STANDARDS OR NATIONAL COLORS, SUBMIT A FUNDED MILSTRIP REQUISITION TO THE MARINE CORPS LOGISTICS COMMAND (MCLC), FLEET SUPPORT DIVISION, ATTN: MATERIEL MANAGEMENT BRANCH (CODE 586-3), 814 RADFORD BOULEVARD, SUITE 20321, ALBANY, GA 31704-0321. REQUISITIONS FOR TYPE III, CLASS 1 AND QUANTITIES OF MORE THAN

(2) TYPE III, CLASS 2 ORGANIZATIONAL STANDARDS MUST BE ACCOMPANIED BY AN ALLOWANCE REQUEST APPROVED BY CMC (LPC), UNLESS THE REQUISITION IS REPLACEMENT FOR A PREVIOUSLY AUTHORIZED ORGANIZATIONAL STANDARD THAT HAS BEEN PROPERLY DISPOSED OF.

(2) REQUESTS TO PURCHASE FLAGS FROM A SOURCE OTHER THAN THAT LISTED IN PARAGRAPH 2C(1) PRECEDING MUST BE APPROVED IN WRITING BY THE CONTRACTS DIVISION (CODE 891-2), 814 RADFORD BOULEVARD, SUITE 20321, ALBANY, GA 31704-0321.

(3) CHANGES TO FLAG DESIGNS IDENTIFIED ABOVE WILL NOT BE APPLIED

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TO PREVIOUSLY INDUCTED REQUISITIONS THAT HAVE RECEIVED A VALID BACKORDER STATUS.

D. DISPOSITION. UNSERVICEABLE ORGANIZATIONAL STANDARDS AND NATIONAL COLORS MUST BE REPORTED TO CG, TECOM (HDM) FOR DISPOSITION INSTRUCTIONS. REQUESTS SHOULD INCLUDE THE FLAG'S DATE OF ACQUISITION AND HISTORY.

3. GUIDONS.

A. TYPES OF GUIDONS.

(1) THE TYPE I ORGANIZATION GUIDON (NSN 8345-00-262-3702) INCLUDES THE ABBREVIATED DESIGNATION OF THE UNIT TO WHICH IT IS AUTHORIZED. "FMF" IS NO LONGER EMBROIDERED ON THIS GUIDON ABOVE THE EAGLE, GLOBE, AND ANCHOR (NO LETTERING WILL APPEAR IN THIS SPACE). ANY GUIDON WITH THE DESIGNATION "FMF" MAY REMAIN IN SERVICE UNTIL IT BECOMES UNSERVICEABLE, AT WHICH TIME IT SHOULD BE REPLACED BY A NEW TYPE I OR TYPE II GUIDON.

(2) THE TYPE II ORGANIZATION GUIDON (NSN 8345-00-262-3703) INCLUDES THE ABBREVIATED DESIGNATION OF THE UNIT TO WHICH IT IS AUTHORIZED. THE LETTERS "USMC" ARE EMBROIDERED ON THIS GUIDON ABOVE THE EAGLE, GLOBE, AND ANCHOR.

(3) THE TYPE III ORGANIZATION GUIDON, PREVIOUSLY USED FOR RESERVE UNITS, HAS BEEN DISCONTINUED. RESERVE ORGANIZATIONS ARE NO LONGER REQUIRED TO USE THE USMCR GUIDON. ANY GUIDON OF THIS TYPE MAY REMAIN IN SERVICE UNTIL IT BECOMES UNSERVICEABLE, AT WHICH TIME IT SHOULD BE REPLACED BY THE TYPE II GUIDON.

(4) DRESS GUIDON (NSN 8345-00-249-6252) WITH EMBROIDERED "USMC" AND FRINGE IS USED TO DELINEATE A LINE OF TROOPS OR FOR SIMILAR PURPOSES. A DRESS GUIDON IS AUTHORIZED FOR EACH ORGANIZATION GUIDON.

B. ALLOWANCES.

(1) GUIDON ALLOWANCES ARE TO BE ESTABLISHED LOCALLY AND APPROVED IN WRITING BY UNIT COMMANDERS AT THE BATTALION/SQUADRON OR EQUIVALENT LEVEL USING THE SIZE AND EXPECTED DURATION OF THE UNIT AS GUIDING PRINCIPLES. ONLY UNITS OF SUBSTANTIAL SIZE (IN THE COMMANDER'S DISCRETION) THAT ARE EXPECTED TO BE ORGANIZED FOR A MINIMUM OF 6 MONTHS, SHOULD BE AUTHORIZED GUIDONS. CMC (LPC) ALLOWANCE AUTHORIZATION IS NOT REQUIRED.

(2) ORGANIZATION GUIDONS MUST REMAIN CONSISTENT IN DESIGN AND STYLE, PER REF A.

(3) ORGANIZATION GUIDONS WILL NOT BE USED AS TROPHIES OR AWARDS. HOWEVER, REPLICAS MAY BE PURCHASED FOR THIS PURPOSE, AT THE COMMANDER'S DISCRETION.

C. REQUISITIONING. SAME AS PARAGRAPH 2C PRECEDING.

D. DISPOSITION. UNSERVICEABLE GUIDONS CONSIDERED TO BE OF HISTORICAL SIGNIFICANCE SHALL BE REPORTED TO CG, TECOM (HDM) FOR DISPOSITION INSTRUCTIONS. REQUESTS SHOULD INCLUDE THE GUIDONS DATE OF ACQUISITION AND HISTORY.

4. STREAMERS. IN GENERAL, ONLY UNITS AUTHORIZED THE TYPE III, CLASS 1 ORGANIZATIONAL STANDARD WILL DISPLAY AWARD, CAMPAIGN, OR SERVICE STREAMERS. OTHER COLOR BEARING UNITS MAY DISPLAY SPECIFICALLY AUTHORIZED AWARD STREAMERS. CORRESPONDENCE/REQUESTS CONCERNING ALLOWANCES AND REQUISITION OF STREAMERS MUST BE FORWARDED TO THE CG, TECOM (HDH) FOR APPROVAL PRIOR TO SUBSEQUENT PROCESSING AT MCLC (586-3).

5. POCS.

A. CMC (LPC-3) FLAG ALLOWANCES - MR. TIM FLORIAN, DSN 225-8946 OR COMM (703) 695-8946.

B. CG, TECOM (HDH) FLAG MANUAL, USE AND DISPLAY - MS. LENA KALJOT, DSN 288-2631 OR COMM (202) 433-2631.

C. CG, TECOM (HDH) STREAMER APPROVAL AND ALLOWANCES - MR. DAN CRAWFORD, DSN 288- 3874 OR COMM (202) 433-3874.

D. CG, TECOM (HDM) DISPOSITION OF FLAGS - MS. JENNIFER CASTRO, DSN 278-2606 OR COMM (703) 784-2606.

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- E. MCLC (586-3) FLAG, GUIDON, AND STREAMER REQUISITIONING - MS. JIMMIE WILLIAMS, DSN 567-5837 OR COMM (229) 639-5837.
- F. MCLC (891-2) FLAG, GUIDON, AND STREAMER OPEN PURCHASE REQUESTS - MS SANDRA ROBERTS, DSN 567-6774 OR COMM (229) 639-6774.//

EXCERPT FROM THE FLAG MANUAL (GUIDON INFORMATION)



Figure 12. Guidon

(9) The method of rolling or folding and securing the distinguishing flag for the traditional "breaking" at parades and ceremonies shall be determined locally.

4. GUIDONS

- a. An organization guidon is a company, battery, squadron, or designated detachment marker bearing the Marine Corps emblem and the abbreviated designation of the unit to which authorized (See Figure 12).
- b. An organization guidon will be carried on all occasions of ceremony in which two or more platoons or equivalent units participate, and represent the organization.
- c. An organization guidon may be carried by an organization for which the guidon is authorized, or component thereof, at drills, on marches, or on other service when prescribed by the commanding officer of the organization.
- d. Organization guidons will not be used as trophies or awards.
- e. A dress guidon with fringe and the letters "USMC" is a marker used to delineate the line of troops, and the line of march for ceremonies, and for similar purposes. A dress guidon is authorized for each organization guidon.
- f. The organization guidon shall be made of red wool bunting upon which insignia, letters, and numbers, as required, of gold wool bunting shall be sewn on each side. This guidon shall measure 1.83 feet on the hoist and 2.33 feet on the fly. A Marine Corps emblem consisting of eagle, globe, and anchor made of gold wool bunting, shall be placed in the center of each side of the guidon. The emblem shall measure approximately 8 1/2 inches from tip to tip of the eagle's wings, globe 5 1/2 inches in diameter, and anchor 11 inches overall. Inset letters or numerals will be consistent in size; 1 number/letter 6 inches; 2-3 letters/numbers 4 1/2 inches; 4 or more letters/numbers 13/4 inches. Numerals preceding letters will

be 4 1/2 inches, i.e., 1LSB C. The 1 will be 4 1/2 inches, while LSB will be 1 3/4 inches. The C will be 6 inches. Guidons will always have regimental numbers/letters in lower left and lower right corners as indicated in Figures 13, 14, and 15. Centering directly under the Marine Corps emblem is not permissible. There are three types of organization guidons which are described as:

(1) *Type I.* NSN 8345-01-281-5500 for Fleet Marine Force units. Letters "FMF" of single block type, 1/2 inches high, shall be centered above the Marine Corps emblem on an arc having a radius of 60 inches. The regimental number shall be placed on a line between the crown of the anchor of the Marine Corps emblem and the lower left corner of the guidon, and the company designation letter, abbreviated title, or number in a corresponding position at the lower right of the guidon. When deemed necessary for explicit identification, the abbreviated designation of an intermediate organization may be shown directly above the designation of the parent organization. For example, an H&S company could identify the battalion to distinguish itself from other H&S companies within the regiment (See Figure 13).

(2) *Type II.* NSN 8345-01-268-8226 for non-Fleet Marine Force units. Letters "USMC" of single block type, 4 inches high, shall be placed centrally above the Marine Corps emblem on an arc having a radius of 60 inches. Other lettering and numbering shall conform as nearly as possible to that described above (See Figure 14).

(3) *Type III.* NSN 8345-01-268-8227 for Reserve units. Same as for types I and II above except that letters "USMCR" shall be centered above the emblem (See Figure 15).

g. Separate companies, batteries, or authorized detachments and platoons that cannot follow the above patterns without major deviation therefrom may center their unit designation, abbreviated or in

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PARADE ORDER OF PRECEDENCE

The rationale behind the present parade precedence structure appears to be based more on custom than on any documented set of criteria. The majority of texts, manuals, and guides on the subject of military and naval customs and traditions appear to cite service seniority as the determining factor in deciding the precedence of the armed forces in parades.

The Marine Officer's Guide, section 1823, states "To avoid conflicts at parades or ceremonies, the places of honor are allocated in order of Service seniority..." Likewise, in Military Customs and Traditions, it is stated that "Precedence among military units vary much as among people - is normally determined by age."

In theory, this criteria for establishing the parade precedence of the various armed forces would seem to be very straightforward and easily comprehensible. However, in practice this is not the case. There exists among the various branches of the services a divergence of opinion on the issue of dates which mark the beginnings of their respective branches.

Service seniority can be interpreted in a number of ways. For example, one could trace the origins of the various branches in their respective dates when the Continental Congress passed initiating resolutions. Using this criteria we could find the Army being established in June 1775, the Navy in October 1775, and the Marines on 10 November 1775.

However, seniority of the Army, Navy, and Marine Corps is obscured by the divergent elements of the intentions of the Continental Congress as compared to the realization of those intentions. Although the intention of the Congress to established an Army is apparent in several resolutions of June 1775, the realization of those intentions was not effected until 1 January 1776 when General Washington states in his orderly book, "This day giving commencement to the new Army which in every point of view is entirely Continental."

Likewise, the Navy which the Congress created by resolution in October 1775 was not to be realized until several months later. The process of procuring and outfitting ships as well as enlisting and commissioning personnel was a time-consuming one. The commander in chief of the Navy and other officers were not commissioned until 22 December 1775.

The Marine Corps, on the other hand, even though established by resolution on 10 November 1775, was actually a force in readiness before the Army or the Navy. Samuel Nicholas was commissioned a Captain of Marines on 28 November 1775, a month before the first officer of the Continental Navy was commissioned. Indeed, the Marine Corps' claim to being the oldest integral force in being results primarily from fortunate circumstances. The Corps was much smaller and more closely knit than either of the other services, and its origin was not complicated by the existence of provincial and local forces already in the field. Thus, the Continental Marine force was all regular Marine from the beginning during the period when the Army was an amorphous mass of mixed Continentals and militia, and the Navy lacked ships. The Marine Corps appears, therefore, to be the first truly "federal" armed services branch.

The question of seniority of the armed services is further confused by the fact that nearly all of the original Colonies placed militia, ships, and troops serving as Marines in action at the opening of hostilities, before the establishment of the Continental Congress. It could be argued that these forces, having been taken under Continental pay and control, constituted the beginning of the American Army, Navy, and Marines.

Thus, it seems that no definitive case can be made for establishing the relative seniority of the Army, Navy and Marine Corps. In fact, the only facts that correspond with the present parade order of Army, Marine Corps, and Navy respectively, are the dates when their first officers were commissioned, in June, November, and December of 1775. It appears that the present order of parade precedence has evolved over the years, perhaps initially based on early

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opinions of the actual dates of origin of the services. In any case, the present order of parade precedence has become one of our foremost military customs and as the foregoing has indicated, there appears to be little evidence to support any change in that order. The present order of parade precedence is indicated in DoD Directive 1005.8 as Army, Marine Corps, Navy, and Air Force. Therefore, by analogy, the order of display of colors should be in the same order.

Reference: DoDD 1005.8

USMC History Division

DEPARTMENT OF DEFENSE DIRECTIVE 1005.8

37. DASHBOARD INFORMATION

Digital dashboard information is a list of items that as a 1stSgt you should keep on hand at all times. The method and frequency you track information the information is completely based on you. More specifically, having a methodical plan to track both progress and real time “status” information is critical to your duties as a 1stSgt. In order to plan, you need to know where your unit is and the direction you and your Commander are taking the unit. Accordingly, below is a list of several “example” areas where you can pull, have pulled or generally track by your administrative staff providing you with pre-designed information (tab’d) weekly or bi-monthly (binder) that shows precisely the state of your unit. You may choose to use an electronic format (**many rosters can be pulled from the “REPORT” tab in MOL**). The concept remains the same in that you have a battle rhythm to capture key areas of concern and can ensure guidance is provided to balance all competing requirements. A few ideas:

MCTIMS Reports - <https://mctims.usmc.mil/>

- Marines Assigned to the Body Composition program – Formal assignments can be pulled from MCTIMS, however, you should have access to the tracking sheets that the program manager has on your Marines assigned to the program. Since the Marines weigh-in weekly, it is suggested that you pull/request this report weekly.
- Training percentages – All MCBUL 1500 required annual training. Its good to have a pulse on what the status of training is in your unit so you can assist your training personnel in staying ahead of timelines. Suggested to pull the percentages in the Unit Training Management module in MCTIMS once a week.
- PME Roster – Pull PME reports for the individual schools.

Unit Generated Reports

- Company/Battery level legal report and status (Legal Officer/Adjutant)
- Manpower Medical and Dental List Readiness (from your Battalion Medical)
- GTCC Roster (list of those personnel pending travel claims to ensure the timely and accurate travel claims are submitted and reconciled; preventing both late and delinquent accounts)
- Brig Roster (to ensure that appropriate brig visits are taking place with anticipated release date)

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- Pending Re-enlistments/Extensions (from the Career Planner)
- BIC Roster which enables you to reconcile with your Battalion
- Collateral Duty List though not pulled from MOL (good to maintain)
- Marines within 12-14 months of EAS (and) who has been assigned and not assigned to TRS/GPS (can come from the Career Planner)

MOL Reports – mol.usmc.mil

- Those with PCA or PCS orders (with associated departure dates)
- TAD Roster (who is currently TAD and those scheduled to go TAD)
- Leave Roster (currently on leave and projected leave dates)

38. UNIT, PERSONAL, AND FAMILY READINESS PROGRAM (UPFRP) INFORMATION

Reference: MCO 1754.9A UNIT, PERSONAL, AND FAMILY READINESS PROGRAM

AUTHORITY: 10 U.S.C § 5013; E.O. 9397; Department of Defense Instruction 1342.19

PURPOSE: To establish policy guidance for the Unit, Personal, and Family Readiness Program (UPFRP) and ensure program standardization throughout the Marine Corps.

Website link to MCO 1754.9A:

<https://www.marines.mil/Portals/59/Publications/MCO%201754.9A.pdf>

Program Requirements:

- Ensure that the Commander maintains a Unit, Personal, and Family Readiness Program.
- Ensure that the Uniformed Readiness Coordinator is identified as a Special Staff member.
- Ensure that required training certificates for the URC are in the program binder.
- Ensure that the URC develops and maintains a turnover binder with standard operating procedures, orders, directives, guidance, and points of contacts necessary to maintain the UPFRP.
- Ensure that the Commander requests a brief from the installation MCCS representative or sister service equivalent within 60 days of assuming command.
- Ensure that the Commander published a UPFRP policy statement.
- Ensure completion certificates for MCFTB facilitated FRCT training are maintained for CO, XO, SgtMaj/Senior Enlisted, DRC/URC, Single Marine Program Representative, Chaplain, and Command Team Advisor.
- Ensure that the Commander holds Family Readiness Command Team meetings to address family readiness issues.
- Ensure that the spouse (if applicable) and any other designated family member identified by the Marine as an authorized Contact is/are contacted within 30 days of the Marine joining the unit.
- Ensure official and/or authorized UPFRP communication is disseminated at least monthly and no more than weekly in a manner that maintains confidentiality to all authorized contacts.
- Ensure completed documentation for appointed volunteers, to include appointment letter from the current Commander, a Volunteer Agreement Form (DD Form 2793), and Volunteer Application (NAVMC 11653) are maintained by the unit.

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- Ensure completed training records for appointed volunteers are maintained. Required training includes: Family Readiness Assistant and/or Advisor training, Lifestyle, Insight, Networking, Knowledge, and Skills (L.I.N.K.S), PII, and OPSEC.
- Ensure that the Commander participates in the yearly recognition of volunteers.
- Ensure that the Responsible Officer receive, budget, and execute all UPFRP fund allocated to the unit in accordance with the Commander's intent.
- Ensure reconciliation documentation for UPFRP fund expenditures are maintained.

For Operating Forces:

- Ensure that the Commander appoints a civilian Deployment Readiness Coordinator.
- Ensure that the DRC is identified as a special staff member.
- Ensure that required training certificates for the DRC are maintained for DRC training, DRC refresher training, Family Readiness Assistant/Advisor training (if applicable), Family Readiness Command Team Training (FRCTT), Operations Security (OPSEC), Personally Identifiable Information (PII), and Lifestyle, Insight, Networking, Knowledge, and Skills (L.I.N.K.S)
- Ensure that the DRC can demonstrate their direct coordination of the UPFRP by serving as a communications portal in support of the Commander, the Marines, and Authorized Contacts.
- Ensure that the DRC can demonstrate knowledge of available resources and organizations, on and off the installation that support the goals of the UPFRP.
- Ensure that the DRC promotes personal and family readiness programs offered but the supporting MCCA.
- Ensure that the DRC coordinates pre, mid, and post-deployment briefs and training with MCFTB.
- Ensure that the DRC provide families with unclassified deployment/redeployment information as applicable.

For Reserve Units:

- Ensure that the Reserve Component Commander appoint a Uniformed Readiness Coordinator in the rank of E-6 or higher for geographically separated units or detachments.
- Ensure that all required team members attend MCTFB facilitated Command Team Training within 120 days of Commander assuming command.
- Ensure that information and referral support are provided to all required parties regarding location, installation, and community resources.
- Ensure that the Commander receives a brief from the installation MCCA representative or sister service equivalent within 60 days of assuming command.

NAVMC 11654 (Family Readiness Communications Form)

This Authorization is solely for use by the Unit, Personal and Family Readiness Program (UPFRP) and is not to be confused with the Record of Emergency Data (RED). While information provided may be the same for both the UPFRP Authorization and the RED, the RED is the official record and will be referred to for all official communication outside the parameters of the UPFRP, e.g. casualty notification.

Additional Reference:

Marine Corps Order 1740.13C (Family Care Plan)

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39. MARINE CORPS SPONSORSHIP PROGRAM

UNIT REQUIREMENTS

- Individual commands are required to provide assistance to service members and their families relocating under PCS assignments, as well as those affiliating with a Selected Marine Corps Reserve (SMCR) unit through a program of individual sponsorship. Ref: MCO 1320.11G
- The Marine Corps Sponsorship Program (MCSP) establishes procedures to assign a sponsor to assist transferring service members and their families prior to arrival at the new duty station, or in the case of SMCR Marines, prior to their first drill period with the new SMCR unit. Ref: MCO 1320.11G
- OCONUS personnel in the grades of E-1 through E-5, WO-1 through CWO-2, and O-1 through O-3 are assigned a sponsor. Accompanied OCONUS personnel of all ranks will be assigned a sponsor. Other personnel will be assigned a sponsor upon request. Ref: MCO 1320.11G, Par 4(2)(b)

COMMANDING OFFICERS

- Unit Commanding Officer will establish a Sponsorship Program in accordance with this order. Ref: MCO 1320.11G
- The Commanding Officer will appoint a Sponsorship Coordinator (SC) in writing and ensure the coordinator's contact information is provided to the installations nearest Information and Referral (I&R) Manager and the unit's Deployment Readiness Coordinator (DRC). The SC appointment is a Collateral Duty. Ref: MCO 1320.11G
- The Commanding Officer will ensure incoming personnel are assigned a sponsor and receive a 'Welcome Aboard' letter, upon receipt of a NAVMC 11799, Sponsorship Request Form.
- The Commanding Officer will establish follow-up procedures to ensure service members have been assigned a sponsor no later than 60 days before transfer and that the gaining units DRC has been identified. Ref: MCO 1320.11G, Par 4b(3)(f)
- The Commanding Officer will budget for anticipated sponsor reimbursable expenses per reference (g), The Joint Federal Travel Regulations. Provide sponsor's reimbursement for allowable expenses, such as but not limited to, mileage performed with their privately owned vehicles in the execution of their official duties, airport parking, and toll fees paid during transit. Ref: MCO 1320.11G, Par 4b(3)(g)

SPONSORSHIP COORDINATOR

- Complete Sponsorship Training prior to executing the assigned responsibilities. SCs will contact the installation or nearest I&R Manager to obtain a Sponsorship Training schedule and schedule Sponsorship Training for the assigned sponsor. Ref 1320.11G Par 4b(4)(a)
- Ensure sponsors have completed Sponsor Training and received a training completion certificate prior to performing sponsorship duties. The SC will ensure sponsors receive the training completion certificate after attending the I&R Manager's new sponsor orientation class, or the online e-Sponsorship class available at <https://myhub.militaryonesource.mil>. Ref 1320.11G Par 4b(4)(c)
- Establish and maintain sponsor assignment tracking documentation and provide program utilization metrics to the installation or supporting I&R Manager at the end of the fiscal year. Ref 1320.11G Par 4b(4)(e)
- Provide NAVMC 11791 to newly arrived Service Members and collect completed questionnaires. File and retain returned questionnaires in accordance with reference SECNAV M-5210.1. Ref 1320.11G 4b(4)(g)

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The following are the Sponsorship Duties as outlined in MCO 1320.11G:

- Complete Sponsorship Training prior to commencing duties as a Sponsor. Annual Sponsorship Training refresher courses are recommended.
- Contact the Service Member via a Welcome Aboard Letter.
- Follow up via phone or email and ensure incoming Service Member received the command Welcome Aboard Letter and identify what the Service Member's needs are.

Recommended sponsor duties include:

- Greet incoming Service Member(s).
- Assist in arranging transportation as needed.
- Introduce the Service Member to key personnel at the command.
- Offer to take the incoming Service Member on a driving tour of key base and community locations.
- Provide information and assistance for vehicle registration.
- Provide information about local communities and housing market.
- Help anticipate and meet the needs of the family.

References

(a) DoD Instruction 1342.22

(b) SECNAVINST 1754.1B

(c) MCO 1754.9A

(d) MCO P1700.27B W/CH 1

(e) MCO 1754.10A

(f) Joint Travel Regulations (JTR)

(g) SECNAV M-5210.1

(h) 5 U.S.C. 552a

(i) SECNAVINST 5211.5E

40. FAMILY CARE BRANCH (M&FP)

Provides resources and referrals for viable childcare, youth and teen options for active duty members.

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Waiting list manager for the Child Development Centers (CDCs)

- Serves as the central enrollment office for the Child Development Centers (CDCs), School Age Care (SAC) programs and Youth programs
- Childcare locator for the unique needs of families and children with special needs
- Referral provider for Family Child Care (FCC)
- Coordinates emergency childcare during business hours
- Provides childcare coordination for Military Readiness events

CHILD AND YOUTH PROGRAMS

Child Development Centers: range in services and offers care for children ages 6 weeks through 12 years old. Families who are interested in getting on the waiting list will contact Resource and Referral.

Request Care through MilitaryChildCare.com

School Age Care: offers organized and supervised recreational, educational, and social activities for children ages 6 - 12 or those attending Kindergarten through Sixth grade. SAC programs complement, rather than duplicate, the school day. Emphasis is placed on programs that meet community needs, reinforce family values, and promote individual and group activities that develop the social, emotional, cognitive, and physical potential of children. SAC programs also offer summer camps and out of school care. SAC programs are DoD certified, nationally accredited and meet the highest quality of early childhood program standards and criteria.

Family Childcare: offers an alternative to center-based care. FCC providers offer high quality developmentally appropriate care to children ages 6 weeks to 12 years of age. These providers are trained, certified and monitored to provide qualified in-home childcare aboard base. Childcare hours, services, and availability to provide care for certain age groups may vary from provider to provider. Resource and Referral provides lists of available FCC Providers.

Hourly Care: Hourly care reservations at the Child Development Centers or School Age Care Programs will only be accepted one week in advance. Children must be registered with Resource and Referral to utilize hourly care. (Please note: due to spacing, some Child Development Centers will have limited availability.) Register your children at your local Resource & Referral office.

Emergency Childcare: Emergency childcare requests can range from a family hardship, emergency medical need of a family member or death. Emergency childcare requests are handled on a case-by-case basis and is care generally provided during business hours.

During Business Hours (M-F): Contact Childcare Resource and Referral.

After Business Hours: Contact PMO Desk Sergeant.

FAMILIES OVERCOMING UNDER STRESS (FOCUS)

FOCUS provides family resiliency training for active duty personnel and family members and teaches specific skills related to family and couple communication, emotional regulation, problem solving and goal setting to promote strong military families. Consultations, educational workshops and skill building groups are available.

FOCUS training is free of charge and offers multiple locations with accommodating hours. Identity and participation information is kept confidential according to the Health Insurance Portability and Accountability Act (HIPAA)

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standards and will not be disclosed to other military families or command. If the safety of a participant becomes a concern, FOCUS staff is required to comply with both base policies and local/state laws.

Resources and Links:

MCO P1710.30

<https://www.manpower.usmc.mil/webcenter/portal/FamilyCare>

<https://militarychildcare.cnic.navy.mil/mcc-consumer/home/viewhome.action>

<https://usmc-mccs.org/MCCS/index.cfm/locations/>

<https://www.focusproject.org/about>

41. EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)

Exceptional Family Member Program (EFMP) assists active duty personnel in providing for the special needs of family members before, during and after relocation required by a change of duty assignment. The program ensures every attempt is made to bring together military careers and special needs.

Any authorized dependent family member (spouse, child, stepchild, adopted child, foster child, or dependent parent) of active duty personnel residing with the sponsor who possess a physical, medical, or emotional disability for a period of six months or more is eligible for enrollment.

It is mandatory, per MCO P1754.4B, that family members with special needs enroll in the EFMP. This assists Headquarters Marine Corps with assigning active duty personnel to locations where the special needs of family members can best be met.

Sponsors shall enroll into the EFMP through their Marine Corps installation EFMP office or directly to Headquarters Marine Corps (MRY-1) utilizing DD Form 2792 and DD Form 2792-1 (if the child is school-aged and enrolled in school). Enrollment forms may be delivered to the local installation, or by email (HQMC.EFMP@USMC.mil) or fax (703-784-9821) to DC, M&RA (MRY-1)

For more information refer to the following website:

<https://usmc-mccs.org/services/family/exceptional-family-member/>

References:

SECNAVINST 1754.5B

MCO P1754.4B

42. FITNESS REPORT INFORMATION

Overview: The Marine Corps Performance Evaluation System (PES) provides for the periodic reporting, recording, and analysis of the performance and professional character of Marines.

General performance evaluation concepts.

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- Fairness. The fitness report is a communication between reporting officials and the CMC. Reporting officials must provide fair and thorough evaluations.
 - Reviewing officers and commanders must take active roles in mentoring and communicating with RSs when an RS has not adhered to the spirit and intent of the PES Manual.
 - Influence or pressure by RO's or commanders to modify fitness report marks or comments are unacceptable, except to ensure that reporting officials adhere to Marine Corps policy.
- Focus. The fitness report is a documentation of observations and assessments of individual performance, personal qualities, character, and potential to serve a more senior level. The fitness report is not:
 - A disciplinary tool.
 - A lever to exert influence.
 - A counseling document for the MRO.
- Measurement: Reporting seniors must evaluate against missions, duties, tasks, and standards as communicated by the RS to the MRO. Measure Marines against known Marine Corps values and soldierly virtues, not against a personal set of precepts and unreasonable expectations.
- Ethics. Professional ethics constitute one of the foundations of the PES. Reporting officials must preserve the high standards of Marine Corps integrity and moral courage. Personal biases have absolutely no place in the process.
- Avoiding zero defects. Reporting officials must consider that Marines develop by having the latitude to make mistakes. Reporting officials must encourage initiative, aggressiveness, creativity, courage, and development of warfighting skills and not dampen them by fear of making mistakes. Attaining perfection certainly is a legitimate goal, but rarely is it a reality. The realistic goal is to experience, learn, and grow professionally.
- Counseling. Leaders must counsel Marines to transmit the guidance, performance standards, and direction important for the MRO's success and continued development. The complimentary relationship between the counseling process and the PES begins when the RS and the MRO meet to develop the MRO's billet description. It then becomes a regular and continuous process with additional sessions to review billet descriptions, establish new goals, and develop performance. As a result the performance evaluation process should not produce any surprises for the MRO. Periodic performance evaluation can also help clarify and crystallize the subjects on which the counseling process should focus. Any counseling program, which relies on final evaluations as a tool to force behavioral changes is without merit and must be avoided. The PES highlights past performance; counseling shapes future performance. The fitness report is not a counseling tool.

Section I: Word Picture

The word picture should address the MRO in the areas of performance, professional skills, character, potential, and duty assignment.

Comments for consideration before writing the Word Picture.

- Comments by grade. The following "by grade" comments are provided for consideration in the formulation of Section I, word picture narrative.
 - Sergeant-Staff Sergeant. Word pictures should thus, be performance oriented with emphasis based on abilities and MOS skills. This should be coupled with an understanding that minor mistakes are acceptable and are a normal part of professional development. Eagerness and willingness to learn and apply oneself should surface.
 - Gunnery Sergeant-Master Sergeant/First Sergeant. The word picture should, additionally, indicate the ability to organize assets and conduct liaison in an effective manner while simultaneously directing and supervising others to accomplish unit goals. Growth of mature leadership capabilities should become apparent.
 - Sergeant Major/Master Gunnery Sergeant. It is expected that Sergeants Major and Master Gunnery Sergeants will be high achievers and perform accordingly. The prime thrust of the word picture should be to

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assess the potential of the Marine for leadership and management positions of increased responsibilities.

Such information will support the assignment process for top enlisted leadership billets in the Marine Corps.

- Guided comments. The following list of items will provide meaningful information in the word picture.
 - Amplification of operational competence and war fighting skills.
 - Comments on the MRO's professional ethics (moral courage, integrity, selflessness).
 - Noteworthy examples of creativity or innovation.
 - Amplification of officer's execution of fitness report responsibilities.
 - Effectiveness of counseling subordinates.
 - Further amplification of duty assignment if title is not self-explanatory.
 - Abilities in oral and written communication.
 - Examples of the MRO's efforts to improve educational skills, professional knowledge, and MOS skills.
 - Exercise of management control responsibilities.
 - First class physical fitness scores.
 - Special abilities or aptitudes.
 - Comparison with others of the same grade, but different service, under the RS's authority.
 - Class standing in school or formal course of instruction.
 - Knowledge of world affairs.
 - Off-duty community/civic activities.
 - Amplification of a significant period(s) of the RS's absence that impact on an observed evaluation.
- The following phrases are provided to aid the writer in thinking through a word picture.
 - Communicative skills.
 - Communicates with credibility and confidence
 - Communicates leadership decisions to achieve understanding and acceptance.
 - Develops and maintains two-way communications.
 - Organizes ideas for logical presentation and acceptance.
 - He maintains excellent working relations and provides helpful suggestions up the chain of command.
 - Communication and organizational skills are impeccable.
 - His communicative skills both verbal and written are outstanding.
 - Possesses strong communication skills, maintains solid lines of communication with all support agencies.
 - Competency.
 - Combines technical competence with dependability and loyalty.
 - Capitalizes on strengths.
 - Demonstrates an exceptional mastery of professional skills.
 - Maintains high professional ethics.
 - Exceptionally skilled, talented, and professional SNCO of the highest caliber.
 - The most competent, resourceful, and uncompromising NCO with whom I have served.
 - Consistently displays a wealth of creativity and initiative.
 - An ingrained respect for fellow Marines, he secures the highest degree of loyalty and cooperation from subordinates.
 - He instills a rare sense of personal responsibility in subordinates and for the quality of their work.
 - Represents the highest standards of leadership and proficiency among SNCO's.
 - Has high standards and accepts nothing less from his Marines.
 - Well rounded beyond expression.
 - Commonly reports task complete or problem solved in initial discussion of the matter.
 - Mentally and physically tough, carries himself with confidence.

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- Proved extremely successful interacting with Army and civilian test/support personnel.
- Thorough, organized, intelligent, dedicated. Aggressively pursues duties.
- Decision making.
 - Can be relied on to make sound decisions.
 - Is willing to make difficult and unpopular decisions.
 - Seeks staff input for decision making.
 - Makes sound decision under pressure.
 - A trusted partner in leadership whose counsel is routinely sought and respected.
 - Logical decision maker, I value his judgment and seek his advice when important decisions are made.
 - Exceptionally calm under pressure and adverse conditions.
 - I consider him a moral compass and seek his counsel on a daily basis.
 - His sound counsel and judgment provided both officers and enlisted Marines clear direction of what was needed to accomplish the mission.
 - His advice and counsel on issues pertaining to the company have been sound and correct.
 - Steps up and makes a decision, stands by it.
- Goals and Objectives.
 - Sets innovative objectives.
 - Excels in prioritizing objectives.
 - Establishes specific and measurable goals.
 - Effectively sets group performance objectives.
 - Organizes objectives, methodically pursues completion.
- Improvement.
 - Strives to improve individual/unit performance.
 - Produces changes for the overall improvement of the unit.
 - Uses constructive criticism to improve performance.
 - Responds favorably to suggested actions for improvement.
 - The best but motivated to become better.
 - Self-imposed standards in all areas exceed expectation yet he tirelessly pursues self-improvement.
 - Always developing a “better way” of doing things.
 - Read “The General” by Forrester PME reading (leadership).
 - Consistent top performer, constantly seeking new and more effective methods of performing his duties.
- Learning ability.
 - Shows eagerness and capacity to learn.
 - Displays an exceptional ability to learn new methods.
 - Adapts quickly to changing situations.
 - Poised and mature with a matchless thirst for knowledge and increased responsibility.
 - Demonstrates an exceptional ability to learn.
- Maturity.
 - Displays emotional stability.
 - Maintains a mature attitude.
 - Maintains strong self-control.
 - Keeps situations in proper perspective.
 - Always positive in attitude and professional in character.
 - Mature beyond his years, he has the ability to foster genuine enthusiasm, cooperation and cohesion at every level.

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- Mental Capacity and Application.
 - Is alert, quick and responsive.
 - Demonstrates original and independent thinking.
 - Thinks before taking action.
 - Uses common sense to reach workable conclusions.
 - Intelligence, imagination, innovativeness, and resourcefulness, are at a degree seldom achieved by more experienced SNCO's and Officers.
 - An accomplished teacher of Marines and leaders.
 - Identifies causes of problems and aggressively attacks vice focusing on symptoms.
 - Ability to coordinate with supporting agencies, organize, and implement prior planning is exceptionally noteworthy.
 - Dependable and conscientious, utilizes logic and foresight to develop priorities that are always consistent with command policy.
- Oral expression.
 - States positions clearly.
 - Makes presentations with poise and self-confidence.
 - Speaks with a positive tone.
 - Has excellent persuasive ability.
 - Ready wit and pleasing personality enhances moral.
 - He is not afraid to voice his opinion and offer solutions on vital issues, which affect the company.
 - Provides valuable input for all aspects of the company.
- Responsibility.
 - Accepts responsibility for own decisions.
 - Continues to seek and accept responsibility.
 - Delegates responsibility effectively.
 - Clearly demonstrates daily the ability to assume the responsibilities associated with increased rank.
- Versatility.
 - Has the ability to perform a wide range of assignments.
 - Effectively handles special assignments.
 - Is flexible and open toward change.
 - Analytical, decision-making ability, and adaptability to changing situations ensure competence in any situation.
 - Outstanding troop leadership and flexibility provided for superior logistical direction and supervision during numerous motorized re-supply convoys during CAX.
 - A Gunnery Sergeant serving as company 1stSgt, with more skill and determination than I have seen from the six 1stSgt's I've worked with in 14 years of service.
 - Multi-axis performer; meticulous, has an eye for detail but does not get bogged down with trivia.
 - Enormous ability to adjust to day to day workload variations while remaining attuned to overall priorities.
- Writing ability.
 - Writes reports that command attention and achieve results.
 - Writes reports that achieve maximum impact.
 - Prepares concise and meaningful reports.
 - Demonstrates creative writing ability.
 - Articulate, intelligent and neat.
 - Administrative skills encompassing organization and writing skills are that of a company grade officer.

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- Uses experience and common sense when developing new training documents.
- Writing and verbal skills are superior to all SNCO's in this company.
- Possesses written verbal skills that equal any platoon commander.
- He is extremely accurate and careful about administrative details.
- Mentoring/counseling subordinates
 - He maintains a working relationship with each Marine while effectively screening and representing their concerns up the chain of command.
 - He actively counsels and develops his NCO's.
 - Efficient, trains Marines at every opportunity.
 - His methodical counseling approach should be published as a guide for TBS students.
 - Took a struggling platoon and completely turned it around.
 - By his sterling personal example he impresses seniors and allows subordinates to mentor.
 - A born coach/mentor, he has an ideal temperament for bringing out the best in young NCO's.
- RO Comments:
 - Communicative skills.
 - Strong-willed and opinionated, yet always calm and tactful.
 - Always willing to share sound knowledge and experience.
 - Is a valued source of knowledge across the spectrum.
 - Competency.
 - His poise, initiative, sense for the Commander's Intent, and unprompted initiative set him apart from his peers.
 - A problem-solver who thoroughly completes any mission.
 - Gets the job done no matter what it takes.
 - Epitome of a Marine SNCO.
 - I strongly endorse the laudatory comments of the reporting senior.
 - A superb Marine leader who hit the ground running and is setting the pace for his peers.
 - Reserved and undemonstrative in manner, he is totally engaged in everything his company is doing and is typically well ahead of events.
 - Leads from the front in all regards, has set the course and speed for all enlisted leaders in the Regimental Headquarters.
 - Learning ability.
 - Intelligent, driven SNCO; relentlessly pursues excellence in everything he does.
 - Ability to learn and absorb information creates great flexibility of performance within the company.
 - Maturity.
 - His quiet professionalism is an example to all hands.
 - Morally upright and principled without wearing values on his sleeve, an outstanding role model for young impressionable leaders, both officer and enlisted.
 - His positive leadership, superb organizational skills, initiative, and flexibility have allowed him to make a significant impact as Headquarters Company 1stSgt.
 - Mental Capacity and Application.
 - Has parlayed his knowledge, experience, and leadership towards producing outstanding results.
 - No task too hard for this fine Marine.
 - His abilities as a leader, organizer and facilitator are noteworthy.

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- Smart, taciturn, positive leader with skills to run every aspect of the company in extended absence of officers.
- Intelligent, physically fit and demonstrates the moral fiber necessary to make tough decisions.
- Very bright, articulate, and committed SNCO.
- Responsibility.
 - One of the most dedicated Marines I have had the pleasure to serve with.
 - He is impressively focused, competent, and thorough, can be utterly relied on to work out complex problems with minimal supervision or fuss.
 - The MRO has had the most challenging company from a discipline perspective to work with. In my assessment, he has made a remarkable turnaround in a company that was neglected by its previous commanding officer.
 - He walked that tightrope intrepidly, deftly meeting the needs of his Marines while remaining loyal to his commander and more than satisfying me with his leadership and judgment.
- Future potential.
 - Outstanding potential for any assignment.
 - An asset to any battalion.
 - Possesses unlimited growth potential and is capable of the responsibilities of a Gunnery Sergeant.
 - Unlimited potential; as a young gunny, already out performing most E-7's I've ever observed.
 - I would eagerly seek his services in any duty setting, and consider him a strong candidate for the first Sergeant/Sergeant Major track.
 - I consider him one of the top 10% of Staff Sergeant's I've ever worked with.
- Writing ability.
 - Administrative skills are noteworthy and his organizational skills and writing abilities are superb.
 - Excellent oral and written presentation skills.
- Promotion recommendation:
 - Enthusiastically recommended for promotion.
 - He is the example we want for our young Marines. Promote to Staff Sergeant now!
 - Based on his ideal leadership and administrative skills, as well as his infantry experience, I highly recommend him for duty as a First Sergeant.
 - Could be a Master Sergeant today, should definitely be considered for early promotion.
 - Clearly possesses all skills to be a fine Master Gunnery Sergeant and will have a positive impact on the future of our Corps.
 - Promote now, I can think of no one more capable or deserving.
- Do not Concur with RS Marks.
 - "While the MRO is a highly capable and effective Marine, this report of his performance in my estimation is inflated, as are several other reports by this RS". (Explain view and appropriate markings from a more seasoned viewpoint.
 - In my opinion markings of "D" better meet the intent of the PES and are more reflective of the performance of the MRO.
- Observed reports less than 90 days. Exception to the Policy.
 - For periods of 89 days or less, RS's may submit an observed report if in their judgment, they possess sufficient observation and:
 - The basis of the observation results from meaningful personal contact with the MRO. The information provided to the CMC is significant and provides a fair assessment of the MRO.

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- RS must justify submission of an observed report when the duration of the reporting period does not meet the minimum observation requirement prescribed for submission of an observed report.
- (Example): Although only observed for a short period, SNM's performance deserves recognition. (Then explain reasons).

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FITNESS REPORT CHEAT SHEET

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OCCASION	CODE
Grade Change	GC
CMC Directed	DC
Change of Reporting Senior	CH
Transfer	TR
Change of Duty	CD
To Temporary Duty	TD
From Temporary Duty	FD
End of Service	EN
Annual	AN
Semiannual (Ls only)	SA

NOTE: When more than one occasion occurs simultaneously, use the occasion that appears highest on the list

FITNESS REPORT SCHEDULE	
RANK	Rpt Due Last Day of
Sgt	Mar
SSgt	Dec
GySgt	Jun
1stSgt/MSgt	Jun
SgtMaj/MGySgt	Sep
WO/CWO	Apr
2nd Lt	Jan/Jul
1st Lt	Oct/Apr
Capt	May
Maj	May
LtCol	May
Col	Jun

Marine Corps Height & Weight Standards for Males					
HT	MIN	MAX	HT	MIN	MAX
64	110	160	72	140	203
65	104	165	73	144	208
66	117	170	74	148	214
67	121	176	75	152	220
68	125	181	76	156	226
69	128	186	77	160	232
70	132	192	78	164	238
71	136	197	79	168	244

RIFLE AND PISTOL QUALIFICATION CODES AND SCORES							
Qualification	Distinguished	Expert	Sharpshooter	Marksmen	Not Required	Unqualified	Required Did Not Fire
Code	D	E	S	M	N	U	X
Rifle	N/A	65-40	39-35	34-25	N/A	24-0	N/A
Pistol	N/A	400-345	344-305	304-245	N/A	244-0	N/A
NOTES					1. MRO not req to equal or req is waived 2. MRO req but event not scheduled 3. MRO qual, equal or failed to qual during annual qual period but event occurred during previous rpt period	Adverse if RS deems MRO's failure resulted from lack of effort or negligence on MRO's part	1. MRO req but did not fire. 2. ADVERSE if RS deems MRO did not fire because of a lack of due diligence on MRO's part. Lack of due diligence is MRO failing to get scheduled or ignoring scheduled assignment.

PFT CODES AND SCORES									
Age	1st Class	2nd Class	3rd Class	Failed	Required Did Not Take	Not Medically Qualified	Pass Partial PFT	Not Required	
	A	B	C	F	RDNT	NMED	PART	NREQ	
17-26	300-225	224-175	174-135	134-0	N/A	N/A	N/A	N/A	
27-39	300-200	199-150	149-110	109-0	N/A	N/A	N/A	N/A	
40-45	300-175	174-125	124-85	85-0	N/A	N/A	N/A	N/A	
NOTES	USE LETTER CODE PLUS 3 DIGIT SCORE FOR CODES A, B, C AND F			ADVERSE	1. Req didn't take 2. Adverse if RS deems MRO did not take because of lack of due diligence 3. Section I required	1. If MRO unable to take or pass PFT because of physical (medical) condition 2. Section I comment required	1. MRO took and passed partial PFT 2. Section I required 3. Include events completed and score in Section I	1. Req but event not scheduled during rpt period 2. PFT occurred during previous reporting period	

Minimum Observation	Not Observed Report	Required Directed Comments (Cast)	Unacceptable Comments	Completion Section B (Billet Description)
<ol style="list-style-type: none"> 1. Occasion covers periods of 90 days or more 2. RS must submit observed reports for 31 days or longer for: <ol style="list-style-type: none"> a. Semiannual reports b. FD reports c. CS reports 3. RS may submit observed report for 90 days or less if they possess sufficient observation and: <ol style="list-style-type: none"> a. Observation results from meaningful personal contact with MRO b. Information provided is significant and provides fair assessment of MRO 4. RS must justify submission of observed reports in Section I when period covered does not meet minimum observation requirements 	<ol style="list-style-type: none"> 1. RS should take all possible action to reduce not observed rpts 2. Diminish amount of useful information in MRO's performance record 3. Submit for the following: <ol style="list-style-type: none"> a. RS has insufficient observation and period does not meet minimum observation time b. Termination of MRO from TAD or drop from course in 30 days or less 4. RS must complete Section B on all Not Observed Reports 5. Not Observed Reports can be adverse (Chapter 5 applies) 6. Only pages 1 and 5 will be completed and submitted 	<ol style="list-style-type: none"> 6. Item "b" is marked "No". Enter "I recommend that the MRO not be considered for promotion with contemporaries" or "I recommend that the MRO not be considered for promotion at anytime" 7. Item "7" if all blocks are blank (Accomplished promotion). Enter "I recommend that the MRO be considered for promotion ahead of contemporaries" 8. Item 8a if "U" or "X" and item 8b if "PART", "RDNT" or "NMED" see notes above 9. Item 8c. If marked, recommend what grade MRO is best qualified to fill 10. Justification for Observed Rpts less than min observation time. 11. Periods of Nonavailability of 30 days or more when MRO or RS was not available. Comments must include who was not available, inclusive dates and reason for nonavailability 12. Unconfronted facts relating to drug offenses by MRO 13. Any alcohol related incident, reportable occurrence of alcohol abuse, or alcohol rehab failure 14. MRO refuses to sign item 2 of Section I (Adverse Report) 15. When submitting a DC report 16. Multiple and simultaneous regular duty assignments 17. MRO is or was assigned to Wt Ctl or Mill App during rpt period 	<ol style="list-style-type: none"> 1. Reference to Pending NIP, CM or civil/criminal action, fact finding board or investigation 2. Recommendations for Admin Reduction, Separation or withholding of promotion 3. Reference to nonpunitive lts of admonition or reprimand 4. Mention of suspected criminal activity 5. Indication that MRO voluntarily entered Alcohol Rehab Program 6. Reference to minor traffic tickets 7. Reference to prior nonselection for promotion 8. Comments based on gender: <ol style="list-style-type: none"> a. charming, amicable, handsome b. pronouns (he, she, his, her) 9. Medical issues that do not affect MRO's performance 10. Family problems that do not affect performance 11. MRO's status as single parent unless MRO failed to make provisions in case of deployment or manipulates situation as excuse for tardiness or frequent unplanned time off or leave 12. Comments identifying minor limitations, shortcomings, occasional lapses, or weakness in an otherwise overall positive performance 	<ol style="list-style-type: none"> 1. Complete Section B for all report except extended reports 2. Describe duties considered most important - frame RS's expectations of MRO 3. Focus on standards not goals 4. Do not necessarily remain the same from one period to the next <p>Completion Section C (Billet Accomplishments)</p> <ol style="list-style-type: none"> 1. Highlight accomplishment that are most significant during period 2. Provide accurate account of exactly what MRO accomplished 3. Be objective vice qualitative 4. Do not reference personal qualities or potential impact <p>Guidelines for Sections B and C</p> <ol style="list-style-type: none"> 1. Due to space limitations, must focus on essential elements. Must fit in space provided 2. Omit superlative adjectives, needless statistics and imprecise phrasing 3. Make comments objective, avoid creating any unintended valuation 4. Normal capitalization rules apply. 5. Do not use UPPER CASE, underlining, "quotation marks", boldface, italics or acronyms and terms specific to one community or MOS.
<p>Extended Reports</p> <ol style="list-style-type: none"> 1. Used when MRO's performance has not changed since last AN rpt and another rpt occasion come due within 90 days or less 2. Must reflect current rpt occasion 3. Do not extend Adverse or Not Observed reports 4. Justify submission of extended reports in Section I 5. Submit pages 1 and 5 only 	<p>Required Directed Comments</p> <ol style="list-style-type: none"> 1. Item 3a is EN report - "Retirement", "Transfer to Fleet Marine Corps Reserve" or "Release from active duty. (Type) discharge" 2. Item 3c if code is "C" or "B". Comment on nature of combat operation and MRO's actions related to operation (unless cited in Section C) 3. Item 5b (Not Observed) 4. Item 5c (Extended) 5. Item 6a, 6b, or 6c 			

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FITNESS REPORT APPEALS

Manpower Performance Evaluation Review (MMER) serves as the Marine Corps' initial action agency for fitness report appeals. Appeals which are denied are submitted to the Board for Correction of Naval Records (BCNR) for final adjudication. It is also our responsibility to make determinations on requests from former Marines to change/upgrade their Re-enlistment Codes (RE-Codes).

https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MM/ER

https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MM/SB/b_MMSB_30_PERFORMANCE_EVALUATION/E_MMSB_PES_FITREP_GAPS

FITNESS REPORT ADMINISTRATIVE CORRECTION

From: RANK FULL NAME, SSN/MOS USMC

To: Commandant of the Marine Corps(MMSB-31)

Subj: REQUEST FOR ADMINISTRATIVE CORRECTION TO FITNESS REPORT FOR THE OCCASION (OCC CODE) AND PERIOD (START DATE) TO (ENDING DATE) CASE OF: RANK FULL NAME, SSN/MOS USMC

Ref: (a) MCO 1610.7F

Encl: (1) Supporting Documentation as Applicable (i.e. Award Certificates, Page 3 from SNM's SRB/OQR, Enlistment Contract, DD Form 214, etc.)

1. I request that the following change(s) be made to my fitness report file in OMPF and/or fitness report listing on Master Brief Sheet (MBS).

(Specify the current data as it appears in the record and then specify the desired data change to be made. Justify reason for correction.)

For example:

-That the dates of the fitness report 20010201-20010331(AN) be changed to reflect the dates 20010101-20010331 (AN). The reason for this correction is to include proceed/delay/travel while in transit from my previous command, as evidenced by a copy of my page 3 at encl (1).

2. Any questions concerning this matter, contact me at DSN number or commercial (area code/number).

MRO Signature

-----MEMORANDUM ENDORSEMENT-----

From: Reporting Senior/Reviewing Officer

To: Commandant of the Marine Corps (MMSB-31)

1. I concur with the MRO and request correction(s) be made to his/her fitness report/MBS. I offer the following explanation:

2. Any questions concerning this matter, contact me at DSN number or commercial (area code/number).

RS/RO Signature

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References: MCO 1610.11D MCO 6100.13 MCO 1610.7F MCO 6110.3; MARADMIN 145-09

43. OPREP-3; THIS SECTION IDENTIFIES REPORTABLE INCIDENTS VIA OPREP-3

(OPREP-3) OPREP-3 SIR REPORTABLE EVENTS OR INCIDENTS

1. Event or incident of a military or political nature, foreign or domestic, that involves Marine Corps personnel, units or installations that may result in a local or national official reaction, United States Congressional interest or media attention.
2. On-duty event or incident resulting in death or disability of Marine Corps personnel or civilians, or resulting in \$200,000 or more in total property damage. Commands should not delay reporting pending an official determination of disability or cost; if the incident has the potential to cross the threshold a report is required.
3. Event or incident associated with a Marine Corps operation or training exercise that results in death, or injury that results in lost time or reportable property damage.
4. Class A, B or C Aircraft Mishap. Commands must not delay reporting pending an official determination of the mishap class. If there is a potential for a “Class C” or greater mishap, OPREP-3 procedures must be initiated. In no case shall the command delay reporting pending notification of any intermediate headquarters.
5. Serious criminal event or incident that may result in foreign or domestic criminal jurisdiction over Marine Corps personnel and/or their dependent(s).
6. Event or incident of large-scale civil disorder involving Marine Corps personnel, units or installations. Natural or destructive weather event or incident that threatens life, property, or severely delays or cancels an operation or training exercise.
7. Loss or compromise of classified information that may compromise operational plans. Event or incident of actual or suspected covert action against any Marine Corps unit or installation.
8. The actual or presumptive diagnosis of any disease of potential epidemic significance or that may require quarantine.
9. The diagnosis of any disease or the extensive outbreak of any condition among Marine Corps personnel that may potentially degrade the operational readiness of a unit or installation.
10. Hazing event or incident that results in death, injury requiring hospitalization or significant property damage.
11. Racially or ethnically motivated discriminatory event or incident that results in death, injury requiring hospitalization or significant property damage, or adversely affects the equal opportunity climate of a unit or installation.
12. Things Falling Off Aircraft (TFOA).

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13. Any other event or incident of significant Marine Corps interest not previously reported.

44. FORCE PRESERVATION INFORMATION

FORCE PRESERVATION COUNCILS:

- Colonel and Lieutenant Colonel level commanders establish and conduct monthly Force Preservation Councils (FPC). The FPC enables leaders to gain a holistic view of the Marine/Sailor and identify those at-risk for grievous injury/fatality due to mishap or suicide. Ref: MARADMIN 240/11 and MARADMIN 647/11.
- The intent is for units to have a clear, formalized process to access and elevate at-risk Marines and Sailors for command attention by ensuring the Marine Corps Mentoring Program coupled with advice from key staff and senior leaders. FPCs will provide a process to combine those factors into one composite picture, enabling more focused leadership and triggering external resources, as necessary. Ref: MARADMIN 240/11.
- The Violence Prevention Program will be implemented at the unit level through the FPC. Ref: MCO 5580.3, Par 3.a(2)(a)
- The FPC will use the Violence Prevention Program policy and procedures provided in MCO 5580.3 for reports of warning signs/indicators of potential violence. Ref: MCO 5580.3, Ch 3, Par 3.d
- Though references require the FPC to meet a minimum of once monthly, commanders will use the FPC as often as required based on the level of threat and the urgency associated with individual cases involving warning signs/indicators of potential violence. Ref: MCO 5580.3, Ch 3, Par 2

Training Requirements

- None listed.

Reporting Requirements

- Report number of FPCs held each quarter in the Warrior Preservation Status Report (WPSR). Visit <https://ehqmc.usmc.mil/org/cmcsd/wpsr/> to access WPSR.

References

MARADMIN 240/11, 24th Executive Force Preservation Board Results

MARADMIN 647/11, Twenty-Fifth Executive Force Preservation Board Results

Marine Corps Order 5580.3, Violence Prevention Program

SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) PROGRAM REQUIREMENTS

- Leadership is key to the sexual assault awareness, prevention and response. Commanders create an environment that discourages sexual assault and encourages reporting of sexual assault incidents. Ref: MCO 1752.5B Chap 3, Par 1.
- Victims of sexual assault shall be protected from coercion, retaliation, and reprisal in accordance with the DoDD 7050.06

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- Commanders should get SAPR training from the Base Installation SARC within 30 days of assuming command. Ref: MCO 1752.5B Chap 3, Par 6 c.

COMMANDING GENERALS AND COMMANDING OFFICERS

- In accordance with MCO 1752.5B, develop and publish an effective and command-specific "Commander's Protocol for Responding to Allegations of Sexual Assault". Ref MCO 1752.5B Appendix C
- For the SAPR program the following is applicable for services:
 - All active duty service members
 - Reserve component members on active service
 - Dependents 18 years of age and older
 - DOD civilian and their dependents (ONLY OCONUS)
 - Service members assaulted prior to service. Ref: MCO 1752.5B, Ch. 3 Par 3 f (Reporting Requirements) (1-5).
- Ensure physical and emotional security of the victim. Determine if the alleged offender is near and if victim needs protection. Ref: MCO 1752.5B appendix C, 3 (a).
- Ensure that a minimum of two Uniform Victim Advocate (UVA) are appointed in writing for each battalion, squadron, or equivalent level command to include remote units, schools, and operational battalions. Ref: MCO 1752.5B Par 4 b (10) a (1).
- Ensure training is conducted on sexual assault awareness and prevention for annual training. Ref: MCO 1752.5B Par 4 b (7) b.
- Publish a command policy statement on sexual assault awareness and prevention to support the SAPR objectives within 60 days of taking command. Ref: MCO 1752.5B Chap 3, Par 2 (2) e.
- Ensure that guidance in Chapter 8 of the MCO 1752.5B is provided to all Marines. Ref: MCO 1752.5B

GENERAL COURTS-MARTIAL CONVENING AUTHORITIES (GCMCA) /O-6 LEVEL COMMANDS

- Utilize the "Commander's Protocol for responding to allegations of sexual assault", Appendix C, 1752.5b.
- Establish, in writing, the Command Sexual Assault Response Coordinator (SARC) billet. Ref: MCO 1752.5B Chap 3, Par 2 a.
- Select the command SARC from either military personnel Major or above, Chief Warrant Officer (CWO3 thru CWO5), or civilian equivalent, NAF 4 or above, utilizing the standardized position descriptions provided by CMC (MFB). 0-6 level commands and Marine Expeditionary Units are authorized a Captain or higher to fulfill this requirement. Ref: MCO 1752.5B Chap 3. Par 2 a (1).

SEXUAL ASSAULT INITIAL DISPOSITION AUTHORITY (SA-IDA)

- The initial disposition authority is withheld to Special Court Martial convening authority in pay grade of 0-6 or higher. Prior to making an initial disposition authority decision, the SA_IDA must consult with a Judge Advocate Ref: MCO 1752.5B, Par 5 a (5).
- Collateral misconduct. Initial disposition authority is withheld to the SA-IDA for all other alleged offenses arising from or relating to a report of sexual assault. Ref: MCO1752.5B Chap 3 Par 7.

TRAINING REQUIREMENTS

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- Coordinate with the installation SARC to received Command Team briefing within 30 days of assuming command. The XO, SgtMaj, chaplain, and command SARC shall attend with the commander. Ref: MCO 1752.5B, Chap 3, Par 6 (5) c.
- Ensure training is conducted on sexual assault awareness and prevention annually per reference (a). Training will consist of an overview of the content of this order, definitions, reporting options, high risk situations and behaviors, programs available to assist victims, and bystander intervention training Ref: MCO 1752.5B, Par 4 a (7) b (All General Courts-Martial Convening Authorities).
- Ensure Pre-deployment training for all deploying Marines and Sailors. Training must incorporate information about sexual assault response, reporting, and how to receive medical attention, evidence collection in the deployed environment and how to obtain advocacy services. Ref: MCO 1752.5B, Par 4 b (7) g.
- Post-deployment training for all returning Marines and Sailors will occur within 30 days of returning from deployment. It will include explanation of available counseling and medical service, reporting options and eligibility benefits for Service members. DODI 6495.02, Encl (10), Par 3 f

SARCS/UVAS

- Select the Command SARC from military personnel from officer rank (Maj or above or CWO3-CWO5) of their civilian equivalent (NF-4 or above) 0-6 level commands and Marine Expeditionary Units (MEU's) are authorized a Capt or higher to fulfill this requirement. Ref MCO 1752.5B Chap 3, Par 2 a (1).
- Prior to selecting a UVA, commanders shall refer to the "UVA selection Criteria for Commanders," Appendix F, as a reference. Ref: MCO 1752.B Chap 4, Par 2 a.
- UVAs shall be ranked Sgt or higher. UVA appointment below the rank of Sgt is not permitted. Ref MCO 1752.5B Chap 4, Par 2 b.
- Ensure the Command SARC/UVA appointment does not create a conflict of interest with other duty assignments. Commanders shall not appoint from personnel assigned to the following duties: XO, SgtMaj, Company Commander, 1stSgt, SJA/deputies/judge advocates, IG/deputies, Equal Opportunity Advisor or Representative (EOA/EOR), Substance Abuse Control (SACO) Officer, Family Readiness Officer (FRO), Victim Witness Coordinator (VWAC), or Chaplain. Ref: MCO 1752.5B Chap 3, Par 2 a (2).
- When a SARC or UVA is not available, contact the Installation civilian advocate to assist at (760) 500-1707.

CASE MANAGEMENT GROUP: CMG

- The purpose of the CMG is to review all unrestricted cases of sexual assault occurring on the installation. All open unrestricted cases will be reviews to facilitate monthly victim updates, quality assurance of services and systematic coordination. Restricted cases will not be addressed at CMG meetings. Ref MCO 1752.5B Chap 6, Par 1.
- The CMG shall consist of the Deputy Installation commander, Installation SARC, Command SARC, UVAs/Vas, NCIS, victim's commander or member of the command team, mental health professional. Ref to MCO 1752.5B Chap 6, Par 2.

REPORTING REQUIREMENTS

- All CGs and COs shall immediately report all Unrestricted cases of sexual assault to NCIS or supporting Military Criminal Investigative Organization. Ref MCO 1752.5B Chap 3, Par 3 a.

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- Victim's Commander submits an OPR3-3 SIR (Active Duty victim, unrestricted report of sexual assault when the victim is a Marine or other service member assigned to a Marine Corps unit. When both the victim and alleged offender are marines, the victim's commander shall submit the OPREP-3/SIR. Ref: MCO 1752.5B, Chap 3, Par 3 c.
- The alleged offender's commander shall immediately submit an (SIR), for all reports of sexual assault when the victim is a civilian and the alleged offender is a Marine. Ref: MCO 1752.5B, Chap 3, Par 3 d.

SAPR-8 DAY BRIEFS

- The purpose of the 8-day brief is to provide the Commander a snapshot of all the initial requirements to be completed with the first 8 days following the report of a sexual assault. It focuses on victim care and command response. Ref MCO 1752.5B Chap3, Par 3 h.
- The victim's commander shall complete and provide the SAPR 8-Day Brief to the 0-6 level commander and the first general officer in the victim's chain of command. Ref: MCO 1752.5B, Chap 3, Par 3 H (2).
- Upon completion of the brief to the first general officer in the chain of command, the victim's commanding officer will submit the brief to MFB in Share point for data collection and analysis. MFB will provide a summary of relevant data on a monthly basis and forward to the ACMC accordingly. Ref MCO 1752.5B Chap 3, Par 3 H (3).
- The SARC shall assist with providing information necessary to complete this brief as requested but shall not maintain a copy or be responsible for initiating this process. Commanders shall not conduct internal investigations or interview the victim to obtain information. Ref: MCO 1752.5B Chap 3, Par 3 h (4).

EXPEDITED TRANSFER

- COs shall expeditiously process a request for transfer of a Marine who files an Unrestricted Report of sexual assault. Every reasonable effort shall be made to minimize disruption to the normal career progression of the Marine seeking this transfer. Ref: MCO 1752.5 B Ch 3, Par 9. Marines requesting this transfer shall submit a signed and dated written request to their CO directly. Requests shall include the request for transfer and the preferred destination or reassignment. For confidentiality reasons, no details for the reason for the request should be included. The NAVMC 10274 Administrative Action Form shall not be used for this transfer under this policy. Ref: MCO 1752.5B Chap 3, Par 9 a.
- COs shall approve or disapprove a request for transfer within 72 hours of receiving a signed and dated written transfer. COs shall document the date and time the request was received. Ref: MCO 1752.5B Chap 3, Par 9 b.
- A presumption is established in favor for the transfer within 72 hours of receiving a signed and dated written request. Ref: MCO 1752.5B Chap 3, Par 9 c.
- Refer to MCO 1752.5B, Chap 3, Par 9 d. for guidance on the decision making process.
- Refer to MCO 1752.5B, Chap 3 Par 9 h (1-2) if request is denied for guidance.

Notes:

Refer to your SARC for guidance.

References:

[DODD 6495.01 Change 3, Sexual Assault Prevention and Response Program](#)

[DODI 6495.02 Change 3, Sexual Assault Prevention and Response \(SAPR\) Program Procedures](#)

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[MCO 1752.5B, Sexual Assault Prevention and Response \(SAPR\) Program](#)

[MCO 3504.2A, Operations Event/Incident Report \(Oprep-3\) Reporting](#)

[MARADMIN 372/12, July 2012](#)

[MARADMIN 500/15 Sexual Assault helpline, Jan 2012](#)

[DODD 7050.06, Whistle Blower Protection, April 2017](#)

[SECDEF memo 2013](#)

[MARADMIN 227/12, Expedited Transfer, April 2012](#)

[MARADMIN 624/12, 8-day brief, October 2012](#)

[MARADMIN 025/18, 8-day brief report requirements, January 2018](#)

45. MILITARY AND FAMILY LIFE CONSULTANTS (MFLC)

MSC/MSE and Unit Requirements

- MSCs and MSEs receiving MFLC support will appoint a command POC to coordinate the introduction of MFLCs into that MSC/MSE.
- Review all MFLC guidance to include the I MEF LOI and the duty-to warn protocol.
- Ensure that MFLCs receive an MSC/MSE orientation brief which includes description of internal command resources and points of contact for those resources.
- As soon as a MFLC joins the command, have a one-on-one session with the MFLC to determine capabilities and limitations, relay command concerns/expectations and to manage expectations from the very beginning of the relationship.
- Personally introduce the incoming MFLC to your command team, and articulate to them the agreed upon performance expectations derived from your one-on-one session with your MFLC.
- Integrate the MFLC into the command team. Determine where the MFLC is best embedded in the command and introduce the MFLC to the unit staff.
- Promote initiatives to reduce stigma of seeking counseling assistance and provide Marines, Sailors, and family members an open door policy to see the MFLC.
- Understand the MFLC confidentiality and command roles in duty- to-warn situations.

Training Requirements

- None Listed

Reporting Requirements

- MFLC daily reports will be submitted to the Regional Coordinator.
- MFLC Monthly roll-up reports are due to the MCCS MFLC POCs, to MSC/MSE POCs and unit commanders.

References:

<https://usmc-mccs.org/services/support/military-family-life-counselors/>

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<http://download.militaryonesource.mil/12038/MOS/Booklets/MFLC-Program-Brochure.pdf>
MARADMIN 075/13, Implementation of Military and Family Life Consultants (MFLCS)

46. GROUND SAFETY PROGRAM

THE “BIG 5”: focus attention on these areas first

- Conduct a Ground Climate Assessment Survey System (GCASS) survey (located at semperfisurveys.org) ASAP to determine command climate – the open comments and answers to the questions will prove invaluable with much to be gleaned if viewed as such by leadership.
- Keep apprised of the Warrior Preservation Status Report (WPSR). The WPSR is a stoplight chart that provides a quick-look at the status of a selection of safety programs. This report is forwarded on a quarterly basis through the chain of command and is personally reviewed by the ACMC. Avoid having a report with “red” data fields.
- Request a courtesy safety program assist visit from HHQs using the CGIP FA 130 checklist for a status of the safety program by an outside expert. This will go a long way towards a future successful CGIP inspection. Simply reviewing the Functional Area (FA) checklist with your safety officer may be enough to ensure the overall program is tracking in the right direction.
- Force Preservation Councils are conducted on a monthly basis. Ensure that risk mitigation/assistance plans for at-risk personnel are being properly tracked and monitored for progress. Ensure leadership at every level knows who their Marines and Sailors are and what they stand for in order to detect when life issues need to be addressed. Ensure these leaders know their own limitations with regards to personnel management and when to ask for assistance.
- 8-Day Briefs are required to be forwarded to the first commanding general in the chain of command within 7 days of all Class A and B mishaps. From there it is forwarded to the ACMC no later than 8 days after the date of the mishap. The briefing template can be found on the CMC Safety Division website.

Guidance

- When selecting your unit safety officer...CHOOSE WISELY. Safety programs are often personality driven. It is preferred to select an officer or SNCO who is respected by peers, has experience to take charge and the initiative to ensure the spirit and intent of the unit and USMC safety programs are being met. Credibility is the key to success as “buy-in” from peers and subordinates are a must.
- Unit Safety Officers (SO) are often times found in a one-man fighting hole. Overtasked with the number of programs they need to manage, and undermanned (especially if safety is a collateral duty) they are often reactive in nature. Effective safety programs are observed at units which make a conscious decision to ensure the safety billet is one’s primary billet with no collateral duties.
- There are over 22 DON/USMC safety programs involving mishap reporting/investigations, safety training, workplace inspections, Occupational Safety and Health (OSH) regulatory compliance, Commanding General’s Readiness Inspections, and Environmental Compliance. The sheer number of programs and requirements to manage can be daunting even for proven performers.
- Safety officers should be in the billet for at least one year. The longer one is in the billet the better, as it takes time to learn all of the nuances of the myriad safety programs. It is evident when a unit treats the safety billet as a revolving door for their new joins or substandard performers. The wrong person can sink a program.
- Ensure the SO is out-and-about, and is visible and engaged with personnel whether deployed or in garrison (and especially before/during/after exercises). The SO needs to be in tune with past and current unit practices and is a

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problem solver, not a show-stopper, when hazards are identified. Beware the personnel who feel compelled to get the mission done at the expense of taking shortcuts – they are out there. Savvy SO's anticipate future safety concerns and this is only possible through a knowledge base garnered by experience.

- "Safety" is not just "ORM" - they are not interchangeable. ORM is a tool for mission planning and the main effort should reside in operations. A subset of mission planning is safety and the force preservation effort.
- Senior enlisted leadership need to genuinely share the CO's safety ideals, enthusiasm and vision. As such, the SgtMaj should seek to gain unit SNCO "buy-in" regarding safety/force preservation concepts and efforts. Everyone needs to be on the same page regarding professionalism/safe practices and communication is key to ensure the CO's message is positively received. In the end, the entire unit benefits from a robust program.

MSC/MSE and Unit Requirements

- Colonel and Lieutenant Colonel Commanders will appoint a Ground Safety Officer (GSO) or Ground Safety Manager (GSM) in writing as a special staff officer with direct access to the commander for safety matters. Ref: MCO 5100.29B Chap 2, Par 3.b.
- The GSO/GSM shall have a staff to support the mission with, as a minimum, a SNCO with a secondary MOS 8012 (ground safety officer). Ref: MCO 5100.29B Chap 2, Par 3.b.
- Appoint in writing an NCO or civilian as shop/section safety representatives. Ref: MCO 5100.29B Chap 2, Par 3.c.
- Publish a safety policy within 30 days of assuming command. Ref: MCO 5100.29B Chap 2, Par 3.a.
- Conduct operational pauses, e.g. Back In-The Saddle (BITS) pauses, at least semiannually. Operational pauses and safety stand-downs are synonymous and provide a break from operational to conduct safety training, review procedures, and assess the command's safety posture. To facilitate the best use of time, operational pauses should be planned well in advance and integrated into training plans. Ref: MCO 5100.29B Chap 2, Par 3.f.
- Unit commanders shall conduct safety climate surveys within 90 days of assuming command and annually thereafter. The Ground Climate Assessment Survey System (GCASS) is located at <https://www.semperisurveys.org/>. Ref: MCO 5100.29B Chap 2, Par 3.g., Chap 4, Figure 4-1
- At least quarterly, the CO/XO shall conduct command safety and safe driving councils, advising unit leaders of safety challenges, current trends, hazard corrective actions taken or required, local traffic safety issues, on and off-duty mishaps, and other force preservation and readiness issues. Units with less than 500 personnel will participate in their higher headquarters or host installation safety and safe driving councils. Ref: MCO 5100.29B Chap 2, Par 4.a.
- The GSO/GSM will conduct quarterly safety inspections of all command facilities, processes, and equipment. Document the results and forward an executive summary of inspection results to the commander. Ref: MCO 5100.29B Chap 2, Par 4.b.
- Commanders shall ensure identified safety hazards are immediately corrected or mitigated with interim fixes and tracked in a hazard abatement log until corrected. Ref: MCO 5100.29B Chap 2, Par 4.c.
- The GSO/GSM will ensure unit and shop/work center or sections maintain appropriate safety turnover binders per MCO 5100.29B Chap 2, Par 4.d.
- Establish procedures and train all personnel on the procedures for reporting unsafe or unhealthful working conditions via NAVMC 11401 or ANYMOUSE forms. Ref: MCO 5100.29B Chap 2, Par 4.e.
- Investigate all mishaps to determine causes, classification and reporting requirements. Ref: MCO 5100.29B Chap 2, Par 5.a.

Training Requirements

- Ground Safety for Marines (GSM) is required within 90 days of assuming the safety billet. Mishap Investigations (MI) course is an additional 3 day course and is highly recommended. If the unit needs to convene a Safety Investigation Board due to a reportable Class A/B/C mishap, a safety representative that has completed MI is

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required on the board. If one is not found within the unit a safety representative from outside the unit will be assigned. The MI course also provides the requisite training that would enhance and bolster a unit's reporting program increasing the overall effectiveness of the safety program. Ref: MCO 5100.29B Chap 2, Par 3.d.(1)

- Supervisors shall attend initial and annual safety awareness training provided per reference 29 CFR 1960 by the command safety office. Ref: MCO 5100.29B Chap 2, Par 3.d.(2)
- Other safety training may be necessary based on the results of safety and industrial hygiene surveys or specific MOS or billet requirements. Such training shall be coordinated via the chain of command. Ref: MCO 5100.29B Chap 2, Par 3.d.(3)

Reporting Requirements

- Safety reporting should not be viewed as a "report card" on the professionalism and effectiveness/readiness of a unit whereby each incident reported is considered a "black mark". Reporting gets the word out to other units to identify hazards and prevent recurrence of similar mishaps. Currently, near-misses are rarely reported but they are integral in the reporting process of identifying hazards to the fleet. This trend needs to be reversed. A near-miss reported by a unit may save you or one of your Marines' lives. There is a historical basis supporting this fact that needs to be understood by leadership. Also, the reporting system works, if exercised correctly.
- WPSR - due quarterly
- Occupational Health Medical Surveillance Exam Report (OHMSE) - due quarterly
- Command Safety Self-Assessment - due annually
- Submit mishap reports via Web Enabled Safety System (WESS) as required. Ref: MCO 5100.29B Chap 2, Par 5.e.
- Complete a quarterly Warrior Preservation Status Report (WPSR). Ref: MCO 5100.29B, Chap 4.
- 8-Day Briefs are required to be forwarded to the first Commanding General in the chain of command within 7 days of all Class A and B mishaps. From there it is forwarded to the ACMC no later than 8 days after the date of the mishap. The briefing template can be found on the CMC Safety Division website.
- Deliver a death brief for all non-combat deaths other than due to morbidity to the first General Officer in the chain of command. Ref: MCO 5100.29B, Par 4.b.(13)(g).

References

MCO 5100.8 – Marine Corps Occupational Safety and Health (OSH) Policy Order MCO 5100.29B – Marine Corps Safety Program

NAVMC Directive 5100.8 – Marine Corps Occupational Safety and Health (OSH) Program Manual OPNAVINST 5102.1d/MCO P5102.1B – Navy & Marine Corps Mishap and Safety Investigation, Reporting, and Record Keeping Manual

IG Functional Area Checklist (FAC) 130

Command Safety Assessment (CSA) Higher and Operational Command Checklist Dated September, 2012 MARADMIN 240/11 & 647/11, Force Preservation Councils

<http://www.safety.marines.mil/> , CMC Safety Division website

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47. RISK MANAGEMENT

MSC/MSE and Unit Requirements

- Apply the ORM process to all aspects of command operations and activities. Ref: MCO 3500.27B, Par 4.b(3)(a)
- Incorporate identified hazards, assessments and controls into briefs, notices and written plans. Ref: MCO 3500.27B, Par 4.b(3)(b)
- Conduct a thorough risk assessment for new or complex evolutions, defining acceptable risk and possible contingencies for the evolution. Ref: MCO 3500.27B, Par 4.b(3)(c)
- Elevate the risk decisions through the chain of command where unable to mitigate identified hazards to an acceptable level. Ref: MCO 3500.27B, Par 4.b(3)(d)
- Provide initial, within 90 days of joining the command, and annual refresher training on the process of ORM to all unit personnel. Ref: MCO 3500.27B, Par 5.a
- Designate at least one ORM instructor. Ref: MCO 3500.27B, Par 5.b

Training Requirements

- All hands to receive initial and annual refresher training on the process of ORM. Ref: MCO 3500.27B, Par 5.a
- ORM instructors must complete all four modules of the USMC ORM Distance Learning Course, the 2 day OPNAV-sponsored Applications and Integration Course, or through graduation from the Aviation Safety Officer or Aviation Safety Command Course. Ref: MCO 3500.27B, Par 5.b

Reporting Requirements

- Document ORM training in member's training record. Ref: MCO 3500.27B, Par 5.c
- Report command ORM training status in quarterly Warrior Preservation Status Reports. Ref: MCO 5100.29B, Chapter 4, Figure 4-1

References

MCO 3500.27B, Operational Risk Management (ORM)

48. DRIVE SAFE PROGRAM

MSC/MSE and Unit Requirements

- The commander of each Marine Corps installation, base or activity having a total population (including tenants) of over 500 military and civilian personnel shall have a Safe Driving Council. Activities having a strength of less than 500 Marines and civilian personnel should represent their activities in a Safe Driving Council close to their base of operations. Ref: MCO 5100.19F Chap 2, Par 1
- Pre-departure vehicle/traffic safety briefings and traffic risk assessments shall be conducted for all Marines under 26 years of age and for those Marines identified as at-risk (based on their driving history) prior to their executing permanent change of station orders, when going on leave, when on extended liberty, or when traveling extended distances. Ref: MCO 5100.19F Chap 2, Par 3
- All battalion/squadron level and above commands shall establish motorcycle mentorship programs that incorporate a structured club type organization. Commanders shall provide a meeting place for monthly meetings. Ref: MCO 5100.19F Chap 4, Par 17

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Training Requirements

- The first gaining unit/organization will ensure all Marines under the age of 26 receive at least (6) hours of drivers awareness training within 60 days of check in. The course must dedicate at least 90 minutes to review and address local area information. Ref: MCO 5100.19F Chap 5, Par 3
- Remedial Driver Training Courses shall be attended by persons who have been found to be at fault in a traffic mishap while operating any POV or GOV. Ref: MCO 5100.19F Chap 5 Par 4
- Commanders are responsible to ensure that Marines identified as high risk based on past driving history or behavioral indicators receive pro-active Drivers Awareness Training (DAT). Ref: MCO 5100.19F Chap 5 Par 6
- The purpose of the Marine Corps Motorcycle Safety training program is to provide entry level riders with the minimum skills necessary to begin riding safely and to provide opportunities for renewal training (e.g. sustainment or lifelong learning) for experienced motorcycle operators throughout their riding career. Ref: MCO 5100.19F Chap 4, Par 2 thru 8

Reporting Requirements

- Each Marine is responsible to ensure the appropriate course completion codes are entered into MCTFS by the appropriate S-1. Ref: MCO 5100.19F Chap 5, Par 2
- MCTFS Codes:
 - MO = Motorcycle Rider (other)
 - MS = Motorcycle Rider (sport bike)
 - MT = Motorcycle Rider of standard/cruiser/touring bike
 - MX = Motorcycle Rider of dirt bike
 - M1 = Motorcycle Basic Rider Course
 - M2 = Motorcycle Military Sport bike Riders Course M3 = Motorcycle Experienced Riders Course
 - M4 = Advanced Training Mentor M5 = Motorcycle Instructor
 - M6 = Motorcycle Dirt Bike Course A3 = Owner or rider of ATV
 - A4 = ATV rider course

Make MCTFS entry for completion of arrive alive at 25 or other driver awareness curriculum accepted by CMC SD using code A2. Ref: CMC SD 031423Z Dec 09, CMC SD 051417Z Apr 10

References

MCO 5100.19F Marine Corps Traffic Safety Program (DRIVESAFE)

CMC SD 031423Z Dec 09, Motorcycle Safety Training and Reporting in MCTFS CMC SD 051417Z Apr 10, Motorcycle Safety Training and Reporting in MCTFS

49. HEARING CONSERVATION PROGRAM

MSC/MSE and Unit Requirements

- Ensure 100% of military personnel are enrolled in the hearing conservation program. Ref: MARADMIN 010/12, Par 3.B.(1)(B),
- Ensure all joined military personnel have a reference audiogram, DD Form 2215, in their medical record, and the completion of the reference audiogram is recorded in Medical Readiness Reporting System (MRRS). Where there

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is no reference audiogram, ensure one is completed and recorded as soon as practical. Ref: MARADMIN 010/12, Par 3.B.(1)(A)

- Ensure all joined military personnel receive annual audiograms. A copy of the annual audiogram, DD Form 2216 will be placed in the individual's medical record and the results recorded in MRRS. Ref: MARADMIN 010/12, Par 3.B.(1)(B)
- All unit commanders will ensure MRRS is updated and validated when military personnel join or transfer from the unit. Review MRRS quarterly to ensure accuracy. Ref: MARADMIN 010/12, Par 3.B.(1)(F)
- Ensure civilian personnel working in hazardous noise areas are placed on the hearing conservation program and that they are listed on the unit Occupational Exposure Registry (OER). Ref: MARADMIN 010/12, Par 3.B.(1)(C)
- Ensure civilian personnel working in hazardous noise areas receive annual audiograms and results are properly recorded by the servicing Medical Treatment Facility (MTF). Ref: MARADMIN 010/12, Par 3.B.(1)(E)
- Ensure ear plug fittings are validated and that the fitting is documented in the individual's medical record. Ref: MARADMIN 010/12, Par 3.A.(1)(C)
- Ensure hazardous noise areas are properly marked in accordance with MCO 6260.1E, Encl (1), Par 4. Ref: MARADMIN 010/12, Par 3.B.(1)(H)
- Ensure hazardous noise areas are evaluated by industrial hygiene professionals for the feasibility of using engineering controls to reduce hazards, to determine the adequacy of hearing protectors, and to confirm supervisors enforce use of personal hearing protective devices by personnel working in the noise hazardous areas. Ref: MARADMIN 010/12, Par 3.B.(1)(I)
- Remove personnel from the hearing conservation program only with the approval of an audiologist or occupational medicine physician, and only after the individual has completed a termination audiogram and the results are properly recorded. Ref: MARADMIN 010/12, Par 3.B.(1)(J)
- Implement a process to ensure the OER is updated and submitted to the servicing MTF semi-annually and when civilian personnel working in designated hazardous noise areas join or transfer/depart the unit. Ref: MARADMIN 010/12, Par 3.B.(1)(G)

Training Requirements

- Conduct annual (calendar year) hearing conservation training for all military personnel, and for civilian personnel working in hazardous noise. Ref: MARADMIN 010/12, Par 3.B.(1)(B) and 3.B.(1)(E)
- Reporting Requirements
- Ensure reference audiogram, DD 2215, completion date is entered in MRRS. Ref: MARADMIN 010/12, Par 3.B.(1)(A)
- Ensure annual audiograms, DD 2216, completion date is entered in MRRS. Ref: MARADMIN 010/12, Par 3.B.(1)(B)
- Submit the unit OER to the servicing MTF semi-annually. Ref: MARADMIN 010/12, Par 3.B.(1)(C)
- Make a Web Enabled Safety System (WESS) entry for work-related significant threshold shifts in hearing averaging 10 dB or more at 2000, 3000, and 4000 Hz in one or both ears, and the person's total hearing level is 25 decibels or more above audiometric zero in the same ears when an audiologist, otologist, or occupational medicine physician confirms the shift is toward deteriorated hearing, is permanent, and is considered to be of occupational origin. OPNAVINST P5102.1D/MCO P5102.1B, Chap 3, Par 3004.4.I

References

OPNAVINST P 5102.1D/MCO P5102.1B, Navy & Marine Corps Mishap and Safety Investigation, Reporting, and Record Keeping Manual

MCO 6260.3A, Marine Corps Hearing Conservation Program CMC DMCS 061313Z Jan 12, Hearing Conservation and Readiness

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50. LASER SAFETY PROGRAM

MSC/MSE and Unit Requirements

- Commands operating Class III or IV commercial or military exempt lasers shall establish a laser safety program and designate a laser system safety officer (LSSO) per reference 22-6. All lasers are labeled with their class. Ref: OPNAVINST 5100.23G, Par 2210
- The laser safety program shall include an inventory of all commercial Class IIIb, Class IV and all classes of military exempt lasers that are assigned to the command lasers for submission to the administrative lead agent as requested. Ref: OPNAVINST 5100.23G, Par 2210
- Enrollment in a laser radiation medical surveillance program is limited to those personnel who are clearly at risk from exposure to laser radiation. The nature of such risks is associated with accidental injuries resulting from excessive exposure to laser levels and not as a result of chronic exposures. The command LSSO determines which personnel should be enrolled in the surveillance program using the following guidance Ref: OPNAVINST 5100.23G, Par 2211 and MCO 5104.1C Encl (1) para 2.a.

Training Requirements

- Commands shall provide LSSO laser safety training through the completion of a Laser System Safety Officer Course approved by BUMED and the Lead Navy Technical Laboratory at the Naval Surface Warfare Center, Dahlgren Division. Ref: OPNAVINST 5100.23G, Par 2212.a

Reporting Requirements

- Report incidents of laser exposure to personnel through normal mishap reporting procedures. Additionally;
- Commands shall make initial notification of laser incidents by telephone, fax, message, or email to Bureau of Medicine and Surgery (M3F7), 2300 E Street NW, Washington, DC 20372-5300, DSN 762-3448/3444, Commercial 210-536-6439, Fax 210-536-6439.
- Commands shall submit a final report on the laser incident to the Commander, Naval Safety Center, and to the Bureau of Medicine and Surgery (M3F7), with copies to appropriate headquarters and system commands within 30 days of the incident.

References

MCO 5104.1C Navy Laser Hazards Control Program

OPNAVINST 5100.23G Navy Safety and Occupational Health Program Manual MCO 5102.1D Navy & Marine Corps

Mishap and Safety Investigation

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51. COMBAT OPERATIONAL STRESS CONTROL (COSC) PROGRAM

MSC/MSE and Unit Requirements

- Battalion/squadron level or equivalent commanders shall appoint in writing a COSC Representative to manage the unit's Combat Operational Stress Control (COSC) Program. Ref: MCO 5351.1, CHA 1, PAR 2.B.
- Battalion/squadron level commands (or equivalent) will establish, train and continuously maintain an OSCAR Team. Ref: MCO 5351.1; MARADMIN 597/11
- Develop and publish a command policy that implements COSC principles. Ref: MCO 5351.1, PAR 3.B.(9)(A) and APPENDIX D2

Training Requirements

- Operational Stress Control and Readiness (OSCAR) Team Training- Training will be conducted by certified OSCAR Trainers or OSCAR Master Trainers. Ref: MCO 5351.1, CHA 2, PAR 2.A
- The OSCAR Team will be the greater of 5% of the unit population or (20) Marines and Sailors. The unit OSCAR team will consist of the following:
- Bn/Sqdn Level- CO, XO, SgtMaj, Medical Officer, Chaplain, COSC Rep, Senior Corpsmen, RP and other senior personnel.
- Co Level- CO, XO, 1stSgt, Co GySgt, Platoon Commanders, Platoon Sergeants, Squad Leaders and Corpsmen.
- Combat Operational Stress Control (COSC) Deployment Cycle Training (DCT). Training for Marines and Sailors will be conducted by a senior OSCAR Mentor/Team Member. Marine Corps Family Team Building (MCFTB) will conduct the training for families. Ref: MCO 5351.1, CHA 3
- For all deployments 90 days or more. DCT will be conducted at three different stages/time periods during a deployment cycle for Leaders (SNCO & Officer), Warriors (E-5 & Below) and Family Member.
- Preparation Brief- 30 days prior to the deployment
- Transition I/Return & Reunion Brief- 30-15 days prior to the return/re-deployment.
- Transition II Brief- 60-90 days after the return/redeployment
- During deployment Marines and Sailors will conduct and supervise effective After Action Reviews (AAR) following any significant events. The Family Services Support Center provides a variety of support services for Family Members during deployment. Ref: MCO 5351.1 CHA 3

Reporting Requirements

- Units will document training completion in the Marine Corps Total Force System (MCTFS) via Marine-on-line and update the Warrior Preservation Status Report (WPSR) with the correct training completion data. Ref: MCO 5351.1 and MCO 5100.29B
- MCTFS Codes for OSCAR
 - O1 = OSCAR TEAM MEMBER
 - O2 = OSCAR ADVANCED TEAM MEMBER
 - O3 = OSCAR TRAINER
 - O4 = OSCAR MASTER TRAINER
- MCTFS Codes for COSC DCT
 - AW = Warrior Preparation Brief
 - AX = Warrior Transition I Brief
 - AY = Warrior Transition I Brief
 - LA = Leader Preparation Brief
 - LB = Leader Transition I Brief

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- LC = Leader Transition II Brief

References:

MCO 5351.1- Combat and Operational Stress Control Program MCRP 6-11C- Combat Operational Stress Control
MCO 5100.29B- Marine Corps Safety Program CGIP Functional Area Checklist 972

52. SUICIDE PREVENTION PROGRAM

MSC/MSE and Unit Requirements:

- Commanding officers battalion/squadron level and above shall appoint in writing a Suicide Prevention Program Officer (SPPO) to manage the unit Suicide Prevention Program. Ref: MCO 1720.2 PAR 3.b. (13)(b) and MARADMIN 135/13
- Commands shall maintain copies of the SPPOs MARINET training certificate for IGMC Inspection purposes. Ref: MARADMIN 135/13.
- Battalion/squadron level commands (or equivalent) must maintain two certified NLMB Sergeant Instructors at all times. Ref: MARADMIN 524/12
- Commands must have a written implementation plan to address a suicidal crisis. At a minimum the plan should include internal suicide related event notification procedures, measures to facilitate crisis management, methods to facilitate crisis management, methods to restrict access of at-risk personnel to means to that can be used to inflict harm to themselves and others, procedures to ensure confidentiality, direction on how to assist fellow Marines/Sailors directly or indirectly affected by the crisis and a list of internal and external suicide prevention resources. Ref: MCO 1720.2, PAR 3.b.(13)

Training Requirements:

- SPPOs must complete the SPPO on-line training (MarineNet) within 30 days of appointment. Ref: MARADMIN 135/13.
- Never Leave a Marine Behind (NLMB) Sergeants Instructors must successfully complete the NLMB Instructors Course. Ref: MARADMIN 524/12.
- Annual suicide prevention training “Never Leave a Marine Behind” (NLMB) is a requirement for all Marines and Sailors. Ref: MCO 1720.2, PAR 3.b.(13)(c), MARADMIN 524/12 and MARADMIN 122/13.
- Required Training Milestones:
 - 31 May – 50%
 - 31 Aug – 75%
 - 31 Dec – 100%

Training Packages

- NLMB Junior Marine Training will be conducted by two certified NLMB Sergeant Trainers.
- NLMB NCO Training will be conducted by two certified NLMB Sergeant Trainers. NLMB SNCO Training will be led or facilitated by a senior SNCO from that command.
- NLMB Officer Training will be led or facilitated by a senior Officer from that command.
- Class size will not exceed 30.

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- Completed NLMB training will be entered in the Marine Corps Total Force System (MCTFS) using the following codes:
 - PW = Junior Marine Suicide Prevention Course PS = NCO Suicide Prevention Course
 - PT = Suicide Prevention Train-The-Trainer Course (Instructor)
 - PS/PT = NLMB Master Trainer; PS and PT codes displaying the same dates establishes a Marine is a Master Trainer
 - PU = SNCO Suicide Prevention Course PV = Officer Suicide Prevention Course

Reporting Requirements:

- Reporting phone numbers
 - Marine Corps Operations Center (MCOC)
 - Commercial 1-703-695-5454
 - DSN 312-225-5454
 - Toll Free 1-800-476-2669
 - Headquarters Marine Corps Casualty Branch (They will answer the phone as Headquarters Marine Corps)
 - Toll Free 1-800-847-1597
 - If you can not reach them contact the MCOC and they will connect your call.
- Suicidal Ideations An OPREP-3 SIR voice report will be submitted to the Marine Corps Operations Center (MCOC) within 30 minutes of the Command being notified of the event and via an asynchronous OPREP-3 SIR AMHS message within six (6) hours. Ref: MCO 3504.2A PAR 4.a.(2)(a)2, MCOC 3504.2A PARA 4.a.(2)(b)2., MCOC 3504.2A Encl 2 PAR 11.
- Suicide Attempts
 - An OPREP-3 SIR voice report will be submitted to the MCOC within 30 minutes of the Command being notified of the event and via an asynchronous OPREP-3 SIR AMHS message within six (6) hours. Ref: MCO 3504.2A PAR 4.a.(2)(a)2, MCOC 3504.2A PARA 4.a.(2)(b)2., MCOC 3504.2A Encl 2 PAR 11.
 - A Personnel Casualty Report (PCR) will be submitted as soon as possible but no later than one hour after learning of the incident. Ref: MCO 1720.2 PAR 3.b.(13)(h)6; MCO 3040.4, CHA 3
 - Within 8-Days of the incident the first general grade officer in the chain of command will submit an 8-Day brief to the Assistant Commandant of the Marine Corps (ACMC) utilizing encrypted email sent to the "8 Day Suicide/Attempt" distribution list in the Global Address List (GAL). A copy will be sent via the safety office through the CoC. 8- Day template can be found at the following website:
<https://ehqmc.usmc.mil/org/cmcsd/default.aspx> Ref: MCO 5100.29b PAR 4.b.(13)(f), MARADMIN 558/16 PAR 3, MARADMIN 558/16 PAR 5.a, MARADMIN 672/16 PAR 2.b
 - The suicide attempt DoDSER is due within 30 days of the determination of the attempt by competent medical authority. The DoDSER will be completed a medical provide at the medical facility that performs the Marine or Sailor's psychological assessment. In the event that a Marine or Sailor was not treated at a military facility the Medical Officers or Division Psychiatrist with the most familiarity of the event will complete the DoDSER and submit to the following portal: <https://dodser.t2.health.mil/dodser/>. Additional information may be submitted as it becomes available. Ref: MCO 1720.2 PAR 3.b.(13)(k)1; MARADMIN 580/12
- Suicide Deaths , Suspected Suicides, and Undetermined Deaths where suicide has not been excluded
 - An OPREP-3 SIR voice report will be submitted to the MCOC within 30 minutes of the Command being notified of the event and via an asynchronous OPREP-3 SIR AMHS message within six (6) hours. Ref: MCO 3504.2A PAR 4.a.(2)(a)2, MCOC 3504.2A PARA 4.a.(2)(b)2., MCOC 3504.2A Encl 2 PAR 11.
 - A Personnel Casualty Report (PCR) will be submitted as soon as possible but no later than one hour after learning of the incident. Ref: MCO 1720.2 PAR 3.b.(13)(h)6; MCO 3040.4, CHA 3

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<https://ehqmc.usmc.mil/org/cmcsd/default.aspx> Ref: MCO 5100.29b PAR 4.b.(13)(f), MARADMIN 558/16 PAR 3, MARADMIN 558/16 PAR 5.a, MARADMIN 672/16 PAR 2.b
- Within 3 working days of the initial PCR the unit’s Commanding Officer will designate a Marine Officer and support team to collect, examine, and record information required by the Department of Defense Suicide Event Report (DODSER). Within 15 days working days of the initial PCR a completed DODSER will be submitted on the following portal: <https://dodser.t2.health.mil/dodser/>. The DODSER form will require a login, accomplished via the Defense Knowledge Online Single Sign-on Criteria at <https://www.us.army.mil>. Additional information may be submitted as it becomes available. Ref: MCO 1720.2 PAR 3.b.(13)(k)2; MCO 1720.2 PAR 3.b.(13)(k)2; MARADMIN 580/12

References:

MCO 1720.2 - Marine Corps Suicide Prevention Program MCO 5100.29B - Marine Corps Safety Program

MCO 3040.4 - Marine Corps Casualty Assistance Program

MCO 3504.2A- Operations Event/Incident Report (OPREP-3) Reporting

MARADMIN 524/12 - Never Leave a Marine Behind Annual

Suicide Prevention Training and Master Training Team Requirements MARADMIN 580/12 - Reporting

Requirements ICO Department Of Defense Suicide Event Report

MARADMIN 122/13 - Never Leave a Marine Behind Annual

Suicide Prevention Training Completion Milestones MARADMIN 135/13 - Suicide Prevention Program Officer Training/Requirements and Resources

MARADMIN 073/14 Marine Corps Marine Intercept Program (MIP)

MARADMIN 512/14 Implementation of Unit Marine Awareness and Prevention Integrated Training (UMAPIT)

MARADMIN 461/15 Update to Marine Corps Marine Intercept Program (MIP)

MARADMIN 558/16 Eight Day Brief Requirements

MARADMIN 672/16 Change to MARADMIN 558/16 Eight Day Brief Requirements

MARADMIN 230/17 – Assignment of Collateral Duty Code for Suicide Prevention Program Officers

IG Functional Area Checklist 1720

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53. NON-JUDICIAL PUNISHMENT INFORMATION

PRE-NJP

- Prepare Charge Sheet (DD FORM 458)
- Prepare Suspect's Rights Acknowledgement Statement (Appendix A-1-v, JAGMAN)
- Recommendations by the chain of command
- Suspect(s) and witness(s) statements (if applicable)
- Prepare Accused's Notification and Election of Rights (see JAGMAN 0109)
- (Appendix A-1-b; Accused attached to or embarked in a vessel)
- (Appendix A-1-c; Accused NOT attached to or embarked in a vessel, record CANNOT be used in aggravation in event of later court-martial unless lawyer serves as personal representative.)
- (Appendix A-1-d; Accused NOT attached to or embarked in a vessel record MAY be used in aggravation in event of later court-martial.)
- Counsel member on election of rights:
- Waive/Not Waive Legal Counsel (if elected send to LSST for counseling)
- Accept/Refuse NJP (if refused follow courts-martial procedures)
- Personal Appearance Requested/Waived
- Witness(s) request
- Schedule NJP time, location, and uniform
- Prepare NJP Package in (6) part folder
- Side 1. Charge Sheet, Article 31b Right, and Statements
- Side 2. BIR, BTR, ROS, Pg 11, Counselings (as applicable)
- Side 3. Accused's Notification and Election of Rights
- Side 4. Office Hours Guide (Append A-1-b/A-1-c/A-1-d, JAGMAN)
- Side 5. Accused's Acknowledgment of Appeal Rights (Append A-1-g, JAGMAN)
- Side 6. Unit Punishment Book (UPB prepared by Battalion/Squadron Legal)
- Service member signs Block 2 & 4 of UPB prior to imposition of NJP
- CO signs block 3 prior to imposition of NJP
- Command review of package (1stSgt/SgtMaj)
- Brief NJP participants:
- Marine's chain of command (NCOIC, SNCOIC, OIC)
- Witness(s) on behalf of the Marine
- (2) impartial witnesses of Marine's peers
- Legal/Admin recorder
- Prepare setting for NJP proceedings

POST-NJP

- Inform Accused's Acknowledgment of Appeal Rights
- UPB; CO signs blocks 9 & 11, Member signs block 12 and completes block 13
- Provide Marine with copy of the signed UPB
- Create Pg 11 counseling for promotion non-rec and submit to IPAC
- Create 6105 Counseling and submit to IPAC
- Submit completed NJP Package to Battalion/IPAC for Unit Diary Entry
- If reduced (Battalion/Squadron level NJP) enter reduction Pro/Cons in MOL
- Create Restriction Orders
- Create Extra Period of Duty Orders

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General

- Authority. Nonjudicial punishment in the United States Armed Forces is authorized by Article 15.
- Nature. Nonjudicial punishment is a disciplinary measure more serious than the administrative corrective measures (i.e. administrative counseling, admonitions, reprimands, exhortations, disapprovals, criticisms, censures, reproofs, rebukes EMI, pg 11, 6105), but less serious than trial by court-martial.
- Purpose. Nonjudicial punishment provides commanders with an essential and prompt means of maintaining good order and discipline and also promotes positive behavior changes in Servicemembers without the stigma of a court-martial conviction.
- Policy.
 - Commander's responsibility. Commanders are responsible for good order and discipline in their commands. Generally, discipline can be maintained through effective leadership including, when necessary, administrative corrective measures. Nonjudicial punishment is ordinarily appropriate when administrative corrective measures are inadequate due to the nature of the minor offense or the record of the Servicemember, unless it is clear that only trial by court-martial will meet the needs of justice and discipline. Nonjudicial punishment shall be considered on an individual basis. Commanders considering nonjudicial punishment should consider the nature of the offense, the record of the Servicemember, the needs for good order and discipline, and the effect of nonjudicial punishment on the Servicemember and the Servicemember's record.
 - Commander's discretion. A commander who is considering a case for disposition under Article 15 will exercise personal discretion in evaluating each case, both as to whether nonjudicial punishment is appropriate, and, if so, as to the nature and amount of punishment appropriate. No superior may direct that a subordinate authority impose nonjudicial punishment in a particular case, issue regulations, orders, or "guides" which suggest to subordinate authorities that certain categories of minor offenses be disposed of by nonjudicial punishment instead of by court-martial or administrative corrective measures, or that predetermined kinds or amounts of punishments be imposed for certain classifications of offenses that the subordinate considers appropriate for disposition by nonjudicial punishment.
 - Commander's suspension authority. Commanders should consider suspending all or part of any punishment selected under Article 15, particularly in the case of first offenders or when significant extenuating or mitigating matters are present. Suspension provides an incentive to the offender and gives an opportunity to the commander to evaluate the offender during the period of suspension.
- Minor offenses. Nonjudicial punishment may be imposed for acts or omissions that are minor offenses under the punitive article (see Part IV). Whether an offense is minor depends on several factors: the nature of the offense and the circumstances surrounding its commission; the offender's age, rank, duty assignment, record and experience; and the maximum sentence imposable for the offense if tried by general court-martial. Ordinarily, a minor offense is an offense for which the maximum sentence imposable would not include a dishonorable discharge or confinement for longer than 1 year if tried by general court-martial. The decision whether an offense is "minor" is a matter of discretion for the commander imposing nonjudicial punishment, but nonjudicial punishment for an offense other than a minor offense (even though thought by the commander to be minor) is not a bar to trial by courtmartial for the same offense. See R.C.M. 907(b)(2)(D)(iii). However, the accused may show at trial that nonjudicial punishment was imposed, and if the accused does so, this fact must be considered in determining an appropriate sentence. See Article 15(f); R.C.M. 1001(d)(1)(B).
- Limitations on nonjudicial punishment.
 - Double punishment prohibited. When nonjudicial punishment has been imposed for an offense, punishment may not again be imposed for the same offense under Article 15. But see paragraph 1e concerning trial by court-martial.

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- Increase in punishment prohibited. Once nonjudicial punishment has been imposed, it may not be increased, upon appeal or otherwise.
- Multiple punishment prohibited. When a commander determines that nonjudicial punishment is appropriate for a particular Servicemember, all known offenses determined to be appropriate for disposition by nonjudicial punishment and ready to be considered at that time, including all such offenses arising from a single incident or course of conduct, shall ordinarily be considered together, and not made the basis for multiple punishments.
- Statute of limitations. Except as provided in Article 43(d), nonjudicial punishment may not be imposed for offenses which were committed more than 2 years before the date of imposition, unless knowingly and voluntarily waived by the member. See Article 43(c).
- Civilian courts. Nonjudicial punishment may not be imposed for an offense tried by a court which derives its authority from the United States. Nonjudicial punishment may not be imposed for an offense tried by a State or foreign court unless authorized by regulations of the Secretary concerned.
- Relationship of nonjudicial punishment to administrative corrective measures. Article 15 and Part V of this Manual do not apply to, include, or limit use of administrative corrective measures that promote efficiency and good order and discipline such as counseling, admonitions, reprimands, exhortations, disapprovals, criticisms, censures, reproofs, rebukes, extra military instruction, and administrative withholding of privileges. See also R.C.M. 306. Administrative corrective measures are not punishment and they may be used for acts or omissions which are not offenses under the code and for acts or omissions which are offenses under the code.
- Applicable standards. Unless otherwise provided, the Service regulations and procedures of the Service member shall apply.
- Effect of errors. Failure to comply with any of the procedural provisions of Part V of this Manual shall not invalidate a punishment imposed under Article 15, unless the error materially prejudiced a substantial right of the Service member on whom the punishment was imposed.

Who may impose Nonjudicial Punishment. The following persons may serve as a nonjudicial punishment authority for the purposes of administering nonjudicial punishment proceedings under this Part:

- Commander. As provided by regulations of the Secretary concerned, a commander may impose nonjudicial punishment upon any military personnel of that command. “Commander” means a commissioned or warrant officer who, by virtue of rank and assignment, exercises primary command authority over a military organization or prescribed territorial area, which under pertinent official directives is recognized as a “command.” “Commander” includes a commander of a joint command. Subject to subparagraph 1d(2) and any regulations of the Secretary concerned, the authority of a commander to impose nonjudicial punishment as to certain types of offenses, certain categories of persons, or in specific cases, or to impose certain types of punishment, may be limited or withheld by a superior commander or by the Secretary concerned.
- Officer in charge. If authorized by regulations of the Secretary concerned, an officer in charge may impose nonjudicial punishment upon enlisted persons assigned to that unit.
- Principal assistant. If authorized by regulations of the Secretary concerned, a commander exercising general court-martial jurisdiction or an officer of general or flag rank in command may delegate that commander’s powers under Article 15 to a principal assistant. The Secretary concerned may define “principal assistant.”

Right to demand trial

Except in the case of a person attached to or embarked in a vessel, punishment may not be imposed under Article 15 upon any member of the armed forces who has, before the imposition of nonjudicial punishment, demanded trial by court-martial in lieu of nonjudicial punishment. This right may also be granted to a person attached to or embarked in a vessel if so authorized by regulations of the Secretary concerned. A person is “attached to” or “embarked in” a

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vessel if, at the time nonjudicial punishment is imposed, that person is assigned or attached to the vessel, is on board for passage, or is assigned or attached to an embarked staff, unit, detachment, squadron, team, air group, or other regularly organized body.

Procedure

- Notice. If, after a preliminary inquiry (see R.C.M. 303), the nonjudicial punishment authority determines that disposition by nonjudicial punishment proceedings is appropriate (see R.C.M. 306; paragraph 1 of this Part), the nonjudicial punishment authority shall cause the Servicemember to be notified. The notice shall include:
 - a statement that the nonjudicial punishment authority is considering the imposition of nonjudicial punishment;
 - a statement describing the alleged offenses—including the article of the code—which the member is alleged to have committed;
 - a brief summary of the information upon which the allegations are based or a statement that the member may, upon request, examine available statements and evidence;
 - a statement of the rights that will be accorded to the Servicemember under subparagraphs 4c(1) and (2) of this Part;
 - unless the right to demand trial is not applicable (see paragraph 3 of this Part), a statement that the member may demand trial by court-martial in lieu of nonjudicial punishment, a statement of the maximum punishment which the nonjudicial punishment authority may impose by nonjudicial punishment; a statement that, if trial by court-martial is demanded, charges could be referred for trial by summary, special, or general court-martial; that the member may not be tried by summary court-martial over the member's objection; and that at a special or general court-martial the member has the right to be represented by counsel.
- Decision by Servicemember.
 - Demand for trial by court-martial. If the Servicemember demands trial by court-martial (when this right is applicable), the nonjudicial proceedings shall be terminated. It is within the discretion of the commander whether to forward or refer charges for trial by court-martial (see R.C.M. 306; 307; 401–407) in such a case, but in no event may nonjudicial punishment be imposed for the offenses affected unless the demand is voluntarily withdrawn.
 - No demand for trial by court-martial. If the Servicemember does not demand trial by court-martial within a reasonable time after notice under paragraph 4a of this Part, or if the right to demand trial by court-martial is not applicable, the nonjudicial punishment authority may proceed under paragraph 4c of this Part.
- Nonjudicial Punishment proceeding accepted.
 - Personal appearance requested; procedure. Before nonjudicial punishment may be imposed, the Servicemember shall be entitled to appear personally before the nonjudicial punishment authority who offered nonjudicial punishment, except when appearance is prevented by the unavailability of the nonjudicial punishment authority or by extraordinary circumstances, in which case the Servicemember shall be entitled to appear before a person designated by the nonjudicial punishment authority who shall prepare a written summary of any proceedings before that person and forward it and any written matter submitted by the Servicemember to the nonjudicial punishment authority. If the Servicemember requests personal appearance, the Servicemember shall be entitled to:
 - Be informed in accordance with Article 31(b);
 - Be accompanied by a spokesperson provided or arranged for by the member unless the punishment to be imposed will not exceed extra duty for 14 days, restriction for 14 days, and an oral reprimand. Such a spokesperson need not be qualified under R.C.M. 502(d); such spokesperson is not entitled to travel or similar expenses, and the proceedings need not be delayed to permit the presence of a spokesperson;

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the spokesperson may speak for the Servicemember, but may not question witnesses except as the nonjudicial punishment authority may allow as a matter of discretion;

- Be informed orally or in writing of the information against the Servicemember and relating to the offenses alleged;
- Be allowed to examine documents or physical objects against the Servicemember that the nonjudicial punishment authority has examined in connection with the case and on which the nonjudicial punishment authority intends to rely in deciding whether and how much nonjudicial punishment to impose;
- Present matters in defense, extenuation, and mitigation orally, or in writing, or both;
- Have present witnesses, including those adverse to the Servicemember, upon request, if their statements will be relevant and they are reasonably available. For purposes of this subparagraph, a witness is not reasonably available if the witness requires reimbursement by the United States for any cost incurred in appearing, cannot appear without unduly delaying the proceedings, or, if a military witness, cannot be excused from other important duties;
- Have the proceeding open to the public unless the nonjudicial punishment authority determines that the proceeding should be closed for good cause, such as military exigencies or security interests, or unless the punishment to be imposed will not exceed extra duty for 14 days, restriction for 14 days, and an oral reprimand; however, nothing in this subparagraph requires special arrangements to be made to facilitate access to the proceeding.
- Personal appearance waived; procedure. Subject to the approval of the nonjudicial punishment authority, the Servicemember may request not to appear personally under subparagraph 4c(1) of this Part. If such request is granted, the Servicemember may submit written matters for consideration by the nonjudicial punishment authority before such authority's decision under subparagraph 4c(4) of this Part. The Servicemember shall be informed of the right to remain silent and that matters submitted may be used against the member in a trial by court-martial.
- Evidence. The Military Rules of Evidence (Part III), other than with respect to privileges, do not apply at nonjudicial punishment proceedings. Any relevant matter may be considered, after compliance with subparagraphs 4c(1)(C) and (D) of this Part.
- Decision. After considering all relevant matters presented, if the nonjudicial punishment authority—
 - does not conclude that the Servicemember committed the offenses alleged, the nonjudicial punishment authority shall so inform the member and terminate the proceedings;
 - concludes that the Servicemember committed one or more of the offenses alleged, the nonjudicial punishment authority shall:
 - so inform the Servicemember;
 - inform the Servicemember of the punishment imposed; and
 - inform the Servicemember of the right to appeal (see paragraph 7 of this Part).
- Nonjudicial punishment based on record of court of inquiry or other investigative body. Nonjudicial punishment may be based on the record of a court of inquiry or other investigative body, in which proceeding the member was accorded the rights of a party. No additional proceeding under subparagraph 4c(1) of this Part is required. The Servicemember shall be informed in writing that nonjudicial punishment is being considered based on the record of the proceedings in question, and given the opportunity, if applicable, to refuse nonjudicial punishment. If the Servicemember does not demand trial by court-martial or has no option, the Servicemember may submit, in writing, any matter in defense, extenuation, or mitigation, to the officer considering imposing nonjudicial punishment, for consideration by that officer to determine whether the member committed the offenses in question, and, if so, to determine an appropriate punishment.

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Punishments

- General limitations. The Secretary concerned may limit the power granted by Article 15 with respect to the kind and amount of the punishment authorized. Subject to paragraphs 1 and 4 of this Part and to regulations of the Secretary concerned, the kinds and amounts of punishment authorized by Article 15(b) may be imposed upon Servicemembers as provided in this paragraph.
- Authorized maximum punishments. In addition to or in lieu of admonition or reprimand, the following disciplinary punishments, subject to the limitation of paragraph 5d of this Part, may be imposed upon Servicemembers:
 - Upon commissioned officers and warrant officers—
 - By any commanding officer—restriction to specified limits, with or without suspension from duty for not more than 30 consecutive days;
 - If imposed by an officer exercising general court-martial jurisdiction, an officer of general or flag rank in command, or a principal assistant as defined in paragraph 2c of this Part—
 - arrest in quarters for not more than 30 consecutive days;
 - forfeiture of not more than one-half of one month's pay per month for 2 months;
 - restriction to specified limits, with or without suspension from duty, for not more than 60 consecutive days;
 - Upon other military personnel of the command—
 - By any nonjudicial punishment authority—
 - if imposed upon a person attached to or embarked in a vessel, confinement for not more than 3 consecutive days;
 - correctional custody for not more than 7 consecutive days;
 - forfeiture of not more than 7 days' pay;
 - reduction to the next inferior grade, if the grade from which demoted is within the promotion authority of the officer imposing the reduction or any officer subordinate to the one who imposes the reduction;
 - extra duties, including fatigue or other duties, for not more than 14 consecutive days;
 - restriction to specified limits with or without suspension from duty, for not more than 14 consecutive days;
 - If imposed by a commanding officer of the grade of major or lieutenant commander or above or a principal assistant as defined in paragraph 2c of this Part—
 - if imposed upon a person attached to or embarked in a vessel, confinement for not more than 3 consecutive days;
 - correctional custody for not more than 30 consecutive days;
 - forfeiture of not more than one-half of 1 month's pay per month for 2 months;
 - reduction to the lowest or any intermediate pay grade, if the grade from which demoted is within the promotion authority of the officer imposing the reduction or any officer subordinate to the one who imposes the reduction, but enlisted members in pay grades above E-4 may not be reduced more than one pay grade, except that during time of war or national emergency this category of persons may be reduced two grades if the Secretary concerned determines that circumstances require the removal of this limitation;
 - extra duties, including fatigue or other duties, for not more than 45 consecutive days;
 - restrictions to specified limits, with or without suspension from duty, for not more than 60 consecutive days.
- Nature of punishment.
 - Admonition and reprimand. Admonition and reprimand are two forms of censure intended to express adverse reflection upon or criticism of a person's conduct. A reprimand is a more severe form of censure

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than an admonition. When imposed as nonjudicial punishment, the admonition or reprimand is considered to be punitive, unlike the nonpunitive admonition and reprimand provided for in paragraph 1g of this Part. In the case of commissioned officers and warrant officers, admonitions and reprimands given as nonjudicial punishment must be administered in writing. In other cases, unless otherwise prescribed by the Secretary concerned, they may be administered either orally or in writing.

- **Restriction.** Restriction is the least severe form of deprivation of liberty. Restriction involves moral rather than physical restraint. The severity of this type of restraint depends on its duration and the geographical limits specified when the punishment is imposed. A person undergoing restriction may be required to report to a designated place at specified times if reasonably necessary to ensure that the punishment is being properly executed. Unless otherwise specified by the nonjudicial punishment authority, a person in restriction may be required to perform any military duty.
- **Arrest in quarters.** As in the case of restriction, the restraint involved in arrest in quarters is enforced by a moral obligation rather than by physical means. This punishment may be imposed only on officers. An officer undergoing this punishment may be required to perform those duties prescribed by the Secretary concerned. However, an officer so punished is required to remain within that officer's quarters during the period of punishment unless the limits of arrest are otherwise extended by appropriate authority. The quarters of an officer may consist of a military residence, whether a tent, stateroom, or other quarters assigned, or a private residence when government quarters have not been provided.
- **Correctional custody.** Correctional custody is the physical restraint of a person during duty or nonduty hours, or both, imposed as a punishment under Article 15, and may include extra duties, fatigue duties, or hard labor as an incident of correctional custody. A person may be required to serve correctional custody in a confinement facility, but, if practicable, not in immediate association with persons awaiting trial or held in confinement pursuant to trial by court-martial. A person undergoing correctional custody may be required to perform those regular military duties, extra duties, fatigue duties, and hard labor which may be assigned by the authority charged with the administration of the punishment. The conditions under which correctional custody is served shall be prescribed by the Secretary concerned. In addition, the Secretary concerned may limit the categories of enlisted members upon whom correctional custody may be imposed. The authority competent to order the release of a person from correctional custody shall be as designated by the Secretary concerned.
- **Confinement.** Confinement may be imposed upon a person attached to or embarked on a vessel. Confinement involves confinement for not more than three consecutive days in places where the person so confined may communicate only with authorized personnel. The categories of enlisted personnel upon whom this type of punishment may be imposed may be limited by the Secretary concerned.
- **Extra duties.** Extra duties involve the performance of duties in addition to those normally assigned to the person undergoing the punishment. Extra duties may include fatigue duties. Military duties of any kind may be assigned as extra duty. However, no extra duty may be imposed which constitutes a known safety or health hazard to the member or which constitutes cruel or unusual punishment or which is not sanctioned by customs of the Service concerned. Extra duties assigned as punishment of noncommissioned officers, petty officers, or any other enlisted persons of equivalent grades or positions designated by the Secretary concerned, should not be of a kind which demeans their grades or positions.
- **Reduction in grade.** Reduction in grade is one of the most severe forms of nonjudicial punishment and it should be used with discretion. As used in Article 15, the phrase "if the grade from which demoted is within the promotion authority of the officer imposing the reduction or any officer subordinate to the one who imposes the reduction," does not refer to the authority to promote the person concerned but to the general authority to promote to the grade held by the person to be punished.

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- Forfeiture of pay. “Forfeiture” means a permanent loss of entitlement to the pay forfeited. “Pay,” as used with respect to forfeiture of pay under Article 15, refers to the basic pay of the person or, in the case of reserve component personnel on inactive duty, compensation for periods of inactive-duty training, plus any sea or hardship duty pay. “Basic pay” includes no element of pay other than the basic pay fixed by statute for the grade and length of service of the person concerned and does not include special pay for a special qualification, incentive pay for the performance of hazardous duties, proficiency pay, subsistence and quarters allowances, and similar types of compensation. If the punishment includes both reduction, whether or not suspended, and forfeiture of pay, the forfeiture must be based on the grade to which reduced. The amount to be forfeited will be expressed in whole dollar amounts only and not in a number of day’s pay or fractions of monthly pay. If the forfeiture is to be applied for more than 1 month, the amount to be forfeited per month and the number of months should be stated. Forfeiture of pay may not extend to any pay accrued before the date of its imposition.
- Limitations on combination of punishments.
 - Arrest in quarters may not be imposed in combination with restriction;
 - Confinement may not be imposed in combination with correctional custody, extra duties, or restriction;
 - Correctional custody may not be imposed in combination with restriction or extra duties;
 - Restriction and extra duties may be combined to run concurrently, but the combination may not exceed the maximum imposable for extra duties;
 - Subject to the limits in subparagraphs 5d(1) through (4) all authorized punishments may be imposed in a single case in the maximum amounts.
- Punishments imposed on reserve component personnel while on inactive-duty training. When a punishment under Article 15 amounting to a deprivation of liberty (for example, restriction, correctional custody, extra duties, or arrest in quarters) is imposed on a member of a reserve component during a period of inactive-duty training, the punishment may be served during one or both of the following:
 - A normal period of inactive-duty training; or
 - A subsequent period of active duty (not including a period of active duty under Article 2(d)(1), unless such active duty was approved by the Secretary concerned).
 - Unserved punishments may be carried over to subsequent periods of inactive-duty training or active duty. A sentence to forfeiture of pay may be collected from active duty and inactive-duty training pay during subsequent periods of duty.
- Punishments imposed on reserve component personnel when ordered to active duty for disciplinary purposes. When a punishment under Article 15 is imposed on a member of a reserve component during a period of active duty to which the reservist was ordered pursuant to R.C.M. 204 and which constitutes a deprivation of liberty (for example, restriction, correctional custody, extra duties, or arrest in quarters), the punishment may be served during any or all of the following:
 - That period of active duty to which the reservist was ordered pursuant to Article 2(d), but only where the order to active duty was approved by the Secretary concerned;
 - A subsequent normal period of inactive-duty training; or
 - A subsequent period of active duty (not including a period of active duty pursuant to R.C.M. 204 which was not approved by the Secretary concerned).
 - Unserved punishments may be carried over to subsequent periods of inactive-duty training or active duty. A sentence to forfeiture of pay may be collected from active duty and inactive-duty training pay during subsequent periods of duty.
- Effective date and execution of punishments. Reduction and forfeiture of pay, if unsuspended, take effect on the date the commander imposes the punishments. Other punishments, if unsuspended, will take effect and be carried into execution as prescribed by the Secretary concerned.

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Suspension, mitigation, remission, and setting aside

- Suspension. The nonjudicial punishment authority who imposed nonjudicial punishment, the commander who imposes nonjudicial punishment, or a successor in command over the person punished, may, at any time, suspend any part or amount of the unexecuted punishment imposed and may suspend a reduction in grade or a forfeiture, whether or not executed, subject to the following rules:
 - An executed punishment of reduction or forfeiture of pay may be suspended only within a period of 4 months after the date of execution.
 - Suspension of a punishment may not be for a period longer than 6 months from the date of the suspension, and the expiration of the current enlistment or term of service of the Servicemember involved automatically terminates the period of suspension.
 - Unless the suspension is sooner vacated, suspended portions of the punishment are remitted, without further action, upon the termination of the period of suspension.
 - Unless otherwise stated, an action suspending a punishment includes a condition that the Servicemember not violate any punitive article of the code. The nonjudicial punishment authority may specify in writing additional conditions of the suspension.
 - A suspension may be vacated by any nonjudicial punishment authority or commander competent to impose upon the Servicemember concerned punishment of the kind and amount involved in the vacation of suspension. Vacation of suspension may be based only on a violation of the conditions of suspension which occurs within the period of suspension. Before a suspension may be vacated, the Servicemember ordinarily shall be notified and given an opportunity to respond. Although a hearing is not required to vacate a suspension, if the punishment is of the kind set forth in Article 15(e)(1)-(7), the
 - Servicemember should, unless impracticable, be given an opportunity to appear before the officer authorized to vacate suspension of the punishment to present any matters in defense, extenuation, or mitigation of the violation on which the vacation action is to be based. Vacation of a suspended nonjudicial punishment is not itself nonjudicial punishment, and additional action to impose nonjudicial punishment for a violation of a punitive article of the code upon which the vacation action is based is not precluded thereby.
- Mitigation. Mitigation is a reduction in either the quantity or quality of a punishment, its general nature remaining the same. Mitigation is appropriate when the offender's later good conduct merits a reduction in the punishment, or when it is determined that the punishment imposed was disproportionate. The nonjudicial punishment authority who imposes nonjudicial punishment, the commander who imposes nonjudicial punishment, or a successor in command may, at any time, mitigate any part or amount of the unexecuted portion of the punishment imposed. The nonjudicial punishment authority who imposes nonjudicial punishment, the commander who imposes nonjudicial punishment, or a successor in command may also mitigate reduction in grade, whether executed or unexecuted, to forfeiture of pay, but the amount of the forfeiture may not be greater than the amount that could have been imposed by the officer who initially imposed the nonjudicial punishment. Reduction in grade may be mitigated to forfeiture of pay only within 4 months after the date of execution.
 - When mitigating—
 - arrest in quarters to restriction;
 - confinement to correctional custody;
 - correctional custody or confinement to extra duties or restriction, or both; or
 - Extra duties to restriction, the mitigated punishment may not be for a greater period than the punishment mitigated. As restriction is the least severe form of deprivation of liberty, it may not be mitigated to a lesser period of another form of deprivation of liberty, as that would mean an increase in the quality of the punishment.

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- Remission. Remission is an action whereby any portion of the unexecuted punishment is cancelled. Remission is appropriate under the same circumstances as mitigation. The nonjudicial punishment authority who imposes punishment, the commander who imposes nonjudicial punishment, or a successor in command may, at any time, remit any part or amount of the unexecuted portion of the punishment imposed. The expiration of the current enlistment or term of service of the Servicemember automatically remits any unexecuted punishment imposed under Article 15.
- Setting aside. Setting aside is an action whereby the punishment, or any part or amount thereof, whether executed or unexecuted, is set aside and any property, privileges, or rights affected by the portion of the punishment set aside are restored. The nonjudicial punishment authority who imposed punishment, the commander who imposes nonjudicial punishment, or a successor in command may set aside punishment. The power to set aside punishments and restore rights, privileges, and property affected by the executed portion of a punishment should ordinarily be exercised only when the authority considering the case believes that, under all circumstances of the case, the punishment has resulted in clear injustice. Also, the power to set aside an executed punishment should ordinarily be exercised only within a reasonable time after the punishment has been executed. In this connection, 4 months is a reasonable time in the absence of unusual circumstances.

Appeals

- In general. Any Servicemember punished under Article 15 who considers the punishment to be unjust or disproportionate to the offense may appeal through the proper channels to the next superior authority.
- Who may act on appeal? A “superior authority,” as prescribed by the Secretary concerned, may act on an appeal. When punishment has been imposed under delegation of a commander’s authority to administer nonjudicial punishment (see paragraph 2c of this Part), the appeal may not be directed to the commander who delegated the authority.
- Format of appeal. Appeals shall be in writing and may include the appellant’s reasons for regarding the punishment as unjust or disproportionate.
- Time limit. An appeal shall be submitted within 5 days of imposition of punishment, or the right to appeal shall be waived in the absence of good cause shown. A Servicemember who has appealed may be required to undergo any punishment imposed while the appeal is pending, except that if action is not taken on the appeal within 5 days after the appeal was submitted, and if the Servicemember so requests, any unexecuted punishment involving restraint or extra duty shall be stayed until action on the appeal is taken.
- Legal review. Before acting on an appeal from any punishment of the kind set forth in Article 15(e)(1)-(7), the authority who is to act on the appeal shall refer the case to a judge advocate or to a lawyer of the Department of Homeland Security for consideration and advice, and may so refer the case upon appeal from any punishment imposed under Article 15. When the case is referred, the judge advocate or lawyer is not limited to an examination of any written matter comprising the record of proceedings and may make any inquiries and examine any additional matter deemed necessary.
- Action by superior authority.
 - In general. In acting on an appeal, the superior authority may exercise the same power with respect to the punishment imposed as may be exercised under Article 15(d) and paragraph 6 of this Part by the officer who imposed the punishment. The superior authority may take such action even if no appeal has been filed.
 - Matters considered. When reviewing the action of an officer who imposed nonjudicial punishment, the superior authority may consider the record of the proceedings, any matters submitted by the Servicemember, any matters considered during the legal review, if any, and any other appropriate matters.
 - Additional proceedings. If the superior authority sets aside a nonjudicial punishment due to a procedural error, that authority may authorize additional proceedings under Article 15, to be conducted by the officer who imposed the nonjudicial punishment, the commander, or a successor in command, for the same

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offenses involved in the original proceedings. Any punishment imposed as a result of these additional proceedings may be no more severe than that originally imposed.

- Notification. Upon completion of action by the superior authority, the Servicemember upon whom punishment was imposed shall be promptly notified of the result.
- Delegation to principal assistant. If authorized by regulation of the Secretary concerned a superior authority who is a commander exercising general court-martial jurisdiction, or is an officer of general or flag rank in command, may delegate the power under Article 15(e) and this paragraph to a principal assistant.

Records of nonjudicial punishment

The content, format, use, and disposition of records of nonjudicial punishment may be prescribed by regulations of the Secretary concerned.

References:

Manual for Courts Martial 2019 Edition

Manual of the Judge Advocate General (JAGMAN) JAGINST 5800.7F

Marine Corps Legal Support and Administration Manual (LEGADMINMAN) MCO 5800.16A

USN/USMC Commander’s Quick Reference Legal Handbook (October 2018)

MAXIMUM PUNISHMENT FOR NJP

Company Grade (Company-Level) NJP	Field Grade (Battalion-Level) NJP
<input type="checkbox"/> Restriction: 14 days <input type="checkbox"/> EPD: 14 days <input type="checkbox"/> Forfeitures: 7 day’s pay <input type="checkbox"/> Reduction: None (CO must have promotion authority to be able to reduce)	<input type="checkbox"/> Restriction: 60 days (45 if in conjunction with EPD) <input type="checkbox"/> EPD: 45 days <input type="checkbox"/> Forfeitures: ½ of pay for 2 months <input type="checkbox"/> Reduction: 1 pay grade

If member refuses NJP

- Charges may be dropped,
- Administrative action may be taken (page 11 counseling, administrative separation, non-punitive letter of caution, etc.), or
- Charges may be referred to either a summary or special court-martial

Max Punishment at Summary Court-Martial	Max Punishment at Special Court-Martial
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<input type="checkbox"/> Confinement: 30 days (E-4 and below)	<input type="checkbox"/> Confinement: 12 months
<input type="checkbox"/> Restriction: 60 days (E-5 and below)	<input type="checkbox"/> Forfeitures: 2/3 pay for 12 months
<input type="checkbox"/> Forfeitures: 2/3 pay for 1 month	<input type="checkbox"/> Reduction: to E-1
<input type="checkbox"/> Reduction:	<input type="checkbox"/> Discharge: Bad Conduct Discharge (BCD)
<input type="checkbox"/> E-4 and below: to E-1	
<input type="checkbox"/> E-5 and above: 1 pay grade	

Note: For maximum forfeiture chart see LEGADMIN Manual para 3004.

(Insert Unit Header Here)

5800
Legal
XX Jan XX

From: Commanding Officer, (Insert Unit Here)

To: (Name of member)

Subj: RESTRICTION AND EXTRA DUTIES ORDERS

1. You are hereby restricted to the confines of your place of duty, billeting, messing, and worship. You are authorized exchange visits for purchasing health and comfort items only.

2. You are hereby restricted for XX days. This restriction will commence immediately. Your restriction expires at (Time), (DATE) unless you are released earlier by the Commanding Officer, Executive Officer or Legal Officer. You are directed to comply with the following:

a. You will muster during normal working hours with the ODO/SDO at 0630, then with your SNCOIC at 0800, 1000, 1200, 1400, and 1600. After normal working hours you shall muster with the ODO/SDO at 1800, 2000, and 2200. On Saturdays, Sundays and Holidays you shall muster with the ODO/SDO at 0800, 1000, 1200, 1400, 1600, 1800, 2000, and 2200. Your period of extra duties will be from 1800-2000 each day with the SDO/ODO.

b. You will make all musters in the working uniform of the day.

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- c. You will not leave your restricted confines except with prior approval and under escort. In the case of an emergency situation, you will submit a request chit via the chain of command and have approval by the Commanding Officer, Executive Officer, Officer of the Day, or the Legal Officer.
- d. You will not consume any alcoholic beverages while in a restricted status.
- e. Civilian attire is not authorized at any time while you are on restriction.
- f. You are not excused from the musters listed above by reason of being detained by a working party or performing normal duties.
- g. You are not authorized any visitors outside the command without prior approval of the Commanding Officer.
- h. You will keep a copy of these orders on your person at all times.
- i. Restricted personnel are subject to health and comfort inspections at any time.

I.M. MARINE

LETTERHEAD

5800
XXXX
X Mar XX

From: Officer-in-Charge, Legal Service Support Team Echo
To: Legal Sections

Subj: FAST TRACK LEGAL PROCESSING INSTRUCTIONS

Encl: (1) Fast Track Procedures
(2) Sample Commanding Officer's Offer of Fast Track Disposition of Allegations
(3) Sample Notification of Separation Proceedings
(4) Purpose and Scope of the Board for Correction of Naval Records (BCNR) and the Naval Discharge Review Board (NDRB)
(5) Sample Acknowledgment of Rights to be Exercised or Waived during Separation Proceedings
(6) Sample Request for Legal Services Form

1. Fast track processing is an expedited means for adjudicating and separating Marines who test positive on a urinalysis or commit other minor offenses. The advantage of fast track processing is that the Marine receives some punishment and is separated from the Marine Corps without the delays associated with special courts-martial and administrative discharge boards.

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2. The first step in the process is for the command to decide if they want to adjudicate the alleged offense at NJP or at a summary court-martial. Once that determination is made, the second step is to notify the accused in writing that the command is considering referring the allegations to a special court-martial, and offer the accused the opportunity to resolve the allegations by pleading guilty at NJP or summary court-martial and waive the administrative discharge board hearing.
3. If the Marine is unwilling to plead guilty at NJP or summary court-martial and waive his administrative discharge board, then fast track processing is not appropriate and the case should be handled at a special court-martial.
4. If the Marine is willing to plead guilty at NJP or summary court-martial and waive his administrative discharge board, fast track processing is appropriate, and the Marine should be provided with:
 - a. The Commanding Officer's offer of Fast Track disposition (enclosure 2);
 - b. A completed "NOTIFICATION OF SEPARATION PROCEEDINGS" form (enclosure 3);
 - c. A signed "PURPOSE AND SCOPE OF THE BOARD FOR CORRECTION OF NAVAL RECORDS (BCNR) AND THE NAVAL DISCHARGE REVIEW BOARD (NDRB)" form (enclosure 4);
 - d. The "ACKNOWLEDGMENT OF MY RIGHTS TO BE EXERCISED OR WAIVED DURING SEPARATION PROCEEDINGS" form (enclosure 5); and
 - e. The evidence supporting the alleged offense.
5. Call the Defense Counsel Offices at 725-3745 (Echo) or 725-7551 (Delta), to make an appointment for the Marine to see a defense counsel. Send the Marine to his appointment with the above documentation and his Service Record Book. If fast track processing is in the Marine's best interests, the Defense Counsel will assist the Marine in completing the notice and acknowledgment forms.

FAST TRACK PROCEDURES/EXAMPLE DOCUMENTS

1. The convening authority (CA) decides that NJP or summary court-martial and an administrative separation board waiver is an acceptable disposition for a particular case.
2. The Accused is told that his case is being considered for disposition at NJP or summary court-martial so long as he pleads guilty and waives his administration separations board (enclosure 2).
3. He is given the notification of separation form (enclosure 3), BCNR and NDRB form (enclosure 4), and acknowledgment of rights form (enclosure 5), and sent to Defense Counsel Offices to meet with a defense counsel. Defense Counsel Offices at 725-3745 (Echo) or 725-7551 (Delta). The Marine should bring enclosures 2, 3, 4 and 5, the evidence supporting the alleged offense, the NJP notification form (if applicable), and his Service Record Book.
4. The Accused should be scheduled for a final physical and other administrative classes necessary for his separation from the Marine Corps as soon as possible to further expedite the process.

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5. NJP Option: If the accused agrees to plead guilty at NJP and waive his administrative separation board after meeting with a defense counsel, the NJP should be held, and the administrative separation package should be forwarded to your Commanding General (the Separation Authority) via the chain of command.
6. Summary Court-Martial Option: If the accused agrees to plead guilty at a summary court-martial and waive his administrative separation board after meeting with a defense counsel, a Request For Legal Services (enclosure 6) should be sent to Legal Team Echo or Delta, along with evidence supporting the offense, requesting that a summary court-martial charge sheet be drafted. Once the charge sheet is returned to the command, the convening authority designates an officer to hold the summary court-martial, the summary court-martial is held, and the administrative separation package is forwarded to the Separation Authority via the chain of command.
7. The accused's administrative separation package should be sent to the Separation Authority via the chain of command immediately after the NJP or summary court-martial is held. There is no need to hold an administrative separation board if the accused waived his right to a board.
8. This process does not restrict the accused from submitting written matters for consideration to the Separation Authority in accordance with the MARCORSEPMAN.
9. The accused is separated from the Marine Corps upon approval by the separation authority.

LETTER HEAD

XXXXXXXXXX
5810
DATE

From: Commanding Officer

To: First M. Last LAST4, U. S. Marine Corps Subj: DISPOSITION OF ART ### ALLEGATIONS

Encl: (1) Administrative Separation Acknowledgment of Rights

1. You are suspected of violating Article ### (nature of charges). Consequently, I am prepared to recommend referral of these allegations against you for trial by special court-martial. I will forego referral of the allegation to special court-martial, should you [(accept non-judicial punishment) or (plead guilty at summary court-martial)] and waive your administrative discharge board.

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2. You should consult a defense counsel by going to Legal Team Echo Defense Offices, at Building 22163, 22 Area, at 0715 on a Monday, Wednesday, or Friday. Should you desire to [(accept battalion-level non-judicial punishment) or (plead guilty at summary court-martial)], and waive your administrative discharge board, you will sign the attached acknowledgment of rights paperwork regarding administrative separation proceedings and return them to the Legal Officer.

I.M. COMMANDING

_____ I consulted with _____ on _____.
Defense Counsel Date

_____ I would like to be considered for a disposition that would include [(accepting non-judicial punishment) or (pleading guilty to the offense at summary court-martial)] and waiving my administrative discharge board hearing. I understand this may result in a separation from the Marine Corps with an other than honorable characterization of service.

OR

_____ I demand trial by special court-martial.

Signature

FIRST M. LAST

Date

Rank, Service

LETTER HEAD

XXXXXXXXXX
5810
DATE

From: Commanding Officer

To: Grade Fname MI. Lname, U.S. Marine Corps

Subj: NOTIFICATION OF SEPARATION PROCEEDINGS Ref: (a) MCO 1900.16F (MARCORSEPMAN)

Encl: (1) Purpose and Scope of the Naval Discharge Review Board (NDRB) and Board for Correction Naval Records (BCNR)

(2) Acknowledgment of Respondent's Rights

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1. You are hereby notified that I intend to recommend to the Commanding General that you be discharged from the U.S. Marine Corps per paragraph 6210.5/6210.6 of the reference by reason of drug abuse/commission of a serious offense.
2. The basis for this recommendation is commission of a serious offense/drug abuse, as shown by your use or possession of Spice in violation of Marine Corps Forces, Pacific Order 5355.2A and Article 92 of the UCMJ.
3. The least favorable characterization of service which you may receive is under other than honorable conditions. Although the Separation Authority will make the determination of characterization if you are separated, I am recommending you receive an under other than honorable characterization of service. (Include the following language if applicable: Although you are FMCR/Retired List eligible, you have refused to request transfer to the FMCR/Retired List as provided in paragraph 6106.4 of the reference. If separation is approved, you may lose all retainer/retired pay and benefits).
4. As a result of these separation proceedings, you have the following rights:
 - a. You have the right to consult with qualified counsel before electing or waiving any of your rights. It is in your best interest to do so before waiving any of your rights.
 - b. You have the right to request a hearing before an Administrative Separation Board per the reference.
 - c. You have the right to present written statements to the Separation Authority in rebuttal to this proposed separation and in lieu of having a hearing.
 - d. You have the right to obtain copies of documents that will be forwarded to the Separation Authority supporting this proposed separation. Classified documents shall be summarized.
 - e. You have the right to waive any of these rights after being afforded an opportunity to consult with counsel.
5. Should you request a hearing before an Administrative Separation Board, you would be afforded the following rights:
 - a. To appear in person before such a board or be represented by counsel if you are confined by civil authorities.
 - b. To be represented by military counsel. Appointed, or of your choice, if available.
 - c. To be represented by civilian counsel if you desire and at your own expense.
 - d. To challenge voting members of the board or the legal advisor, if any, for cause only.
 - e. To testify in your own behalf, subject to the provisions of Article 31, UCMJ (Compulsory Self-Incrimination Prohibited).
 - f. At any time during the proceedings you or your counsel may submit written or recorded matter for consideration by the board.

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- g. You or your counsel may call witnesses on your behalf.
 - h. You or your counsel may question any witness who appears before the board.
 - i. You or your counsel may present argument before the board's closing the hearing for deliberation on findings and recommendations.
 - j. Upon written request to the (Convening Authority), to be provided with a copy of the report of the board and the endorsement.
 - k. Failure to appear without good cause at a hearing constitutes waiver of your right to be present at the hearing.
 - l. You have the right to make a sworn or unsworn statement.
 - m. You have the right to examine evidence presented by the board, to cross-examine witnesses appearing before the board, to submit evidence before the board, and to present final argument before the board.
 - n. Failure to respond after being afforded a reasonable opportunity to consult with counsel constitutes waiver of the rights in paragraph 6304.1d to 6304.1m of the reference.
6. If you are separated before you complete an active duty service requirement incurred because you received advanced education assistance, bonuses, or special pays, you may be required to reimburse the U.S. Government on a pro rata basis for the unserved portion of the active service requirement.
7. If you are serving in the pay grade of E-4 or above and are administratively separated with an other than honorable characterization of service, you will be administratively reduced to pay grade E-3, such reduction to become effective upon separation.
8. Information on the purpose and scope of the NDRB and BCNR is provided to you as enclosure (1).
9. You are directed to respond in writing to this notice no later than (time and date; e.g., 0900, 4 May 2011; must allow at least 2 working days) by completing and returning enclosure (2), citing time and date completed. Failure to respond by the prescribed time constitutes a waiver of your rights.

I. M. COMMANDING

From: Grade Fname MI. Lname, U.S. Marine Corps
To: Commanding Officer

Subj: ACKNOWLEDGMENT OF MY RIGHTS TO BE EXERCISED OR WAIVED DURING SEPARATION PROCEEDINGS

Ref: (a) CO's ltr

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1. I acknowledge receipt of the reference notifying me of proceedings to discharge me by reason of misconduct due to [commission of a serious offense].
2. I understand that I am being recommended for separation with an under other than honorable conditions characterization of service and that the least favorable characterization which I may receive is under other than honorable conditions. (Include the following language if applicable: Although I am FMCR/Retired List eligible, I have refused to request transfer to the FMCR/Retired List. I understand that, if separation is approved, I may lose all retainer/retired pay and benefits).
3. In view of the above, I choose to execute the following rights:
 - a. I (have) (have not) consulted with counsel. I realize it is in my best interests to do so before exercising or waiving any of my rights. My counsel's name is .
 - b. I (do) (do not) request a hearing before an Administrative Separation Board.
 - c. In lieu of a hearing, I (have) (have not) included written statements in rebuttal to this proposed separation.
 - d. I (do) (do not) desire to obtain copies of documents that will be forwarded to the Separation Authority supporting this proposed discharge.
4. If I requested a hearing before an Administrative Separation Board, I realize I have the following rights:
 - a. To be present or represented by counsel if I am confined by civil authorities.
 - b. To be represented by appointed military counsel, or counsel of my choice, if available.
 - c. To be represented by civilian counsel if I desire and at my own expense.
 - d. To challenge voting members of the board or the legal advisor, if any, for cause only.
 - e. To testify in my own behalf, subject to the provisions of article 31, UCMJ (Compulsory Self-Incrimination Prohibited).
 - f. At any time during the proceedings I or my counsel may submit recorded matter for consideration by the board.
 - g. I or my counsel may call witnesses on my behalf.
 - h. I or my counsel may question any witness who appears before the board.
 - i. I or my counsel may present argument before the board's closing the hearing for deliberations on findings and recommendations.
 - j. Upon written request to the Convening Authority, to be provided with a copy of the report of the board and the endorsement.

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- k. Failure to appear without good cause at a hearing constitutes waiver of my right to be present at the hearing.
 - l. I have the right to make a sworn or unsworn statement.
 - m. I have the right to examine evidence presented by the board and to submit evidence before the board.
 - n. That failure to respond after being afforded a reasonable opportunity to consult with counsel constitutes waiver of the rights in paragraph 6304.1d to 6304.1m of the reference.
5. I understand that if I am separated before I complete an active duty service requirement incurred because I received advance education assistance, bonuses, or special pays, I may be required to reimburse the U.S. government on a pro rata basis for the unserved portion of the active service requirement.
6. I understand that if I am serving in the pay grade of E-4 or above and I am administratively separated with an other than honorable characterization of service, I will be administratively reduced to pay grade E-3, such reduction to become effective upon separation.
7. I have read and fully understand the Purpose and Scope of the NDRB and BCNR.

_____ _____ _____ _____
Witness date Respondent date

ADMINISTRATIVE SEPARATION (ADLAW) CHECKLISTS

Note: The ADSEP Checklists listed below are still appropriate for use with CLA (Marine Corps Electronic Administrative Separation). Additionally, review the section in the smartpack regarding CLA for more information.

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ADMINISTRATIVE SEPARATIONS CHECKLIST

Rank, LName, FName MI: MOS: _____
EAS: _____
TRS date: _____
Separation Physical date: PTSD/TBI date1: _____
Substance Abuse Treatment date2: Date Notification signed: _____
Date Acknowledgement signed: _____
Administrative Discharge Board Requested: Yes No
Board Date: _____

DOCUMENTS REQUIRED AND PRESENT FOR ALL ADMINISTRATIVE SEPARATIONS

- Notification of Administrative Separation Proceedings with enclosures Yes / No
- SRB information³ Yes / No
- PTSD/TBI Screening Yes / No
- Character Statements⁴ Yes / No
- Substance Abuse Treatment (if applicable)² Yes / No

6203.2 – Condition Not a Disability

- Date of initial Medical Officer's Evaluation: _____
- Date of initial 6105 counseling⁵: _____
- Date of Medical Officer's Re-evaluation: _____
(Substantiates that there is no improvement after the warning 6105 counseling)
- DD Form 2807 (Report of Medical History) present Yes / No
(Sometimes referred to as an SF 88)
- DD Form 2808 (Report of Medical Examination) present Yes / No
(Sometimes referred to as an SF 93)

6203.3 – Personality Disorder

- Date of evaluation in which Marine first diagnosed with Axis II: Personality Disorder: _____

(A psychiatrist or psychologist concludes, under Article 15-23 of the MANMED, that the disorder is so severe that the Marine's ability to function effectively in the military environment is significantly impaired; however, it must include the medical diagnosis, as described under Axis II of the Diagnostic and Statistical Manual. Medical Officer's Evaluation must state the condition was present prior to the Marine's enlistment in the Marine Corps.)

- Diagnosis made by a Psychiatrist or PH.D. level Psychologist Yes / No
- Diagnosis includes a statement or judgment from the Psychiatrist or PH.D. level Psychologist that the Marine's disorder is so severe that the Marine's ability to function effectively in the military environment is significantly impaired. Yes / No
- Diagnosis corroborated by a peer Psychiatrist or PH.D. level
- Psychologist or higher Mental Health Professional. Yes / No
- Diagnosis addresses PTSD or other mental illness co-morbidity Yes / No

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- Diagnosis endorsed by the Regional Naval Medical Commander Yes / No
- Date of initial 6105 counseling: _____
- DD Form 2808 (Report of Medical Examination) present Yes / No
(Sometimes referred to as an SF 93)
- DD Form 2807 (Report of Medical History) present Yes / No
(Sometimes referred to as an SF 88)
- Written nonmedical evidence present Yes / No
(Documents must show specific examples of how the Marine is unable to function in the Marine Corps. These can be counseling entries on page 11 of the SRB or statements from witnesses. The best nonmedical evidence is contained in the Statement of Immediate Supervisors)

6206 – Unsatisfactory Performance

- Date of initial 6105 counseling: _____
- Appropriate documentation Yes / No
- (Adverse Fitness Reports, CRB, assignment and all appropriate endorsements to Weight Control Program, Appropriately Credentialed Health Care Provider (ACHCP) evaluations, extension, Weight loss chart/log)
- D113 Weight Control Remarks 3270 page included for unsatisfactory performance due to weight control. Yes / No
- Date of 6105 counseling per MCO 6110.3, para. 7e: _____

6209 – Alcohol Abuse Rehabilitation Failure

- SACO evaluation (abuse/dependent) (all CSACC appt's/evals needed) Yes / No
- Documentation of treatment failure or refusal 2 Yes / No (Through inability or refusal to participate in, cooperate in the treatment program)
- Veterans Administration statement if diagnosed as dependent (SF 600) Yes / No (Required if diagnosed as having a substance dependency)

6210.2 – Minor Disciplinary Infractions

- Date of initial 6105 counseling:
- Documented series of at least three minor disciplinary infractions, during the current enlistment Yes / No
(Documentation can be in the form of page 11, 12, and/or 13)

6210.3 – Pattern of Misconduct

- Date of initial 6105 counseling:
- Documented series of at least two infractions, during the current enlistment Yes / No
(Documentation can be in the form of page 11, 12, and/or 13.)
- Was there misconduct after the last 6105 Yes / No

6210.5 – Drug Abuse

- NAVDRUGLAB message Yes / No
(Message must show positive testing, substance, and level tested positive)
- DD Form 2624 (Specimen Custody Document) Yes / No
- Urinalysis Ledger Yes / No
- DD Form 1966 (Pages 1 – 4). Include with SRB information. Yes / No
(Determines if the respondent has a pre-service drug waiver)
- SACO evaluation (abuse/dependent) (all SACC appt's/evals needed) Yes / No

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- Veterans Administration statement if diagnosed as dependent (SF 600) Yes / No (Required if diagnosed as having substance dependency)

6210.6 – Commission of Serious Offense

- Documentation the serious offense was committed Yes / No

6210.7 – Civilian Conviction

- Documentation sustaining conviction of a Marine by civilian authorities. Yes / No
- (The specific circumstances of the offense must warrant separation and a punitive discharge would be authorized for the same or a closely related offense under the UCMJ. However, in some instances, an offense may be more appropriately processed under the provisions of 6210.6, (Commission of a Serious Offense.); or,
- Documentation sustaining that sentence by civilian authorities includes confinement for 6 months or more without regard to suspension or probation. Yes / No
- (The specific circumstances of the offense must warrant separation; however, in some instances, an offense may be more appropriately processed under the provisions of 6210.6, (Commission of a Serious Offense.)

6215 – Weight Control/Body Composition Failure (BCP)

- Date Marine identified as not within height and weight standards
- Starting Height inches Weight lbs Body Fat %
Max Weight lbs
- Date of assignment 6105 counseling5:
- Assignment date 1st / 2nd / Extension
- Date assignment period reported via unit diary (see D113 screen of 3270)
- D113 Weight Control Remarks 3270 page included. Yes / No
- NAVMC 11621 present and complete Yes / No
- Date of 6105 counseling per MCO 6110.3, para. 7e:
- Bi-weekly weigh in charts Yes / No
- Ending Height inches Weight lbs Body Fat %
Max Weight lbs
- Recent weight and body fat percentage within two weeks of notification of administrative separation Yes / No
- Was an extension granted Yes / No
- Date of extension (if applicable)

Footnotes:

1 If the respondent is diagnosed with symptoms of PTSD or TBI, the provisions of paragraph 5 of MarAdmin 328/10 must be followed and documented in the package.

2 Substance abuse treatment must be provided before the package can be forwarded to the Separation Authority for action. If the respondent refuses or fails treatment, documentation must be present in the package. If the respondent completes treatment, documentation of the treatment completion must be present in the package. The

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required documentation must include the Medical Officer Evaluation (MOE), recommended treatment plan, CO concurrence/nonconcurrency, and treatment completion/refusal/failure. See paragraph 6210.5d of MCO P1900.16F (MarCorSepMan) for guidance.

3 The following SRB/3270 information is required:

- Enlistment, reenlistment, or extension contract
- Pages 3, 11 (with rebuttal(s) if applicable), 12, 13, BIR, BTR, ROS, AWDS, D119 Legal Remarks, D113 Weight Control.
- DD Form 4 and 1966

4 These statements should come from personnel that are most familiar with the basis for separation and that have the most interaction with the Marine being processed on a daily basis. A statement from a Company Commander or 1stSgt with an average of 5 hours observation weekly of a Marine may not be as good as a statement from a Cpl/Sgt with an average 40 hours observation weekly on the same Marine. Commanders will determine what character statements to include.

5 Initial counseling often referred to as the warning 6105, but it must contain all of the following: (Ref: MCO P1900.16F (MarCorSepMan) para. 6105.3e(1))

Date of counseling: Deficiency(ies) identified:

Recommendation(s) for corrective action: Assistance identified:

Notified of consequences if SNM fails to take corrective action: Notified of rebuttal right:

6 See MarAdmin 432/09 for specific guidance.

7 Separation proceedings cannot be initiated until the Marine has been counseled per paragraph 6105.3e(1) of the MarCorSepMan. However, counseling is not required if a psychiatrist or psychologist determines that the Marine is an imminent or potential danger to himself or others. (Ref: MCO P1900.16F (MarCorSepMan), para. 6203.3d)

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54. COMMAND LEGAL ACTION (FORMERLY MCEAS) SYSTEM BACKGROUND

- a. The Command Legal Action (CLA) System is a system developed and administered by the Manpower Information (MI) Systems Division at Headquarters Marine Corps. The Marine Forces Reserve (MarForRes) has used CLA to process administrative separations (adseps) since 2001 with much success. In August 2011, a team from the Manpower Information Systems Support Activity (MISSA) visited all major Marine Corps Installations and conducted training. On 1 September 2011, the Marine Corps began processing all involuntary AdSePs via CLA.
- b. The CLA process starts at the special court-martial convening authority (SPCMCA) level. Company personnel are vital to the adsep process but unlikely to require a role in CLA due to the adsep process starting with the SPCMCA. However, the role of the Company 1stSgt is not diminished by not having a role in CLA. The SPCMCA depends on the Company leadership to provide information on Marines being processed for adseps, and it is the Company leadership that is often tasked with producing the supporting documentation for adseps. Additionally, the Company 1stSgt should ensure the paragraph 6105 pg. 11 is submitted to IPAC via EPAR once the notification is completed.
- c. CLA access is granted through a System Access Authorization Request (SAAR) routed through the units Legal Officer to the MISSO of the installation. The SAAR must contain which role the user is requesting.

CLA ROLES

- a. Preparer (Prep). The unit legal/admin clerk, unit legal/admin chief, unit legal/personnel/adjutant. The Preparer creates the CLA package after the SPCMCA determines that processing for involuntary administrative separation (adsep) is necessary or mandatory. The Preparer will also Finalize the CLA package before it is forwarded to the SPCMCA to be certified.
- b. Certifier Reviewer (Cert Rev). The Certifier Reviewer is much like the Trusted Assistance for the Performance Evaluation System process. The Certifier Reviewer can be anyone with the Preparer role but more than likely the 1stSgt, SgtMaj, Adjutant, and/or XO.
- c. Certifier (Cert). The SPCMCA of the Marine being processed for involuntary adsep. The Commanding Officer of the battalion level unit will be the Certifier and the XO will also have the Certifier role to act in the absence of the CO.
- d. Endorser Reviewer (Endo Rev). The SPCMCA above the SPCMCA of the Marine being processed for involuntary adsep that can review the package before it is endorsed. This role is normally assigned to the Regimental/Group SgtMaj, Legal Officer, and/or XO.
- e. Endorser (Endo). The SPCMCA above the SPCMCA of the Marine being processed for involuntary adsep that provides an endorsement for the package. This role is assigned to the Regimental/Group Commander and the Regimental/Group XO in the absence of the CO.

INVOLUNTARY ADMINISTRATIVE SEPARATIONS (ADSEP)

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- a. **Beginning.** The Notification of Separation Processing (NOSP) is the only CLA generated for that currently requires the signature of the SPCMCA. The NOSP is also the source document used by IPAC to run the adsep related unit diary entries. In order to make the transition of the respondent from Marine to civilian, IPAC needs to be informed of processing as soon as possible. While IPAC notification of processing is normally the responsibility at the battalion/squadron level, the 1stSgt can verify the IPAC notification during the beginning of the process. One important aspect of the IPAC notification is to allow IPAC enough time to request the line of accounting for the separation from HQMC. Once the Marine is notified of the separation he should be scheduled for a Final Physical and screened for Post Traumatic Stress Disorder (PTSD) and Traumatic Brain Injury (TBI). Other tasks such as turning in gear, scheduling and attending the scheduled appointments, and completing a much checking out on the front end of the adsep process will help decrease the timeline from the decision to separate a Marine by the separation authority to the actual discharge of the Marine.

- b. **Middle.** The substance abuse treatment can also delay the adsep process. If there is evidence of alcohol or drug abuse/dependence, the respondent (Marine being processed for adsep) must be screened at a SACC and provided treatment before the case is referred to a board or forwarded to the separation authority per paragraph 6303.3. When forwarding proof of substance abuse treatment, it is important to forward the Medical Officer Evaluation (MOE) from CSACC that provides the diagnosis (i.e. alcohol/drug abuse, alcohol/drug dependent, substance related event, etc.) and the recommended treatment plan. The CO's concurrence or nonoccurrence to the recommended treatment plan based on the MOE, and the respondent's successful substance abuse treatment, refusal of treatment, or failure of treatment documentation.

- c. **End.** Once the Separation Authority decision letter, also known as the five day letter, is received by the SPCMCA, the respondent will need to complete the final checkout as soon as possible to be discharged. The 1stSgt may assign a Marine senior to the respondent to be an escort to ensure timely checking out. Letters of Debarment are issued on case by case bases and if issued, will bar the Marine from entering any Marine Corps Installation without prior approval from the Commanding General or Commanding Officer of that installation. Debarment letters will be prepared and signed by the SJA and forwarded to the SPCMCA to be issued to the respondent. Once the letter is issued to the respondent and the appropriate signatures have been obtained, the original letter, or scanned copy, must be returned to the OSJA for further distribution.

APPELLATE LEAVE

MCO 1050.16A APPELLATE LEAVE AWAITING PUNITIVE SEPARATION

Appellant: MCC: RUC: Unit Name: _____

CG APPROVES REQUEST FOR VOLUNTARY APPELLATE LEAVE:

- Review MCO 1050.16A
- Case Folder Opened?
- CG Approval Endorsement
- CO Recommendation
- Endorsement for voluntary appellate leave
- Appellate Leave (If applicable)
- Appellate Rights Statement
- Appellate Privacy Act Statement
- Appellate Special Power of Attorney to Defense Counsel
- Issue check out sheet to Marine

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- Prepare page 11 entry to reflect acceptance/refusal of drug or alcohol treatment (If applicable)

- SEPARATION PHYSICAL/HIV:
 - Manual of the Medical Department, NAVMED P-117, Chap 15
 - NAVMED 6150/28 Medical Record
 - NAVMED 6150/28 Dental Record
 - DD 2697 Report of Medical Assessment
 - DD 2807-1 Report of Medical History (signed with printed name of provider who performed exam)
 - DD 2808 Report of Medical Examination (signed with printed name of provider who performed exam)
 - SF 600 Chronological Record of medical care
 - Reading Text (NAVMED P-117, chap 15, art 15-20)
 - HIV DD 2808 (Item 49)
 - File; above documents in Medical Record (original), Service Record (copy), and Legal File (copy)
 - Transition Readiness Seminar (TRS/GPS) completed on YY/MM/DD
 - Ensure Separation Physical is scheduled/completed to include HIV (Place copy in HR &SRB especially if HR is not available)
- PAGE 11 ENTRY:
 - DoDD 1010.1, DoDD 1010.4, DoDI 1332.14, MCO P1700.24B, MCO P1700.27B, MCO P1900.16 and MCO P1070.12K
 - COMPLETE NAVMC 118(11) "Evaluation/Acceptance/Refusal of Drug or Alcohol Treatment and/or Dependency"

PAGE 3 ENTRY (Mandatory Appellate Leave):

- MCO P1070.12K, Table 4-2, rule 8
- NAVMC 118 (3) "YYMMDD TR TO NAMALA FOR APLV MCC W91"
- COMPLETE NAVMC 118 (11) "Evaluation /Acceptance/Refusal of Drugs or Alcohol Treatment and/or Dependency"
- SECURITY CLEARANCE (Mandatory Appellate Leave)
- ENSURE member checks out with S-2 or security clearance department. SNM should not have a clearance when SNM goes on appellate leave.

- SERVICE RECORD AUDIT, MARINE PRESENT:
 - MCO 1050.16A, par 11.b MCO P1070.12K W/Ch 1, par 5003
 - UPDATE RED
 - UPDATE SGLI (Must reflect on 3270)
 - UPDATE BIR
 - PREPARE enclosure 2, or 4 of MCO 1050.16A and have Marine sign.

- APPELLATE LEAVE ORDERS COMPLETED:
 - CONFISCATE current ID Card(s) from Marine & Dependents (If applicable).
 - ISSUE ID Card(s) to Marine & Dependents effective date TRF'd to APL LV plus 6 months minus 1 day. Have the Marine endorse the appellate leave orders prior to departing.
 - RETRIEVE check-out sheet ensuring it has been properly completed.
 - Run "To Apl Lv Entry" (Annotate number of days accrued leave rounded up to nearest whole number)
 - ENSURE TL; FR CNFT; PUNISHMENTS; STOP CRA; STOP DMR; posted prior to submitting APL LV entry. (Do not run APL LV entry on same Diary.)

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- COUNSEL SNM on election of SGLI coverage termination of coverage and their indebtedness for premiums while covered on Appellate Leave.
 - ENSURE SNM SGLI remark is open in MCTFS screen D801 if member elects SGLI coverage. If SNM elects coverage and
 - SGLI remark is not open submit a trouble ticket to MISSO to open remark.
 - ENSURE Criminal DNA collection conducted IAW 10USC1565. Submit TTC 039-000 and cite USCIL Batch # & date collected.
 - FILE DD 2791 (Notice of Release/Acknowledgement of Convicted Sex Offender Registration Requirements) Member endorse appellate leave orders prior to departing.
 - SUBMIT NAVMC 11116 to DO/FO IAW APSM.
-
- CAA RECEIVED:
 - COPY of CA to Document Side of Service Record.
 - COPY to Legal File.
 - Duplicate Original" is filed on the document side of SRB/OQR.
 - Certified True Copy" is filed in the legal case file.
 - "Certified True Copy" is mailed to DFAS, Kansas City (Sep/Apply).
 - SEND copy to Military Pay Operations General Processing Team B/JFLAFB DFAS- CL (216) 522-5647 DSN 580-.
 - MAIL Notification of Assignment to Involuntary Appellate Leave (MCO 1050.16A, Encl 3) to Marine (if applicable)
 - Prepare page 13's (1 to SRB/OQR & 1 to CMC).
 - INSERT copy of Voluntary Appellate Leave Order on Document Side of Service Record. Involuntary appellate Leave Order/Change of Status, CA'S ACTION/COURT-MARTIAL ORDER ON DOCUMENT SIDE OF SRB.
 - NSERT copy of NAVMC 11116 Document Side
 - INSERT copy of Appellant Rights Statement
 - MAIL Dental, Medical, and Service Record to:

COMMANDING OFFICER
NAMALA WASHINGTON NAVY YARD
1325 10TH ST SE BLDG 196 RM 303
WASHINGTON DC 20374-5147

Checklist Reviewed By SNCOIC: Commercial line: Checklist Completed By OIC: _ Commercial

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55. POLICE RECORDS

MISSION. The mission of the Police Records section is to provide administrative support to the PMO. This includes maintaining and distributing all law enforcement records [except for Official Criminal Investigation Division (CID) investigations] generated by the PMO. The Police Records section also processes traffic citations and assists the Base Magistrate in the conduct of traffic court hearings to adjudicate offenses and then records disposition, suspension and revocation of individual's driving privileges.

THE BLOTTER (DESK JOURNAL). The Desk Journal, more commonly known as the Blotter, is a daily chronological record of Military Police activity developed from reports, complaints or information received and the actions resulting there from. It is intended to inform commanders and other concerned individuals about incidents involving their personnel or which occurred on a Marine Corps Installation. It is not intended as an official police report to be used for adjudicative purposes.

CASE CONTROL NUMBER (CCN) ASSIGNMENT. The Case Control numbers are assigned automatically to each incident as its ICR is entered into Consolidated Law Enforcement Operations Center (CLEOC). The CCN is automatically recorded on the Desk Journal by the Blotters Clerk.

CREATE UNRESTRICTED BLOTTER. Desk Journals are released to individuals and units aboard a Marine Corps Installation on different levels, depending on their need to view Restricted entries. Generally, Restricted entries are those entries that contain information on incidents that involve Juveniles, Sexual Assaults or other incidents deemed sensitive by the Provost Marshal. Typically, MSC Commanders, their Chiefs of Staff. Five (5) representatives from each Battalion/Regimental sized command are provided the Unrestricted Blotter. When one or more entries are restricted, the Title, Time and CCN associated with that entry are all that is left on the Unrestricted Blotter. The Unrestricted Blotter is designated with an "R" in the title (example: 24 May 08R) for distribution.

PROCESSING REPORTS. Each ICR is entered by the Patrolman into CLEOC on the day they are received or as soon thereafter as practical and the assigned Case Control Number is generated. The report is completed in CLEOC and forwarded up the Patrolman's chain of Command until it receives Final Approval from the Operations Chief.

1. Receipt by Records Supervisor. Reports are delivered to the Records Supervisor by the Operations Chief as they are completed, and not in chronological or CCN order. This allows the Operations Chief to review the reports thoroughly and deliver them to the Records Supervisor when the reports are ready. The Operation Chief or Clerk has the Records Supervisor sign for receipt of each report, by CCN, via a logbook.

2. Processing Within Police Records. Typically, reports are delivered by the Operations Chief with a previous version of the CLEOC report (one printed by the Watch Commander) stapled to all of the report's enclosures. Since this is not the Final Approved version of the report, and fundamentally, the most up-to-date Final Approved version is always in CLEOC, this version must be removed and shredded. The Records Supervisor should print the Final Approved version from CLEOC and copy the report and its enclosures for distribution to Victim Advocates and Traffic Court as appropriate.

a. Release to Victim Advocates. Upon receipt of reports, a complete copy of reports that involve the following are released to Victim Advocates for their purposes.

1 Domestic Violence/Assault.

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2 Domestic Disturbances.

3 Child Abuse.

4 Child Neglect.

5 Sexual Assault.

6 Reports that are inherently family related.

b. Release to Traffic Court. Upon receipt of reports, a complete copy of all traffic related reports and a copy of the DD Form 1408 is provided to the Base Magistrate. In the case of DD Form 1805s, a copy of the report and the DD Form 1805 is provided to the Special Assistant United States Attorney (SAUSA), who is assigned to the MCB Staff Judge Advocate (SJA), located in building 1160.

CID CASE PROCEDURES. Patrolmen call CID on a case-by-case basis and inform them of the circumstances surrounding the incident. CID has the option to assume the case, decline jurisdiction to Operations or forward jurisdiction to the Naval Criminal Investigation Service. When CID assumes jurisdiction, they will enter their cases into CLEOC, thus generating a CCN prior to the Blotters Clerk producing the Blotter. In some cases, CID will assume a case after Operations has submitted an ICR to Police Records. When this occurs, the Records Supervisor will pull the file from the File Room and release all enclosures to CID. This will be accomplished by having the CID representative sign for the report in the Records Supervisor's logbook. The final step in this process is for CID to "take over" the CCN associated with the report in CLEOC so that it is listed as an Official CID Investigation. Once this is done, the information can only be viewed by CID personnel.

PERSONS AUTHORIZED TO RECEIVE INFORMATION AND REPORTS.

a. Command Representatives/Investigating Officers.

(1) Command Representatives will receive all available information with the exception of open investigations. Open investigations may be released provided the release does not interfere with the investigation in any way. This release must be authorized by the investigating agency.

(2) The requestor must be listed in the Command Authorization roster kept on file with Police Records or must provide a copy of his/her Appointment Letter to receive an un-redacted copy of the report.

(3) Request may take between seven and ten working days.

b. Privacy Act Requests by Persons Involved in the Incident. Persons who are directly involved in the incident may receive information on the basis of the Privacy Act.

(1) Privacy Act records may be withheld from the suspect, victim or other relevant party if release of the record would jeopardize an ongoing criminal investigation. In cases where this authority is invoked, Police Records personnel will consult the Civil Law section at SJA and refer the requestor to the Base Freedom of Information Act (FOIA) Coordinator.

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(2) Persons involved in the incident may receive the information contained in the report deemed releasable on the goal to maintain individual's privacy as expressed in the references. When the report request has been processed and the report is ready for release, the Security Assistant will:

a Release in Person. The Security Assistant will require presentation of identification (ID) before a copy of the report is provided. Acceptable forms of ID are an U.S. Uniformed Services issued ID, state issued driver's license, or other officially issued forms of ID. Individuals may be accompanied by a person of their own choosing when reviewing the record(s) requested; however, the custodian will not discuss the record(s) in the presence of the third party without the written authorization of the individual to whom the record(s) pertain.

b Release by Mail or Fax. When a request is made by mail or other written form, verification of identity will be obtained by requiring the individual to provide certain minimal identifying data, such as date of birth and some item of information in the record which only the concerned individual would likely know. If possible, a rough comparison between the signature on the request and a signature of the individual in the report (such as on a statement or traffic citation) should be made in an attempt to verify the identity of the requestor.

c Release of Information by Telephone. Individuals requesting access by telephone must provide adequate verification. In most cases, information will not be released over the phone and verification will have to be made in person or writing. Telephone request will be referred to the Records Supervisor.

(3) To protect the personal privacy of others, all records from which an individual has requested copies and release of material, will be reviewed by the Security Assistant before being copied and/or released. In the event information, which would infringe upon the personal privacy of another, is contained in the record, a copy of the record will be made deleting such information, and provided to the requesting individual. The information deemed sensitive will be the opposite party(s), witnesses and other persons and will be redacted.

a Information such as an insurance company policy numbers and vehicle license plate numbers are not inherently private and should be released.

(4) Opposite party statements will not be released.

(5) Report requests may take between seven and ten working days.

METHOD OF RELEASE

a. Command Representatives/Investigating Officers.

(1) Electronic versions of the CLEOC report and all enclosures will be made available whenever possible. See Appendix 1-1

(2) Receipt of a Report Request and identity of the requestor verified by email originating from the Navy and Marine Corps Intranet (NMCI) domain, along with verification that the requestor is listed on the appropriate Command Authorization list is sufficient documentation that the report may be released electronically.

(3) Large files may be posted on the Report Library portion of the PMO Portal and access for a limited time to retrieve the report can be granted to the recipient.

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MISCELLANEOUS DOCUMENTS AND PAPERWORK.

1. Desk, Call, Alarm and Dispatch Logs. Currently, all logs recorded by the Operations sections of PMO are recorded electronically in CLEOC.
2. Minor Offense Reports (MOR). Minor Offense Reports are delivered by PMO Operations to the Records Supervisor daily. Information concerning members who are the subject of an MOR is made available to command representatives via weekly distributions.
3. Lost / Expired ID Cards and Driver's Licenses. Any expired ID cards should be turned over to the Manager, Base Access Control. Lost or expired ID cards and driver's licenses should be turned over to Crime Prevention personnel. Any ID cards that appear to be altered or were confiscated for being altered should be returned to PMO Operations for clarification to determine if an ICR was warranted or completed.
4. Debarment letters. Debarment letters are entered into CLEOC upon receipt. Once they are entered into CLEOC they are counted for the yearly statistics and filed with their corresponding ICR. If there is no ICR, the Debarment Letter is placed in the yearly debarment binder. All letters will be kept on file for two years.

MILITARY PROTECTION ORDERS / RESTRAINING ORDERS. Military Protective Orders and Restraining Orders are kept on file with the Military Police Desk Sergeant. A binder is located in the Desk Sgt's reference material. It is updated by the Desk Sergeant as new MPO and RO's are accepted. Police Records will make a copy of each MPO and RO to be filed with each corresponding ICR. If no ICR is found associated with the MPO or RO, the document is placed in the yearly MPR binder. All MPOs and ROs will be kept on file for two years.

(1) Civil Processing Letters. Civil Processing letters will be copied and placed in the Civil Processing Binder. The copy will be filed with the corresponding ICR if possible. The letters will remain on file for a period of two years.

(2) Housing Eviction Notices. Housing Eviction Notices will be copied and placed within the House Notification Binder. The copy will be filed with the corresponding ICR if possible. The notice will remain on file for a period of two years.

(3) TRAFFIC COURT AND TRAFFIC CITATIONS. All citations are entered into CLEOC and the Traffic Citation Database. See Appendix 1-2 for a guide to entering citations in CLEOC as well as entering suspensions and revocations.

a.) Entering Citations In The Traffic Citation Database. The Traffic Citation Database is formatted essentially the same as the Traffic Enforcement section of CLEOC.

b.) Processing Dd Form 1805's. DD Form 1805's are written for the same reason as DD Form 1408's but DD Form 1805's are written mainly to civilians to appear in federal court. It is up to the issuing MP to decide if the civilian will be written a DD Form 1805 or DD Form 1408, based on PMO Operations guidelines. When 1805's are received they separated from DD Form 1408s. The traffic violations are entered into CLEOC, logged into DD Form 1805 log book. All others DD Form 1805s (such as for Trespassing) are logged into the DD Form 1805 logbook. After all DD Form 1805's are logged into the log book a copy of each ticket has to be made. The copy of the DD Form 1805 and a copy of any associated Incident Complaint Report is delivered to the Special Assistant United States Attorney (SAUSA). The original DD Form 1805 is sent to the Central Violations Bureau in Texas by registered mail at the following address:

Central Violations Bureau PO Box 780549
San Antonio TX 78278 0549

COMMAND REQUESTED SUSPENSIONS. When a command wants to request that their Marine be suspended from driving on base they are required to send a letter to the Base Magistrate articulating the reason they want the Marine to be suspended. This is typically related to the fact that the Marine tested positive on a command urinalysis screening or was involved in another incident or series of incidents known only to the command. The Base Magistrate then has a hearing and makes the decision to suspend the Marine or not. The Base Magistrate then notifies Police Records to suspend the Marine and for how long.

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TRAFFIC COURT PROCEDURES. Personnel who are attending court for the purpose of having a citation adjudicated are seen on a first-come first-served basis at the PMO Clerk window. Likewise, personnel who are attending court for the purpose of having a report (typically involving an apprehension) adjudicated are separated and sent into the hearing room where they are called out by name so that they could individually see the Base Magistrate.

a) Personnel who see the PMO Clerk at the window are asked if they would like to plead guilty and if so, are informed of the corresponding point assessment and if the violation requires attendance at the Remedial Driving Course (RDC). Persons who are required to attend RDC are scheduled and provided with a RDC assignment letter. See Figure 1-9.

b) Personnel who wish to plead not-guilty are directed to the hearing room and their DD Form 1408 is set aside for the Base Magistrate's review.

PROCEDURES FOR SUSPENSION / REVOCATION. Personnel can be suspended for several reasons to include command requested, DUI, speeding more than 21 MPH, and habitual violators of traffic laws or regulations. Persons who are suspended are issued a Letter of Suspension. See Figure 1-7. Requests for Limited Driving Privileges should be submitted to the Base Magistrate. See Figure 1-8.

PROCEDURES FOR REINSTATEMENT. If a person is to be reinstated prior to the end of the suspension/revocation period or limited reinstatement of driving privileges, a notification from the Base Magistrate to Police Records is needed. All other suspensions and revocations will end automatically in CLEOC at the end of the period.

STATE DMV NOTIFICATIONS. Following Traffic Court when an individual's on-base driving privileges are suspended or revoked for 1 year or more, the individual's state drivers licensing agency must be notified of the suspension.

TRAFFIC VIOLATION REPORTS (TVR). The TVR has been around for years and the purpose is to allow personnel to report on-base traffic violations that they observe to the Military Police. PMO representatives will investigate the complaint and if it is validated, schedule the violator and complainant for a Traffic Court hearing with the Base Magistrate. The Base Magistrate will hear both sides of the story and adjudicate the incident appropriately. Typically, violations are resolved in much the same manner as if an MP had observed the violation and issued the violator a traffic citation. Results of the hearing are entered on the violator's installation driving record.

UNIT SCREENINGS. Unit Screenings are intended to allow commands to determine which of their members are currently suspended/revoked on base. Since, CLEOC does not have the ability to produce a suspension report by unit, the only way to accomplish this is for the command to screen its members individually. Typically, command representative who are listed on their commands authorization roster, or there appointed representatives are allowed to conduct the screening. Commands should be advised that:

- 1) The system they will use shows not only if the person is suspended/revoked, but also shows their criminal history as is known to the Department of the Navy. Essentially any on-base incident, past apprehensions, traffic citations, vehicles registered and weapons registered are shown.
- 2) Members conducting the screening will be required to read and sign a Security Addendum, see Figure 1-20, but they should insure that they send only those members that the command trusts to have access to this type of information on members of the command.
- 3) During the screening, members will be logged onto a read-only account in CLEOC where they can print applicable records for the members who they identify as being suspended/revoked. Clerks will then return to the command and report their findings. It is up to the Command to notify the suspended/revoked driver as the command deems appropriate and direct them to resolve the issue if applicable. Police Records does not take any

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action until the member contacts us to attempt to resolve the suspension. This usually involves scheduling them for a Traffic Court hearing.

References:

MCO 5580.2B W/CH. 2 Law Enforcement Manual

MCO 5110.1_ Motor Vehicle Traffic Supervision

SECNAVINST M-5210.1

DON Records Management Manual

56. CONFINEMENT PROCESS AND PROCEDURES

CONFINEMENT AND COMMAND RESPONSIBILITY BACKGROUND:

To provide information on the administrative requirements to place service members into confinement, and to identify the parent command's support responsibilities during the confinement process.

AUTHORITY

When a person may be confined. No person may be ordered into pretrial confinement except for probable cause.

Probable cause to order pretrial confinement exists when there is a reasonable belief that

- An offense triable by court martial has been committed;
- The person confined committed it; and
- Confinement is required by the circumstances
- Authority to order pre-trial confinement.
- Of civilians and officers. Only a commanding officer to whose authority the civilian or officer is subject may order pretrial restraint of that civilian or officer.
- Of enlisted persons. Any commissioned officer may order pre-trial restraint of any enlisted person.
- Delegation of authority. The authority to order pre-trial restraint of civilians and commissioned and warrant officers may not be delegated. A commissioned officer may delegate to warrant, petty, and non-commissioned officers authority to order pre-trial restraint of enlisted persons of the commanding officer's command or subject to the authority of that commanding officer.

When this authority is delegated, a letter from the commanding officer giving the member ordering confinement that authority must be provided. If this authority is delegated to a specific billet, e.g. officer of the day, a copy of that appointment letter and duty roster must also be provided.

Authority to order release from pre-trial confinement. The release from pre-trial confinement may be ordered by the following:

- The commander exercising special or general courts martial convening authority over the prisoner. In cases where pre-trial confinement is no longer deemed necessary by the parent command, an officer appointed in writing as "acting commanding officer" may direct release from confinement. In these cases a copy of this appointment letter will be required.
- An officer appointed to conduct the initial review of pre-trial confinement (Initial Review Officer hearing);
- The military judge detailed to the court martial
- The commander of the installation on which the confinement facility is located.

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When release from pre-trial confinement is directed by competent authority, an original signed DD Form 2718 Inmate's Release Order (March 2013 version) must be provided to the brig. This release order cannot be signed "by direction". A release order may be signed by a person with "acting" authority on behalf of an appropriate release authority. In such cases a copy of the letter appointing the individual as an acting authority must be provided.

ADMINISTRATIVE REQUIREMENTS FOR CONFINEMENT

1) REQUIRED DOCUMENTS FOR PRE-TRIAL CONFINEMENT

- DD Form 2707 Confinement Order (March 2013 version). This form must be the complete ORIGINAL document to include the medical certificate. The medical certificate must be completed within 24 hours of admission into confinement.
- Medical Records
- Dental Records
- Valid Armed Forces Identification Card
- 48-hour probable cause determination
- 72-hour commander's decision letter
- Military Protective Orders (if applicable)

2) REQUIRED DOCUMENTS FOR POST-TRIAL CONFINEMENT

DD Form 2707 Confinement Order (March 2013 version). This form must be the complete ORIGINAL document to include the medical certificate. The medical certificate must be completed within 24 hours of admission into confinement. Details on proper completion of the confinement order may be found in article 8105 of SECNAVINST 1640.9C.

- Results of Trial (Special or General Courts-Martial)
- DD Form 2329 Record of Trial (Summary Courts Martial)
- Charge sheet
- Pre-trial agreement (if applicable)
- DD Form 2704 Victim/Witness Certification and Election March 2013 Version)
- Medical Records
- Dental Records
- Valid Armed Forces Identification Card
- Military Protective Orders (if applicable)

3) MEDICAL EXAMINATION/INITIAL EXAMINATION

- Before acceptance of persons for confinement, they shall be examined, or screened, by qualified medical personnel to determine fitness for confinement to identify any medical problems, and to provide recommendations to the brig regarding appropriate medical care. Member's medical record, when available, shall be provided to the examining medical personnel at the time of the confinement medical examination.
- Ensure medical certification (fit for confinement) is done AFTER Marine is ordered into confinement.
- Medical officers, nurse practitioners, and physician assistants can perform confinement physical examinations. In all cases, the prisoner shall be examined by a qualified medical examiner within 24 hours of confinement. confinement).

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- Ensure Marine being confined is brought to the brig WITHIN 24 hours of medical certification (found fit for confinement).
- Physical limitations to full duty performance shall be specified in writing by the examiner. Examining official shall note on the original confinement order the presence of cuts, bruises, unusual marks, and the administration of a pregnancy test (where applicable). Persons ordered into confinement displaying irrational or inappropriate behavior which is symptomatic of mental disturbance or effects of hallucinatory substances or alcohol shall be referred to a military treatment facility (MTF) where the requirement for hospitalization shall be determined. Provisions of NAVMEDCOMINST 6520.1A shall be followed when dealing with prisoners with suspected suicidal behavior.
- In the absence of the prisoner's medical record at the time of initial confinement or transfer, the medical officer shall evaluate and document the need to continue medications the prisoners report they are currently taking.

4) GEAR REQUIREMENTS FOR CONFINEMENT

- Uniform clothing. Arriving prisoners should have the following uniform items when they arrive at the brig:
- 1 Seabag
- 1 Belt (Issued only. No rigger or web belt)
- Boots with laces (Issued only, no steel toe)
- Covers, combat utility garrison (one desert and one woodland)
- Combat utility blouses (two desert and two woodland)
- Combat utility trousers (two desert and two woodland)
- 1 Gym shoe pair (No air pumps or gadgets. No skater shoes)
- Coyote brown or black socks (No logo or ankle socks)
- White socks (No logo or ankle socks)
- Underwear (White only)
- PT shorts (Olive drab. No logos)
- 1 Sweat shirt, USMC running suit authorized (No hooded shirts. No logos)
- 1 Sweat pants, USMC running suit authorized (No pockets or logos)
- 1 Shower shoe pair (No sandals. Plain split toe shower shoes only)
- Bars of soap (No liquid soap)
- 1 Soap dish
- Deodorant sticks (No aerosol cans)
- 1 Shampoo/conditioner (Only one)
- 1 Shaving cream (No head slick, oil, powder, pressured can or razor less cream)
- 1 Toothbrush
- 1 Toothbrush holder
- 1 Toothpaste (Tube only)
- Towels (White only)
- Face towels (White only)
- 1 Laundry bag (White mesh only)
- 1 Comb (Optional; no handle)
- 5 Disposable razors (Max fifteen. No vibrating handles)
- 1 Military ID card
- 1 Only plain metal wedding ring allowed (No stones allowed)
- Medical/Dental records

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*If the prisoner does not have the required gear, the prisoner's CO will be responsible for providing the necessary gear within 72 hours. If the prisoner is confined during duty hours, items will be procured prior to confinement.

5) UNAUTHORIZED ITEMS

All unauthorized items will be turned back over to the escort team. Examples of unauthorized items:

- Civilian clothing
- High dollar value personal items
- Cellphones
- Vehicle/Barracks/Mail box keys
- TA-50 Equipment

6) INITIAL REVIEW OFFICER (IRO) HEARINGS

a) IRO hearings are the parent command's responsibility, and are only required for pre-trial confinement. IRO hearings are required to be conducted within seven days of initial confinement and are conducted every Monday, Wednesday and Friday at the brig. Brig administration will notify the parent command when the IRO hearing is scheduled. If there is a problem with the scheduled date, an appropriate command representative must contact brig administration immediately so it can be re-scheduled.

b) If the IRO hearing cannot be conducted within the seven day window, the Base Staff Judge Advocate (SJA) office must approve extension beyond the 7th day of confinement. This should be for extreme circumstances only.

c) The parent command is responsible to provide a 48 hour probable cause determination and 72 hour memorandum required by R.C.M. 305. A copy of these letters should be e-mailed to brig administration as soon as possible so the IRO folders can be prepared prior to the hearing taking place, and the command representative(s) should bring the originals to the hearing for placement into the prisoner record.

7) VISITATION

a) Command Visitation. Commanding Officers shall establish procedures for visiting at least weekly each detainee and each prisoner who will return to the parent command. This visit shall be made by a representative of the parent command (staff non-commissioned officer, first class petty officer or E-6 or higher with the authority to act in the CO's behalf). When the offender's command is on extended deployment, the Immediate Superior In Command (ISIC) shall provide command visits. It is improper to delegate command visit functions unless the confining command is at sea, or is a remotely situated activity. For remotely situated commands (i.e., over a 200 mile radius), Echelon 2 commanders, shall designate command visit intervals, but shall ensure at least weekly telephone interviews with confined command members or their correctional counselors. Chaplains will not serve as the CO's representative to visit prisoners. Chaplain's role in the rehabilitative process, including the visiting of prisoners, has a value distinct from that of being command representative.

b) Documentation of each command visit shall be made a part of the prisoner's permanent record.

c) Personal Visitation. Active duty service members with a grade of E-5 and below will not be authorized to visit without a letter of authorization from his/her company commander or higher authority. The authorization letter will be turned in to the prisoner services chief during normal working hours or to the Duty Brig Supervisor (DBS) after normal working hours.

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8) TEMPORARY ABSENCE (TA)

- TA of prisoners from confinement facilities for investigations, trial, work, and other proper purposes is authorized. The parent command must provide two qualified brig escorts (chasers) and a driver. The driver does not need to be chaser qualified. The chasers must be in possession of a valid chaser card issued by the confinement facility where the prisoner is confined. Chasers must be in proper uniform of the day to include duty belts, and shall not be armed or in possession of any weapon (e.g. knives, Leatherman etc)
- When the TA is for the purposes of trial, and the trial has concluded a complete authenticated copy of the following must be provided:
 - Results of Trial (Special or General Courts-Martial)
 - DD Form 2329 Record of Trial (Summary Courts-Martial)
 - Charge sheet
 - Pre-trial agreement, parts I and II (if applicable)

9) CHASERS

- Chasers shall not deviate from the original intended location of the TA unless approved by the Brig Supervisor. (Example: If a prisoner is taken out on TA for a medical appointment to 13 area branch medical clinic, the prisoner shall not be taken to their company office without prior approval of the Brig Supervisor)
- Chasers shall not be relieved by any other chasers without prior coordination and approval of the Brig Supervisor. If relief is necessary, those chasers are required to first check with the brig receiving and release section and be issued a DD 2708, Receipt for Inmate or Detained Person. These chasers must also meet the requirements listed above.
- If the TA is scheduled to be overnight, the parent command may send relief chasers with the primary chasers to the brig when the TA is being taken out. Primary and relief chasers will be identified when the TA commences. Prior to the relief chasers taking custody of the prisoner from the primary chasers, the brig must be notified of the change in custody.
- Hospitalization. If it is necessary a for prisoner to be hospitalized after being accepted into confinement, the brig will provide escorts for the first 24 hours (on business days) and 72 hours (on weekends/holidays). If there is need for continued hospitalization, the parent command is responsible for providing unit chasers for the remainder of the hospitalization. Relief of these chasers will be in accordance with the above guidelines.

REFERENCES

Manual for Courts-Martial (2016)

R.C.M. 305

SECNAVINST/ DEPARTMENT OF THE NAVY CORRECTIONS MANUAL 1640.9C

MARADMIN 498/10 LEVEL OF CONFINEMENT SUPPORT PROVIDED BY MCB CAMP PENDLETON, MCB CAMP LEJEUNE AND MCB QUANICO

BUPER 024-10

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57. DV/LAUTENBERG AMENDMENT

Lautenberg Short Version – All Lautenberg determinations will be made by the SJA on behalf of the Commanding General. The responsibility of the unit is to forward the conviction documentation to the SJA office for a determination.

Domestic Violence Amendment to the Gun Control Act of 1968

a. General. The Domestic Violence Amendment to the Gun Control Act of 1968 (Section 922, Title 18, United States Code (18 USC 922)), the Lautenberg Amendment, makes it unlawful for any person to transfer, issue, sell or otherwise dispose of firearms or ammunition to any person whom he or she knows or has reasonable cause to believe has been convicted of a misdemeanor crime of domestic violence. It is also unlawful for any person who has been convicted of a misdemeanor crime of domestic violence to receive any firearm or ammunition that has been shipped or transported in interstate or foreign commerce. This chapter applies to all Soldiers throughout the world, including those in hostile fire areas.

b. Definitions. For the purpose of this paragraph only, the following definitions apply:

(1) Crime of domestic violence. An offense that involves the use or attempted use of physical force, or threatened use of a deadly weapon committed by a current or former spouse, parent, or guardian of the victim; by a person with whom the victim shares a child in common; by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian; or by a person who was similarly situated to a spouse, parent, or guardian of the victim. Persons who are similarly situated to a spouse include two persons who are residing at the same location in an intimate relationship with the intent to make that place their home.

(2) Qualifying conviction. A state or Federal conviction for a misdemeanor crime of domestic violence and any general or special court-martial for an offense that otherwise meets the elements of a crime of domestic violence, even though not classified as a misdemeanor or felony. A qualifying conviction does not include a summary court-martial conviction or the imposition of nonjudicial punishment under UCMJ, ART. 15. By DOD policy, a state or Federal conviction for a felony crime of domestic violence adjudged on or after 27 November 2002, will be considered a qualifying conviction for purposes of this regulation and will be subject to all the restrictions and prohibitions of this regulation. A person will not be considered to have a qualifying conviction unless the convicted offender was represented by counsel or knowingly and intelligently waived the right to counsel, and, if entitled to have the case tried by a jury, the case was actually tried by a jury, or the person knowingly and intelligently waived the right to have the case tried by a jury; and, the conviction has not been expunged or set aside, or the convicted offender has not been pardoned for the offense, or had civil rights restored; unless the pardon, expungement, or restoration of civil rights provides that the person may not ship, transport, possess, or receive firearms.

Criminal Justice Information Reporting Requirements and Guidance

Criminal justice information (CJI) collected during investigations and resulting dispositions is reported to the Federal Bureau of Investigation (FBI), which maintains databases, including the National Instant Criminal Background Check System (NICS) utilized during the firearm purchase process. Commanding Officers (CO), the Naval Criminal

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Investigative Service (NCIS), Marine Corps Law Enforcement Agencies (LEA), LEAs in support of Marine Corps units, and Marine Corps correctional facilities all have roles in the collection and reporting of CJJ.

a) The Gun Control Act prohibits possession of a firearm or ammunition by a person who:

- Has been convicted at a General Court-Martial (GCM) of any offense punishable by more than one year of confinement, regardless of the amount of confinement actually awarded or imposed;
- Is a fugitive from justice;
- Is an unlawful user of or addicted to any controlled substance;
- Is found incompetent to stand trial or found not guilty by reason of lack of mental responsibility at trial by Special Court-Martial (SPCM) or GCM under references;
- Has received either a dishonorable discharge or dismissal (for officers) at a GCM;
- Is subject to a civilian court-issued restraining order
- Has been convicted at SPCM, GCM, or in a civilian court of a crime of domestic violence.

b) Referral to a GCM. When charges are referred to a GCM and at least one of the charges is punishable by more than one year of confinement, 18 U.S.C. §§ 921 et seq. prohibits the Service Member from receiving, shipping, or transporting firearms or ammunition. This temporary prohibition remains in effect until the charges are dismissed or adjudicated, and reported to the servicing LEA for appropriate action. The Service Member may retain possession of firearms or ammunition already in the Service Member's possession. Only after a conviction will there be a requirement to prevent the accused from retaining firearms or ammunition already in their possession.

c) Mandatory Self-Reporting by Service Members

(1) Service Members are required to report to their command if they have been convicted of a crime of domestic violence. When making such a report, Service Members shall use DD 2760, "Qualification to Possess Firearms or Ammunition." COs shall also direct Service Members to complete DD 2760 if they reasonably believe the Service Member has such a conviction. If a Service Member self-reports that they have been convicted of a crime of domestic violence, the CO shall forward the completed DD 2760 to the servicing LEA.

(2) Where an individual self-reports the imposition of a restraining order imposed by a civilian court, COs shall, in consultation with the servicing SJA, direct the individual to provide a copy of the restraining order. COs shall forward the restraining order to the servicing LEA.

(3) COs considering disciplinary action against a Service Member who has self-reported should consult with their SJA.

d) Disposition of Personally-Owned Firearms and Ammunition

When a CO determines, after consulting with the servicing SJA, that an individual is a prohibited person, as outlined above, the Commander shall:

- Counsel the individual in writing to abide by Federal law pertaining to restricted access to personally-owned firearms and ammunition and to make arrangements to dispose of all such items.

o Permanent Prohibition on Possession of Firearms. The Commander shall advise the individual to dispose of their privately-owned firearms and ammunition lawfully.

o Temporary Prohibitions on Possession of Firearms (restraining order; wrongful drug use). The Commander may (but is not required to) offer the individual temporary storage (without access) in unit armories.

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REFERENCES:

DoDI 6400.06 CH-4 DoD Military and Certain Affiliated Personnel,” May 26, 2017
18 U.S.C. §§ 921 et seq.
MCBUL 5810

58. EXTRA MILITARY INSTRUCTION

DEFINITION. Extra military instruction (EMI) is defined as instruction in a phase of military duty in which an individual is deficient, and is intended for and directed towards the correction of that deficiency. It is a bona fide training technique to be used for improving the efficiency of an individual within a command or unit through the correction of some deficiency in that individual's performance of duty. It may be assigned only if genuinely intended to accomplish that result. It is not to be used as a substitute for judicial (court-martial) action or non-judicial punishment (NJP), and must be logically related to the deficiency in performance for which it was assigned.

LIMITATIONS. EMI shall be conducted within the following limitations:

- 1) EMI normally will not be conducted for more than 2 hours per day.
- 2) EMI conducted outside normal working hours should be conducted either immediately before or after the member's workday. However, if the CO or OIC (as defined in section 0106(b)) determines military exigencies do not permit such an arrangement, they may direct EMI at a different reasonable time. Reserve component personnel on inactive duty training, however, may not be required to perform EMI outside normal periods of inactive duty training.
- 3) EMI will not be conducted over a period that is longer than necessary to correct the performance deficiency for which it was assigned.
- 4) EMI should not be conducted on the member's Sabbath.
- 5) EMI will not be used for the purpose of depriving the member of normal liberty to which the member is otherwise entitled. A member who is otherwise entitled thereto may commence normal liberty upon completion of EMI.
- 6) Authority to assign EMI that is to be performed during normal working hours is not limited to any particular grade or rate, but is an inherent part of that authority over their subordinate that is vested in officers and noncommissioned/petty officers in connection with duties and responsibilities assigned to them. This authority to assign EMI that is to be performed during normal working hours may be withdrawn by any superior if warranted.
- 7) Authority to assign EMI to be performed after normal working hours is vested in the CO or OIC. Such authority may be delegated, as appropriate, to officers and noncommissioned/petty officers, in connection with duties and responsibilities assigned to them, only if authorized by regulations of the Chief of Naval Operations or the Commandant of the Marine Corps, as appropriate. See OPNAVINST 3120.32 (series).

REFERENCES:

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JAGINST 5800.7F, Ch. 1, Pg. 9

59. TYPES OF INVESTIGATIONS

PRELIMINARY INQUIRY

Definition: A preliminary inquiry is quick and informal investigative tool by which the commanding officer can make an informed decision as to disposition of an allegation of misconduct or determine whether additional investigative action is warranted.

Purpose: A preliminary inquiry serves as an analytical tool to help a commander determine whether an investigation is warranted and, if so, how it should be conducted. A preliminary inquiry is not intended to develop extensive findings of fact. Commanders should discuss the findings and recommendations of the preliminary inquiry with a judge advocate to determine the appropriate option.

THREE TYPES OF INVESTIGATIONS

TYPE ONE: COMMAND INVESTIGATIONS

Purpose. A command investigation functions as a tool to gather, analyze, and record relevant information about an incident or event of primary interest to the command. Most investigations will be of this nature. Command investigations may, for example, be used to inquire into:

- significant property loss or destruction (minor property losses in most cases will be adequately documented through other means);
- aviation mishaps, groundings, flooding, fires, and collisions not determined to be major incidents (see Appendix for guidance on investigating specific types of incidents);
- incidents in which a member of the naval service, as a result of possible misconduct, incurs a disease or injury that may result in a permanent disability or a physical inability to perform duty for a period exceeding 24 hours (distinguished from a period of hospitalization for evaluation or observation) (see Part E); and
- deaths of military personnel apparently caused by suicide or under other unusual circumstances, or deaths of civilian personnel accompanying military personnel in the field or killed as a result of military-related activities (see part F for special considerations in death cases)

TYPE TWO: LITIGATION-REPORT INVESTIGATIONS

Purpose. A litigation-report investigation is used to investigate an incident or event that may potentially result in claims or civil litigation against the DON for damage to real or personal property, personal injury or death caused by Navy personnel acting within the scope of their employment, or on behalf of the DON as an affirmative claim for damage caused to DON property by non-DON personnel or DON personnel not acting in the performance of their duties. The primary purpose of a litigation report is to document facts and gather evidence to protect the legal interests of the DON and the United States.

Litigation-report investigations will not be conducted in any incident where either an active-duty death has occurred or when a civilian has died when accompanying military personnel in the field or as a result of military-related actions.

Litigation-report investigations will not be used to investigate major incidents (as defined in Appendix A-2-a); may not have designated parties; and will not involve hearings.

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TYPE THREE: COURTS AND BOARDS OF INQUIRY

Overview. Courts and boards of inquiry use a hearing procedure and should be reserved for the investigation of major incidents, as defined in

Appendix A-2-a, or serious or significant events. Specific guidance on conducting courts and boards of inquiry is set forth in JAGINST 5830.1 (series).

MANDATORY INVESTIGATIONS

- Death Cases (If Not Directly Related To Combat Action Against The Enemy Or The Result Of A Long Standing Disease.) Certain Injuries / Disease Incurred
- Aircraft Mishaps
- Ship Strandings, Collisions, Floods Fires, If “Significant”
- Loss Of Gov’t Funds Or Property Claims Firearm Incidents
- Certain Security Violations Certain Environment

REFERENCES:

JAGINST 5800.7F (ch. 2) (JAGMAN, Chapter 2)

R.C.M. 303, MCM

MCO 4400.150 (Supply Investigations—Chapter 5)

JAGMAN Handbook (NJS) (Very user friendly Investigative tool—on the CD)

Chapter 8, MCO P5800.16A (ch. 1-5) (LEGADMINMAN)

Chapter 12, SECNAVINST 5510.36 (Security Violations)

MCO P5102.1B (Mishap Investigations)

MCO P5354.1E W/ADMIN CH Marine Corps Prohibited Activities and Conduct Prevention and Response Policy

SJA Office/Legal Admin Officer

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60. MARINE CORPS PROHIBITED ACTIVITIES AND CONDUCT PREVENTION RESPONSE POLICY

INTRODUCTION

1. **PURPOSE:** This updates and aligns Marine Corps policy on prohibited activity and conduct involving harassment (to include sexual harassment); unlawful discrimination and abuse (specifically, hazing, bullying, ostracism, retaliation); wrongful distribution or broadcasting of intimate images; and, certain dissident and protest activity (to include supremacist activity)). These behaviors will be referred to collectively as prohibited activities and conduct.
2. **ABUSE:** For purposes of this Order, abuse includes hazing, bullying, ostracism, and retaliation.
 - a) **Hazing:**
 - Any conduct whereby a Service member or DOD employee knowingly, recklessly, or intentionally and without proper authority but with a nexus to military service causes a Service member or members, regardless of Service or rank, to suffer physically or psychologically or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, harmful, or creates a risk of physical or psychological injury. Hazing need not involve physical contact among or between military members; it can be verbal or psychological in nature, and may occur in person or through other forms of communication, including online and through social media. Because no person can consent to hazing, actual or implied consent to acts of hazing is not relevant, and may not be considered in determining whether hazing occurred. Hazing is evaluated by a reasonable person standard.
 - While hazing can occur during unauthorized initiations, “congratulatory acts,” or “rites of passage,” those types of events are not prerequisites for hazing. Hazing can include, but is not limited to: physically striking another to inflict pain; piercing another’s skin in any manner (such as “pinning” or “tacking on” of rank insignia or “blood winging”); verbally berating another; encouraging another to excessively consume alcohol or encouraging another to engage in illegal, harmful, demeaning, or dangerous acts; threatening or offering violence or bodily harm to another; branding; taping; tattooing; shaving; greasing; painting; requiring excessive physical exercise beyond what is required to meet standards; or, the forced consumption of food, alcohol, drugs, or any other substance.
 - Hazing does not include: properly directed command and organizational activities, or the training required to prepare for such activities (e.g., administrative corrective measures; Extra Military Instruction; command-authorized physical training); proper verbal and written counseling addressing performance or conduct deficiencies; authorized incentive training permitted exclusively at the Marine Corps Recruit Depots; or similar activities properly authorized by the chain of command.

B. Bullying

- 1) Any conduct whereby a Service member or DOD employee intentionally and without proper authority but with a nexus to military service excludes or rejects a Service member or members, regardless of Service or rank, through cruel, abusive, humiliating, oppressive, demeaning, or harmful behavior, which results in diminishing the member’s dignity, position, or status. Bullying is evaluated by a reasonable person standard.

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2) Bullying is typically a course of conduct which, without intervention, continues without a specific end point or event. Bullying may include an abuse of authority. Bullying tactics include, but are not limited to, making threats, spreading rumors, social isolation, and attacking someone physically, verbally, or through the use of electronic media. Bullying includes, but is not limited to, teasing; taunting; oral or written berating of another for the purpose of belittling or humiliating; and, degrading or damaging a person or his or her property or reputation. Bullying can be conducted through the use of electronic devices or communications, and by other means, as well as in person.

3) Bullying does not include: properly directed command and organizational activities, or the training required to prepare for such activities (e.g., administrative corrective measures; Extra Military Instruction; command-authorized physical training); proper verbal and written counseling addressing performance or conduct deficiencies; authorized incentive training permitted exclusively at the Marine Corps Recruit Depots; or similar activities properly authorized by the chain of command.

C. Ostracism

1) Any conduct whereby a Service member or DOD employee intentionally and without proper authority but with a nexus to military service excludes a Service member or members, regardless of Service or rank, from social acceptance, privilege, or friendship with the intent to inflict emotional distress, discourage the reporting of a criminal offense, or otherwise discourage the due administration of justice.

D. Retaliation

1) For purposes of this Order, any conduct whereby a Service member or DOD employee intentionally and without proper authority but with a nexus to military service takes or threatens to take any unfavorable action or withholds or threatens to withhold a favorable action against an individual because that individual: made or was preparing to make or was perceived as making or preparing to make a protected communication; reported or was planning to report a criminal offense; engaged or was preparing to engage in activity in furtherance of EEO or MEO laws and regulations; or, opposed direction to engage in an action that violates law, rule, or regulation or this Order. Retaliation is a category of prohibited behavior that involves animus and results in action being taken against an individual because of that individual's otherwise protected communication or activity or for the intent to discourage any person from engaging in otherwise protected communication or activity. Anti-retaliation provisions protect individuals to ensure freedom to engage in protected communications and to participate in activity alleging prohibited activities and conduct and potential EO violations and to oppose activity prohibited by EEO or MEO laws and regulations without superiors taking unfavorable actions in response. Retaliation can manifest itself, though not exclusively, in the form of reprisal or restriction, as well as bullying, discrimination, hazing, or ostracism, among other ways.

2. HARASSMENT (TO INCLUDE SEXUAL HARASSMENT)

A. Harassment: Any conduct whereby a Service member or DOD employee knowingly, recklessly or intentionally and without proper authority but with a nexus to military service engage in conduct that is unwelcome or offensive to a reasonable person or that is unwelcome and based on race, color, religion, sex (to include gender identity), national origin, or sexual orientation, and where (1) enduring the unwelcome or offensive conduct becomes a condition of continued employment or service, or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, abusive or as otherwise having an adverse impact on the unit.

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- 1) Offensive conduct may include, but is not limited to, offensive jokes; slurs; epithets or name calling; physical assaults or threats; intimidation; ridicule or mockery; insults or put-downs; display or transmission of derogatory, demeaning or offensive objects or pictures; and interference with work performance (to include unwillingness to train, evaluate, assist, or work with an individual).
 - 2) Harassment can occur in a variety of circumstances, including, but not limited to, the following:
 - a. The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or a contractor.
 - b. The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.
 - c. Harassment does not include: properly directed command and organizational activities, or the training required to prepare for such activities (e.g., administrative corrective measures; Extra Military Instruction; command-authorized physical training); proper verbal and written counseling addressing performance or conduct deficiencies; authorized incentive training permitted exclusively at the Marine Corps Recruit Depots; or similar activities properly authorized by the chain of command.
- B. Sexual Harassment is a knowing, reckless, or intentional conduct with a nexus to military service that:
- 1) Involves unwelcome sexual advances, requests for sexual favors, and deliberate or repeated offensive comments or gestures of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career;
 - b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment; or,
 - 2) Is so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the work environment as hostile or offensive.
- 3) Any knowing, reckless, or intentional use or condonation, by any person in a supervisory or command position, of any form of sexual behavior to control, influence, or affect the career, pay, or job of a Service member or DOD employee.
 - 4) Any conduct whereby a Service member or DOD employee knowingly, recklessly, or intentionally and without proper authority but with a nexus to military service makes deliberate or repeated unwelcome verbal comments or gestures of a sexual nature.

(There is no requirement for concrete psychological harm to the complainant for behavior to constitute sexual harassment.)

1. WRONGFUL DISTRIBUTION OR BROADCASTING OF AN INTIMATE IMAGE

A. The wrongful distribution or broadcasting of an intimate image. The distribution or broadcasting is wrongful if the person making the distribution or broadcast does so without legal justification or excuse, knows or reasonably should know that the depicted person did not consent to the disclosure, and the intimate image is distributed or broadcast:

- 1) With the intent to realize personal gain;
- 2) With the intent to humiliate, harm, harass, intimidate, threaten, or coerce the depicted person; or

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3) With reckless disregard as to whether the depicted person would be humiliated, harmed, intimidated, threatened, or coerced.

B. Distribution means the act of delivering to the actual or constructive possession of another, including transmission by electronic means. Broadcasting means the act of electronically transmitting a visual image with the intent that it be viewed by a person or persons. An intimate image is any visual depiction, including by electronic means, that:

1) includes another person who is identifiable from the depiction itself or from information conveyed in connection with the depiction;

2) Depicts that person engaging in sexually explicit conduct or depicts the private area of that person; and

3) Taken under the circumstances in which the person depicted has a reasonable expectation of privacy.

“Sexually explicit conduct” and “private area” have the meaning assigned to them in part IV of the Manual for Courts Martial.

2. DISSIDENT AND PROTEST ACTIVITY (INCLUDING SUPREMACIST ACTIVITY)

A. Knowing and wrongful conduct that involves actively advocating supremacist, extremist, or criminal gang doctrine, ideology, or causes, including those that advance, encourage, or advocate illegal discrimination based on race, creed, color, sex (including gender identity), religion, ethnicity, national origin, or sexual orientation or those that advance, encourage, or advocate the use of force, violence, or criminal activity, or otherwise advance efforts to deprive individuals of their civil rights.

B. Knowing and wrongful conduct that involves actively participating in criminal gangs, or in other organizations that advocate supremacist, extremist, or criminal gang doctrine, ideology, or causes; including those that attempt to create illegal discrimination based on race, creed, color, sex (including gender identity), religion, ethnicity, national origin, or sexual orientation; advocate the use of force, violence, or criminal activity; or otherwise engage in efforts to unlawfully deprive individuals of their civil rights. Active participation in such gangs or organizations is prohibited. Active participation includes, but is not limited to, fundraising; demonstrating or rallying; recruiting, training, organizing, or leading members; distributing material (including posting on-line); knowingly wearing gang colors or clothing; having tattoos or body markings associated with such gangs or organizations; or otherwise engaging in activities in furtherance of the objective of such gangs or organizations that are detrimental to good order, discipline, or mission accomplishment or are incompatible with military service. The prohibition extends to acts committed through electronic communications and social media, as well as in- person and other means.

3. UNLAWFUL DISCRIMINATION

A. Any conduct whereby a Service member or DOD employee knowingly and wrongfully and without proper authority but with a nexus to military service treats another Service member or DOD employee adversely or differently based on race, color, national origin, religion, sex (including sexual orientation) or gender identity), or sexual orientation. Unlawful discrimination includes actions or efforts that detract from equal opportunity, with respect to the terms, conditions, or privileges of military service including, but not limited to, acquiring, assigning, promoting, disciplining, scheduling, training, compensating, discharging, or separating. This definition excludes justifiable conduct that discriminates on the basis of characteristics (including, but not limited to, age, height, and weight) that serve a proper military or other governmental purpose as set forth in other military policies.

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References:

MCO 5354.1E, 15 June 2018

61. NON-PUNITIVE LETTER OF CAUTION

A NPLOC is an administrative counseling tool used to address an officer's poor performance and/or minor disciplinary issues. NPLOC may not be noted in fitness reports (FITREPS) or forward to BUPERS. A NPLOC cannot be used to justify a Detachment for Cause (DFC) request. The underlying facts necessitating the NPLOC may be referred to in FITREPS or another official record. However, if any adverse matters are going to be included in a FITREP or in the officer's service record, he/she must be given the opportunity to make a statement in connection with the adverse entry.

From: Commanding Officer, Appropriate Unit

To: Sergeant IF I. LEAD 1234567890/6326 USMC

Subj: NONPUNITIVE LETTER OF CAUTION

Ref: (a) R.C.M. 306, MCM (2012 Edition)

(b) JAGMAN 0105

1. On or about 2 May 2012 you violated Article 89, disrespect toward a superior commissioned officer. You wrongfully disrespected by showing a marked disdain in your body language and facial gestures toward Lieutenant Colonel I. M. DeBoss, who you knew to be a superior commissioned officer and your Commanding Officer. From the foregoing, it is apparent that your conduct and bearing was lacking and unprofessional. Such unprofessional conduct has a direct and negative effect on the good order and discipline of {Appropriate Unit, Appropriate Duty Station}. Your actions and judgments are not those expected from my Noncommissioned Officers of this unit nor is it behavior I want my junior Marines and Sailors to emulate. Accordingly, you are hereby administratively cautioned pursuant to the references and ordered to enroll in an anger management program.

2. This letter is intended to be a corrective measure and while it will not be entered into your official record, it will be kept in my personal files until I relinquish command, deem it no longer warranted, or you depart this command. This serves as a warning; further acts of irresponsible behavior will not be tolerated and may result in punitive measures. At all times, I expect you to meet the high standards of leadership and mentoring expected of my Noncommissioned Officers. I trust you have learned a valuable lesson from this experience and I am confident it will serve as a reminder of your role and responsibilities as a Noncommissioned Officer in the United States Marine Corps.

I. MARINE

IF I. LEAD (DATE)

A 6105 counseling is used to document a deficiency and is not necessarily negative in nature. A Marine receiving a 6105 counseling due to a condition not a disability is not the same as a Marine receiving a 6105 counseling for a period of Unauthorized Absence. Issuing an incorrect 6105 counseling could mean the Marine cannot be processed at the time the commander wishes to process the Marine. Each 6105 counseling is unique in nature and should be

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tailored to document the efficiency (ies) giving rise to the counseling and must be signed by the Commander. The “document side of the service record” language contained in paragraph 2 below can be substituted with Official Military Personnel File (OMPF).

1. Types of 6105 counseling.

a. Use this entry to warn a Marine who is NOT currently being processed for administrative or judicial action. The purpose of this format is to warn Marines about problems and consequences and to offer an opportunity for improvement. [ref: 1 para. 6105.3e(1)]

“ Date : Counseled this date concerning the following deficiencies: _____. Specific recommendations for corrective action are _____ and to seek assistance, which is available through the chain of command and _____. Failure to take corrective action and any further violations of the UCMJ, disciplinary action, or incidents requiring formal counseling may result in judicial or adverse administrative action. Including but not limited to administrative separation. I understand that failure to complete my enlistment contract with honorable characterization of service may preclude my eligibility for benefits from the Department of Veterans Affairs or other organizations and have an adverse effect on future employment. I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be filed in the electronic service record. I choose to ___ / not to ___ make such a statement.

Signature of Marine

Signature of Commanding Officer

(b) Use this entry to document problems for a Marine who IS currently being processed for administrative or judicial action. The purpose of this format is to document problems that are the bases for impending or current judicial or administrative processing when the Marine has previously been counseled and given an opportunity to overcome problems or when the basis for separation (such as commission of a serious offense) does not require that the Marine be given such an opportunity. It may also be used to document additional problems arising after judicial or administrative processing has already begun. This entry is not a prerequisite to civilian or military judicial action or to administrative separation. [ref: 1 para. 6105.3e(2)]

“ ___Date___: Counseled this date concerning the following deficiencies: _____. Specific recommendations for corrective action are _____ and to seek assistance, which is available through the chain of command and _____. I understand that failure to complete my enlistment contract with an honorable characterization of service may preclude my eligibility for benefits from the Department of Veterans Affairs or other organizations and have an adverse effect on future civilian employment. I understand that I am being processed for the following judicial or adverse administrative action: _____. I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be filed in the electronic service record. I choose to ___ /not to ___ make such a statement.

Signature of Marine

Signature of Commanding Officer

FAILURE TO GO

“ ___Date___: Counseled this date concerning the following deficiencies:
On 22 November 2012 at 0600, you failed to go to your appointed place of duty, to wit: Company physical training. Specific recommendations for corrective action are ensure you allow ample time to be at your appointed place of duty at the appointed time and to seek assistance, which is available through the chain of command. Failure to take

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corrective action and any further violations of the UCMJ may result in judicial or adverse administrative action, including but not limited to administrative separation. I understand that failure to complete my enlistment contract with honorable characterization of service may preclude my eligibility for benefits from the Department of Veterans Affairs or order organizations and have an adverse effect on future employment. I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be forwarded to MMSB to be included in my OMPF. I choose to ___/not to ___ make such a statement.

Signature of Marine

Signature of Commanding Officer

DISRESPECT

“ Date : Counseled this date concerning the following deficiencies:
On 22 November 2012, in building XXXXX, located aboard {Appropriate Duty Station} you were disrespectful in language to 1stLt John E. Doe by stating, “I don’t care what you do to me” or words to that effect, and turning and walking away while being counseled by a commissioned officer. Specific recommendations for corrective action are to adhere to the Marines Corps customs and courtesies at all times and to seek assistance, which is available through the chain of command. Failure to take corrective action and any further violations of the UCMJ may result in judicial or adverse administrative action, including but not limited to administrative separation. I understand that failure to complete my enlistment contract with honorable characterization of service may preclude my eligibility for benefits from the Department of Veterans Affairs or order organizations and have an adverse effect on future employment. I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be forwarded to MMSB to be included in my OMPF. I choose to ___/not to ___ make such a statement.

Signature of Marine

Signature of Commanding Officer

CONDITION NOT A DISABILITY

“ Date : Counseled this date concerning the following deficiencies:
On 22 November 2012, you were diagnosed with chronic back pain. While your condition is not considered a disability, it does interfere with your ability to effectively perform in the Marine Corps. On 15 March 2013, you received a reevaluation and it was determined that your condition had not improved and all available means of rehabilitation have been exhausted. Specific recommendations for corrective action are follow the guidance from your medical provider and to seek assistance, which is available through the chain of command. Failure to take corrective action and any further violations of the UCMJ may result in judicial or adverse administrative action, including but not limited to administrative separation. I understand that failure to complete my enlistment contract with honorable characterization of service may preclude my eligibility for benefits from the Department of Veterans Affairs or order organizations and have an adverse effect on future employment. I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be forwarded to MMSB to be included in my OMPF. I choose to ___/not to ___ make such a statement.

Signature of Marine

Signature of Commanding Officer

FAILURE TO QUALIFY WITH THE RIFLE

“ Date : Counseled this date concerning the following deficiencies:
On 27 September 2012, you failed to qualify with your assigned weapon (M-16 A2 rifle). It was determined that no condition existed on that day that would have significantly impacted your ability to qualify. Since the rifle range detail

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you attempted to qualify on was the last detail of the fiscal year, you were not able to attempt to qualify on a later range. While you are a member of this command, you are hereby directed to request a rifle range assignment during the first or second quarter of the following fiscal year. Specific recommendations for corrective action are to schedule training with the unit ISMT no less than twice a month until the time you commence your grass week for the next rifle range detail, and to seek assistance, which is available through the chain of command. Failure to take corrective action and any further violations of the UCMJ may result in judicial or adverse administrative action, including but not limited to administrative separation. I understand that failure to complete my enlistment contract with honorable characterization of service may preclude my eligibility for benefits from the Department of Veterans Affairs or order organizations and have an adverse effect on future employment. I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be forwarded to MMSB to be included in my OMPF. I choose to ___/not to ___ make such a statement.

Signature of Marine

Signature of Commanding Officer

SUBSTANCE ABUSE

“ Date : Counseled this date concerning the following deficiencies:

On 22 November 2012, you participated in a random command directed urinalysis. On 12 December 2012, this command received a positive testing for marijuana from the Naval Drug Laboratory with a total of 236 nano grams. Specific recommendations for corrective action are to refrain from using illegal substances, attend all substance abuse appointments, follow up with the SACO on a weekly basis if you are assigned to an aftercare program, and to seek assistance, which is available through the chain of command. Failure to take corrective action and any further violations of the UCMJ may result in judicial or adverse administrative action, including but not limited to administrative separation. I understand that failure to complete my enlistment contract with honorable characterization of service may preclude my eligibility for benefits from the Department of Veterans Affairs or order organizations and have an adverse effect on future employment. I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be forwarded to MMSB to be included in my OMPF. I choose to ___/not to ___ make such a statement.

Signature of Marine

Signature of Commanding Officer

References:

MCO P1070.12 IRAM (CHAPTER 4)

MCO P1900.16F MARCORSEPMAN (CHAPTER 6) MCO P5800.16A LEGADMINMAN (CHAP 3 & 5) JAGINST 5800.7F

JAGMAN

MANUAL FOR COURTS MARTIAL 2019

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62. REQUEST FOR LEGAL SERVICES (RLS)

Note: This document is generally prepared by the Battalion/Squadron S-1/Legal Office. However, this process description is being provided for information and situational awareness. This document is prepared for the purposes of preparing and ultimately preferring charges when sending a Marine to a Court Martial:

Submitting a Request for Legal Services (RLS) to Trial Services

When submitting an RLS to Trial Services, it is mandatory that you submit the following documents:

1. The updated RLS filled out completely and signed by the Commanding Officer (CO). Please make sure that you have indicated what forum the CO is recommending (i.e. Article 32, SPCM, SCM).
2. All evidence pertaining to the case. Failure to submit sufficient evidence will result in the case being kicked back to the unit. You can never submit too much evidence (i.e. statements).
3. A complete copy of the accused's Service Record Book (SRB).
4. An updated print out of the accused's 3270 (TBIR, TBTR, TROS, AWDS, D119)

63. SEARCH AND SEIZURE

MCO 5580.2B W/CH2

PS

30 DEC 2015

2-21 Enclosure (1)

Section 2300 – Search and Seizure

2301. PURPOSE. This section provides guidelines and procedures for MPs/police officers when conducting searches and seizures of persons and places aboard Marine Corps installations.

2302. POLICY

1. The Fourth Amendment to the U.S. Constitution protects the rights of individuals in matters involving search and seizure. Evidence obtained in violation of the Fourth Amendment as it is applied to the military will be excluded as evidence at court-martial. Therefore, any intrusion by the Government into areas in which an individual has a reasonable expectation of privacy may be a search within the meaning of the Fourth Amendment. Specific questions concerning search and seizure should be referred to the local staff judge advocate.

2. All MPs/police officers must know the legal requirements associated with searches and seizures in order to prevent the suppression of evidence, to support the Constitutional rights of the military community members and to maintain public confidence in our ability to carry out law enforcement functions in an ethical and legal manner.

2303. DEFINITIONS

1. Probable Cause. Probable cause to search exists when there is a reasonable belief that a person, property, or evidence connected to a crime is located in the place or on the person to be searched. For a search to be considered legal and the evidence seized as a result of that search to be used as evidence against an individual at court-martial, the search must be based on probable cause.

2. Authorization to Search. An express permission, written or oral, issued by competent military authority to search a person or an area for specified property or evidence or for a specific person and to seize such property, evidence or

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person. In the military community, the commanding officer responsible for the person or area to be searched is considered "competent military authority" for purposes of issuing search authorizations.

3. Exigent Circumstances. Even though probable cause exists to obtain a search authorization, some circumstances may arise when there is not time to get a search authorization without substantial risk of loss of evidence, escape of individuals, or harm to innocent people. When such circumstances exist, the warrant or command authorization requirement may be excused; however, probable cause must still exist (see above definition of probable cause). In addition to "insufficient time," "lack of communications" and "search of operable vehicle" are exigencies where a warrant or search authorization is not required per Military Rule of Evidence 315(g) of reference (d).

4. Search Warrant. An express permission to search and seize issued by competent civilian (non-military) authority, and may be valid under certain circumstances aboard military installations, both in the United States, and in overseas locations under applicable status of forces agreements.

2304. PROCEDURES

1. Searches Not Requiring Probable Cause

a. There are certain limited times when probable cause to search need not exist and the evidence seized is still admissible at courts-martial. Applicable federal and state statutes will determine the legality of the below searches involving personnel not subject to reference (c). Consult the local staff judge advocate and Military Rule of Evidence 314 of reference (d) for more information.

b. Searches upon entry to or exit from U.S. installations, aircraft, and vessels abroad. This includes vehicle searches which are part of a command authorized inspection or random vehicle inspection program, and all other vehicles and persons attempting to access a military installation, as provided for by the Internal Security Act of 1950.

c. Searches of U.S. Government property. Depending on the nature and use of government property, the government may retain the right to examine the property when it desires to do so. Government property may not be searched if the person to whom the property is issued or assigned has a reasonable expectation of privacy therein at the time of the search.

d. Consent searches. As a general rule, searches may be conducted of any person or property with lawful consent. A person may grant consent to search property when the person exercises control over that property. To be valid, consent must be given voluntarily.

e. Frisks incident to a lawful stop. When a lawful stop is performed, the person stopped may be frisked for weapons when there is reasonable suspicion to believe the stopped person is armed and presently dangerous. Contraband or evidence located in the process of a lawful frisk may be seized. The sole justification for the frisk is the protection of the police officer and others nearby, and it must therefore be confined in scope to an intrusion reasonably designed to discover guns, knives, clubs, or other hidden instruments for the assault of the police officer.

f. Motor vehicles. When a person lawfully stopped is the driver or a passenger in a motor vehicle, the passenger compartment of the vehicle may be searched for weapons if the official who made the stop has a reasonable belief that the person stopped is dangerous and that the person stopped may gain immediate control of a weapon.

g. Searches incident to a lawful apprehension/detention. A search may be conducted for weapons or destructible evidence in the area within the immediate control of a person who has been apprehended. The area within the person's "immediate control" is the area that the individual searching could reasonably believe that the person apprehended could reach with a sudden movement to obtain such property. The passenger compartment and containers within the passenger compartment may be searched contemporaneously with the apprehension of an occupant of the automobile.

h. Searches within jails, confinement facilities, or similar facilities may be authorized by persons with authority over the institution.

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- i. Emergency searches to save life or for related purposes. A search may be conducted of persons or property in a good faith effort to render immediate medical aid, to obtain information that will assist in the rendering of such aid, or to prevent immediate or ongoing personal injury.
- j. Searches of open fields or woodlands. A search of open fields or woodlands is not an unlawful search.

2. Items that May Be Seized

a. General Rule. Evidence obtained from seizures conducted in accordance with this rule is admissible at trial if the evidence was not obtained as a result of an unlawful search and if the evidence is relevant and not otherwise inadmissible under these rules.

b. Seizure of Property. Probable cause to seize property or evidence exists when there is a reasonable belief that the property or evidence is an unlawful weapon, contraband, evidence of crime, or might be used to resist apprehension or to escape.

c. Apprehension. Apprehension is governed by Rule For Court-Martial 302 of reference (d).

d. Seizure of Property or Evidence

(1) Abandoned property may be seized without probable cause and without a search warrant or search authorization. Such seizure may be made by any person.

(2) Consent. Property or evidence may be seized with consent consistent with the requirements applicable to consensual searches under Military Rule of Evidence 314 of reference (d).

(3) Government property may be seized without probable cause and without a search warrant or search authorization by any person listed in subdivision (e) of reference (d), unless the person to whom the property is issued or assigned has a reasonable expectation of privacy therein, as provided in Military Rule of Evidence 314(d) of reference, at the time of the seizure.

(4) Searches incident to a lawful apprehension are governed by Military Rule of Evidence 314(g) of reference.

(5) Other Property. Property or evidence not included in subparagraphs (1)-(4) above may be seized for use in evidence by any person listed in subdivision (e) if:

(a) Authorization. The person is authorized to seize the property or evidence by a search warrant or a search authorization under Military Rule of Evidence 315 of reference (d);

(b) Exigent Circumstances. The person has probable cause to seize the property or evidence and under Military Rule of Evidence 315(g) of reference (d) a search warrant or search authorization is not required; or

(c) Plain View. The person while in the course of otherwise lawful activity observes in a reasonable fashion property or evidence that the person has probable cause to seize.

(6) Temporary Detention. Nothing in Military Rule of Evidence 316 of reference (d) shall prohibit temporary detention of property on less than probable cause when authorized under the Constitution of the United States. e. Power to Seize. Any commissioned officer, warrant officer, petty officer, noncommissioned officer, and, when in the execution of guard or police duties, any criminal investigator, member of the Air Force security police, military police, or shore patrol, or individual designated by proper authority to perform guard or police duties, or any agent of any such person, may seize property pursuant to this rule.

f. The police generally may not, without a warrant, search digital information on a cell phone seized from an individual who had been arrested. *Riley v. California*, 134 S. Ct. 2473 (2014). If probable cause exists that a cell phone contains evidence of a crime or criminal activity, it may be detained (held) for a reasonable amount of time, without unnecessary delay, in order to request and obtain a search warrant. A cell phone may be searched without a warrant if a consent to search authorization is obtained and the appropriate consent to search form is executed. To the extent that a search of cell phone data might warn officers of an impending danger, e.g., that the arrestee's confederates are headed to the scene, such a concern is better addressed through consideration of case-specific

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exceptions to the warrant requirement, such as exigent circumstances. Under exigent circumstances a cell phone may be searched without a warrant if probable cause exists that an immediate search of the cell phone is necessary to prevent loss of life, harm to innocent persons or destruction of evidence. However, reasonable steps to preserve the data must be taken prior to using exigent circumstances as an exception to a warrantless search, some examples include turning off the phone, removing the battery and placing the phone in a “Faraday bag” to prevent remote wiping or disabling a phone’s automatic-lock feature in order to prevent the phone from locking and encrypting data.

g. Other Seizures. A seizure of a type not otherwise included in this rule may be made when permissible under the Constitution of the United States as applied to members of the armed forces.

3. Obtaining a search authorization/conducting an authorized search

a. Prior to requesting a command authorized search, MPs/police officers must have probable cause. If time permits, sworn statements should be obtained from witnesses providing information to establish probable cause. The MP/police officer must then complete the OPNAV 5580/10 Affidavit for Search Authorization. This form must be signed under oath. See Reports and Forms Preparation Guide for the Navy Security Force for detailed information on completing forms.

c. The affidavit for search must then be presented to the commanding officer who has control over the place where the property or person to be searched is situated or found, or, if that place is not under military control, having control over persons subject to military law.

d. It is the responsibility of MPs/police officers to prepare the OPNAV 5580/9 Command Authorization for Search and Seizure, for the signature of the commanding officer. The SJA should be consulted when possible. This form is then presented to the commanding officer with the request. If the authorization is granted, copies of it should be made prior to commencement of the actual search.

e. When requesting an oral command authorized search and seizure, the MP/police officer will prepare OPNAV 5580/09. The search authorization will be read in its entirety to the commander and signed, by direction of the commander, by the officer requesting the probable cause search authorization. The officer should then follow-up with the commander as soon as possible to sign and date the affidavit, memorializing the authorization. It is a best practice to record on the authorization the exigent circumstances which necessitate the MP/police officer requesting authorization to search via oral authorization versus a written and signed authorization.

f. In conducting the search, the individual(s) having proprietary interest over the premises should be present. A copy of the authorization should be handed to the individual and he/she should be given sufficient time to read it. If the individual is also the suspect of the offense, then no questions should be asked without appropriate self-incrimination warnings (see section 2200). After serving the authorization, it is permissible to ask the individuals present to open locked doors, lockers, etc. providing they are cooperative and not a risk to the safety of MPs/police officers. If individuals are not cooperative, or refuse to open locks, assuming the scope of the search extends to the locked spaces, then the locks may be forced open by MPs/police officers in such a manner as to cause the least damage to the property.

g. Occasionally, a search authorization may be served on an unoccupied premise, vehicle, shipping container, etc. In such situations, a command representative should be present to witness the search. A copy of the authorization should be left with the representative to be delivered to the suspect. Another copy, plus a copy of a receipt for property seized, should be left at the premises. It is the responsibility of MPs/police officers to secure the unoccupied premises after the search to prevent theft and vandalism.

h. If the authorization for search is for a specific item, such as a stereo by serial number, or clothing by description, then the search must be terminated as soon as the property is located. If the search authorization is for a nonspecific class of items, such as narcotics, or financial records, then the search may be continued throughout the premises since there is no way of determining how many of these items are present.

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i. If the authorization for search is for a specific item, only areas of the premises where the item could be located can be searched. For example, an MP cannot open a sock drawer in accordance with a search authorization for a stolen television.

j. Following the search, a receipt for the property seized must be completed and provided to the individual with proprietary interest in the property, along with a copy of the authorization. A signed receipt must then be returned to the commanding officer authorizing the search. The original of the search authorization should be retained since it will be necessary to introduce it in court if any of the seized evidence is entered.

4. Permissive Search

a. A permissive search is conducted with the consent of the person searched. In order for evidence obtained through this type of search to be admissible in court, voluntariness of the consent must be demonstrated. The subject's knowledge of his right to refuse to consent to the search is a key factor which will be considered in this determination.

b. A OPNAV 5580/16, Permissive Authorization for Search and Seizure, should be completed and signed by the subject in every situation in which a permissive search is requested. If oral consent authorization is obtained due to exigent circumstances or emergency, it is advisable to have a witness or witnesses present who would be able to testify, if necessary, to the voluntariness of the search.

c. Consent must be an act of free will, unfettered by governmental coercion, pressure or restraint. Should an individual ask what will happen if consent is not given, MPs/police officers may answer that they will seek authorization to search, but must not state or imply that authorization will be granted by competent authority. In other words, MPs/police officers must not state that they have probable cause and that whether the suspect consents to search or not, the grant of a search authorization is an inevitable conclusion. Military case law states that a threat by law enforcement officials stating that if consent is withheld, an authority to search will be obtained, or other forms of coercion or pressure are key factors which tend to show a consent search was not voluntarily given by the suspect, thereby potentially invalidating the search and all evidence seized as a result of that search.

d. Miranda and Article 31 warnings are not legal requirements for obtaining valid consent for a permissive search.

(1) Even when a valid authorization to search has been granted, or a warrant or other basis for the search exists, consent should be requested prior to use of the other basis as it can obviate the need to litigate the validity of such basis under most circumstances. If consent is refused, the other basis still remains as a valid option, and can then be used.

(2) The following oral advisement should be given: "You have the constitutional right to refuse to permit this search. You need not consent if you do not desire to do so."

e. A subject may withdraw consent at any time. MPs/police officers must ensure individuals understand this. If, during the course of a search, a subject states that he does not want the search to continue, then it must be terminated. Any evidence uncovered or in plain sight at that point may be used to substantiate probable cause, and the matter presented to the commanding officer for a search authorization if it is appropriate.

f. At the completion of the search, a receipt must be given to the subject for any property seized. While there is no requirement to provide a copy of the permissive authorization to the subject, there is no objection to doing so if the subject requests it. The original must be kept available for use in court regardless if the evidence seized is entered.

5. Inappropriate Search Principals/Concepts

a. Fruit of the poisonous tree doctrine is a legal term in the United States used to describe evidence gathered with the aid of information obtained illegally. The logic of the terminology is that if the source of the evidence (the "tree") is tainted, then anything gained from it (the "fruit") would be likewise. Such evidence is generally not admissible in court. The fruit-of-the-poisonous-tree doctrine is intended to deter police from using illegal means to obtain evidence. For example, a MP/police officer arrests a person for selling phony telephone cards

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after entering his home, finding a map where the cards were hidden and then finding the phone cards. A judge rules that the MP/police officer illegally entered the person's home and improperly seized a map showing the location where the person hid the phone cards. Because the MP/police officer obtained the map through an illegal search (poisonous tree), the phone cards are the fruit of that unlawful search and are therefore inadmissible into evidence. The doctrine is an extension of the exclusionary rule, which, subject to some exceptions, prevents evidence obtained in violation of the Fourth Amendment from being admitted in a criminal trial. Like the exclusionary rule, the fruit-of-the-poisonous-tree doctrine is intended to deter police from using illegal means to obtain evidence. The doctrine is subject to three main exceptions. The tainted evidence will be admissible if (1) it was discovered in part as a result of an independent, untainted source; (2) it would inevitably have been discovered despite the tainted source; or (3) the chain of causation between the illegal action and the tainted evidence is too attenuated.

b. Another rule to consider is called the elephant in the matchbox. This means if a MP/police officer is looking for an elephant, they can't look for it in a matchbox. A MP/police officer may only look for an item where it will fit. For example, if the Search Authorization says the MPs/police officers are permitted to search a home for assault weapons, they cannot open a ring box in the back of a sock drawer.

6. Special Searches

a. Searches in schools. Well publicized incidents in recent years have indicated a need to maintain safety and security in our schools. Though DOD Dependent Schools are government entities, and operate on government property, evolving case law in many locations limit what MPs/police officers may do in the way of searching and seizing evidence in a school setting, absent exigent circumstances. Consultation with the staff judge advocate, and concerned stake holders (school administrators, principals, and teachers) in the school system must be conducted before planned law enforcement operation in schools. The below procedures represent best practices in supporting searches, and response to crime within schools.

(1) School officials may search a student, a student's locker and/or a student's property, as provided for by applicable law, when the official has reasonable suspicion to believe that the student is involved in either illegal activity or a violation of the school rules.

(2) A MP/police officer may stand by during the search, but may not participate in the search.

(3) Prior to taking legal action based on evidence that was seized by a school official, the responding MP/police officer should verify the following.

(a) That the school official had reasonable suspicion for conducting the search and that the scope and duration of the search were reasonably related to the purpose for the search.

(b) That the search was conducted in the school or on school controlled property.

(c) That the search was not conducted by a MP/police officer or at the request of a MP/police officer.

b. Third party searches/searches by private persons. The U.S. Supreme Court has found that the Fourth Amendment of the U.S. Constitution is not applicable to searches by private parties, even when those searches are clearly illegal, unless the 3rd party is acting as an agent for the government (i.e. an MP cannot ask a 3rd party to do the search in order to circumvent the 4th amendment). It is possible to receive evidence from a private party search in many ways, some of which are listed below:

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(1) A non-government employer searching an employee's work area in a contract area on the installation (including commercial establishments such as banking facilities, fast food restaurants on base, public-private housing venture management offices, etc.).

(2) A family member searching their assigned government quarters

(3) A common carrier, such as UPS, searching a package entrusted to their care

(4) A temporary quarters employee/contracted cleaning staff searching a room

(5) Evidence delivered anonymously to the PMO/MCPD.

(6) In cases where evidence is provided by a third party, it is not always necessary that the private party hand-deliver the evidence to the installation law enforcement entity. When the item of evidentiary value is lawfully within their control, the private party may call the PMO/MCPD to retrieve that item. However, the MP/police officer must have a lawful right to be in the place where he/she retrieves the item, and the officer may not participate in the search conducted by the third party.

c. Medical Records

(1) Records of medical treatment obtained in Department of the Navy facilities are the property of the government, and in some circumstances, MPs/police officers may be able to obtain for official purposes as prescribed in reference (as), complying with Health Information Privacy Act -1999 (HIPA) requirements.

(2) OPNAV 5580/14, Department of the Navy Authority to Release Medical Information and Records, must be completed to obtain civilian medical records.

d. Financial records. Records of banks, credit unions, and other financial institutions are protected by the Right to Financial Privacy Act of 1978. Occasionally it becomes necessary to examine an individual's bank records in connection with an official matter. The most common situation encountered by MPs/police officers will be investigations of worthless checks where the suspect contends that there were sufficient funds in the bank to cover the checks. OPNAV 5580/13 Department of the Navy Customer Consent and Authorization for Access to Financial Information should be used to obtain access to the appropriate records. Additional guidance in this area should be obtained from the local staff judge advocate.

e. Searches of Privileged Offices. While searches of privileged office spaces are discouraged, there may be rare occasions when it may be necessary to search the offices of individuals who maintain materials that are privileged under the Military Rules of Evidence. Because of the potential effects of this type of search on the privileged relationships and the possibility that the government may encounter material protected by a legitimate claim of privilege, it is important that close control be exercised over this type of search. Therefore, the following guidelines should be followed with respect to such searches:

(1) Alternatives to Command Authorized Search and Seizure (CASS). In order to avoid impinging on valid privileged relationships, all parties involved are expected to take the least intrusive approach available balanced against the need to obtain and preserve evidence. Consideration should be given to obtaining information from other sources or by less intrusive means, such as requesting voluntary disclosure from the holder of the privilege or their counsel, or through the use of a preservation order or judicial order, unless such efforts are unavailable to

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government actors, could compromise the investigation, could result in the destruction of evidence, or otherwise would be ineffective.

(2) Consultation. Before executing the search of any privileged office, law enforcement must consult with both the cognizant SJA and the Regional Trial Council (RTC) for advice.

(3) Developing Procedures to Safeguard Privileged Materials. Before granting a search authorization, the commander must consult with the cognizant SJA. The SJA must ensure there are adequate precautions in place to minimize the exposure of privileged materials. At a minimum:

(a) The command authorized search and seizure should be drafted in a way that minimizes the need to search where privileged materials may be located and drawn as narrowly as possible to minimize the possibility of agents viewing privileged material, but broad enough to ensure the discovery and seizure of items(s) subject to the CASS.

(b) There must be adequate procedures to minimize the intrusion on potentially privileged materials. These procedures should address specifically how the search should be conducted, what materials should or should not be reviewed, and how to handle materials in client files.

(c) There must be adequate procedures addressing how to handle materials seized during the search, how to store the materials, who will conduct the review of the materials, and how the review will be conducted to minimize exposure to privileged material.

(d) There must be a “privilege team” appointed to conduct the search and review the materials seized. The privilege team shall consist of investigator(s) and at least one judge advocate, of the rank of Major or higher, all of whom are unassociated with the underlying investigation or court-martial. The judge advocate should not be serving in the billet of OIC, trial counsel, defense counsel, or victims’ legal counsel.

(4) Copies of seized materials should be provided to the affected professionals that maintained the privileged materials.

7. Searches of the body. As stated in para 2304.1, MPs/police officers may conduct searches of a suspect’s body incident to custody, and conduct frisks incident to field interviews, as allowed by law, without a consent to search authorization. Other, more invasive bodily searches require authorization from competent authority. The following are various types of bodily searches a MP/police officer may conduct, in consideration of a variety of tactical factors and situational elements at the time of response. The key factors to remember are that bodily searches are invasive, and involve close personal contact. Professionalism and tact, in balance with the overriding goal of protecting both the officer and the suspect from harm or injury are the paramount goals in conducting bodily searches.

a. Conducting “frisk” or pat down searches. Performed incident to a stop or field interview, when there is reasonable suspicion of criminal activity, MPs/police officers use external feeling of the outer garments of an individual to identify potential weapons. MPs/police officers are to conduct these frisks or pat down searches only using authorized, accepted techniques instructed in their defensive tactics training (see chapter 6 for more details). When reasonable suspicion justifies a pat-down search, the search should be performed with due caution, restraint, and sensitivity. These searches may only be performed to protect the safety of MPs/officers and others and may never be used as a pretext for “shaking down” individuals or groups of individuals to obtain evidence or for other purposes. Pat-down searches should be conducted in the following manner.

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(1) Whenever possible, pat-down searches should be conducted by at least two MPs/police officers, one who performs the search while the other provides protective cover.

(2) Because pat-down searches are cursory in nature, they should be performed with the suspect in a standing position or with hands placed against a stationary object and feet spread apart. Should a MP/police officer visually observe a weapon, however, a more secure search position may be used, such as the prone position.

(3) In a pat-down search, officers are permitted only to feel the outer clothing of the suspect. MPs/police officers may not place their hands in pockets unless they feel an object that could reasonably be a weapon, such as a firearm, knife, club, or other item.

(4) If the suspect is carrying an object such as a handbag, suitcase, briefcase, sack, or other item that may conceal a weapon, the MP/police officer should not open the item, but instead place it out of the suspect's reach.

(5) If the external feeling of the suspect's clothing fails to disclose evidence of a weapon, no further search may be made. If evidence of a weapon is present, a MP/police officer may retrieve that item only. If the item is a weapon, the possession of which is a crime, the officer may make an apprehension/ detention of the suspect and complete a full-custody search of the suspect.

b. Conducting searches incident to apprehension/detention/ handcuffing. Whenever possible, searches incident to custody, and/ or in preparation for applying restrains such as handcuffs, shall be conducted by MPs/police officers of the same gender as that of the person being searched.

(1) As circumstances permit, MPs/police officers of the same gender may be recalled to duty, should there be no duty personnel of the same gender as the subject.

(2) Should a MP/police officer of the same gender be unavailable, support personnel of the suspect's gender may be called on scene to witness the search.

(3) All searches of suspects will be conducted using methods demonstrated in the approved defensive tactics program only (see section 6200 for more details).

c. Strip Searches. All strip searches that are not incident to confinement in a military prison facility must be coordinated with the staff judge advocate, and authorized by a commanding officer or competent authority to authorize searches. When authorized, such searches shall be conducted only with proper authority and justification, with due recognition and deference for the human dignity of those being searched.

(1) Individuals apprehended or detained for offenses of a nonviolent nature shall not be subject to strip searches unless the arresting officer has articulable, reasonable suspicion to believe that the individual is concealing contraband or weapons. Reasonable suspicion may be based upon, but is not limited to the following.

(a) The nature of the offense charged.

(b) The subject's appearance and demeanor.

(c) The circumstances surrounding the arrest.

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(d) The subject's criminal record, particularly past crimes of violence and drug offenses.

(e) The discovery of evidence of a major offense in plain view or in the course of a search incident to the arrest.

(f) Detection of suspicious objects beneath the suspect's clothing during a field search incident to arrest.

(2) Where articulable reasonable suspicion exists to conduct a strip search, the MP/police officer shall ensure that the authorization to search form (Command Authorization for Search and Seizure OPNAV 5580/9) clearly defines the basis for suspicion.

(3) When authorized by the competent authority, strip searches may be conducted only as follows.

(a) By specially trained and designated personnel.

(b) In conformance with approved hygienic procedures and professional practices.

(c) In a room specifically authorized for this purpose.

(d) By the fewest number of personnel necessary and only by those of the same gender.

(e) Under conditions that provide privacy from all but those authorized to conduct the search.

(4) Following a strip search, the MP/police officer performing the search shall submit a written report, as a supplement to the IR that details, at a minimum, the following.

(a) Date and place of the search.

(b) Identity of the officer conducting the search.

(c) Identity of the individual searched.

(d) Those present during the search.

(e) A detailed description of the nature and extent of the search.

(f) Any weapons, evidence or contraband found during the search.

d. Body Cavity Searches. Should visual examination of a suspect during a strip search and/or other information lead a MP/police officer to reasonably believe that the suspect is concealing a weapon, evidence or contraband within a body cavity, the following procedures shall be used:

(1) The suspect shall be kept under constant visual surveillance until a body cavity search is conducted or an alternative course of action taken.

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(2) The MP/police officer shall consult with his immediate supervisor to determine whether probable cause exists to seek a search authorization for a body cavity search. The decision to seek a search authorization shall recognize that a body cavity search is highly invasive of personal privacy and is reasonable only where the suspected offense is of a serious nature and/or poses a threat to the safety of MPs/police officers or others and/or the security of the PMO/MCPD detention operations.

(3) If probable cause exists for a body cavity search, a Command Authorization for Search and Seizure form, OPNAV 5580/9, shall be prepared that clearly defines the nature of the alleged offense and the basis for the MP's/police officer's probable cause.

(4) On the basis of a command authorization, a body cavity search shall be performed only by a military physician or by other medical personnel at the physician's direction.

(5) For safety and security reasons, the search shall be conducted at the PMO/MCPD holding cell/detention space or other authorized facility and in the room designated for this purpose.

(6) Body cavity searches shall be performed with due recognition of privacy and hygienic concerns previously addressed in this section.

(7) The authorized individual conducting the search shall file a report with the requesting law enforcement agency (PMO/MCPD). The witnessing MP/police officer shall co-sign that report and comply with information requirements specified in this section.

References:

MCO 5580.2B W/CH2; 30 DEC 2015

Section 12200 - Contraband Seizures

12201. Purpose. This section establishes guidelines for seizing, reporting, and processing contraband.

12202. Policy

1. It is the policy of the Marine Corps to ensure that members comply with federal and state constitutional limitations regarding an individual's right to be free from unreasonable searches and seizures.

2. Commanders may authorize inspections of the whole or part of a unit, organization, installation, vessel, aircraft, or vehicle. Inspections are usually quantitative examinations insofar as they do not normally single out specific individuals or small groups of individuals. There is, however, no requirement that the entirety of a unit or organization be inspected. Unless authority to do so has been withheld by competent superior authority, any individual placed in a command or appropriate supervisory position may inspect the personnel and property within his or her control. Inspections may utilize any reasonable natural or technological aid and may be conducted with or without notice to those inspected. Thus, MWDs may be used to detect contraband during an inspection. Unlawful weapons, contraband, or other evidence of a crime located during an inspection may be seized.

12203. Definitions

1. Contraband is defined as material the possession of which is by its very nature unlawful.

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12204. Procedures

1. MPs/police officers and criminal investigators shall search for, seize, control and process contraband as evidence per sections 2200, 12000, and 12100.
2. The Evidence Custodian or, in his absence the Alternate Evidence Custodian, shall handle contraband as evidence per sections 2200, 12000, and 12100.
3. Evidence that, by its nature, cannot be returned to the owner or entered into the Marine Corps supply system for disposal, such as narcotics, illegal firearms or other contraband, shall be destroyed. Such destruction shall be accomplished by or in the presence of the Evidence Custodian and either a staff noncommissioned officer, commissioned officer or civilian equivalent assigned to PMO/MCPD and a second staff noncommissioned officer, commissioned officer or equivalent. All persons involved and witnessing the destruction will sign the final disposition section of the Evidence/Property Custody Receipt. Such destruction shall be of a nature so as to make the contraband unusable for any lawful or unlawful purpose other than residual scrap. All evidence custody information shall be maintained per reference (b) SSIC 5580.5b.

References:

MCO 5580.2B W/CH2; 30 DEC 2015

64. SUMMARY COURT MARTIAL INFORMATION

Note: The authority to convene a Summary Court Martial rests at the Battalion/Squadron level.

Function

The function of the summary court-martial is to promptly adjudicate minor offenses under a simple disciplinary proceeding. A finding of guilt by the summary court-martial does not constitute a criminal conviction as it is not a criminal forum. The summary court-martial shall thoroughly and impartially inquire into both sides of the matter and shall ensure that the interests of both the Government and the accused are safeguarded and that justice is done.

üMinor offenses A minor offense is an offense which the maximum sentence imposable would not include a dishonorable discharge or confinement for longer than 1 year if tried by a general court-martial

MCM 2019, Pg. II-198 Para. b and Pg. V-1 Para. e

Requisites

- The convening authority must have jurisdiction over the accused
- Summary courts-martial have the power to try persons subject to the UCMJ
- Summary courts-martial only have the power to try enlisted personnel. All commissioned officers, warrant officers and midshipmen must be tried at a special or general court-martial

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MCM 2019, Pg. II-198 Para. c

- Pretrial Agreement (PTA) or Fast Track (All SCMs conducted at the LSSS are non-contested)
- PTA is an agreement entered by the accused and convening authority prior to trial in accordance with the rule
- i.e. Admin Board waivers or guilty pleas to one or more charges

The advantages of a PTA are:

- Can help reduce processing times for Ad-seps and get a conviction for the alleged misconduct

MCM 2019, Pg. II-68 Para. a (1)

- Fast Track SCM's
- Fast track processing is an expedited means for adjudicating and separating Marines who test positive on a urinalysis or commit other minor offenses.

The advantage of fast track processing:

- Marine receives some punishment
- Marine is separated from the Marine Corps without delays associated with special courts- martial and administrative discharge boards.

SUMMARY COURT MARTIAL “FAST TRACK” PROCEDURES (SHORT MARTIAL)

1. The Convening Authority (CA) decides that summary court-martial and an administrative separation board waiver is an acceptable disposition for a particular case.
2. The Accused is notified of the planned disposition at summary court-martial so long as he pleads guilty and waives his admin separation board
3. The accused is given his/her notification of proceedings, BCNR and NDRB, and acknowledgment of rights, and sent to Defense Counsel Offices to meet with a defense counsel.
4. At this point the Accused should be scheduled for final physical and other administrative classes necessary for his separation from the Marine Corps as soon as possible to further expedite the process. RLS for SCM to LSST (Law Center).

CONVENING ORDER

- Must designate that it is a summary court-martial and detail the summary court-martial officer.
- This order may be by notation signed by the convening authority on the charge sheet
- The summary court-martial shall be of the same armed force as the accused

Summary Courts-Martial. A convening order for a summary court-martial shall designate that it is a summary court-martial and detail the summary court-martial, and may designate where the court-martial will meet. If the convening authority has been designated by the Secretary concerned, the convening order shall so state.

MCM 2019, Pg. II-199 and Pg. II-58 Para. (2)

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COMPOSITION

- SCM is composed of one commissioned officer on active duty acting as judge, jury, prosecutor, and defense counsel
- A summary court-martial officer should be an officer whose grade is not below Lieutenant of the Navy or not below the grade of Captain in the Marine Corps
- Appointment letter needed for all Lieutenants and Chief Warrant Officers

MCM 2019, Pg. II-198 Para. (a)

DUTIES OF THE SUMMARY COURT-MARTIAL

- Must thoroughly and impartially inquire into both sides (government and accused)
- May seek advice from a judge advocate or legal officer on the questions of law (trial procedure and the ruling of evidence)
- Has the independent duty to make determinations as to the outcome of the trial MCM
MCM 2019, Pg. II-198 Para. (b)

RIGHTS

- The accused has the following rights:
- To refuse trial by SCM
- Present witnesses and evidence for sentencing
- Request Deferment of confinement and Clemency

MAXIMUM PUNISHMENT

- Confinement for not more than 1 month (30 days) *Only Cpl and Below*
- EPD for not more than 45 days
- A summary court-martial is restricted from adjudging this punishment to E-5 and above
- Restriction to specified limits for not more than 60 days
- Forfeiture of 2/3 pay per month for one month
- Reduce to Pvt/E-1 for Cpl and below

MCM 2019, Pg. II-198 Para. 2(d)(1) and (discussion)

- Reduce one pay grade for Sgt's and above
- A summary court-martial may not suspend all or part of a sentence, although the summary court-martial may recommend to the convening authority that all or part of a sentence be suspended.

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MCM 2019, pg. II-198 (discussion)

PRE-TRIAL PROCEDURES

- Accused informed of charges
- Accused served with referred charges (Can be the day of the Summary)
- SCM officer given charge sheet, convening order, and all other documents so the trial may begin

MCM 2019, pg. II-33 (Rule 308) and II-200 Para.(1)(a)(Rule 1304)

SUMMARY COURT MARTIAL (TRIAL PROCEEDINGS)

Three Portions

- Preliminary Proceedings
- Trial Proceedings
- Findings/Sentencing
- Findings and Sentence

The summary court-martial shall apply the principles in R.C.M. 918 when determining the findings. The summary court-martial shall follow the procedures in R.C.M. 1001 and apply the principles in the remainder of Chapter X in determining the sentence

MCM 2019, Pg. II-200-202 Para. (1) through (2) f.

POST TRIAL SUMMARY

- Once Summary is completed accused is given copies along with the Unit Rep.
- If accused was awarded confinement, Unit will be responsible for taking him to medical to get a Brig Physical.
- LSST Camp Pendleton drafts the CA's action after Summary Package is put together.
- If accused had a PTA/Fast track admin board waiver, forward the ad-sep up the chain for processing with the SCM post trial docs.

COMMON ISSUES/CONCERNS WITH SUMMARIES

- SCMO has something to do (Medical/Dental)
- SNCO's removing accused rank immediately
- Accused being dropped off without command representation

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65. UNAUTHORIZED ABSENCE (UA/DESERTER PROCEDURES)

UNAUTHORIZED ABSENCE STATUS

If a Marine:

- Is absent from the parent command without authorized leave or orders;
- Missed movement;
- Failed to comply with stragglers orders; or
- Failed to comply with permanent change of station orders;

2. Then take following actions:

Make required unit diary entries per MCO P1080.40_, MCTFSPRIM. (IPAC will complete); TO UA

3. The parent command will inventory and store all Government property and personal effects as prescribed by MCO P4400.201 Vol 13.
4. After 48 hours - CONUS commanders will notify the primary next of kin telephonically of the absentee's status and request assistance in returning the absentee to military control. All other commanders will do the same when their absentee's dependents are residing in the local area.
5. Prior to the 10th day of unauthorized absence, the parent command will prepare and mail a letter advising the primary next of kin of the Marine's status and requesting assistance in returning the Marine to the parent command. Figure 5-1 is the suggested format that may be adapted to local needs. A copy of the letter will be uploaded into the OMPF until return of the Marine and completion of administrative/disciplinary action.

DESERTION STATUS

If a Marine:

- Is absent from the parent command without authority over 30 days; or
- Is believed to have gone to or is remaining in a foreign country, and to have applied for or accepted any type of asylum or residency permit from such country, or any governmental agency thereof; or
- Is an escaped prisoner (see paragraph 5011 for detailed instructions); or
- Is a person reported as being in an unauthorized absence status who has had access to Top Secret information during the last 12 months; or

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- e. Is a person whose location is known, Commanders may publish a DD Form 553 to ensure the Marine is apprehended with dispatch.

2. Then take the following actions:

Inventory and store all Government property and personal effects as prescribed by MCO P4050.38_, if not previously accomplished.

- b. Make required unit diary entries per MCO P1080.40_, MCTFSPRIM. (IPAC will complete)

- c. Prepare and distribute the DD Form 553

1. If insufficient information is available to complete the DD Form 553, the commanding officer will send a priority message to CMC (MMSB-10) requesting needed information. Ensure that the height, weight, hair, and eye color entries are made. In no case will an incomplete or unsigned DD Form 553 be distributed by a Marine's commanding officer without specific approval from CMC (PSL).

2. If the Marine is dropped to desertion prior to the 31st day of absence per paragraphs 5003.1b of the LEGALADMIN manual through 1f, the reason for that action will be included in the remarks section of the DD Form 553.

3. If the Marine is considered an escape risk or dangerous to self or others, is pending charges or under investigation for violations of the UCMJ other than unauthorized absence or desertion, is a violator of previous stragglers orders, or is drug/alcohol addicted, appropriate cautionary statements will be placed in the remarks section of the DD Form 553 in CAPITAL LETTERS.

4. Units with FPO or APO addresses will indicate in the remarks section of the DD Form 553 whether the Marine deserted in CONUS or in a specific foreign country.

Block by block instructions for completing the DD Form 553 are contained in figure 5-10.

Distribute the DD Form 553 as specified in Figure 5-10.

7. Immediately upon completion of Signature date block entry (18f), the DD Form 553 must be submitted electronically/facsimile to PSL in order to comply with NCIC Operating Standards for "Warrants for Wanted Persons." Due to guidelines set forth in the FBI, NCIC 2000 Operating Manual 1.1., a DD Form 553 must be entered into the NCIC terminal immediately or within a 24 hour time period from the date of signature.

Retain the HEALTH/DENTAL RECORDS until the date on which the period of absence exceeds the period during which a deserter would be returned to that command upon return to military control per Table 5-1, at that time forward to CMC (PSL), HQMC, 2 Navy Annex

MARINES WITH FAMILY MEMBER (DESERTION)

Upon declaring a Marine who has dependents a deserter, every effort should be made to retrieve dependent ID cards. If dependents refuse to surrender their ID cards, the command concerned will send a representative to call

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on the cardholders to obtain the cards. If a cardholder still refuses to return the card, local medical facilities and military activities should be notified. A terminate DD Form 1172 will be submitted to the nearest Defense Enrollment Eligibility Reporting System/Realtime Automated Personnel Identification System (DEERS/RAPIDS) site or to the DEERS Enrollment Processing Center per MCO P5512.11_. Ensure a copy of the DD Form 1172 is placed in the sponsor's SRB/OQR prior to forwarding the records. Only in alleged or actual instances of fraud should the case be referred to the Naval Criminal Investigative Service.

The dependents of certain Marines may be entitled to payment of BAH after the absence commences. Refer to the JFTR, and MCO P1751.3_ concerning entitlement eligibility and specific instructions.

Dependents occupying Government quarters will be directed to vacate those quarters per MCO P11000.22.

STRAGGLERS ORDERS

Stragglers orders will be issued to absentees directing their assignment as set forth in paragraph 5010.3 of the LEGALSADMIN manual Figure 5-4 may be used as a guide to facilitate the processing of stragglers orders. Contact CMC (PSL) at commercial (703) 614-3248/3376 (DSN 224) prior to issuing stragglers orders. CMC (PSL) will make the final determination in questionable cases. Marines who meet any of the following criteria will not be issued stragglers orders:

- They are in violation of a previously issued set of stragglers orders;
- They are escaped prisoners;
- They indicate that they will not comply with stragglers orders;
- A law enforcement agent requests that they be returned under guard;
- The Marine Corps representative assuming physical custody determines that they will not comply with the stragglers orders;
- They have previously been apprehended by civil or military authorities for unauthorized absence;
- They have serious military charges pending at their parent command; or
- They have been classified by competent authority as dangerous or escape risks.

In NO case will an absentee be issued a Government transportation request (GTR) in conjunction with stragglers orders if the Marine has sufficient funds to defray the cost of travel. If it is necessary to issue a GTR in conjunction

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with stragglers orders, note on the GTR "good for destination only, least costly service and mode of transportation is to be used." Marines in transit on permanent change of station orders (PCSO) will be issued stragglers orders by endorsement to their original orders using appropriation data from the PCSO if the UA is less than 31 days.

Commands issuing stragglers orders will make travel reservations for the absentee and direct the absentee to report to the appropriate transportation terminal no later than 2 hour prior to departure time.

Distribution of stragglers orders:

- Forward an authenticated copy of the stragglers orders, signed by the Marine, to the joining command. This copy will be used by the joining command to publish a DD Form 616.
- Forward an authenticated copy of the stragglers orders, signed by the Marine, to CMC (PSL).
- If a GTR is issued, forward the original and two copies of DD Form 139 (Pay Adjustment Authorization) with a copy of the travel orders and transportation endorsement promptly to DFAS (CTAR), 1500 E. 95th St., Kansas City, MO 64197-0001. An acknowledged copy of the DD Form 139, GTR/meal ticket, travel orders and transportation endorsement will also be forwarded to CG (Code 470), Marine Corps Logistics Base, 814 Radford Blvd., Albany, GA 31704-5001.
- Give the signed original to the Marine.
- Place a signed duplicate original with the Marine's receiving endorsement in the issuing unit files. If the Marine fails to comply with the orders, this duplicate original may be required as proof at a subsequent disciplinary proceeding.

Absentees apprehended by civil authorities are generally transported under guard. However in certain cases absentees may qualify for stragglers orders. This determination will be made by CMC (PSL), who will then coordinate with the civil authorities and issue stragglers orders and/or an electronic transportation ticket for the Marine to proceed to the joining command. Failure to Comply with Stragglers Orders. The commander to whom the Marine has been directed to report will join the Marine by unit diary as of the date/time reported as returned to military control on the stragglers orders; drop the Marine to desertion as of 0001 the day following the reporting date; and publish a new DD Form 553. NOTE: In the remarks section of the DD Form 553 write "CAUTION: Subject violated stragglers orders. Request guards; do not release on own recognizance."

UA/DESERTER "QUICK REFERENCE" PROCEDURE

When a Marine is absent from the parent command without authorized leave, orders, missed a movement or failed to comply with PCS orders, take the following action-

1. AT THE 24 HOUR MARK
 - a. Inform chain of command.
 - b. Run Marine UA in MOL.

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- c. Ensure S-1 makes the appropriate unit diary entries per MCO P1080.40C (MCTFSPRIM)
- d. Inventory the Marines government and personal property in accordance with MCO P4400.201 Vol 13 (Personal effects and Baggage Manual) Store at Supply.

2. 48 HOUR MARK

- a. notify the primary next of kin telephonically of the absentee's status and request assistance in returning the absentee to military control.
- b. Prior to the 10th day, prepare and mail a letter advising the primary next of kin of the absentee's status and request assistance in returning the absentee to military control. A copy of the letter will be filed in the absentee's OMPF. If the Marine is married, a separate letter should be sent to the spouse.

See MCO P 5800.16A LEGAL ADMIN CH5 fig 5-1 Sample format letter of notification to next of kin

DESERTION STATUS

1. If absent from the parent command without authority over 30 days, take the following action;
 - a. Declare Marine a deserter.
 - b. Ensure the S-1 prepares and distributes the DD form 553. See Instructions for completing DD Form 553, LEGALADMIN CH 5
 - c. Issue pro/con marks. (MCO P1070.12K IRAM)
2. 91st Day,
 - a. Ensure the S-1 completes a transfer of records to the deserter branch at HQMC as per MCO 5800.16A LEGALADMIN CH 5 / MCO P 1080.40C (MCTFSPRIM)
 - b. Should the Marine be in the hands of civilian authority, see MCO P 5800.16A LEGADMIN CH 5 fig 5-6 Sample Format for Military Detainer Letter.

DESERTER RETURN

1. Inform the S-1 and chain of command IMMEDIATELY.
 - a. Fill out DD form 616 (Report of Return of Absentee) see example form DD616. This cancels out the DD for 553. These forms will be filled out by the S-1. See LEGALADMIN CH 5
 - b. Recover SNM's belongings from supply.

MARINE CORPS ABSENTEE COLLECTION UNIT (MCACU) WEST

Contact phone number: (619) 524-0411

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References:

MCO P1070.12K (IRAM) DESERTION
MCO P 5800.16A LEGALADMIN CH 5
MCO P 1080.40C MCTFSPRIM
MCO P 4400.201 Vol 13 PERSONAL INVENTORY AND BAGGAGE

10 DAY (UA) LETTER EXAMPLE

(UNIT LETTERHEAD)

Mr. John Beltbuckle
3784 XXXXXX Blvd
XXXXXXXX TX, 12345

Dear Mr. John Beltbuckle,

I regret to inform you that, Corporal I.M. Beltbuckle XXX XX XXXX/3531, USMC has been absent without authorization from this organization since 16 April 2012. Should you know of his whereabouts, please inform him to return.

Absence without authorization is a serious military offense, which becomes more serious as the length of absence increases. If Corporal I.M. Beltbuckle remains absent more than 30 days, he will be declared a deserter and we will ask civil law enforcement authorities to assist in his apprehension. Pay allotments and family members' eligibility for military medical care, commissary privileges, and other benefits will also be terminated.

If I can be of any assistance to you in this matter, please do not hesitate to write or call me at (760) 725-1234.

Sincerely,

I.M. Hardcore

30 DAY LETTER EXAMPLE

Mr. John Beltbuckle
3784 XXXXXX Blvd
XXXXXXXX TX, 12345

Dear Mr. John Beltbuckle,

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I regret to inform you that your son, Lance Corporal XXXXX XXXXXXXXXXXX XXX XX XXXX/3521 USMC has been absent without authorization from this organization since 10 April 2009 and has now been declared a deserter. Should you know of his whereabouts please inform him to return.

Absence without authorization is a serious military offense, which becomes more serious as the length of absence increases.

Since he has remained absent for more than 30 days, civil law enforcement authorities have been notified. It is to the advantage of everyone concerned about your son's welfare that he willfully returns to duty.

If I can be of any assistance to you in this matter, please do not hesitate to write or call me at (760) 724-1234.

Sincerely, XXXXXX

X. XXX

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DD FORM 553

DESERTER/ABSENTEE WANTED BY THE ARMED FORCES		1. DATE PREPARED (YYYYMMDD)	REPORT CONTROL SYMBOL DD-P&R(SA)1454
2. TO (Local, State or Federal law enforcement authority as indicated by Military Deserter Information Point)		3. FROM (Organization or activity and place from which absent. If unauthorized absence occur in transit, list old and new unit in Remarks)	
4. DISTRIBUTION			
5. ABSENTEE IDENTIFICATION			
a. NAME (Last, First, Middle Initial)		b. GRADE/RANK/RATE	c. SEX
d. RACE (X one or more)		e. ETHNICITY (X one)	
<input type="checkbox"/> AMERICAN INDIAN/ALASKA NATIVE <input type="checkbox"/> ASIAN <input type="checkbox"/> BLACK OR AMERICAN AMERICAN		<input type="checkbox"/> NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER <input type="checkbox"/> WHITE <input type="checkbox"/> OTHER TO HHS/OMB	
<input type="checkbox"/> HISPANIC OR LATINO <input type="checkbox"/> NOT HISPANIC OR LATINO <input type="checkbox"/> OTHER TO HHS/OMB			
f. PLACE OF BIRTH (City, State, Country)		g. DATE OF BIRTH (YYYYMMDD)	h. HEIGHT
		i. WEIGHT	
j. EYE COLOR (X one)		k. HAIR COLOR (X one)	
<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BROWN <input type="checkbox"/> GREEN <input type="checkbox"/> GRAY <input type="checkbox"/> HAZEL		<input type="checkbox"/> Auburn <input type="checkbox"/> Black <input type="checkbox"/> Blond <input type="checkbox"/> Brown <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> White <input type="checkbox"/> Bald	
l. DP CONTROL NUMBER	m. BRANCH OF SERVICE	n. SOCIAL SECURITY NO.	o. CITIZENSHIP
p. MILITARY OCCUPATION		q. PERMANENT RESIDENCE ADDRESS (Include ZIP Code)	
r. CIVILIAN OCCUPATION			
6. CURRENT ENLISTMENT		7. ENTRY INTO CURRENT PERIOD OF SERVICE	
a. DATE (YYYYMMDD)		a. DATE (YYYYMMDD)	
b. PLACE (City and State)		b. PLACE (City and State)	
8. TIME OF ABSENCE		10. ADMINISTRATIVE DATE OF DESERTION (YYYYMMDD)	
a. DATE (YYYYMMDD)			
b. HOUR			
11. ESCAPED OR SENTENCED PRISONER (X as applicable)		12. DISCHARGE STATUS (X as applicable)	
<input type="checkbox"/> YES (If YES, specify charge) <input type="checkbox"/> NO		<input type="checkbox"/> DISCHARGED <input type="checkbox"/> SUSPENDED	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
13. OPERATOR'S LICENSE		14. VEHICLE LICENSE	
a. NUMBER	b. STATE	a. PLATE NO.	b. STATE
c. EXP. DATE (YYYYMMDD)		c. EXP. DATE (YYYYMMDD)	d. TYPE
15. VEHICLE			
a. VEHICLE IDENTIFICATION NUMBER	b. YEAR	c. MAKE	d. MODEL
			e. STYLE
			f. COLOR
16. RELATIVES AND/OR PERSONS KNOWN BY ABSENTEE (If more space is needed, continue in Remarks or on a separate page, listing reference to this form number.)			
a. NAME (Last, First, Middle Initial)		b. ADDRESS (Include ZIP Code)	
1)			
2)			
3)			
4)			
5)			

DD FORM 553, MAY 2004

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PERSONAL EFFECTS INVENTORY FORM

Print Form

PERSONAL EFFECTS INVENTORY (4050) Do not use this form to inventory organization clothing and/or government property
NAVMC 10164 (REV. 07-08) (EF)

ORIGINATING ORGANIZATION			DATE			
NAME (Last, First, Middle Initial)		SSN - last 4 digits	RANK		COMPANY/PLATOON	
COMPONENT	STATUS	NAME OF NEXT OF KIN		RELATIONSHIP		
HOME ADDRESS OF MARINE						
Below and on the reverse is a list of civilian articles found in the baggage of the person which was inventoried this date.						
* Uniform clothing other than minimum requirements listing (MRL), will be treated as civilian clothing for inventory purposes.						

S-Serviceable		U-Unserviceable		MRL ARTICLES						
QUANTITY		QUANTITY		QUANTITY		QUANTITY		ARTICLES		
S	U	S	U	S	U	S	U	ARTICLES	ARTICLES	
								BAD, DUFFEL	COAT, GABARDINE, GREEN	SHOES, PUMPS, BLACK
								BELT, COAT, GABARDINE	CROWN, SERVICE CAP, WHITE	SKIRT, GABARDINE, GREEN
								BELT, COAT, WHITE	CROWN, SERVICE CAP, GREEN	SKIRT, GABARDINE, BLUE
								BELT, REFLECTIVE, SAFETY	DRAWERS, WHITE	SLACKS, BLUE
								BELT, TROUS, WEB, KHAKI	FRAME, SERVICE CAP	SLACKS, GREEN
								BOOTS, MC COMBAT, HW	GLOVES, DRESS, BLACK	SOCKS, BOOT (GRN, BLK, COY)
								BOOTS, MC COMBAT, CW	GLOVES, WHITE	SOCKS, DRESS
								BUCKLE, GABARDINE BELT	INSIGNIA, BOS, COLLAR, BLK	SOCKS, PT
								BUCKLE, WEB BELT	INSIGNIA, BOS, GARR CAP, BLK	SWEATER, WEPAULETTES
								BUTTON, CROWN, BLACK	INSIGNIA, BOS, SERV CAP, BLK	SWEATPANTS, USMC, GREEN
								CAP, MARPAT, FIELD, DESERT	INSIGNIA, BOS, COLLAR, GOLD	SWEATSHIRT, USMC, GREEN
								CAP, MARPAT, FIELD, OOLND	INSIGNIA, BOS, SER CAP, GOLD	TROUSERS, MARPAT, DESERT
								CAP, MARPAT, GARR, DESERT	JACKET, ATHLETIC	TROUSERS, MARPAT, WOOLND
								CAP, MARPAT, GARR, WOOLND	NECKTAB, BLACK	TROUSERS, DRESS, BLUE
								CAP, GARRISON, GAB, GREEN	NECKTAB, GREEN	TROUSERS, GAB, GREEN
								CAP, WOOL SERGE, GREEN	NECKTIE, KHAKI	TRUNKS, GENERAL PURPOSE
								CAP, SERVICE, VINYL, WHITE	PANTS, ATHLETIC	UNDERSHIRT, WHITE
								CLASP, NECKTIE	SHIRT, DRESS, SS, WHITE	UNDERSHIRT, SYN OLV DRAB
								COAT, MARPAT, DESERT	SHIRT, LONG SLEEVE	UNDERSHIRT, OLIVE GREEN
								COAT, MARPAT, WOODLAND	SHIRT, SHORT SLEEVE	WAISTPLATE
								COAT, ALL WEATHER	SHOES, DRESS BLACK	
								COAT, DRESS, BLUE	SHOES, OXFORD, BLACK	

S-Serviceable		U-Unserviceable		INVENTORY OF EFFECTS					
QUANTITY		QUANTITY		QUANTITY		QUANTITY		ARTICLES	
S	U	S	U	S	U	S	U	ARTICLES	ARTICLES

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REPORT OF RETURN OF ABSENTEE (DD FORM 616)

REPORT OF RETURN OF ABSENTEE			REPORT CONTROL SYMBOL DD-P&R(SA)1454
<p align="center">IMPORTANT NOTICE</p> <p>The absentee status of the individual named below has been terminated. Military records indicate that your agency was specifically furnished a copy of DD Form 553, "Deserter/ Absentee Wanted by the Armed Forces," soliciting your support. Request you clear your records of the DD Form 553 pertaining to this individual and the associated unauthorized absence indicated on this report. The Department of Defense and the Military Service law enforcement officials concerned gratefully acknowledge your participation and support of military apprehension programs.</p>			<p>1. DISTRIBUTION <i>(Same as DD Form 553 at time of absence)</i></p> <p>CNIC Code PCS-40 SRB PNOE</p>
2. NAME OF ABSENTEE (Last, First, Middle Initial)			
3. SERVICE	4. SOCIAL SECURITY NO.	5. GRADE OR RATE	
6. FORMER ABSENTEE STATUS			
a. FORMER STATUS (X one)		b. DATE HOUR ABSENCE BEGAN (YYYYMMDD)	
<input type="checkbox"/> (1) ESCAPED OR SENTENCED PRISONER	<input checked="" type="checkbox"/> (2) ABSENTEE <input type="checkbox"/> (3) DESERTER (Administrative)		
c. ORGANIZATION AND INSTALLATION FROM WHICH ABSENT			
2d Bn, 11th Mar, 1st MacDiv			
7. CIRCUMSTANCES OF ABSENTEE'S RETURN			
a. MODE OF RETURN (X one)	b. AUTHORITIES TO WHOM ABSENTEE SURRENDERED OR BY WHOM APPREHENDED (X one)		
<input checked="" type="checkbox"/> (1) APPREHENDED <input type="checkbox"/> (2) SURRENDERED	<input checked="" type="checkbox"/> (1) MILITARY <input type="checkbox"/> (2) CIVIL <input type="checkbox"/> (3) FBI <input type="checkbox"/> (4) DIS		
c. PLACE OF INITIAL RETURN			d. DATE HOUR OF INITIAL RETURN (YYYYMMDD)
2d Bn, 11th Mar, 1st MacDiv			
a. REQUIRED ACTION (X one)			b. DATE RETURNED TO MILITARY CONTROL (YYYYMMDD)
<input checked="" type="checkbox"/> (1) RETURN TO MILITARY CONTROL	<input type="checkbox"/> (2) RETAINED BY CIVIL AUTHORITIES	<input type="checkbox"/> (3) CIVIL CHARGES	<input type="checkbox"/> (4) SAFEKEEPING
c. MILITARY ORGANIZATION AND INSTALLATION OR CHIEF OF CENTER LOCATION			
2d Bn, 11th Mar, 1st MacDiv			
B. DISPOSITION OF ABSENTEE			
a. ACTION BY MILITARY AUTHORITIES (X one)		b. TO (Name of Command in charge of Absentee)	c. COST OF TRANSPORTATION (To be charged to the individual's account)
<input checked="" type="checkbox"/> (1) RETAINED	<input type="checkbox"/> (2) TRANSFERRED	2d Bn, 11th Mar, 1st MacDiv	
<input type="checkbox"/> (3) TECHNICAL ASSIST ORDERS	<input type="checkbox"/> (4) GUARD		\$ 0.00
d. REMARKS (Include location of Service Physical/Health Records)			
N/A			
TO: AUTHORIZING OFFICIAL			
a. TYPED NAME (Last, First, Middle Initial)	b. GRADE	c. TITLE	
d. ORGANIZATION	e. SIGNATURE (Sign at/ copy)	f. DATE SIGNED (YYYYMMDD)	

DD FORM 616, DEC 1999

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ASMA-P&R(SA)1454

REFERENCES:

- MCO P1070.12K para 4007.2b (a) through 4007.2B (3) (IRAM) DESERTION
- MCO P 5800.16A LEGALADMIN CH 5
- MCO P 1080.40C MCTFSPRIM
- MCO P 4050.38D PERSONAL INVENTORY AND BAGGAGE

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DD Form 553, May 2004 DESERTER/ABSENTEE WANTED BY THE ARMED FORCES

66. VICTIM WITNESS ASSISTANCE PROGRAM (VWAP)

PURPOSE & GOALS

- Ensure that victims and witness receive appropriate response and assistance
- Protect victims from further harm or hardship
- Ensure all victims are aware of their rights and are provided serviced they need
- Employ a multi-disciplinary approach to assisting victims and witnesses by combining the services of law enforcement, family advocacy, medical, legal corrections, and command personnel

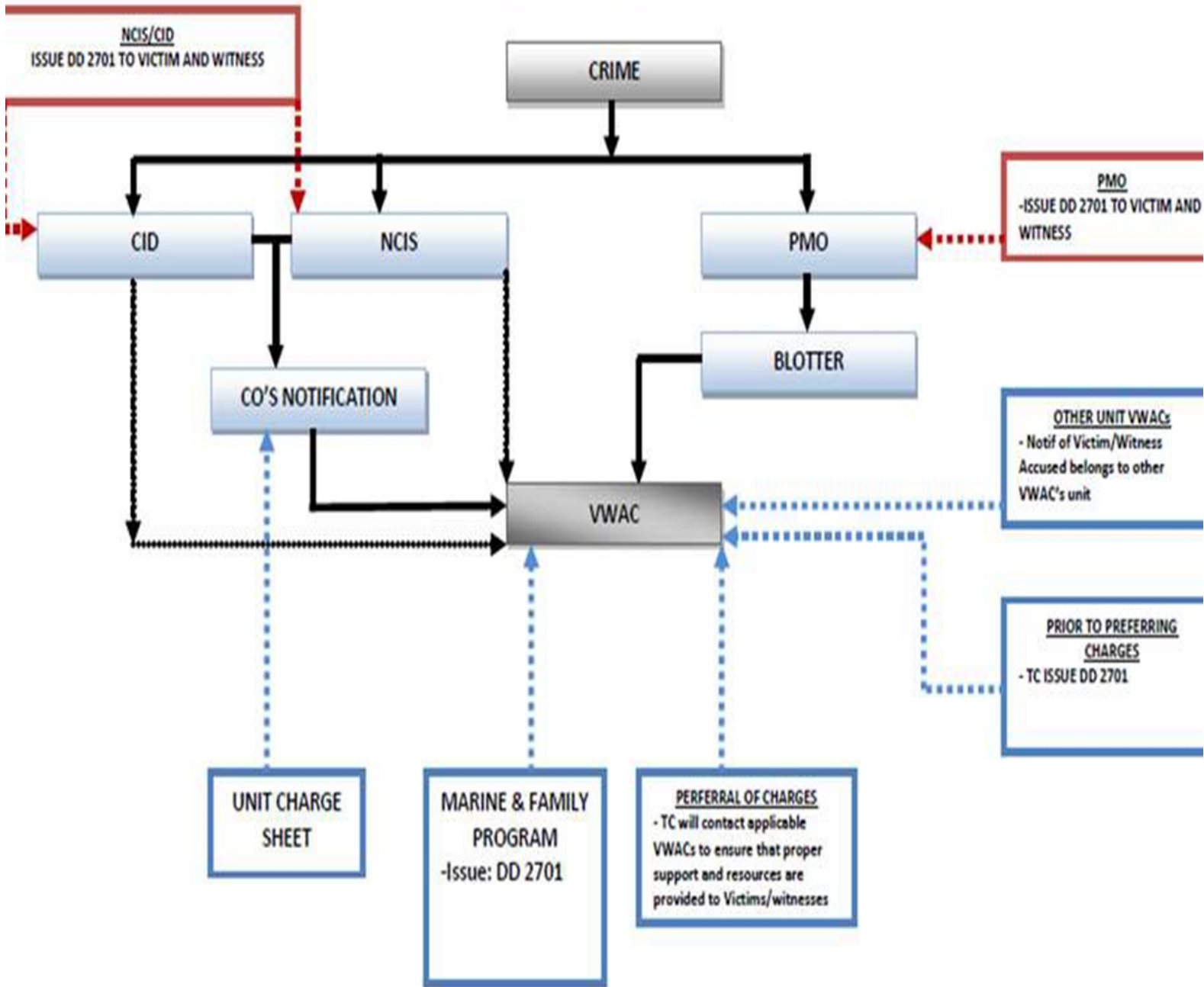
VWAP: COORDINATION IS KEY

- “All offices responsible for a part of the military justice process (including, but not limited to, law enforcement and criminal investigative agencies, convening authorities, legal, corrections) are responsible for ensuring smooth transition of victim and witness assistance at each stage of the criminal justice process. This means that close coordination is required among the VWAP personnel assigned to each of these offices during the transition from one phase of the criminal justice process to the next.”
- Ensure right contact information is given on each DD Form to each Victim or Witness.
- Ensure continuing coverage for Victim/Witness of services and rights

VWAP FLOW CHARTS:

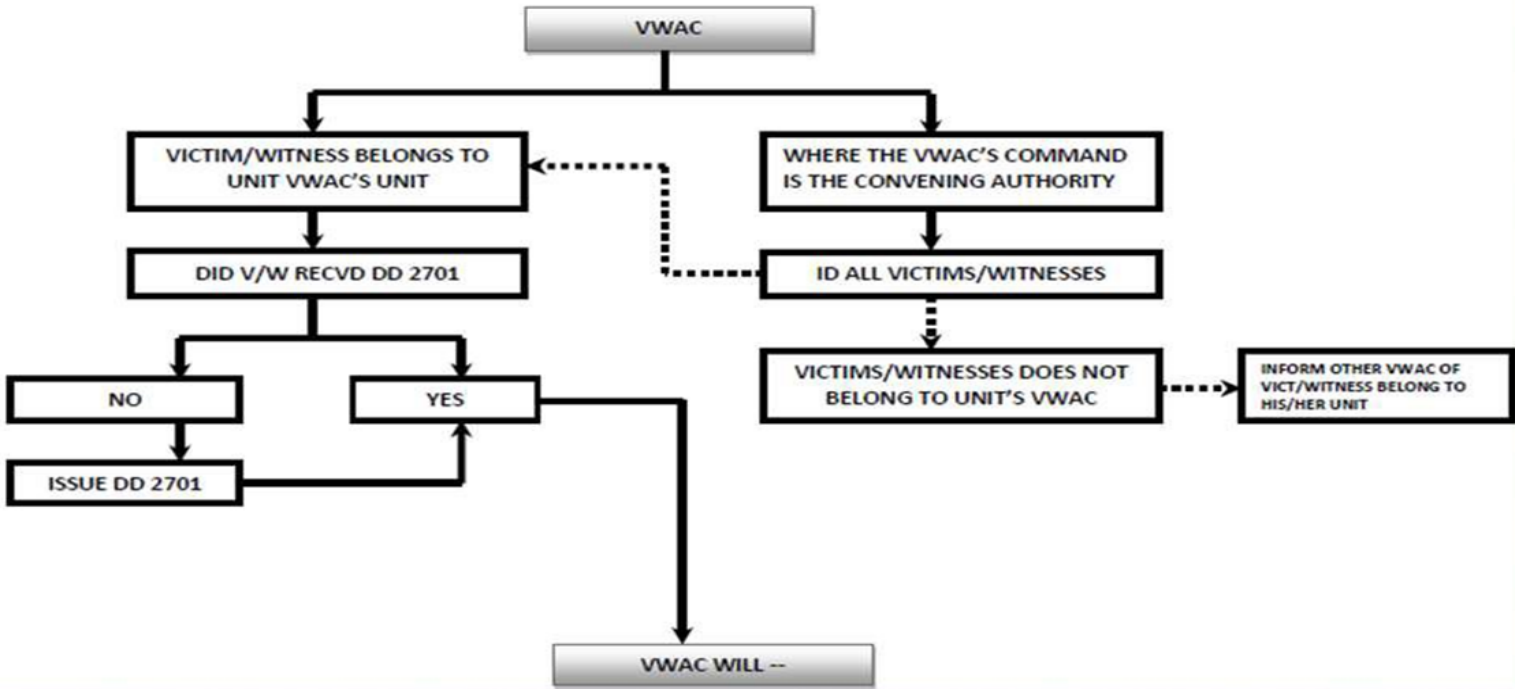
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VWAC NOTIFICATION - MATRIX



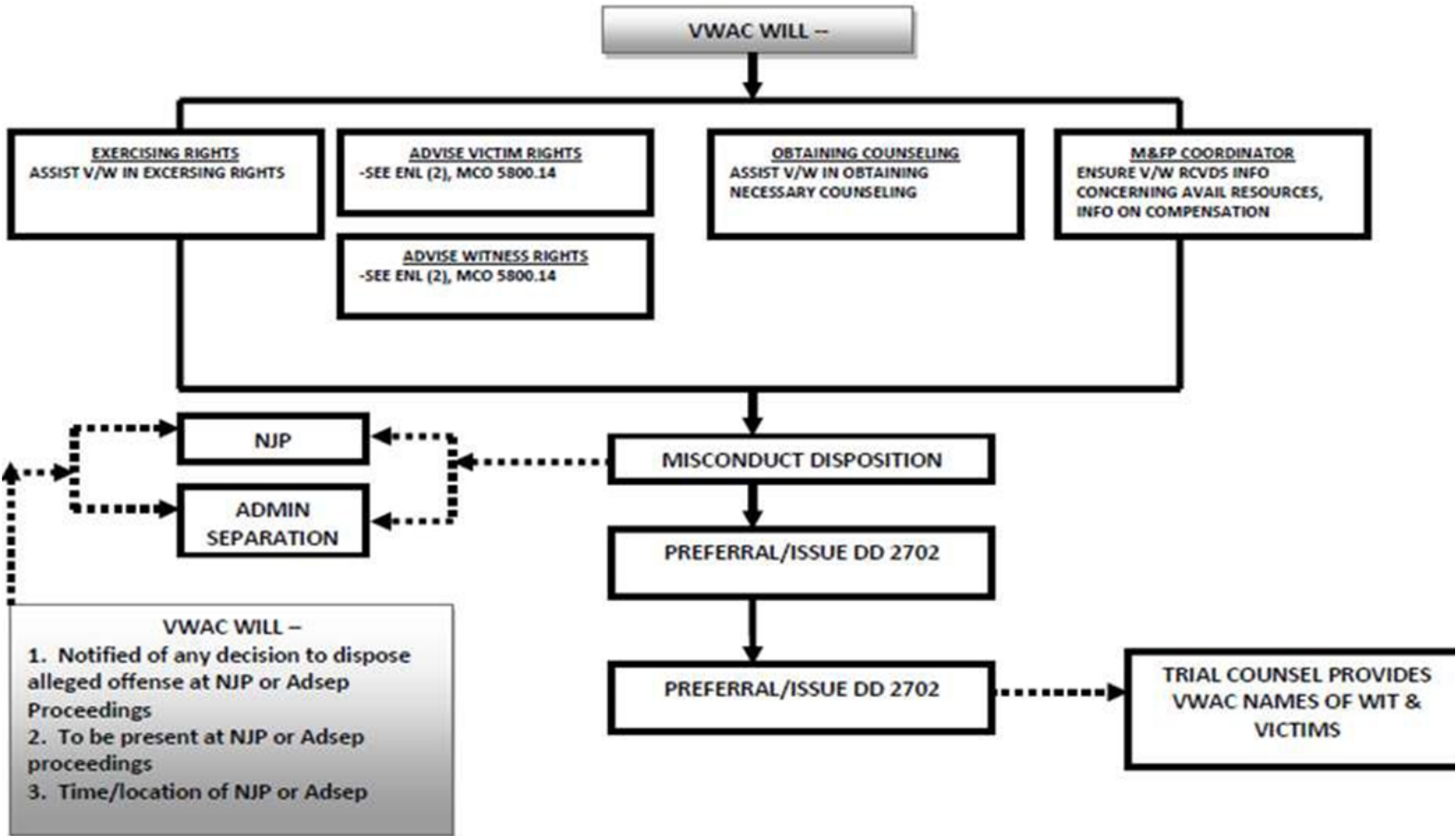
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VWAC'S DD 2701/ID ACTION MATRIX



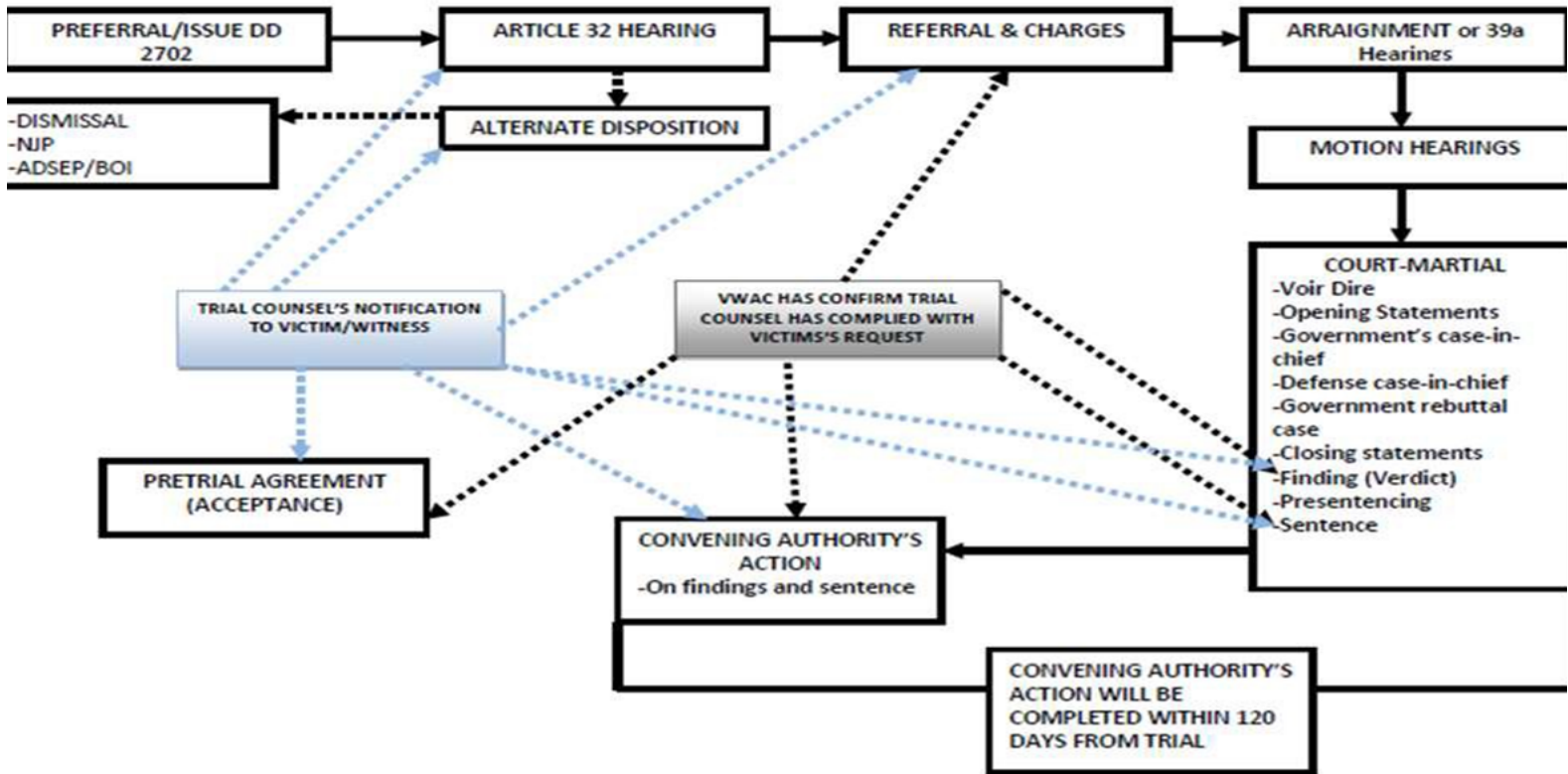
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VWAC'S ACTION AFTER DD 2701/ID MATRIX



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WITNESS AND VICTIMS ELECTED TO BE NOTIFIED



Victims Witness Assistance Program (VWAP)

Information regarding the Victims Witness Assistance Program (VWAP) can be found at the following website:

<http://dod.mil/vwac>.

The following DD forms dealing with this program are listed below:

DD FORM 2701

INITIAL INFORMATION FOR VICTIMS AND WITNESSES OF CRIME

DD FORM 2702

COURT-MARTIAL INFORMATION FOR VICTIMS AND WITNESSES OF CRIME

DD FORM 2703

POST-TRIAL INFORMATION FOR VICTIMS AND WITNESSES OF CRIME

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67. FAMILY ADVOCACY PROGRAM CHECKLIST

I. MSC/MSE and Unit Requirements

- Commanders shall hold military offenders accountable. Ref: MCO 1754.11, Par 3, (7), (a).
- Commanders are required to receive training on the prevention of and response to child abuse and domestic abuse within 90 days of assuming command and annually thereafter. Ref: MCO 1754.11, Par 3, (7), (b).
- Commanders shall ensure completion of FAP IDC training prior to participation in IDC per Chapter 2. Ref: MCO 1754.11, Par 3, (7), (c).
- Commanders shall appoint a primary and secondary officer to receive training and participate in the IDC. Secondary appointees participate in the IDC only in the event that the primary appointee is unavailable. This requirement only pertains to those unit commanders who are convening authorities. Ref: MCO 1754.11, Par 3, (7), (d).
- Commanders shall participate in the IDC. Ref: MCO 1754.11, Par 3, (7), (e).
- Commanders shall support Clinical Case Staff Meeting (CCSM) treatment recommendations. Ref: MCO 1754.11, Par 3, (7), (f).
- Commanders shall notify the installation FAPM when orders are pending to reassign service members and/or family members with open FAP cases. Ref: MCO 1754.11, Par 3, (7), (g).
- Commanders shall ensure all Marines attend annual educational/awareness briefings on prevention of child abuse and domestic abuse. Ref: MCO 1754.11, Par 3, (7), (h).
- Commanders shall report to FAP all suspected and alleged incidents of child abuse and domestic abuse occurring on the installation or involving military personnel or their families. Ref: MCO 1754.11, Par 3, (7), (i).

Notification of alleged domestic violence or child abuse may come from many sources:

- Hearsay
- Civilian or on-base law enforcement report or blotter entry
- Family Advocacy request for command victim safety action
- Voluntary self-referral through medical, Family Advocacy or command

ONCE YOU HAVE BEEN NOTIFIED OF AN ALLEGED INCIDENT:

- Inform XO/CO of incident, limit knowledge of case to those who have a need to know
- Implement safety measures per CO (e.g., Military Protection Order (MPO) (DD2873), temporary barracks room)
- Inform victim of perimeters of safety decisions and if MPO implemented, provide victim with copy
- Set up appointment with Family Advocacy for service member to be assessed
- Ensure service member attended assessment and follow up with assigned case manager
- Maintain confidential file on all Family Advocacy cases as directed by CO

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- Gather and read relevant reports (e.g., blotter, police reports, Civilian Temporary Restraining Order, Medical, SRB, etc.)
- Review Clinical Case Staff Meeting (CCSM) risk factors and treatment recommendations
- Ensure service member is enrolled in treatment as applicable
- Ensure the Family Advocacy Program Command Representative (CO/XO) is fully briefed on the incident being considered at the Incident Determination Committee (IDC)
- May attend IDC with the Family Advocacy Program Command Representative as an observer
- Debrief with case manager following IDC as necessary
- Notify service member of IDC outcome, if requested by CO
- If requested, work with Family Advocacy regarding Transitional Compensation (MCO 1754.11)
- If SM has received a qualifying conviction, Lautenberg Amendment will apply (MARADMIN 186/03).
- Continue to follow up with case manager regarding status of case until case closure

Website link to the MCO 1754.11: https://www.marines.mil/Portals/59/Publications/MCO%201754_11.pdf

<https://www.marines.mil/News/Publications/MCPEL/Electronic-Library-Display/Article/899443/mco-175411/>

<https://www.militaryonesource.mil/family-relationships/family-life/preventing-abuse-neglect/the-family-advocacy-program>

References: MCO 1754.11

68. EDUCATION INFORMATION (TUITION ASSISTANCE & MILITARY TESTING)

TUITION ASSISTANCE

1. Tuition Assistance Publications:

-MCO 1560.25 MARINE CORPS LIFELONG LEARNING PROGRAM

<https://www.marines.mil/News/Publications/MCPEL/Electronic-Library-Display/Article/899432/mco-156025/>

-MARADMIN 255/18 FY18 TUITION ASSISTANCE GUIDELINES UPDATE

<https://www.marines.mil/News/Messages/Messages-Display/Article/1514091/fy18-tuition-assistance-guidelines-update/>

-MARADMIN 150/19 FY19 TUITION ASSISTANCE GUIDELINES UPDATE

2. Short list of pre-requisites:

- a. Marine must serve on active duty through the last day of the course.
- b. Marine passed the most recent Physical Fitness Test (PFT) or received a waiver.

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- c. If applicable, Marine must be recommended for promotion.
- d. Marine has completed the MarineNet Personal Financial Management Course (Course ID 3420G)?
- e. If the Marine is enlisted, the Marine must have an EAS date at least 60 days beyond the completion date of the requested class.
- f. If the Marine is a Reserve component officer on active duty orders, the Marine must have an EAS date at least two years beyond the completion date of the requested class.

Marines cannot fall into the following category:

- g. Received an NJP within 6 months.
- h. Pending administrative separation.
- i. Assigned to MOS school or residential or non-residential PME (e.g., Staff College, Corporal's Course, Sergeants Course, or Career Course)

3. Process upon meeting the pre-requisites:

a. All first-time students must complete a "TA Orientation" class (College 101) prior to using TA. First time TA users with a GT of 99 and below must complete the TABE with scores of 10.2 or higher to receive TA. If the score is not satisfactory, Marines are urged to complete the MASP prior to receiving TA. MASP enrollment is strongly encouraged for all test scores below 10.2, but will not exclude a Marine from utilizing TA. ESOs may authorize TA for one course at a time for Marines who do not have access to TABE, who score below acceptable limits, or do not have access to MASP until Marines successfully complete 12 semester hours of credit.

c. Contact your Marine Corps Voluntary Education Center to receive educational counseling either in person or by phone. With your academic advisor, determine which courses will be requested for TA funding.

d. Complete a TA Application in WebTA listing course(s). Check with your institution to make sure the amounts for tuition you listed are correct. Fees cannot be paid using TA funds.

e. Start your application 60 days in advance of the term start date. You can submit your TA even before finishing your enrollment in the course at your school.

f. To apply for Tuition Assistance electronically from any computer:

- Navigate to <https://www.navycollege.navy.mil>
- Select the MyEducation portal
- Login with CAC or DEERS Information

AFCT RETEST POLICY

1. Testing Publications:

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- MCO 1230.5C <https://www.marines.mil/Portals/59/Publications/MCO%201230.5C.pdf>

a. Marine must first obtain a written authorization from his/her command at the battalion/squadron level (enclosed in MCO 1230.5C page 1-2 enclosure (1)).

b. All in-service retest authorizations will be submitted to the Marine Corps Test Facility with a "CERTIFIED TRUE COPY" of the Marine's "TEST" screen from MCTFS.

c. Marines will not be retested earlier than six (6) months following the most recent retest. Exceptions to this requirement can only be authorized by CMC (MPP-50) and will not be entertained unless a minimum of 90 days have passed from the last retest date and a formal request has been sent by that Marine's command utilizing enclosure (2). To ensure test integrity and minimize test exposure, Marines may only take the AFCT twice in a twelve-month period.

MILITARY TESTING

Armed Forces Classification Test (AFCT)

Defense Language Aptitude Battery (DLAB)

Defense Language Proficiency Test (DLPT) *for specific languages

Nelson Denney Reading Test (NDRT)

EDUCATIONAL SERVICES:

COUNSELING: Academic advisement for active duty and family members.

COLLEGE 101 (Tuition Assistance Policy & Procedures): MCO 1560.25, Chapter 6, and MARADMIN 255/18 requires all first time Tuition Assistance users to attend this brief in order to be eligible to use TA funds.

TUITION ASSISTANCE: Military's financial assistance program that helps cover tuition costs for courses taken at accredited colleges, universities, or Vocation/Technical schools. (MCO1560.25 Chpt 6 & MARADMIN 255/18)

TESTING PROGRAMS:

1. Certification Testing.
2. College Level Exams: proctored exams, ACT, SAT, CLEP, DSST, GED.
3. Military Classification Testing: AFCT, DLPT, DLAB, Nelson-Denny Reading Test. (MCO1230.5B)

JOINT SERVICES TRANSCRIPT (JST): JST, which replaced the SMART, is an academically accepted record of military training that has been validated by the American Council of Education (ACE) and takes military training and translates it into civilian college credit. (<https://jst.doded.mil/>)

APPRENTICESHIP PROGRAM: Department of Labor program open to all active duty personnel combines on- the-job training with related technical instruction. Marines who complete the program will receive a certificate of completion of apprenticeship status for their military skills. See OPNAVINST 1560.1C (<https://www.cnet.navy.mil/usmap>)

MILITARY ACADEMIC SKILLS PROGRAM (MASP): Program designed to improve reading, writing, communications and math skills for active duty, dependents and civilians. MASP is NOT an AFCT prep course, but can help personnel strengthen their skills on subjects test on the AFCT and can improve their work performance and future education. This program is free but requires 30-day permissive TAD orders for active duty persone

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69. KEY MEDICAL INFORMATION

TRAUMATIC BRAIN INJURY CARE

All Marines and Sailors who sustain a concussion as a result of a blast require a follow-up evaluation after returning from deployment. This follow-up is required even if the Marine or Sailor is feeling fine. The purpose is to ensure any lingering problems are addressed and to place anyone with a concussion into a tracking system. The concussion follow-up should occur within 4 months of returning from deployment. Affected individuals should report to the unit medical aid station. Unit medical staff will coordinate the follow-up evaluation. At Camp Pendleton, the evaluation is done at the DVBC clinic in the 33 area. Marine leadership can assist in the process by working with unit medical staffs to identify those needing follow-up exams and ensuring these are completed.

For those Marines with a history of concussion who continue to have symptoms, treatment is available from the Concussion Center. These are available at Camp Pendleton, 29 Palms and San Diego. Treatment often involves multiple appointments over a 12-20 week period. Marine leadership can assist by tracking those in these programs and making sure all appointments are made. Some of the appointments can last several hours.

MARADMIN 294/12 outlines all requirements related to Traumatic Brain Injury. Marine leadership should ensure that required pre-deployment training is completed and that ANAM testing is performed in accordance with MARADMIN 633/08 prior to deployment.

DEPLOYMENT HEALTH ASSESSMENTS

There are three different deployment health assessment requirements. The pre-deployment assessment should be completed by unit medical staff within 30 days of deployment.

The post-deployment health assessment (PDHA) is completed within 30 days of returning from deployment. These are often completed in theater.

The post-deployment health re-assessment (PDHRA) should be completed between 90-180 days after deployment. Getting Marines and Sailors to this one requires active engagement by SNCO's. Marine leadership can assist by engaging unit medical staff regarding scheduling. The Naval hospital has deployment health centers with medical personnel who can help conduct these screening and assist with getting referral care. These hospital teams can travel to the unit areas to improve compliance and make it easier to get these completed.

MEDICAL APPOINTMENTS

No-shows for medical appointments are a major problem. Rates of up to 20 percent no-show are reported by MTF's for mental health, sports medicine and concussion clinics. No-show for medical appointments delays the readiness of the unit, wastes the time of medical professionals and contributes to increase in waiting times for future appointments. Marine leadership can significantly reduce no-show rates by working with unit medical staffs and individual Marines to ensure medical appointments are kept. Medical privacy rules do not preclude Marine leadership from knowing the time and day of an appointment. Privacy rules do prevent disclosure of the type of appointment.

SIQ/LIGHT DUTY

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1. You need to coordinate with your BAS/RAS to monitor SIQ/LD Marines. No chit should be accepted from any agency or provider other than your BAS /RAS. This keeps everyone honest and keeps your Morning Report accurate. Medical can only track the chits they see and your S-1 and Admin are only as good as what they verify.
2. SIQ : Should not exceed 72 hours unless specified by a Medical Officer. There are exceptions, but they are rare.
3. Light Duty: Should not exceed 30 days per chit and no more than 90 days concurrent. After 90 days of continuous light duty for a single issue, Marines/Sailors should be evaluated for LIMDU. This is by instruction and not optional. Coordination with medical is key in identifying members that are near or over 90 days LD. Note limitations on Chits and work with those. Members can do their jobs within the framework of the chit. If you execute their limitations properly, your Marine will get back to full duty faster.

LIMITED DUTY

Marine leadership should know all who are on these and work proactively to ensure milestones are met and appointments are kept. LIMDU and medical boards can only be initiated by a physician from a medical treatment facility (MTF) and cannot be completed by medical providers assigned to the operating forces.

1. This link breaks it all down :
https://www.manpower.usmc.mil/webcenter/portal/oracle/webcenter/page/scopedMD/s93d54872_3cf0_498a_af04_0632f23b92e6/Pagef1d7e3a1_a2bf_46f6_ac4f_b2ec7265b606.jsp
2. The responsibility for tracking LIMDU is on the limited duty coordinator, but they need to work closely with Medical. We track too, but we can't leverage the UCMJ to the degree that the COC can, to punish or weed out those Marines that fail to make appointments or are non-compliant.
3. Non-medical assessments are just that; non-medical. This is part of the process that allows the COC to weigh in on the member's ability to function in their MOS/job.
4. Refer to PEB/LIMDU tracking example below:

LIMDU/PEB COMMAND REPRESENTATIVE INFO ("EXAMPLE") TRACKING SCHEDULE PROCESS

Weekly Duties:

- Monday: receive updated tracker from RAS LIMDU/PEB medical liaison, address key issues prior to Tuesday's
- XO meeting
- Tuesday: attend XO meeting @ 1030
- Wednesday-Friday: address RFIs generated at XO meeting and any new issues that arise within your unit

- LIMDU (Limited Duty):
 - 6-month period of restricted duty due to physical or mental health condition
 - 3 periods allowed for entire career
 - 3rd period requires HQMC approval
 - Must be initiated by a specialist (not battalion surgeon)
 - Must be in continual rehab/therapy throughout LIMDU period and must see specialist every 45-60 days

- PEB (Physical Evaluation Board):

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- Application for disability from DOD and VA prior to medical retirement based for condition prohibiting Service Member from completing the duties of his MOS
- Initiated by specialist
- LIMDU not required prior to PEB; if SM has a permanent condition that is known to be a reason for separation, PEB can be initiated immediately

- Once initiated, SM is required to make an appointment with IDES (Integrative Disability Evaluation System) at the MTF. IDES will:
 - Process PEB in computer system (MEDBOLTS)
 - Assign SM a POC that will help them throughout their PEB process
 - Schedule VA appointments and ensure all paperwork is collected
 - Command's responsibility for a PEB: generate a Non-Medical Assessment within 30 days of PEB initiation
 - Send signed NMAs to Mr. Kenton Walker: Kenton.walker@med.navy.mil

Wounded Warrior Battalion Referrals

- If a Service Member is on LIMDU and has >3 appointments per week or requires extra care, the command can initiate a referral to Wounded Warrior Battalion

- Three parts to a WWB package:
 - Command Recommendation
 - Medical Officer Recommendation
 - Case Manager Recommendation
- § If a Service Member does not yet have a Case Mgr, he will require a referral from the MO
- Completed WWB packages and obtain a Commander Endorsement letter, and are then emailed to Mr. Danny Bagwell at WWB: danny.bagwell@usmc.mil

LIMDU/PEB Forms

- 6100/5: Initiates a Service Member on a period of LIMDU or PEB
- Once generated, needs to be delivered by SM to IDES
- IDES obtains MTF Convening Authority signature in 2-3 days
- § SM needs to be proactive – IDES will not contact SM when form is signed
- SM picks up signed form from IDES, delivers to unit S-1 and IPAC for tracking purposes
- Expires 6 months after initiation
- § SM not automatically returned to full duty on expiration; appointment needed with specialist for evaluation and recommendation either to return to full duty or start another period of LIMDU
- 6100/6: Returns a Service Member to Full Duty

- Once generated, needs to be delivered by SM to IDES
- IDES obtains MTF Convening Authority signature in 2-3 days
- SM picks signed form up from IDES, delivers to S-1 and IPAC for tracking purposes
- Non-Medical Assessment (NMA)

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- Assesses SM's ability to perform his/her job with his current medical condition
- To be completed by the command within 30 days of PEB initiation
- Submitted electronically by command to IDES representative Mr. Walker, Kenton.walker@med.navy.mil

MEDICAL BOARD

1. When in doubt, refer to the Manual of the Medical Department, Chapter 18, ch 120. Here is the link:
<http://www.med.navy.mil/directives/pub/manmed%20change%20120.pdf>
2. Essentially once a Marine goes into the Integrated Disability Evaluation System (IDES) and MEDBOLTS the process runs on its' own with minimal input from the command.
3. The above link also clarifies LIMDU.

MEDICAL/DENTAL READINESS

1. This is a combined effort of medical/dental and commanders. Commanders are **ULTIMATELY** responsible, not medical/dental.
2. Units need to appoint medical/dental readiness coordinators that liaison with medical/dental.
3. Medical is responsible for doing the work and reporting for readiness, but units are responsible for getting Marines **TO** medical/dental.
4. Units should put all readiness stand-downs on the TEEP for better visibility and compliance.

MENTAL/BEHAVIORAL HEALTH

1. Operational Stress Control And Readiness (OSCAR) is embedded across most MEF units and is available to help. They deal with irritability, anger, sleep issues, drinking to sleep/forget, binge drinking, depressive symptoms, anxiety symptoms, adjustment post-deployment. They are your Marine's gateway into the mental health system. They are not there to pull weapons, stop training, prevent deployment or LIMDU Marines without real cause. The same applies to Fleet/Deployment Mental Health at NHCP. Blatantly suicidal or homicidal members should be secured and escorted to medical.
2. SECNAVINST 6320.24A (This reference also covers command directed mental health evaluations):
<http://doni.daps.dla.mil/Directives/06000%20Medical%20and%20Dental%20Services/06-300%20General%20Medicine%20Support/6320.24A.pdf>

COMPETENCY FOR DUTY EXAMINATION: ONLY the CO or OIC can direct competency for duty exams. The NAVMED 6120/1 must be signed by the CO/OIC and the member must be escorted to medical.

The 6120/1 (This link provides the competency for duty examination request):
<http://www.med.navy.mil/directives/ExForms/NAVMED%206120-1.pdf>

MENTAL HEALTH EVALUATIONS OF MEMBERS OF THE MILITARY SERVICES

The following reference is applicable to Mental Health Evaluations:
file:///C:/Users/GRCPatron147/AppData/Local/Microsoft/Windows/INetCache/IE/MFEPE7VB/DODI6490.04_Mental_Health_Evals.pdf

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References:

DoDI 6490.04, March 4, 2013

70. MEDICAL BOARD REQUIREMENTS

LIMITED DUTY / INTEGRATED DISABILITY EVALUATION SYSTEM (IDES)

LIGHT AND TEMPORARY LIMITED DUTY

A Marine who becomes sick, is injured, or develops a medical condition reports to the local Medical Treatment Facility (MTF) for screening. The physician has 4 options:

- Return the Marine to full duty.
- Recommend assignment to light duty for up to 3 periods of (30) days.
- Recommend assignment to Limited Duty 3 periods
- Initiate IDES proceedings.
- At the completion of maximum light/limited duty, the physician has 2 options:
- Return the Marine to full duty.
- Initiate medical board proceedings Process Initiation LIMDU
- For LIMDU the Referral is only accepted when the 6100/5 (bearing 3 signatures) and all other needed materials are received.
- The 6100/5 is sent to the command to forward to IPAC to change Marines status code to “Q” signifying Limited Duty

REFERENCES

Manual of the Medical Department Ch 18 SECNAVINST 1850.4E

Directive-Type Memorandum (DTM) 11-015 – Integrated Disability Evaluation System (IDES) MARADMIN 263/12

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LIMDU FORM NAVMED 6100/5

ABBREVIATED MEDICAL EVALUATION BOARD REPORT

SECTION 1: CLINICAL INFORMATION (TO BE COMPLETED BY MEDICAL OFFICERS)

Date: _____ Patient Name: _____ Patient SSN: _____

Proposed start date for limited duty: _____ Proposed end date (≤ 6 months): _____

This period of limited duty is for: (Select one)

- 1st LIMDU (≤ 6 months) Enlisted ADSM (no referral to service headquarters necessary).
- 2nd LIMDU (≤ 6 months) Enlisted ADSM (no referral to service headquarters necessary). Note that the first and second TLD periods cannot exceed 12 months cumulatively from the date of the first TLD period.
- 1st LIMDU (≤ 6 months) Officer ADSM (referral to service headquarters necessary).
- 2nd LIMDU (≤ 6 months) Officer ADSM (referral to service headquarters necessary).
- 3rd or subsequent LIMDU periods on Navy and Marine ADSM involving a distinctly different condition than that responsible for the first and second TLD periods (for referral to service headquarters for "departmental review").
- Placement on LIMDU - if the patient is not already in a LIMDU status - at the same time the patient's case is referred to the physical evaluation board for adjudication.

Diagnosis: (1) _____ ICD-9 CM Code _____
(2) _____ ICD-9 CM Code _____
(3) _____ ICD-9 CM Code _____

Circumstances of injury/illness:

Treatment plan:

Limitations from full duty (including whether transfer to EMDFU for treatment is indicated, and any FRT limitations):

Printed MEB Member Name and Signature/Date

Printed MEB Member Name and Signature/Date

Printed CA Name and Signature/Date

SECTION 2: PATIENT INFORMATION, TO BE COMPLETED BY PATIENT

I have received full information on the proposed Limited Duty period from my provider. I understand that this period of limited duty is not effective until approved by the MTF Convening Authority, and that the MTF will report this LIMDU action to my parent command. I understand I may be returned to duty prior to the date appearing above as my clinical condition warrants and upon action by my attending provider.

Patient Signature/Date

SECTION 3: TO BE COMPLETED BY PATIENT ADMINISTRATION OFFICER/MEDICAL BOARDS OFFICER

The following actions have been completed:

- Completion of Patient Information Sheet
- Notification to PSD/Personnel Office
- LODD Requested from Parent Command (if LODD required)
- Entry into ModBOLTT
- Briefing to Patient on Limited Duty/MEBs
- Notification to MTF LIMDU Coordinator
- Notification to Parent Command

Patient Administration Officer/Medical Boards Official Printed Name, Signature, and Date

ROUTING: Original to Patient Health Record; copies to Patient, Parent Command, PSD, MEBR Case File, and PERS-4521 or MMSR-4

NAVMED 6100/5 (Rev. 08-2004)
PREVIOUS EDITIONS OBSOLETE

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PROCESS INITIATION IDES (MED BOARD)

- The Med board will not start until the DOD/VA referral form is reviewed by the Convening Authority.
- This step ensures that a med board is the appropriate action.
- The Joint DOD-VA DES Pilot Referral Form is sent to the command to forward to IPAC to change Marines duty code in MCTIFS to code “V” signifying Medical Board. This is the only document needed.

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JOINT DoD / VA DISABILITY EVALUATION PILOT REFERRAL

SECTION 1: MILITARY TREATMENT FACILITY PROVIDER REFERRAL					
1. Service Member Name		2. Rank / Grade		3. Service / Component	
Last _____ First _____ MI _____		_____		_____	
4. Gender _____		5. Date of Birth _____ MM / DD / YYYY		6. Military Treatment Facility _____	
Diagnosis 1. _____		Initial Presentation _____		MM / DD / YYYY	
Diagnosis 2. _____		Initial Presentation _____		MM / DD / YYYY	
Diagnosis 3. _____		Initial Presentation _____		MM / DD / YYYY	
* List all diagnoses that may interfere with the patient's ability to serve on active duty in a medically unrestricted status. Use continuation sheet.					
Provider Name: _____					
Signature: _____ MM / DD / YYYY					
SECTION 2: PATIENT INFORMATION (TO BE COMPLETED BY PATIENT OR HIS/HER DESIGNEE)					
I understand that I am being referred to the Joint DoD / VA Disability Evaluation System Pilot process for a fitness for continued military service determination and possible referral to the Department of Veterans Affairs for the evaluation and assignment of a disability rating for those medical conditions (diagnoses) that are determined to be Service connected. I further understand that I will be provided an opportunity to claim other medical conditions before my case is referred to the VA Rating Board.					
I <input type="checkbox"/> DO <input type="checkbox"/> DO NOT desire to comment on the content of this referral. (see attachment)					
Patient Signature _____ MM / DD / YYYY					
SECTION 3: PHYSICAL EVALUATION BOARD LIAISON OFFICER/MEDICAL BOARD CASE WORKER					
1. Date Referral Received _____ MM / DD / YYYY		2. DES Case ID _____ (For example A-00012-1)			
3. Service member counseled on DoD DES Pilot _____ MM / DD / YYYY		4. Date DES Case file forwarded to Military Service Coordinator _____ MM / DD / YYYY			
PEBLO / MEB Case Worker Name: _____					
Signature: _____ MM / DD / YYYY					
SECTION 4: MILITARY SERVICES COORDINATOR (VA REPRESENTATIVE)					
1. Date DES Case file received _____ MM / DD / YYYY					
2. Date Service Member Counseled on VA DES Pilot Process _____		MM / DD / YYYY			
3. Date VA / DoD Joint Disability Evaluation Form (VA Form 21-0819) Completed _____		MM / DD / YYYY			
4. Date Referred for Required Medical Exam (VA CAPRI / VERIS) _____		MM / DD / YYYY			
5. Date DES Case file forwarded to referring Military Treatment Facility _____		MM / DD / YYYY			
SECTION 5: MILITARY TREATMENT FACILITY (Follow-up Medical Evaluation Board Actions)					
1. Date DES Case file received (PEBLO / MEB Case Worker) _____ MM / DD / YYYY		2. Date Narrative Summary signed (Provider / PEBLO / MEB Case Worker) _____ MM / DD / YYYY			
3. Date DES Case sent to MEB (PEBLO / MEB Case Worker) _____ MM / DD / YYYY		4. Date MEB action completed (Medical Board) _____ MM / DD / YYYY			
		<input type="checkbox"/> Case deferred due to additional treatment required <input type="checkbox"/> Service member returned to full duty status <input type="checkbox"/> Service member referred to Service Physical Evaluation Board			
5. Date Service member notified of MEB findings (PEBLO / MEB Case Worker) _____ MM / DD / YYYY					
6. Date DES Case file forwarded to Service PEB (PEBLO / MEB Case Worker) _____ MM / DD / YYYY					

PACKAGE COMPLETION

The following document will be required from the command on all Medical Board cases and 3rd or higher Limited Duty

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- NON-MEDICAL ASSESSMENT used by the command to comment on how the member's condition affects their ability to be a Marine:

Sample of a Non-Medical Assessment:

https://www.manpower.usmc.mil/webcenter/content/conn/WebCenterSpaces-ucm/path/Enterprise%20Libraries/MMSR_DSRL/LDNMA%202019.DOC

The following are sometimes required from command:

- Lost Record Memorandum
- If any portion of the member's health record is missing, the member's command must supply a memorandum stating as much.
- Line of Duty Investigation
- If the injury was not sustained in combat or if the cause is in question, the member's command will need to supply a Line of Duty Investigation. This process ensures the injury was not due to misconduct.

Transition

- Member may appeal final PEB findings to Military Department, but Service HQ will finalize PEB findings within 30 days
- Separation occurs no later than 27th of the month (NLT 45 days later + leave)
- Mil Dept must deliver Separation Orders and DD214 to VA MSC or DRAS
- VA benefits letter issued within 30 days of separation
- VA compensation should begin on first day authorized by law after separation/retirement (DD214)

Integrated Disability Evaluation System (IDES) Fact Sheet

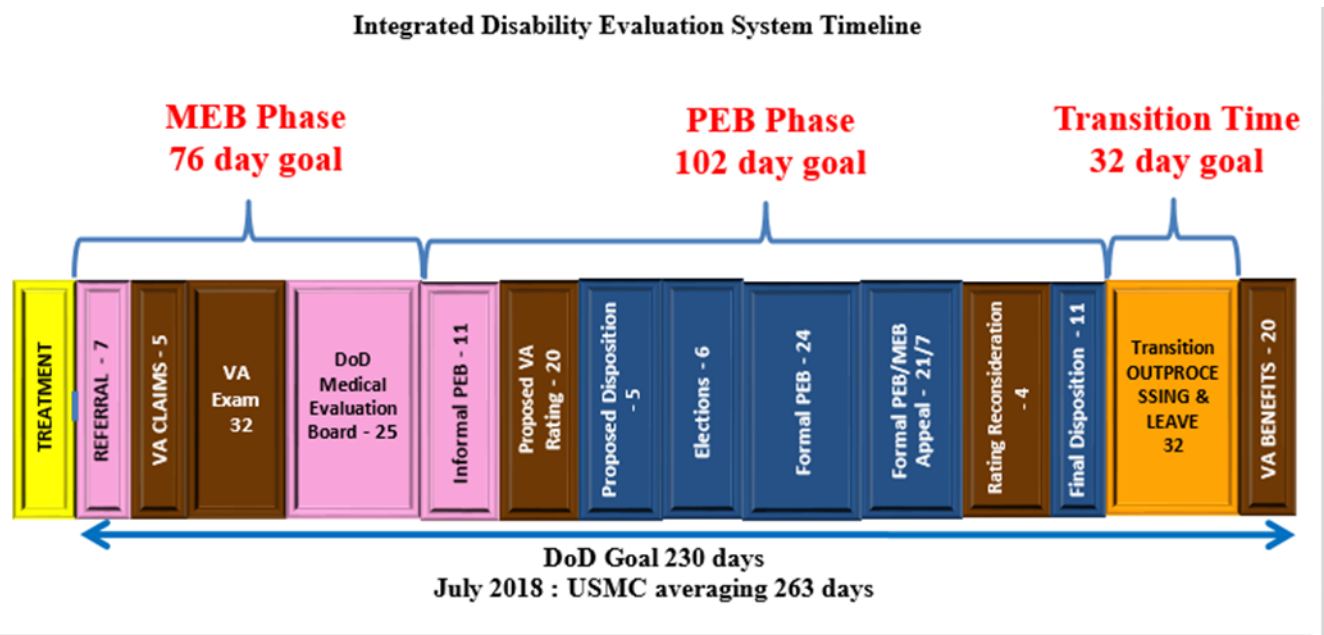
2,000-3,000 Marines are disability discharged or retired each year. Approximately 45 percent are discharged with severance, 20 percent are placed on the Temporary Disability Retired List (TDRL), and 25 percent are placed on the Permanent Disability Retired List (PDRL). 10% are either found fit or discharged without severance pay.

- If a Marine is not expected to return to full duty, the Medical Treatment Facility or CMC (MMSR-4) refers the case to the IDES/Physical Evaluation Board (PEB) to determine if they are fit for continued naval service.
- Once a Marine has been referred by the military medical provider they enter the IDES. The IDES is a congressionally mandated joint DoD/VA process that includes both DoD and VA medical examinations. The typical Marine has been treated and referred for 2 military unfitting conditions, but claims 12 service connected conditions with the VA. The VA provides a disability rating for all service connected conditions and

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the PEB applies that rating only to the military unfitting conditions. After separation the Marine may receive additional compensation from the VA.

- The IDES has a targeted completion time of 230 days from referral to disability separation/retirement. This goal was lowered from 295 days on 30 April 2018.



- A Marine found fit by the PEB is returned to duty or their status further determined by the commanding officer or CMC (MMSR) with the advice of the medical provider. A Marine that has been found fit by the PEB cannot be administratively separated for the same condition without SecDef's approval per the MARCORSEPMAN paragraph 6106.1d. A Marine found unfit by the PEB is placed on the PDRL, TDRL, or discharged with or without severance pay.
- A Marine found unfit by the PEB may request Permanent Limited Duty (PLD) to complete a current tour of duty based on hardship, needs of the Service, desire of the Marine to provide continuity in a critical billet or to complete an active service obligation for education and training. PLD requests recommending four months or less require battalion/squadron commander endorsement. PLD requests greater than four months require a Commanding General endorsement per MARCORSEPMAN 8108..
- Combat injured/wounded Marines are eligible for Expanded Permanent Limited Duty (EPLD). EPLD allows disabled Marines to continue to serve until retirement if promoted with their peers, provided they can contribute to the Corps' mission. Completing all/part of the PFT/CFT is not a requirement for retention, but Marines must meet body composition standards. See MARADMIN 457/16 and discuss with MMEA-1 or MMOA-3.
- Fit for continued naval service. A determination made only by the PEB that considers the nature of the medical condition and its effect on a Marine's/Sailor's ability to perform the requirements of grade, billet and MOS. The PEB does not consider limitations that solely affect performance on a PFT/CFT or other physical tests as

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these are Service and unit specific requirements (i.e., the inability of a Sailor to pass a Marine Corps PFT does not necessarily mean that individual has incurred a disability that precludes further naval service).

- Fit for full duty. A determination made by the commanding officer or CMC(MMSR), with the advice of medical providers that considers a Marine's/Sailor's ability to meet unit, grade, billet and MOS requirements. Options for a Marine/Sailor that is not fit for full duty include, but are not limited to: light duty, temporary limited duty, referral into the IDES, additional physical training to meet standards if no medical limitations, or administrative separation.
- Presumed Fit (PFit). A PEB finding applied to service members that are pending retirement at the time of referral to the PEB for a disability evaluation. A finding of PFit establishes that the condition has not caused the premature termination of a 20 year career. Members found PFit are not eligible for disability retirement, but are eligible for retirement under other provisions of law.
- The General Court Martial Convening Authority (GCMCA) determines the precedence of administrative, punitive, or disability separation processing. If the GCMCA determines that administrative separation for misconduct or punitive separation processing should take precedence over disability separation, immediately notify CMC (MMSR-4) to suspend or terminate disability separation processing and the proceedings of the PEB per MARCORSEPMAN 8308.
- In cases in which a ratable disability condition coincides with a basis for administrative separation and an other than honorable (OTH) characterization is authorized, a Commanding General must determine whether referral into the disability system will be denied or terminated if the Marine is enrolled in the disability system. In such cases in which an OTH is recommended, the Commanding General is the separation authority. (Colonels with GCMCA must refer such cases to a Commanding General) per MARCORSEPMAN 6106.5 and 8308.
- In October 2016 the DON authorized Legacy Disability Evaluation System (LDES) processing for entry level Marines and Sailors as directed by commanding officers and voluntary LDES processing for non-entry level Marines and Sailors. LDES processing does not include Veterans Administration medical exams and disability ratings and is typically completed in 30 - 90 days.
- Marines stationed overseas (outside of the 50 U.S. states) who require referral into the IDES receive PCS orders to a CONUS location to be processed through the IDES if the PEB makes the determination that referral into the DES is warranted and CMC (MMSR-4) concurs.
- Marines currently enrolled in the DES shall not execute orders without CMC (MMSR-4) approval.

For more information see the MARCORSEPMAN Chapter 8, call CMC (MMSR-4) at 703-784-9308/09 or visit https://www.manpower.usmc.mil/webcenter/portal/oracle/webcenter/page/scopedMD/s93d54872_3cf0_498a_af04_0632f23b92e6/Pagef1d7e3a1_a2bf_46f6_ac4f_b2ec7265b606.jsp

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71. BEHAVIORAL HEALTH HELPFUL LINKS

[Combat & Operational Stress](#)
[Control Suicide Prevention and Response Substance Abuse](#)
[Family Advocacy Program](#)
[Sexual Assault Prevention and Response](#)
[Branch USMC Wounded Warrior Regiment](#)
[Marine and Family Programs](#)
[Marine Corps Unit, Personal and Family Readiness Program Real Warriors Campaign](#)
[Defense Center of Excellence](#)
[Naval Center COSC](#)
[Leaders Guide for Managing Marines in Distress](#)
www.MilitaryMentalHealth.org
MilitaryCrisisLine.net
www.distressline.com

72. HUMANITARIAN TRANSFER

HUMANITARIAN TYPES

Ref: MCO 1000.6 Para 1301 (Acts Man) Permissive Temporary Additional Duty (PTAD) Up to 6 months (auth in 3 mo increments) Humanitarian Transfer (Valid MOS Billet) Hardship Discharge

EFMP (Exceptional Family Member Program not Humanitarian)

QUALIFICATIONS FOR TRANSFER/HARDSHIP DISCHARGE

- Problem or situation more severe than normal Hardship did not occur prior to enlistment
- What efforts have been made to solve the problem; Short term resolution of problem
- Immediate family?
- Is Marine presence required? Terminal illness?
- Presence requested by physician; No other relatives available
- If as a result of transfer, (billet vacancy must exist)
- If no billet vacancy, PTAD generally limited to 6 months

HOW TO INITIATE A REQUEST

- Marine informs Chain of Command of situation
- Marine must exhaust all Annual Leave prior to Command approved PTAD
- Command initiates request for PTAD, HUMS transfer or Hardship Discharge accordingly Format in accordance with the ACTS Manual

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- Command Endorsement
- If disciplinary action or PEB is pending generally cannot apply for HUMS

CONTACT INFORMATION (HQMC)

HUMS Monitor

Commercial: (703) 784-9329/9217/9218/9219 DSN 278-9329/9217/9218/9219

Fax: (703) 784-9842

SAMPLE HUMS PACKAGE

Ref: MCO 1000.6, ACTSMAN

MCO 1900.16 SEPsMAN

MCO 1050.3J

MCO 1000.6

For more information contact:

MMEA-26/86

Commercial: (703) 784-9329/9330 DSN: 278-9329/9330

FAX: (703) 784-9845

Contents of the Sample HUMS Package:

1. Contents of the Sample HUMS Package:

- a) Example of the Naval Message that is completed on the day the Marine desiring HUMS is attached at your command
- b) Command Endorsement.
- c) Marine's request covering the 15 points listed in the ACTS Manual.
- d) Statement from the attending physician "specifically indicating, in layman's terms, a definite diagnosis, prognosis, and estimated life expectancy if the illness is life threatening."

and/or

Legal Documentation supporting the Marine's reason for requesting Humanitarian assistance.

- e) A statement from each family member that cannot provide assistance in this case and who is in the same general vicinity as the Marine that would normally be expected to provide assistance.
- f) Any additional paperwork/statement(s) that you feel support the Marines case.

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HUMS (SAMPLE) MESSAGE

RTTUZYUW RHFJAGR0001 2300900-UUUU--RHFJSUU.
ZNR UUUUU
R 180900Z AUG 98 ZYB
FM INSP INSTR STF WINDY CITY IL//ADMIN//
TO **CMC MRA MM MMEA EIGHT SIX WASHINGTON DC/**

UNCLAS //NO1300//
MSGID/GENADMIN//

SUBJ/HUMS ATTACHMENT ICO GYSGT D D. DOGG EDIPI 1234567890/0369 USMC//

REF/A/DOC/CMC MIF/3JU13//

AMPN/REF A IS ACTSMAN, MCO 1000.6 PARA 1301.8//

POC/YOURNAME/GYSGT/I-I STF WINDY CITY IL/-/

TEL: COMM (555) 867-5309//

RMKS/1. PER THE REF, THE FOL INFO IS PROVIDED:

- A. GYSGT D D. DOGG EDIPI 1234567890/0369 USMC
- B. 3DBN 5THMAR 1STMARDIV MCC V35 (PARENT COMMAND)
- C. 980725 - 980817 EMERGENCY LEAVE (IF ON LEAVE)
- D. EAS 20001110
- E. ATTACHED 0730, 980818
- F. SNM ATTACHED FOR HUMS PTAD DUE TO MOTHERS MEDICAL CONDITION. COMPLETED HUMS PKG WILL BE FORWARDED TO MMEA-26 WITHIN 15 DAYS.

BT

#0001

SAMPLE ENDORSEMENT (HUMS REQUEST)

UNITED STATES MARINE CORPS

COMPANY Z
9TH BATTALION, 99TH MARINES
4TH MARINE DIVISION, FMF, USMC
1919 WRONG STREET
WINDY CITY, IL 22034-1234

1700
Admin
1 Sep 98

FIRST ENDORSEMENT on GySgt D. D. Dogg's ltr 1700/Admin of 31 Aug 98

From: Inspector-Instructor

To: Commandant of the Marine Corps (MMEA-86)

Subj: REQUEST FOR HUMANITARIAN TRANSFER ON GYSGT DEVIL D. DOGG 1234567890/0369 USMC

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1. Forwarded, recommending approval.
2. Gunnery Sergeant Dogg has been attached to this unit in a PTAD status since 18 August 1998. During this period he has made every possible attempt to alleviate his hardship. This command feels that SNM should be considered for a Humanitarian Transfer/PTAD to assist his family member/s.

M. M. BLOOD

SAMPLE HUMS REQUEST (AND EXAMPLE SOURCE DOCUMENTS)

UNITED STATES MARINE CORPS
COMPANY Z
9TH BATTALION, 99TH MARINES
4TH MARINE DIVISION, FMF, USMC
1919 WRONG STREET
WINDY CITY, IL 22034-1234

1700
Admin
31 Aug 98

From: Gunnery Sergeant Devil D. Dogg 1234567890/0369 USMC
To: Commandant of the Marine Corps (MMEA-86), Headquarters, U.S. Marine Corps, Manpower and Reserve Affairs, 3280 Russell Road, Quantico, VA 22134-5103
Via: (1) Inspector-Instructor, Company Z, 9th Battalion, 99th Marines, 4th Marine Division, Windy City, IL
Subj: REQUEST FOR HUMANITARIAN TRANSFER

Ref: (a) MCO 1000.6
(b) Naval Message 180900Z Aug 98

Encl: (1) Statement from Q.U. Ackerly, M.D., Windy City Medical Center of 28 August 1998
(2) Statement from Juan A. Dogg (Brother)

1. Per reference (a), it is requested that I be granted a humanitarian transfer to Inspector Instructor Windy City, IL (MCC ZB3).
2. My mother and father were both involved in a serious car accident on 24 July 1998 that has taken the life of my father and left my mother in serious condition. She required brain surgery in which a small portion of her brain had to be removed in order save her life. As a result of this procedure, she has lost the ability to control many of her bodily functions and will require 24 hour a day care.

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3. A transfer to I-I Staff Windy City, IL (MCC ZB3) would allow me to provide care for my mother and support her now that my father is gone. I have conducted research at several nursing home/medical facilities but I cannot afford the high prices they ask.
4. At this time I cannot provide an estimated time to resolve this situation. If her situation is not permanent, she will eventually be able to care for herself.
5. In the event that no billet vacancy exists at I-I Staff Windy City, IL (MCC ZB3), I would accept a transfer to any duty station in the surrounding area that would still allow me to remain close to my mother's home where I will provide care.
6. The following relative requires my assistance:
Margaret K. Dogg, 13 Hardluck St, Windy City, IL, 58 Years old.
7. The following relative(s) are listed with the ability/inability to assist with this situation:
Juan A. Dogg, 24 East Ave, Windy City, IL, Years old. Unwilling to provide assistance (See: Encl 2)
8. I have no disciplinary action pending at this time.
9. Attending Physician: Q.U. Ackerly, 5 Rich St, Windy City, IL, telephone: (555) 867-2212. (Attach supporting documentation)
10. I have no prior humanitarian requests.
11. If my request for transfer cannot be granted, I will not accept a hardship discharge.
12. A statement from family member (J. A. Dogg) is enclosed (See: Encl 1).
13. My situation does not involve single parenthood.
14. I intend to reenlist at the end of my current contract.

D. D. DOGG

SAMPLE ATTENDING PHYSICIAN LETTER

MEDICAL CENTER OF WINDY CITY

26 August 1998

RE: M. DOGG
DMR# 11234

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To the Commandant of the Marine Corps:

Please be advised that my patient, Mrs. Dagg, is recovering from brain surgery following the trauma she suffered from the car accident that occurred in July 1998. Her current condition is so severe that she will require 24 hour a day care and supervision.

If I can be of any further assistance feel free to contact me.

Sincerely,

Q. U. Ackerly, M.D.
Windy City Medical Center

SAMPLE STATEMENT FROM FAMILY MEMBER

To whom it may concern:

My name is Juan A. Jones and I am writing this letter at the request of my older brother Devil D. Jones who is a Gunnery Sergeant in the United States Marine Corps. I understand the seriousness of my Mothers situation, but following the death of my Father from the same car accident, which has hurt my Mother so bad I have been unable to cope with life in general and have been seeing a psychiatrist on a weekly basis. At my doctor's request, I cannot associate with my Mother at this time or it could have a serious effect on me.

I regret that I cannot provide assistance, but now my brother is the only family member alive who can help my Mother.

Thank you for your time.

Juan A. Jones

SAMPLE REQUEST FOR CODE REMOVAL (HUMS)

RAAUZYUW RUWDHAI2104 0512111-UUUU--RHMFIUU. ZNR UUUUU ZUI RHHMMCB0194 0551840
R XXXXXXX FEB 03
FM NAVMEDCEN SAN DIEGO CA
TO RHMFIUU/CMC WASHINGTON DC//MMEA-26// RUEACMC/CMC WASHINGTON DC//MMEA-26// INFO
RHMFIUU/CG MCRD WRR SAN DIEGO CA RUWDNAA/CG MCRD WRR SAN DIEGO CA

UNCLAS //N00259// MSGID/GENADMIN/NAVMEDCEN SAN DIEGO CA//
SUBJ/REQ DEL DRAW CASE CODE LCPL HARD L DOG 000 00 0000 1111 USMC// REF/A/MCO 1000.6/-/19JUL1995//
POC/JOHN DOE/MARLNO/LOC:I-I STF SAN DIEGO CA
/EMAIL:xxxxxxxx@xxxxx.USMC.MIL COMM: (xxx)xxx-xxxx//

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RMKS/1. AS OF xx xxx xx SNMS HUMS SITUATION HAS BEEN RESOLVED/STABILIZED AND IS NOW AVAILABLE FOR WORLDWIDE ASSIGNMENT. IT IS FURTHER REQUESTED THAT SNMS DRAW CASE CODE BE DELETED.
PROVIDE JUSTIFICATION: How? / Why? Situation is resolved or stabilized (i.e.) Death, Enrolled EFMP, Family Care Plan in Place, ETC.//

References:

MCO 6320.2E TR by SR Medical MCO P1754.4B EFMP
BuMed Inst 6300.8 Organ Donations

73. DEPLOYMENT STAFFING REPORT INFORMATION

The Deployment Staffing Report Process plays a vital role in the staffing of units. Beginning at the Company/Battery level, understanding this process along with ensuring appropriate codes are run will ensure proper staffing. Accurate personnel manning at the Company/Battery directly impacts a Battalion and is a key responsibility of a 1stSgt.

DSR OVERVIEW

The DSR contains critical data that assists CMC (MMEA) in staffing deploying units and is the metric in ensuring units are properly staffed for deployment. Accurate and timely submission of the DSR is vital.

DSRs are the unit's means of amplifying the details of the "on-hand" strength of their Battalion and the non-deployable Marines indicated in the MCTFS.

The DSR accounts for all "Enlisted Marines" permanently assigned to a unit's Reporting Unit Code (RUC).

Unit losses or "Non-deployable Marines" are categorized as EAS, PCS/PCA, or Other Circumstances. The "Other Circumstances" category is composed primarily of chargeable Non-deployable Marines and is not visible in the Marine Corps Total Force System (MCTFS) until after the appropriate Duty Status and/or Duty Limitation codes are entered on the unit diary via the IPAC.

The CMC, in his most recent Planning Guidance (CPG) directs that all forces deploying in support of OIF/OEF, UDP, and other non-GWOT requirements to be staffed to deploy at least 90% of their peacetime T/O in aggregate. For an Infantry Battalion, this means at least 765 Enlisted EAS- deployable Marines.

In addition, the CPG directs Commanders to reassign Marines to maximize their deployment availability with respect to remaining obligated service. Where feasible, Marines who do not have sufficient remaining obligated service to complete a scheduled deployment with their current unit, but who do meet the EAS cut-off for deployment with another unit, will be reassigned. Note: Marines will NOT be reassigned if doing so will violate guidance regarding home-station dwell time (at least 1:1)

IMPORTANT NOTE:

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It is imperative that Commander's ensure that appropriate and timely MCTFS/JUMPS/MMS unit diary entries are made when a change occurs to a Marines' status. (Duty Status, Duty Limit, Strength Category, Record Status, etc...)

DEFINITIONS ...as they relate to the DSR

Staffing goal (s/g) is about 90% of t/o and will remain fixed until the unit returns from deployment and commences the next deployment cycle. At that time the unit may receive a new s/g based on available mos inventory.

On-hand (o/h) strength is: reflects only marines permanently assigned to your unit/pmcc. When a marine is tad, performing duties in a fap billet, or administratively assigned To another unit, the marine still belongs to the original unit/pmcc and is chargable and will be accounted for in the (o/h) strength column. A marine from any other mcc administratively attached to the deploying unit will not be accounted for in this column.

Expiration of active service (eas) is: (1). First term marines.

(a). First term marines lacking sufficient time on their current enlistment, based on the eas cut off and deployment date, should be accounted for in the eas column (for example, if a marine has an eas of 15 nov 2005 and his unit deploys in dec 2005, the marine does not have the required obligated service to make the deployment and should be counted as an eas non-deployable marine).

(b). First-term marines who are eas non-deployable and desire to deploy should either submit for reenlistment or request an extension from the msc cg. Submit requests for voluntary cross year extensions to mmea-12 via tfrs as required.

(c). Additionally, list all first-term eas non-deployable marines who do not desire to extend and have 12 months or more remaining on current enlistment in a separate section, titled "first-term eas", below the dsr data fields. Include name, rank, ssn, mos, and eas. (see sample dsr)

(2). Career marines.

(a). Career marines lacking sufficient time on their current enlistment, but who are otherwise eligible to reenlist and deploy with your battalion, will be considered as deployable until they sign a service record page 11 entry indicating that they refuse to extend or reenlist to deploy and are assigned re-30 reenl code as appropriate.

(b). Include career marines in the "eas" column only if such page 11entry has been made.

(c). additionally, list all career marines refusing to extend/renlist for deployment in a separate section, titled "career eas", below the dsr data fields. Include name, rank, ssn, mos, and eas. (see sample dsr)

Receipt of orders (pcs/pca) is: this is all marines that are in receipt of orders issued by cmc (mmea) and will execute the orders prior to or shortly after the unit deploys. This column will not reflect any marine slated for a post deployment PcsO. Any marine entered in this column must also be listed in a separate section, titled "orders", below the dsr data fields. Include name, rank, ssn, mos, and edd.
(see sample dsr)

Medical / legal / other is: represents those marines who have sufficient time on their current obligated service contract to deploy but cannot deploy because of a medical, legal, or some other reason/condition (a marine who is

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eas non-deployable will not be accounted for in this column). Any marine entered in this column must also be listed in a separate section, titled "med/leg/other", below the dsr data fields. Include name, rank, ssn, mos, reason for non-deployable status, and intention code.

(see sample dsr)

Use the fol codes to represent your intention for each marine:

R - retain, rehabilitate for deplm

D - discharge prior to deplm

T - transfer for future rehabilitation

Note: the unit must ensure the marine's duty status code in mctfs has changed from full duty to the proper code in order to ensure proper duty status accountability.

Deployable (depl) is: the total number of deployable marines (depl) at the time of unit's dsr submission. Subtracting the sum of the eas number, the pcs/pca number, and the non-deployable number from the on-hand number can only obtain this deployable number. Every enlisted marine in the unit should be accounted for on the dsr.

Short term deployable (std) is: those marines who do not have the sufficient obligated service to make the entire deployment (because of eas or pcso prior to deployment return date) but, have at least 150 days until their eas or edd for pcs/pca. If deploying, these marines have a requirement to attend pre-separation counseling prior to deploying and must re-deploy / return nlt 45 days prior to eas or pcso out-processing. Do not count these marines against your unit's overall deployable strength (depl column). These marines will be counted as part of the total onboard strength of your unit once deployed in theater. Any marine entered in this column must also be listed in a separate section, titled "std's", below the dsr data fields. Include name, rank, ssn, mos, and eas.

(See sample dsr)

Commander's comments are: valued and required by cmc (mmea). This is the commander's opportunity to provide an in-depth staffing assessment highlighting potential challenges that cannot always be ascertained when analyzing raw data/numbers.

74. TRANSFER BY SERVICE RECORD

Commanders are responsible for ensuring that every Marine in the unit is carried on the rolls.

DEFINITIONS

LTPC – Long Term Prisoner Company LTP – Long Term Prisoner

PSL – Physical Security and Law Enforcement TR by SR – Transfer by Service Record

IHCA - In the Hands of Civil Authorities

- A transfer by service record will remove a LTP Marine from the rolls of the unit and the Marine will be carried on the rolls of LTPC

REQUESTING TRANSFER BY SERVICE RECORD (TR by SR)

Eligibility for TR by SR to LTPC – The LTP Marine must:

- Have been adjudicated at a special or general court martial
- Have 90 or more days remaining in confinement after the transfer is completed
- Have been awarded a punitive discharge

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The IHCA Marine must:

- For Pre-trial confinement
- Be pending adjudication of charges
- Charges must be equivalent to those resulting in a punitive discharge if adjudicated at a court martial
- Have 90 or more days remaining in confinement after the transfer is complete
- For Post-trial confinement
- Have valid sentencing documents
- Charges must be equivalent to those resulting in a punitive discharge if adjudicated at a court
- Martial
- Have 90 or more days remaining in confinement after the transfer is complete

REQUEST A TR BY SR FROM PSL

The parent command will contact PSL

POC: (703) 604-4354
(703) 604-4351

PSL will give command TR by SR checklist/package. Unit must complete and submit TR by SR package to PSL.

TR BY SR REQUEST GRANTED BY PSL

- PSL will issue a Naval Message (AMHS) granting approval. The unit will be directed to drop the Marine on a specified date and send scanned SRB to LTFC

TR BY SR DENIED BY PSL

- PSL will send an email stating that the transfer has been denied, to the unit IPAC and LTFC.

The unit will keep the Marine and out-process through their command.

TR BY SR DIRECTED BY COMPETENT MEDICAL AUTHORITY

- Marine requires care and medical facilities not in the vicinity of a permanent duty station.
- Marine's parent command will initiate the request to the WWR coordinated with HQMC (MMEA-86).
- Parent command will initiate the request for TR by SR when prognosis for care will exceed 90 days.
- Reserves will be handled on a case by case basis and coordinated with HQMC, (MMEA-86), HQMC (WWR) and MARFORRES (G-1).

Sample Transfer by Service Record Book Request

THIS REQUEST IS INITIATED BY THE GAINING COMMAND
i.e. INSPECTOR INSTRUCTOR STAFF OR HOSPITAL LIASIONS

*****NOT FOR PARENT COMMANDS*****

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RAAUZYUW RUWDHAI2104 0512111-UUUU--RHMFIUU.
ZNR UUUUU ZUI RHHMMCB0194 0551840
R 202111Z FEB 03
FM NAVMEDCEN SAN DIEGO CA
TO CMC WASHINGTON DC//MRA MM//MMEA-86//WWR//
INFO CG MCRD WRR SAN DIEGO CA
SEVENTH MAR
SECONDBN SEVENTH MAR
CG 1ST MARDIV
BT
UNCLAS //N00259//
MSGID/GENADMIN/NAVMEDCEN SAN DIEGO CA//
SUBJ/REQ TR BY SRB CASE OF LCPL HARD L DOG 000 00 0000 1111 USMC//
REFERENCE/A/MCO 6320.2D/-/19JUL1995//
POC/SHAWN CHENEY/SSGT/MARLNO/LOC:NAVMEDCEN SAN DIEGO
/EMAIL:CHENEYSM@MCRDSD.USMC.MIL COMM: (619)532-6104//
RMKS/PER THE REFERENCE IT IS REQUESTED THAT SNM BE TR BY SRB TO CG MCRD
WRR SAN DIEGO CA (MCC 017) NLT 28 FEB 03. SNM IS CURRENTLY PENDING
PEB FINDINGS AND IS RECEIVING CONTINUED CARE AT THIS FACILITY.
SNM'S CURRENT CMD IS LOCATED IN OKINAWA JA. ADDITIONALLY SNM IS NO
LONGER WORLDWIDE DEPLOYABLE.
2. DUE TO THE NATURE OF TR IT IS REQUESTED THAT CMD ENSURE
COMPLIANCE WITH ALL ADMIN PROCEDURES OUTLINED IN REFERENCE (A). ENSURE
ORIGINAL ORDERS ACCOMP SRB/HR/DR AND HHG/PERSEFFS TO NEW CMD BY MOST
EXPEDITIOUS MEANS.//
BT #2104 NNNN

References:

MCO 1640.3F
MCO P1080.40A
SECNAVINST 1640.9B MCO 5800.16
MCO P10130.28F
MCO 6320.2E

75. REGULAR PROMOTION INFORMATION

ELIGIBILITY REQUIREMENTS FOR PROMOTION

Marines who have served the minimum TIG/TIS for their grade, and have completed all required non-resident and resident PME will be considered eligible for promotion to the next higher grade.

Once eligible, all Marines being considered for promotion to Corporal or Sergeant will appear before a board of SNCOs and officers to verify their suitability and fitness for future service as an NCO IAW MARADMIN 200-16, and ensure the Marine Corps promotes only the best and most fully qualified Marines.

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<u>USMC & USMCR</u> <u>PROMOTION TO:</u>	<u>REGULAR PROMOTION</u>		<u>MERITORIOUS PROMOTION</u>	
	<u>TIG</u>	<u>TIS</u>	<u>TIG</u>	<u>TIS</u>
SgtMaj/MGySgt	3 YRS	10 YRS	--	---
1stSgt	4 YRS	8 YRS	--	---
MSgt	4 YRS	8 YRS	N/A	8 YRS
GySgt	3 YRS	6 YRS	N/A	6 YRS
SSgt	27 MOS	4 YRS	N/A	4 YRS
Sgt	12 MOS	24 MOS	N/A	18 MOS
Cpl	12 MOS*	12 MOS	N/A	6 MOS
LCpl	8 MOS	9 MOS	N/A	NONE
PFC	6 MOS	6 MOS	N/A	NONE

* Updated TIG requirement for promotion to Corporal IAW MARADMIN 055/16

COMPOSITE SCORE PROCEDURE

Commanders are responsible for ensuring that the leadership within their units is well versed in the spirit and intent of promotions.

Updated composite scores for all TIG/TIS eligible Marines will be populated within the MCTFS and appear on the record of service page approximately 3 weeks prior to the start of each promotion quarter.

DEFINITION

- A composite score is the mathematical calculation of certain data elements reported on the unit diary and used as measuring factor for the Marine Corps wide comparison of Marines within a given grade and MOS or OccFld.
- There are no provisions that allow commanders to waive composite scores. The cutting score is published monthly and is the authoritative source for all enlisted promotions to Corporal and Sergeant.

COMPOSITE SCORE SCHEDULE

<u>Promotion Quarter</u>	<u>MCTFS CS Data</u> <u>Elements Cutoff</u>	<u>CS Compute</u>	<u>Months CS is</u> <u>In effect</u>
Jan, Feb, Mar	20 November	~10 December	Jan, Feb, Mar (Q1)
Apr, May, Jun	20 February	~10 March	Apr, May, Jun (Q2)
Jul, Aug, Sep	20 May	~10 June	Jul, Aug, Sep (Q3)
Oct, Nov, Dec	20 August	~10 September	Oct, Nov, Dec (Q4)

COMPUTING COMPOSITE SCORES

If a Marine receives a "0000" score on the DFR, then there is missing information in their record. Every attempt must be made by leaders to ensure data is kept current within the MCTFS at all times to avoid this situation. Zeroed composite scores are most often caused by:

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- No proficiency and conduct markings awarded IN GRADE
- Expired rifle qualification
- Expired or missing CFT/PFT data (MED waiver expired?)
- Missing Proficiency and Conduct Markings

After missing data is reported on unit diary, if the Marine's re-computed composite score meets or exceeds the required cutting score for a promotion quarter, then a remedial promotion request must be submitted to CMC (MMPR-2).

Composite Score Worksheet can be found at: <https://cuttingscores.com/composite-score>

Composite Score Calculator

Rifle Score: <input style="width: 100%;" type="text"/>	PFT Score: <input style="width: 100%;" type="text"/>	CFT Score: <input style="width: 100%;" type="text"/>
Average Proficiency: <input style="width: 100%; border: 1px solid #ccc;" type="text" value="0.0"/>	Average Conduct: <input style="width: 100%; border: 1px solid #ccc;" type="text" value="0.0"/>	
When did you enter the Marine Corps? <input style="width: 100%; border: 1px solid #ccc;" type="text" value="MONTH"/>	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="YEAR"/>	
When did you pickup your current rank? <input style="width: 100%; border: 1px solid #ccc;" type="text" value="MONTH"/>	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="YEAR"/>	
Bonus Points:		
Special Duty (DI/Recruiter/MSG) <input style="width: 100%; border: 1px solid #ccc;" type="text" value="No"/>	Education Bonus: <input style="width: 100%; border: 1px solid #ccc;" type="text" value="0"/>	
Recruiting Bonus: <input style="width: 100%; border: 1px solid #ccc;" type="text" value="0"/>	Reenlistment Bonus: <input style="width: 100%; border: 1px solid #ccc;" type="text" value="0"/>	
<div style="background-color: #c00; color: white; padding: 5px; display: inline-block; border-radius: 5px;">Calculate Scores</div>		

NOTE: SEE MCO 1400.32D Ch 1 VOL 2 PARA 2501, FOR THE BREAKDOWN OF COMPUTATION.

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REGULAR PROMOTION BATTLE RHYTHM

DAY(S) OF MONTH	ACTION
1st-14th	Unit enters promotion recommendations via MOL. Review roster for possible FAP, PCS, or Marines that do not belong to the unit, then report “recommended/not recommended” via MOL.
10th-14th	IPAC monitors the promotion recommendation rosters via MOL.
Between the 20th and 29th	HQMC generates select grades.
Between the 26th until the end of the month	Unit prepares and issues all promotion warrants. If a commander elects to not promote a Marine with a select grade, forward the promotion warrant annotated with “Will Not Promote” written diagonally across it and a Page 11 counseling entry signed by the Marine and the Commander or report “Will Not Promote” via MOL.
1st-5th	The auto-promote cycle runs. The IPAC or Unit must report and have all “Will Not Promote” entries posted prior to the cycle.
After the 5th	Any further "Will Not Promote" warrants received, a "DELETE AS ERRONEOUS" will be utilized by the IPAC, which debits the Marine's pay. Follow up with the IPAC to ensure a composite score re-computation is completed.

References:

MCO P1400.32D (Volume 2; Enlisted Promotions)

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76. "PROMOTION RESTRICTION" ENTRY (Applicable to Enlisted Marines PFC through Corporal)

____ Date ____ I understand that I am eligible but not recommended for promotion to (insert grade) due to (state restrictions) IAW MCO P1400.32D CH2, par 1204.4 for a period of __ months, as applicable, unless waived by appropriate authority. I was advised that within 5 working days after acknowledgment of this entry, a written rebuttal can be submitted and this rebuttal will be filed in my OMPF. I choose (to)____ (not to)____ make arebuttal.

Signature of Marine

Signature of Commanding Officer

"NOT RECOMMENDED FOR PROMOTION" ENTRY

____ Date ____ I understand that I am eligible but not recommended for promotion to (grade) for the (month/quarter), (yr) promotion period because of (state reason). I was advised that within 5 working days after acknowledgment of this entry, a written rebuttal can be submitted and this rebuttal will be filed in my OMPF. I choose (to)____ (not to)____ make a rebuttal.

Signature of Marine

Signature of Commanding Officer

"WILL NOT PROMOTE" ENTRY

____ Date ____ I understand that I am selected, but will not be promoted to (rank) for the (Month/Year) promotion period because of (Reason). I was advised that with 5 working days after acknowledgment of this entry, a written rebuttal can be submitted and this rebuttal will be filed in my OMPF. I choose (to)____ (not to)____ make a rebuttal.

Signature of Marine

Signature of Commanding Officer

6105 Page 11 Entries

COUNSELING AND REHABILITATION

1. Marine Corps policy is that reasonable efforts at rehabilitation should be made before initiation of separation proceedings.
2. Unless separation is mandatory, the potential for rehabilitation and further useful military service will be considered by the separation authority and, where applicable, the administrative board. If separation is warranted, despite the potential for rehabilitation, consideration should be given to suspension of the separation, if authorized.
3. In cases involving unsatisfactory performance, pattern of misconduct, minor disciplinary infractions, or other bases requiring counseling under paragraph 6105, separation processing may not be initiated until the Marine is counseled concerning deficiencies and afforded a reasonable opportunity to overcome those deficiencies as reflected in appropriate counseling and personnel records. No certain amount of time can be used to define "reasonable opportunity." This must be determined by the commanding officer on a case-by-case basis. The commanding officer

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must sign adverse page 11 entries. Rehabilitation efforts must include the following and be documented in the Marine's service record:

- a. Written notification concerning deficiencies or impairments;
- b. Specific recommendations for corrective action, indicating any assistance available;
- c. Comprehensive explanation of the consequences of failure to successfully take the recommended corrective action;
- d. Reasonable opportunity for the Marine to undertake the recommended corrective action.
- e. Make the following entry as appropriate on page 11 of the service record upon completion of counseling. The Marine will acknowledge by signing the entry. See reference (cj) MCO P1070.12K W/CH 1 paragraph 4006.3r, concerning rebuttal and counter-entry requirements. The Marine's signature acknowledges that counseling has occurred, not that the Marine concurs with the content of the entry. These entries, once properly made, may not be removed by subsequent commanding officers based upon the passage of time or subsequent good performance. The date of the page 11 entry is the date that the Marine was counseled by the commanding officer. Forward a photocopy of the completed page 11 entry and written rebuttal statement, if any, to the CMC (MMRP-20) within 30 days.
- f.

(1) Use this entry to warn a Marine who is NOT currently being processed for administrative or judicial action. The purpose of this format is to warn Marines about problems, consequences and to offer an opportunity for improvement.

____ Date ____: Counseled this date concerning the following deficiencies: _____. Specific recommendations for corrective action are _____ and to seek assistance, which is available through the chain of command and _____. Failure to take corrective action and any further violations of the UCMJ, disciplinary action, or incidents requiring formal counseling may result in judicial or adverse administrative action, including but not limited to administrative separation. I understand that failure to complete my enlistment contract with an honorable characterization of service may preclude my eligibility for benefits from the Department of Veterans Affairs or other organizations and have an adverse effect on future civilian employment. I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be filed in the electronic service record. I choose to ____ /not to ____ make such a statement.

Signature of Marine

Signature of Commanding Officer

(2) Use this entry to document problems for a Marine who is currently processed for administrative or judicial action. The purpose being of this format is to document problems that are the bases for impending or current judicial or administrative processing when the Marine has previously been counseled and given an opportunity to overcome problems or when the basis for separation (such as commission of a serious offense) does not require that the Marine be given such an opportunity. It may also be used to document additional problems arising after judicial or administrative processing has already begun. This entry **is not** a prerequisite to civilian or military judicial action or to administrative separation.

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____ Date ____: Counseled this date concerning the following deficiencies: _____. Specific recommendations for corrective action are _____ and to seek assistance, which is available through the chain of command and _____. I understand that failure to complete my enlistment contract with an honorable characterization of service may preclude my eligibility for benefits from the Department of Veterans Affairs or other organizations and have an adverse effect on future civilian employment. I understand that I am being processed for the following judicial or adverse administrative action: _____. I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be filed in the electronic service record. I choose to ____ /not to ____ make such a statement.

Signature of Marine

Signature of Commanding Officer

f. If the individual Marine annotates their desire “not to” make a statement, the entry is appropriately annotated as such and no further administrative action is required. When the individual Marine desires to make a statement, the following guidance applies:

(1) Complete the statement using white paper, preferably typewritten or printed, and ensure the statement is dated and signed.

(2) The Marine’s statement must conform to Article 1122, reference (ao) United States Navy Regulations 1990 W/CH 1, regarding temperate language, limited to pertinent facts concerning the deficiencies identified in the page 11 entry, and shall not question or impugn the motives of another person.

(3) This is not the forum for surfacing issues more timely and appropriately handled at either Request Mast procedures or via a Complaint of Wrongs per reference (am) Manual for Courts-Martial (MCM) Article 138 of the UCMJ.

4. The commanding officer must also determine, on a case-by-case basis, whether the Marine has effectively overcome the noted deficiencies after the counseling and page 11 entry have been made. There are no requirements for subsequent imposition of nonjudicial punishment or other administrative or judicial actions as a prerequisite for separation proceedings. There must be some evidence in the administrative separation proceedings, however, indicating the Marine has not overcome the noted deficiencies.

5. A Marine being processed for separation under one of the bases requiring counseling under paragraph 6105 may only be processed if the counseling entry reasonably relates to the specific basis for separation ultimately recommended.

References:

1. MCO 1070.12K W/CH 1 (Individual Records Administration Manual)
2. MCO 1900.16 w/Ch 2 (MARCORSEPMAN)
3. MARADMIN 150/16

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77. PROMOTION RESTRICTIONS

1. The enlisted promotion system prohibits promotion of more than one grade at a time unless specifically directed by the CMC.
2. Promotions will not be backdated for the purpose of increasing pay and allowances, nor when a period of promotion restriction or delay has ended and the commander subsequently recommends delivery of the promotion. The date of rank will be effective the first day of the month following the end of the restriction period. The only instance when a Marine is issued the original date of rank and effective date is in the case of a delay where the Marine is subsequently exonerated of all wrongdoing.
3. Promotion restrictions are not punitive in nature and should not be used as such; they are intended to allow commanders a minimum period of time to observe a Marine whose conduct or performance has given the commander and/or the Commandant of the Marine Corps (CMC) reason to doubt whether the Marine is ready to assume the duties and responsibilities of the next higher grade.
4. Marines will not be promoted while in any of the following categories:

- a. On the date transferred to a retired status.
- b. In a retired status.
- c. On the inactive status list of the Marine Corps Reserve.
- d. On the date the Marine accepts an appointment to warrant officer.
- e. On the date the Marine accepts a commission.
- f. Within 18 months of the date convicted by a general court-martial.

Commanders may partially waive this restriction, in the cases of exceptionally well-qualified Marines in the grades of Pvt and PFC, 12 months after the date of conviction.

- g. Within 12 months of the date convicted by a special court-martial.

Commanders may partially waive this restriction, in the cases of exceptionally well-qualified Marines in the grades of Pvt and PFC, 6 months after the date of conviction if the Marine meets minimum TIG/TIS requirements.

- h. Within 6 months of the date convicted by a summary court-martial.

- i. In a probationary status as the result of sentence by a court martial.

j. Within 3 months of the date awarded nonjudicial punishment. In the case where a Marine is awarded a punitive reduction (to Pvt through Cpl), the Marine must also serve the full time in grade requirement inclusively before becoming eligible for promotion. Paragraphs 2101.1a(4), 2101.2a(4) 2102.1a(4), 2102.2a(4), 2201.1b(2), 2201.2b(2), and 2202.10b apply.

k. In a probationary status as a result of NJP under the authority of the UCMJ, Article 15, where any portion of the punishment is suspended. Commanders may partially waive this restriction, in the cases of exceptionally well-qualified Marines in the grades of Pvt and PFC, 3 months after the date of conviction.

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l. In a probationary status as a result of a civilian conviction where any portion of the punishment is suspended. Commanders may partially waive this restriction, in the case of exceptionally qualified Marines in the grades of Pvt and PFC, 3 months after the date of conviction.

m. Within 12 months of an administrative reduction to Sgt or higher grade as a result of a Competency Review Board (CRB).

n. Within 6 months of a punitive or administrative reduction to LCpl or Cpl as a result of a CRB.

o. Within 3 months of a punitive or administrative reduction to Pvt or PFC as a result of a CRB.

p. While in a suspended administrative reduction status as a result of a CRB. Commanders may partially waive this restriction, in the cases of exceptionally well-qualified Marines in the grades of Pvt and PFC, 3 months after the CRB is approved.

q. Within 18 months of the date confirmed distribution, use or possession of illegal drugs (to include “huffing”) took place. For purposes of this paragraph, the 18-month period will begin on the date positive confirmation is received from the DoD-certified drug testing laboratory in the case of urinalysis detection, or from the date of the illegal drug incident, or other means of identification resulting in a conviction or finding of guilt.

NOTE: This promotion restriction does take precedence over the restrictions contained in paragraphs 1204.4g, 1204.4h, and 1204.4j.

r. Within 12 months of conviction by military (to include a military magistrate) or civil authorities of Driving Under the Influence (DUI) or Driving While Intoxicated (DWI). Commanders may partially waive this restriction in the cases of exceptionally well qualified Marines in the grades of PFC and Pvt to 6 months after the date of conviction.

s. Within 6 months of conviction by civil authorities (foreign or domestic), or action taken which is tantamount to a finding of guilt, i.e. a plea of no contest, for an offense which is considered a misdemeanor, other than minor traffic violations, in the civil jurisdiction. This restriction will apply to any traffic violation that is considered a misdemeanor and is punishable by law, i.e. reckless driving. Commanders are required to submit copies of court documentation evidencing the nature and degree of the offense, i.e. misdemeanor, felony, etc.

t. Within 18 months of conviction by civil authorities (foreign or domestic), or action taken which is tantamount to a finding of guilt; i.e., a plea of nolo contendere, for an offense, which is, considered a felony in the civil jurisdiction. Commanders may partially waive this restriction in the cases of exceptionally well-qualified Marines in the grades of PFC and Pvt to 12 months after the date of conviction.

u. Marines who are confined by civil and/or foreign authorities, on appellate leave, or in an unauthorized absence and/or deserter status will not be promoted. If a Marine who is under consideration by a SNCO selection board enters into one of the above categories while the board is in session, the individual will be administratively deleted from the list of eligibles. If the Marine is subsequently exonerated of any wrong doing, appropriate remedial consideration may be granted.

v. Marines pending administrative separation for misconduct, unsatisfactory participation in the reserve component, unsatisfactory performance, alcohol rehabilitation failure, domestic violence, child abuse, weight control failure, etc. are not eligible for selection consideration or promotion. The loss of promotion eligibility begins

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the date the Notification of Separation Proceedings is signed by the commander for and presented to the Marine (Respondent) notifying the Respondent of the commander's intent to recommend to the General Court-Martial Convening Authority that the Marine be involuntarily separated from the U. S. Marine Corps. (Commanding Officers must ensure a copy of the signed notification and signed returned acknowledgement of rights are forwarded to the respective Installation Personnel Administration Center to properly effect the promotion restriction.)

NOTE: This includes medical separations determined to be not in the line of duty or due to a member's own misconduct.

w. While serving under a suspended administrative discharge.

x. While found to be outside the established height, weight, or body fat standards, during the evaluation process, or pending assignment or assigned to the Military Appearance Program (MAP) or Body Composition Program (BCP).

y. After failure of the Marine Corps Physical Fitness Test (PFT) or Marine Corps Combat Fitness Test (CFT). This restriction remains in effect until the Marine passes the PFT or CFT.

z. While awaiting a pending court-martial or nonjudicial punishment.

aa. While pending adjudication of charges by a civil court, either foreign or domestic.

ab. While pending administrative action by a CRB.

ac. While awaiting administrative reduction or separation (excluding non-culpable physical disability). ad. When not recommended for reenlistment. (Reenlistment Code (RE)4/4B)

ae. When assigned an RE-3C/3P for substandard performance. The RE-3C reenlistment code assigned in conjunction with a humanitarian transfer is not a promotion restriction.

af. After refusing to execute Permanent Change of Station (PCS) or Unit Deployment Program (UDP) orders (RE- 30). If a Marine later complies with the orders and the RE-30 code is removed from his/her record, the Marine will be promoted when his/her seniority number is reached. If the Marine's seniority number has already passed, then he/she will be promoted on the first day of the month after compliance with the orders. If the Marine enlists in the Marine Corps Reserve, he/she is eligible to compete for selection on the next regularly scheduled Reserve SNCO Selection Board. They will not have their active duty select grade reinstated.

ag. After refusing to extend or reenlist to obligate sufficient additional service to carry out PCS or UDP orders (RE- 30). If a Marine later obligates the required service to comply with the orders and the RE-30 code is removed from his/her record, the Marine will be promoted when his/her seniority number is reached. If the Marine's seniority number has already passed, they he/she will be promoted on the first day of the month after compliance with the orders. If the Marine enlists in the Marine Corps Reserve, he/she is eligible to compete for selection on the next regularly scheduled Reserve SNCO Selection Board. They will not have their active duty select grade reinstated.

ah. After applying for early separation under an existing or future early separation program; e.g., VSI (RE-3V)/SSB (RE-3S). This restriction does not apply to Marines who request early release to attend school.

ai. While attending mandatory rehabilitation for any Domestic Violence or Child Abuse offense.

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5. A page 11 counseling entry is required for corporals and below assigned to a period of promotion restriction per paragraph 1204.4 above. The entry will include the specific promotion restriction that applies and the period of time the restriction remains in effect. If a waiver is authorized, a subsequent page 11 counseling entry will be entered documenting the waiver and the name and rank of the official authorizing the waiver.
6. No waivers of the promotion restrictions resulting from illegal drug use/possession will be granted.
7. The CMC reserves the authority to make final determination for promotion to the SNCO grades. Any Marine who is selected by a SNCO selection board and subsequently enters a promotion restriction status will be reported to the CMC (MMPR-2) per instructions contained in paragraph 5200 of the Promotion Manual.

78. MERITORIOUS AND REMEDIAL PROMOTIONS

1. MERITORIOUS PROMOTION PFC THROUGH SERGEANT

Refer to MCO P1400.32D W/Ch 1 for additional information (recommend reading all of Chapter 4 of the reference):

Para 4107: “Commanders are authorized to meritoriously promote any Pvt, permanent personnel (non student), to PFC in recognition of outstanding leadership or performance”

Para 4103: this paragraph explains the number authorization for Meritorious Promotion (Cpl/Sgt). Specifically, “Not more than ¼ of one percent of the Cpls, and 1 percent of the LCpls, on board on the 1st day of the fiscal quarter (October, January, April and July), may be meritoriously promoted to the next higher grade”. “The months in which quarterly meritorious promotions are to be effected for Sgt and Cpl”.

Effective date of promotion to LCpl-GySgt is the 2nd of:

- a. SSgt-GySgt: January, and July (MMPR-2 directed)
- b. Sgt: November, February, May and August
- c. Cpl: December, March, June and September
- d. LCpl: December, March, June and September

Para 4106: This paragraph explains the method to Meritoriously Promote LCpl’s. Specifically, “Commanders, as defined by paragraph 1200.3 of this Manual, are delegated the authority to effect meritorious promotions to LCpl based upon onboard strength of permanent personnel in the grade of PFC. Each fiscal quarter, not more than 3 percent of the PFCs onboard on the 1st day of the fiscal quarter (October, January, April, and July) may be meritoriously promoted”

Note: Because the dates for Meritorious Promotions are “known” you can plan your Battery/Company/Squadron level boards ahead of time. Consult with your HHQ/MS to confirm at which level of command these calculations are made, and when promotion quotas or opportunities are available.

2. REMEDIAL PROMOTION REQUESTS PFC THROUGH SGT

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Remedial consideration is afforded to the grades of PFC through Sgt for administrative errors which delayed or prevented a Marine from being promoted. All requests for remedial consideration will be submitted by the command, to the CMC (MMPR-2) for approval (except as noted in paragraph 2604.5). No request for remedial promotion should be submitted directly to the Board for Correction of Naval Records (BCNR). Due diligence requires that requests for remedial consideration must be submitted within 1 year from the date of error or injustice. The CMC (MMPR-2) may, in the interest of fairness and under unusual circumstances, grant remedial consideration for requests which fall outside the 1 year limit. Requests submitted by a Marine directly to the CMC (MMPR-2) will be returned without action. The Marine Corps is authorized, within 6 months of the date the promotion should have been effected, to backdate the date of rank and effective date for pay and allowances due the Marine. Remedial requests approved by the CMC (MMPR-2) later than 6 months after the date the promotion should have been effected will require the Marine to subsequently petition the BCNR for pay and allowances. Upon approval of such requests by the CMC (MMPR-2), administrative instructions will be issued for the correct procedure to petition the BCNR.

3. REMEDIAL PROMOTION FOR STAFF NONCOMMISSIONED OFFICERS

The Enlisted Remedial Selection Board (ERSB) is charged with the review of all Marine enlisted records referred to it for the purpose of making recommendations concerning remedial promotion to SNCO grades (USMC and USMCR).

The CMC stipulates that the same criteria and selection procedures that regularly scheduled selection boards are instructed to follow are followed by the ERSB in their deliberations. However, where regularly scheduled selection boards are tasked with selecting the "best and fully qualified" Marines; remedial boards are tasked with selecting "fully qualified" Marines, as allocation restrictions are not applicable. The ERSB will utilize a sampling of records of Marines in each competitive category who were recommended for promotion, and records of Marines in each competitive category who were not recommended for promotion. The sampling of records provides a relative base from which the ERSB can determine which Marines eligible for remedial consideration are fully qualified for promotion by comparing their records to both those selected by the regularly scheduled selection board and those not selected by the regularly scheduled selection board. The ERSB is guided by the ERSB precept and the precepts used during the regularly convened selection board for which remedial consideration has been granted. Additionally, the ERSB is prohibited from considering material (i.e., fitness reports, commendatory/adverse material) regarding events occurring after the regularly convened selection board for which remedial promotion consideration has been granted.

Remedial consideration for promotion is granted on a case-by-case basis, with consistency and fairness in mind. The decision to forward a request for remedial consideration to the ERSB will be made based upon the merits of the individual request and the timeliness of submission. Only those cases determined to fall within the spirit and intent of the CMC's policies as outlined in this chapter will be forwarded to the ERSB for adjudication.

Additionally, only cases of Marines who were, or should have been, in the above zone or the promotion zone of a regularly scheduled promotion board will be referred to an ERSB.

The CMC (MMPR) will make the final determination as to which cases are referred for remedial selection consideration. Remedial consideration will not be granted to any Marine who, through the exercise of due diligence, should have been able to discover and correct the error or omission in the official record prior to the convening date of the selection board that considered, but did not select, the Marine. Furthermore, all applications for ERSBs must be received no later than three years after the date the contested board results were made public. Applications made more than three years after the date the contested board results were made public will be treated as untimely and will be denied.

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Due diligence requires that a Marine identify errors, discrepancies, or an injustice in his or her record in a timely manner and initiate appropriate corrective action. Accordingly, a Marine's request for remedial consideration must detail the steps taken to ensure the completeness and accuracy of his or her official record prior to the convening of the selection board which considered but did not select the Marine. The exercise of due diligence by a particular Marine can be determined by the presence, or absence, of certain factors, such as outlined in paragraph 3602.3a through 3602.3h.

Marines who have been discharged, transferred to the Fleet Marine Corps Reserve, transferred to the Retired List, retired reserve Marines awaiting payment of retired pay, or any other Marine who has requested remedial consideration, been denied, and has exhausted all other administrative means, are not eligible for consideration by the ERSB, but may petition the BCNR for relief concerning their case.

Marines who believe they are eligible for remedial selection consideration under the provisions of this chapter must send a detailed request directly to:

COMMANDANT OF THE MARINE CORPS HEADQUARTERS, U.S. MARINE CORPS (MMPR-2) HARRY LEE HALL
17 LEJEUNE ROAD
QUANTICO, VA 22135-5104

Command endorsement is not required; however, the requesting Marine's package may include supporting statements from his/her chain of command.

References:

MCO P1400.32D (Volume 2; Enlisted Promotions)

79. SNCO SELECTION BOARD SCHEDULE

Note: Ensure that prior to the beginning of each FY, you review the published MARADMIN to ensure you know the 'exact' start and finish dates for each SNCO selection board, as well as any amplifying or special guidance.

Recommend setting a date to ensure your Company/Battery personnel have submitted their respective

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photos to MMSB, as well as a chance for leadership to review personnel files and OMPF.

SGTMAJ THROUGH MSGT	8 WEEKS	OCT - DEC
GYSGT	8 WEEKS	APR - JUN
SSGT	9 WEEKS	JUL - SEP
RESERVE SNCO	7 WEEKS	JAN - MAR

80. NAVY MARINE CORPS RELIEF SOCIETY

Supporting Financial Readiness

- We provide: 0% interest loans and grants for:
- Emergency transportation when a family member has died or is critically ill.
- Rent, food, or daycare.
- Utilities, Water, Cell Phone, Cable, etc.
- Car repairs, car payments, car insurance, or gas.
- Medical and dental.
- Funeral expenses.
- Other financial difficulties/needs.
- Quick Assist Loans:
- These loans are available to your Marines and Sailors!
- Maximum amount is \$500.
- No appointment necessary. Only takes about 15 minutes from start to finish!
- Financial Education Briefs:
- Basic Budgeting and Investing.
- Avoiding Financial Pitfalls.
- Pre and Post-Deployment Financial Classes.
- Unit Specific Briefs: Designed for you!
- Other services we provide:
- Financial Worksheets/Budgets: New Marriage, BAH, and more!
- Budget for Baby workshops: Teach baby's impact on the family budget and provides \$75 of FREE baby items!
- Visiting nurse: providing home visits for new moms, combat casualties, and more.
- Thrift Shops: offering low cost items to military families.
- When your Marines and Sailors are deployed:
- NMCRS Pre-authorization forms or GPOA/SPOA are needed to provide assistance to an family Member
- This allows an allotment to be started for repay if the assistance is given as an interest-free loan.
- This allows us to assist without first having to contact the deployed service member.
- Important things to know:
- Navy-Marine Corps Relief Society services are confidential unless you request otherwise.
- We will help your Marines and Sailors solve their financial problems.
- Some documentation is needed; please call ahead to ask what your Marines should bring!
- A few things we may not normally assist with are:

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- Sending a family home due to a deployment or bringing families back to the area after a deployment.
- Financing liberty or vacations.
- Paying fines or legal expenses.

WHAT TO KNOW:

Bring: LES and ID CARDS, Car Insurance, or Tires

Bring: Estimate, Registration, Insurance Card, Drivers License, and LES

Bring: LES and knowledge of monthly expenses/incomees who need assistance:

Bring: SPOA/GPOA or NMCRS Pre-Authorization

Form Bring: LES, and ID card

Bring LES and ID card

81. SINGLE MARINE PROGRAM

Mission. The Single Marine Program (SMP) contributes to the improvement of total force readiness, job performance, and retention by supporting the enhancement of Quality of Life (QOL) for all single Marines, including unaccompanied Marines. The SMP includes all single service members aboard Marine Corps Installations. The SMP serves as the voice for single Marines in identifying QOL concerns, developing QOL initiatives, and providing recommendations through advocacy, recreational activities, special events and community involvement, which enhance morale and well-being. Quality of Life includes all activities and issues that directly or indirectly influence personal readiness, morale, living environment, and personal growth and development. The SMP incorporates commanders and leaders in the SMP QOL process and provides the means to be involved and active.

Commander's Intent. The SMP is a conduit to address single Marine QOL issues. The SMP coordinator serves as the single Marine advocate on their QOL issues and initiatives. The SMP is comprised of three program components: Quality of Life, Recreation and Community Involvement. These components shall be implemented in accordance with the program standards related to programming recreation and community involvement detailed in enclosure (1). Participation and Usage Data Reporting is provided in enclosure (2). These enclosures can be found in the Single Marine Program Order MCO 1700.36A

The Single Marine Program is an installation wide program that aims to enhance the quality of life of single service members by providing positive and rewarding outlets through recreation, community involvement, and dynamic facilities.

The Unit Command team is responsible for single service members at the individual battalion/squadron level.

KEY POINTS:

The SMP Council. The SMP Executive Board includes representation from all unit commands.

One-Day Special Events. Recreation center tournaments and hosted holiday events.

One-Day Trips. Local amusement park outings, sporting events (Padres and Chargers games), TV shows (such as the Price is Right and Jay Leno), deep sea fishing, holiday dinner off base, spa days, and theater dinner shows.

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Weekend Trips. Annual trips include: skiing, white water rafting, Las Vegas, San Francisco and camping in the Grand Canyon.

Volunteer Opportunities. Special Olympics, Habitat for Humanity, on-base stables and animal shelter volunteer work and multiple retirement home visits each month.

Welcome Home Bags. Provided to units which include: toiletry items, condoms, educational literature about health and wellness and recreation guides. This is a good introduction to the SMP as well as a nice gift for our troops without family members present at home comings. These bags are provided to the units for the single Active Duty and include: toiletry items, condoms, education literature about health/wellness and recreation guides.

1. This is a good introduction to the SMP as well as a nice gift for our troops without family members present at homecoming.

2. We ask for a two week notice on these requests. Bag supplies are picked up at SMP Headquarters and are assembled by the FRO/command.

Senior Enlisted Advisor (SEA)

1. Purpose. To establish policy and guidance for the command/installation Sergeant Major or designated SEA for the SMP.

2. Background. The SEA for the SMP is typically the command/ installation Sergeant Major. The SMP encourages and assists single Marines in identifying and planning recreational activities and community involvement projects while assisting commands in identifying and recommending solutions for QOL issues and initiatives. QOL includes all activities, issues, and initiatives that directly or indirectly influence morale, living environment, personal growth, and development.

3. Policy. The SEA shall work as a liaison between the SMP Council, the SMP Coordinator, and the command ensuring the SMP Council properly reflects the units on the installation and properly executes initiatives.

4. Duties

- a. Serve as the SEA to the SMP.

- b. Ensure the SMP Council size, composition, per enclosure (3) and the length of appointment for Executive Council members, per enclosure (4), are enacted/instituted in accordance with the direction of the installation commander. Maintain final approval authority on all SMP Council members. Ensure all units have adequate and consistent representation.

- c. Regularly attend installation SMP council meetings, as well as committee meetings. Regularly attend SMP activities and events.

- d. Provide guidance and knowledge on QOL issues/initiatives and installation policies.

- e. Encourage command representation during the regular meetings and disseminate information when requested. Ensure that all units, to include the supporting and operational command population, are knowledgeable of the SMP and have the opportunity to be represented at the SMP council meetings.

- f. Provide mentorship and guidance as appropriate.

- g. Report issues, concerns, or special requests to the command/installation Commander when appropriate. QOL issues/ initiatives identified during the SMP meetings shall be forwarded to the appropriate installation agency for resolution. The chain of command shall be included and informed when the SMP is working on a QOL issue/initiatives.

- h. The SMP Coordinator works in conjunction with the installation Sergeant Major and/or SEA to identify points of contacts for resolving QOL issues identified by single Marines. The SMP Coordinator will take the lead in

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coordinating issues related to MCCA and civilian agencies. The installation SgtMaj/SEA will take the lead in coordinating issues related to direct military issues (e.g. barracks, transportation, and medical) .

- i. Ensure the SMP is briefed at the command/installation welcome aboard briefings and included in the installation Troop Information Program.
 - j. Review minutes from committee meetings prior to their release.
 - k. Ensure that the noncommissioned officer support channel is knowledgeable about and informed of the SMP.
1. Maintain liaison with other unit Sergeants Major/SEAs. m. Unit SEA/Sergeants Major/1st Sergeants shall:
 - (1) Serve as advisor to the unit SMP representative.
 - (2) Assist the unit Commander in performing his/her SMP responsibilities.
 - (3) Monitor meeting attendance and assist in ensuring unit representation.
 - (4) Ensure unit representative is appointed in writing.

5. Helpful Suggestion

- a. Know your area SMP facility manager and the base SMP Director and work together to support activities geared toward single Marines. While SMP cannot provide supplies, they can be a great resource for ideas and suggestions.
- b. Make the SMP Unit Rep part of the check-in process for ALL incoming personnel.
- c. Use your SMP Unit Rep to assist with special events and command briefings.
- d. Sit down frequently with your SMP Rep to see what the needs are of the single Marines.

6. Special Events

- a. The Single Marine Program can only support events that are open to Active Duty only (i.e. safety stand-downs, PMEs). They cannot support any event that is open to families/civilians.
- b. The SMP Unit Rep is responsible for representing the SMP at all events that are open to non-active Duty.

7. SMP Informational Fliers

- a. Flyers and brochures are available for all SMP events. Please contact your area SMP Manager for more information.

8. Funding

The Single Marine Program does not have command rec funds and cannot provide financial support for unit level events.

Operation Adrenaline Rush (OAR)

HQMC funded program for recently returned Marines and Sailors from deployment, Free outdoor recreation opportunities for the unit at the platoon level, including training and combat operational stress control principles. Mitigates boredom and high-risk behavior in recently returned Marines.

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References:

MCO 1700.36A- Single Marine Program

MARADMIN 757/11- Single Marine Program representative on the Unit Family Readiness Command Team.

82. UNIT AND FAMILY READINESS FUNDS (U&FRF)

1. Background: The Unit, Personal and Family Readiness Program (UPFRP) is a Category A MWR program, supported by Non-appropriated funds (NAF), otherwise known as Unit and Family Readiness Funds (U&FRF). These monies are generated by MCCS retail sales aboard USMC installations, and are intended to support unit morale, welfare, and recreation (MWR) need including unit recreation, social and family readiness activities.

2. MCCS has established a single NAF allocation of \$25 per Marine per year for active units home-based at Marine Corps Installations. The installation MCCS will provide this support from locally generated revenues, and is not contingent on any appropriated funding (APF).

3. The unit Family Readiness Officer (FROs) are the unit point of contact, and will utilize U&FRF with the concurrence of the unit commander to support the unit MWR and family readiness needs. Regardless of the location of the unit, the commander shall apportion available U&FRF monies among the following three areas:

a. Educational. UPFRP Training related events, e.g. unit training workshops or classes offered through MCFTB or the installation COSC.

b. Recreational. Recreation and morale events, e.g. unit softball or gold tournaments.

c. Social. Social events, which equitable support the UPFRP population.

Website link to MCO 1754.9A:

http://community.marines.mil/news/publications/Documents/MCO%201754_9A.pdf

*** Even though this money is non-appropriated, ensure you and your commander are aware of the NAF prohibited expenditure list, as NAF may not be used for expenses unrelated to MCCS MWR programs.***

This order also discusses the limitations on unit fundraising aboard USMC installations.

References: MCO 1754.9A, Ch. 6.

83. RELOCATION ASSISTANCE PROGRAM (RAP)

The Relocation Assistance Program (RAP) provides relevant information to Marines and their families under Permanent Change of Station (PCS) orders, which assists in the relocation decision-making process. RAP was established to standardize relocation support throughout the Marine Corps and DoD.

I. MSC/MSE AND UNIT REQUIREMENTS

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- Marines and families will proactively engage RAP, no less than 90 days prior to PCS. Ref: MCO 1754.12, Par 3. a. (1) (b)
- Utilizes PCS checklists via the “Plan My Move” application and Military INSTALLATIONS via www.militaryonesource.com. Ref: MCO 1754.12, Par 3. a. (1) (c)
- Incorporate RAP into check-in and check-out procedures for Marines under PCS orders, as well as the “Plan My Move” PCS workshop. Ref: MCO 1754.12, Par 3. a. (2) (a)
- Advise incoming personnel and family members of the Welcome Aboard Orientation. Ref: MCO 1754.12, Par 3. a. (2) (b) 1. a.
- Obtain electronic Welcome Aboard Packages with relevant base information from RAP. Ref: MCO 1754.12, Par 3. a. (2) (b) 1. a. (2)
- Advise inbound and outbound personnel of the Lending Locker program for free use of Temporary Household Goods during a PCS. Items can be checked out from the local RAP office during regular business hours. Ref: MCO 1754.12, Par 3. a. (2) (b) 2.
- Personnel to be assigned as sponsors under the Marine Corps Sponsorship Program (MCO 1320.11F) can be trained online with the eSponsorship Application & Training tool at www.militaryonesource.mil/moving. Ref: MCO 1754.12, Par 3. a. (2) (b) 1. c.
- Personnel are also able to schedule Individual Relocation Planning (IRP) sessions in the event they are unable to attend a workshop or receive immediate orders. Ref: MCO 1754.1, Par 3. a. (2) (b) 3. b.

An example website containing relocation information is listed below: <http://www.mccscp.com/relocation-assistance>

REFERENCES:

MCO 1320.11F “Marine Corps Sponsorship Program” MCO 1754.12 “Relocation Assistance Program”

Public Law 101-189

SECNAVINST 1754.6A, Relocation Assistance Program DoDI 1342.22, “Military Family Readiness” July 3, 2012

84. SUBSTANCE ABUSE INFORMATION

STANDARD OPERATING PROCEDURES FOR ALCOHOL SCREENING PROGRAM

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR THE MARINE CORPS
ALCOHOL SCREENING PROGRAM (ASP)

Screening Program Coordinator (ASPC), designated by the CO in writing.

(3) The request to perform an ASP breath test is a lawful order. Refusal to comply is a violation of a direct order from the CO.

(4) Refer to the references and enclosures for specific testing guidance.

c. Coordinating Instructions. Commands shall only test each Marine/Sailor twice during the FY. Additional tests will deplete the annual supply of mouthpieces and sensors and incur cost at the installation.

(1) The objectives of the ASP testing program are to:

(a) Provide immediate identification of the presence of alcohol.

(b) Facilitate command assessment of the unit's culture of alcohol use.

(c) Provide opportunities for counseling, education, training, and screening.

(d) Promote safety and maximize readiness through ensuring members are fit for duty.

(e) Return members to full duty as early as possible.

(f) Deter alcohol abuse and misuse.

(2) Testing Procedures. The ASPC will refer to the references for operation of the device to develop specific procedures.

(a) Turn device on. Wait for the device to warm-up before initial testing. Be sure to clear/reset after each use in accordance with instructions provided with each device. This will significantly reduce the risk of a false sample on the subsequent reading.

(b) Ask the Marine/Sailor if he/she has ingested anything during the last 20 minutes. If the answer is yes, wait at least 20 minutes before testing.

(c) The Marine/Sailor being tested shall take a deep breath and blow steadily and consistently, until the device signals test completion, usually four to five seconds.

(d) Once the device detects the presence of deep lung air, it will test the breath sample.

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Subj: STANDARD OPERATING PROCEDURES (SOP) FOR THE MARINE CORPS ALCOHOL SCREENING PROGRAM (ASP)

(e) A "Flow" or "flo" warning display on the readout screen indicates the breath sample was not sufficient or more likely, not long enough.

(f) If the Marine/Sailor fails to provide a sufficient breath sample, have the Marine/Sailor perform a second test right away. A 20-minute waiting period is not required.

(g) After three attempt failures, it will be identified/reported as "failing to provide a sufficient sample."

(h) Prior to testing another individual, ensure the screen backlight has turned off and then tap the power button to reset the unit.

(i) Avoid the introduction of smoke, saliva, or other contaminants into the device.

(j) Avoid testing in high wind or restricted spaces. Poor ventilation may lengthen the time required for warm up between tests.

(k) A "bat" warning display on the readout screen indicates that battery power is low and battery replacement is required.

4. Administration and Logistics

a. Retain records at discretion of CO or higher authority.

b. Record the results on the Alcohol Screening Program Log contained in enclosure (1).

c. Record of test. A record of each test must be completed regardless of the test results. The following information will be annotated on the Alcohol Screening Program Log:

(1) Test number. Record the 5-digit test number that appears on the screen.

(2) Date/Time. Date and time screening was administered.

(3) Rank. The Marine/Sailor's current rank.

(4) Last Name. Last name of the Marine/Sailor screened.

(5) First Name. First name of the Marine/Sailor screened.

(6) Results. "NEG" if negative; "BAC=0.000" (fill in number) if positive; or "No Sample" if Marine/Sailor failed to provide a

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Subj: STANDARD OPERATING PROCEDURES (SOP) FOR THE MARINE CORPS
ALCOHOL SCREENING PROGRAM (ASP)

sufficient sample.

(7) Disposition. Note the disposition of each Marine/Sailor who failed the test, i.e., referred for education or screening, N/A, if no referral.

d. Calibration of the breathalyzer must be performed as specified in the user manual supplied with each tester. ASPCs will record the date/time the tester was calibrated on the first line of the Alcohol Screening Program Log contained in enclosure (1) prior to each daily test; this information verifies the breathalyzer has been calibrated.

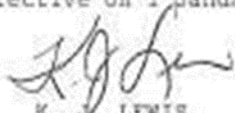
e. Within seven (7) days after the end of each month, report unit's results to HQMC (MPC4) via the local SACC/Resilience Education Branch and the chain of command contained in enclosure (2).

f. Ensure that when not in use, testers are maintained in a secure location.

5. Command and Signal

a. Command. Direct questions concerning the ASP to the Installation Substance Abuse Counseling Center/Resilience Education Branch.

b. Signal. The ASP is effective on 1 January 2013.

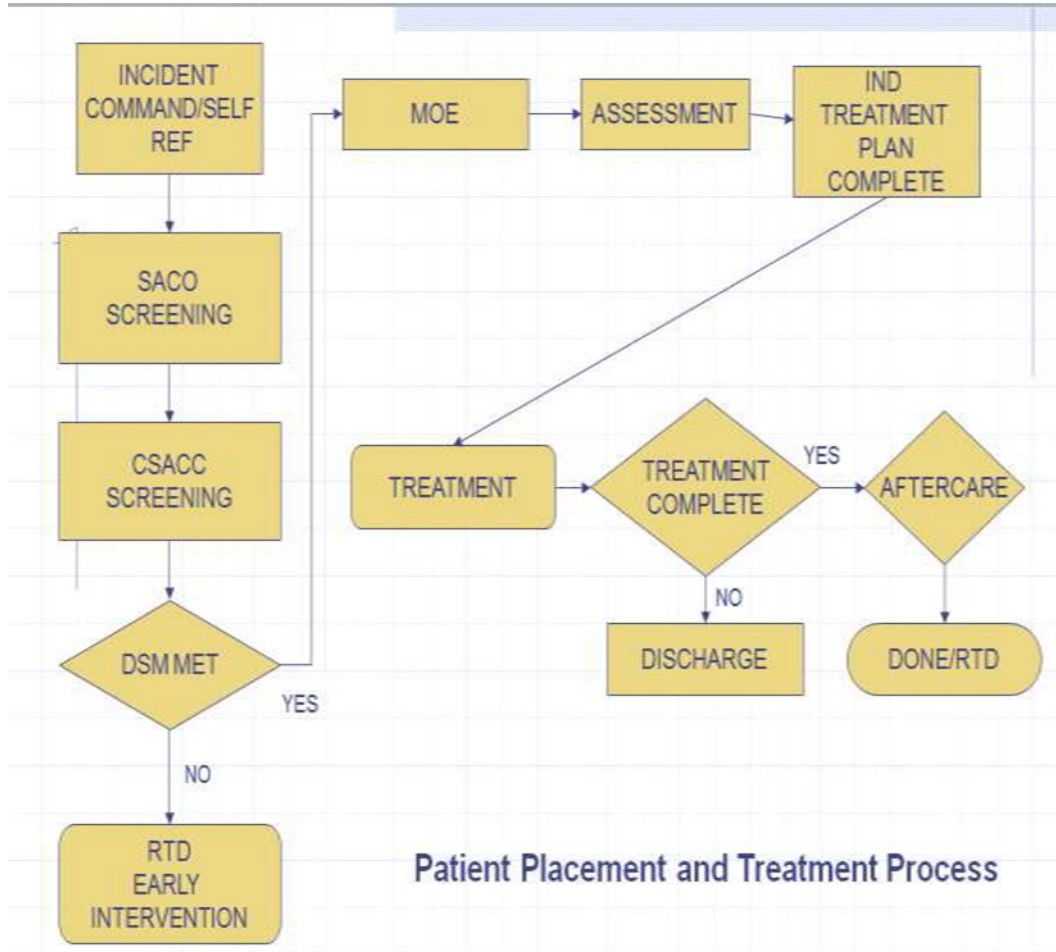


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COMMCICOM
COMMCIPAC
COMMARFORPAC
COMMARFORCOM
COMMARFORRES
CG MCIEAST
CG MCINWEST
CG MCCDC
COMMAR30C
CG MCRD/WRR
CG Camp Butler

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CSACC FLOW CHART



TESTING CODES (URINALYSIS)

1. Random Testing (IR) – Must be done every week
2. Unit Sweep (UI) – Must be done once a year
3. Command Directed (CO)
4. Probable Cause (PO)
5. Consent (VO)
6. Rehabilitation (RO)
7. Mishap Investigation (AO)
8. Medical Examination (MO)
9. Inspection (IO)
10. Accession Testing (NO)
11. Other Testing (OO) – For Marines coming back from leave, TAD, etc.

TYPES OF TREATMENT

1. Prime for Life (P4L) – Two 8 hour days
2. Outpatient Treatment (OP) – 2 Weeks
3. Intensive Outpatient Treatment (IOP) – 2 Weeks

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4. Intensive Outpatient Enhanced (IOPE) – 6 Weeks
5. Inpatient Treatment at Point Loma – 13 Weeks

TYPES OF AFTERCARE

1. Basic Aftercare - 52 weeks long (1 yr)
 - No consumption of Alcohol
 - Responsible Consumption of Alcohol
 - Allowed to drink alcohol
2. Continuing Care – This is located at SARP which is a Naval Treatment Facility
This can last as long as the Marines Counselor wants
3. Treatment Failure
 - -A Marine who refuses, fails to participate, or does not successfully complete treatment or aftercare and is determined a treatment failure by a Medical Officer will be processed for Separation (coordinate with CSACC).

References:

- a. MCO 5300.17 b. MCO 1200.17B
- b. 10 U.S.C. Ch. 41 (UCMJ)
- c. Manual for Courts-Martial 2008
- d. MCO P1900.16F
- e. SECNAVINST 5300.28D g. MCO 1070.12K
- f. MCO 1610.7F
- g. BUMEDINST 5300.8
- h. SECNAV M-5210.1
- i. MCO 6320.2E
- j. 42 U.S.C. Sec 290dd-2
- k. 42 C.F.R. Sec 2.1
- l. 21 U.S.C. Sec 801, et. Seq., (Controlled Substance Act)

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85. SISTER SERVICE UNIFORM AND RANK EQUIVALENCY CHARTS

EVENT WHEN WORN	ARMY	MARINE CORPS	NAVY	AIR FORCE	COAST GUARD	CIVILIAN ATTIRE	
	FORMAL & DINNER DRESS UNIFORMS						Gentle men
Official formal evening functions, State occasions	Blue Mess/Evening Dress	Evening Dress "A"	Formal Dress	Mess Dress	Formal Dress	Tuxedo / White Tie	Evening Gown
Private formal dinners or dinner dances	Blue Mess	Evening Dress "B"	Dinner Dress Blue Jacket	Mess Dress	Dinner Dress Blue Jacket	Tuxedo	Evening Gown
	White Mess	Evening Dress "B"	Dinner Dress White Jacket	Mess Dress	Dinner Dress White Jacket	Tuxedo	Evening Gown
Less formal occasions requiring more formality than service uniforms	Army Blue (bow tie)	Blue Dress "A" or Evening Dress "B"	Dinner Dress Blue Jacket*	Mess Dress	Dinner Dress Blue	Tuxedo	Evening Gown/ Cocktail Dress
	Army White (bow tie)	Blue/White Dress "A" or Evening Dress "B"	Dinner Dress White Jacket*	Mess Dress	Dinner Dress White	Tuxedo	Evening Gown/ Cocktail Dress
CEREMONIAL UNIFORMS							
Parades, ceremonies and reviews when special honors are being paid, or official visits of or to U.S. or foreign officials	Army Blue	Blue Dress "A"	Full Dress Blue-Participants Service Dress Blue-Attendees	Service Dress	Full Dress Blue	Civilian Informal	Civilian Informal
	Army White	Blue/White "A"	Full Dress White-Participants Service Dress Blue-Attendees	Service Dress	Full Dress White	Civilian Informal	Civilian Informal

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SERVICE UNIFORMS							
Business and informal social occasions as appropriate to local customs	Army Green/Class A	Service "A" / Blue Dress "B"	Service Dress Blue	Service Dress	Service Dress Blue "A" / "B"	Civilian Informal	Civilian Informal
	Army White	Service "A" or Blue/White "B"	Service Dress White	Service Dress	Service Dress White	Civilian Informal	Civilian Informal
	Army Green/Class B	Service "C" / Blue Dress "D"	Service Khaki	Blues w/short sleeve shirt (w/or w/out tie/tab)	Tropical Blue Long	Civilian Informal	Civilian Informal
	Army Green/Class B	Blue Dress "D" / Service "C"	Summer White	Blues w/short sleeve shirt (w/or w/out Tie/tab)	Tropical Blue Long	Civilian Informal	Civilian Informal
	Army Green/Class B	Service "B"	Winter Blue-E6 & below Service Khaki-E7 & up	Blues w/long sleeve shirt (w/tie/tab)	Winter Dress Blue	Civilian Informal	Civilian Informal
WORKING UNIFORMS							
Working in field or plant environment where soiling of clothing is expected	Battle Dress	Utility	Working Khaki/Aviation Working Green	BDU	Undress Blue/Working Blue/ODU	Civilian Casual	Civilian Casual
	Battle Dress	Utility	Winter Working Blue (E6 & below)/Coveralls	BDU	Undress Blue/Working Blue/ODU	Civilian Casual	Civilian Casual
	Battle Dress	Utility	Utilities/Camouflage Utility Working Uniform	BDU	Undress Blue/Working Blue/ODU	Civilian Casual	Civilian Casual

Note: Some uniforms are optional, seasonal or required for specific pay grades only. Check each Service's uniform regulations for specific guidelines.

* Navy Dinner Dress Blue/White Jacket is prescribable only for O-4 & above and is optional for O-3 & below; O-3 & below equivalent is Dinner Dress Blue/White

Attire:

Civilian Informal: Business Suit for gentlemen; Dress or Suit for ladies

Civilian Casual: Sports Coat open collar for gentlemen; Dress or Suit for ladies

Washington DC Specific Attire:

Civilian Informal: Business Suit for gentlemen; Dress or Suit for ladies.


























Civilian Casual: Sports Coat & Open Collar for gentlemen; Dress, Pantsuit or Suit for ladies.

Smart Casual: Open Collar with Sports Coat or Jacket for gentlemen; Dress, Pantsuit or Suit for ladies

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O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	SPECIAL
ARMY										
Second Lieutenant (2LT)	First Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)	Brigadier General (BG)	Major General (MG)	Lieutenant General (LTG)	General (GEN)	General of the Army (GA)
MARINES										
Second Lieutenant (2ndLt)	First Lieutenant (1stLt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (LtCol)	Colonel (Col)	Brigadier General (BGen)	Major General (MajGen)	Lieutenant General (LtGen)	General (Gen)	
NAVY										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADM)(L)	Rear Admiral Upper Half (RADM)(U)	Vice Admiral (VADM)	Admiral (ADM)	Fleet Admiral (FADM)
AIR FORCE										
Second Lieutenant (2d Lt)	First Lieutenant (1st Lt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (Lt Col)	Colonel (Col)	Brigadier General (Brig Gen)	Major General (Maj Gen)	Lieutenant General (Lt Gen)	General (Gen)	
COAST GUARD										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADM)(L)	Rear Admiral Upper Half (RADM)(U)	Vice Admiral (VADM)	Admiral (ADM)	

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	NAVY	ARMY	AIR FORCE	MARINE CORPS	COAST GUARD
E-1	Seaman Recruit	Private	Airman Basic	Private	Seaman Recruit
E-2	 Seaman Apprentice	 Private E-2	 Airman	 Private First Class	 Seaman Apprentice
E-3	 Seaman	 Private First Class	 Airman First Class	 Lance Corporal	 Seaman
E-4	 Petty Officer Third Class	  Corporal Specialist	 Senior Airman	 Corporal	 Petty Officer Third Class
E-5	 Petty Officer Second Class	 Sergeant	 Staff Sergeant	 Sergeant	 Petty Officer Second Class
E-6	 Petty Officer First Class	 Staff Sergeant	 Technical Sergeant	 Staff Sergeant	 Petty Officer First Class
E-7	 Chief Petty Officer	 Sergeant First Class	  Master Sergeant First Sergeant	 Gunnery Sergeant	 Chief Petty Officer
E-8	 Senior Chief Petty Officer	  Master Sergeant First Sergeant	  Senior Master Sergeant First Sergeant	  Master Sergeant First Sergeant	 Senior Chief Petty Officer
E-9	 Master Chief Petty Officer	 Sergeant Major	  Chief Master Sergeant First Sergeant	 Sergeant Major	 Master Chief Petty Officer
	 Fleet/Command Master Chief Petty Officer	 Command Sergeant Major	 Command Chief Master Sergeant	 Master Gunnery Sergeant	 Command Master Chief Petty Officer
Special	 Master Chief Petty Officer of the Navy	 Sergeant Major of the Army	 Chief Master Sergeant of the Air Force	 Sergeant Major of the Marine Corps	 Master Chief Petty Officer of the Coast Guard

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86. MCTFS CODES

MAIN PAGE			
DESCRIPTION	CODE	DESCRIPTION	CODE
AAFES DEBIT	D976	CONSOLIDATED DISBO USER VIEW	CDOS
ACCUMULATED DEPLOYMENT TIME REMARKS	D122	CONIUS COLA	D934
ACTIVE DUTY QUALITY CONTROL	QCAC	COURT MARTIAL AND NJP DEDCUTION	D925
ACTIVE DUTY SPOUSE INFO	D126	COURT MARTIAL INFO	D990
ACTIVE PAY REMARKS	D809	CRISIS INVOLVEMENT (CODES)	D128
ADDITIONAL FEDERAL TAX AMMOUNT	D923	CURRENT CUTTING SCORE	CCOS
ADVANCED PAY ALLOWANCES REMARKS	D950	DELAYED CHECKAGE-LIQUIDATION	D906
ALL DEPN'S CLAIMED OR LOST	DEPN	DENTAL INSURANCE DEDUCTION	D932
ALL/ANY REPORTED LEGAL ACTION	D119	DEPENDENT DATA	DEPN
ANTI TERRORISM TRAINING	D137	DEPENDENT LISTING	D150
APPELLATE LEAVE	D988	DEPLOYED PER DIEM	D957
ASVAB TEST SCORES	TEST	DETAILED AWARDS LISTING	D143
AWARDS	AWDS	DISCOUNTED MEAL RATE	D924
BAH	D901	DISHONORED CHECKAGE REMARKS	D941
BAQ	D917	DRAW CASE CODE	RT02
BAQ DIFFERENCE	D969	DSSN (SHOULD BE 6092)	D602
BAS	D816	DUTY LIITATION REMARKS	D125
BAS CREDIT	D916	DUTY STATUS / DUTY LIMIT	D925 / TBIR
BAS DEBIT	D926	EDCUATION DATA	TEDU
BASE PAY	D701	ENLISTMENT BONUS REMARKS	D902
BASIC INDIVIDUAL RECORD	TBIR	ENLISTMENTS WITH BRANCH	D600
BASIC TRAINING RECORD	TBTR	EXTENSION OF ENLISTMENT	D116
CAREER RETIREMENT CREDIT REPORT	RT07	FAMILY SEPERATION ALLOWANCE (FSA) REMARKS	D919
CAREER SEA DUTY HISTORY REMARKS	D963	FAMILY SGLI	D804
CAREER SEA DUTY REMARKS	D907	FEDERAL TAX	D604
CHECK MAILING ADDRESS REMARKS	D937	FOREGIN LANGUAGE PROFICIENCY	TFLP
CILIVIAN CONVITIONS	D154	FOREIGN DUTY PAY REMARKS	D913
CLOTHING REPLACEMENT ALLOWANCE	D977	FORMAL SCHOOL	TSCL
COLA ON RIGHT/BARRACKS	D933	GARNISHMENT AMOUNT	D978
COLA WITH DEPENDENTS	D921	GARNISHMENT REMARKS	D979
COMBAT HISTORY	D142	GAS CHAMBER	TBTR
COMBAT LAST TOUR DATE	TOUR / TBIR	GOV'T QUARTERS DEDUCTIONS	D908
COMBAT LEAVE	D988	GOV'T TRANS (GTR) CHECKAGE/CREDIT	D938
COMBAT SERVED CODE	TBIR	GRADE DATA & PROMOTION	GRAD
COMBAT TAX EXEMPTION-COUNTRY	D977	GRADE/ADVANCEMENTS &	GRAD
COMPOSITE SCORE WORKSHEET	CSHW	HAZARDOUS DUTY PAY	D913
HIV IFCUTRE	TBTR / TMOS	PRIVATIZED HOUSING	D996
HOSTILE FIRE PAY	D915/951	PRO/CON MARKS	D110

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INDIVIDUAL DEPLOYMENT RECORD	TIDR	PROFICIENCY PAY/SDA PAY	D912
LEAVE	D605	PROJECTED COMPOSITE SCORE WORKSHEET	CSPW
LEAVE ACCOUNT	D936/610	QUALITY & EVAL REVIEW	TQER
LEGAL ACTION REMARKS	D119	QUARTERS DEDUCTION	D908
LUMP SUM LEAVE (LEAVE SOLD)	D925 /	RECORD OF EMERGENCY DATA	TRED
LUMP SUM LEAVE (LSL)	D947	RECORD OF SERVICE (ALL PRO/CON)	TROS
MAGTF DESIGNATOR	TOUR	REENLISTMENT	D903
MARTIAL ARTS QUALIFICATION	BELT	REENLISTMENT BONUS	ENLM
MCI COURSES REMARKS	D120	REGULAR REENLISTMENT BONUS REMARKS	D903
MCI's	TMCI	RESERVE ABSENDE FROM IDT	D984
MGIB REMARKS (ACTIVE DUTY)	D964	RESERVE ACTIVE DUTY ASSIGNMENT	D982
MILITARY APPEARANCE REMARKS	D114	RESERVE DRILL	D981
MISC CREDIT REMARKS	D926	RESERVE TOKEN PAYMENTS	D985
MISC DEBITS REMARKS	D927	RETIREMENT	RT01
MOS (BILLET)	D922	RETIREMENT / SEPERATION	RETM
MOS (JOINT)	D117	SEA DUTY/SHIP NAME	D963
MOS (PRIMIARY)	D124	SECURITY LECTURE	TBTR
MOVING IN HOUSING ALLOWANCE	D967	SELECTIVE REENLISTMENT BONUS	D904
NJP DEDUCTION	D925	SPLIT PAY	D802
OFF DUTY EDCUATION	OFCU	SPLIT PAY ACCOUNT REMARKS	D803
OVERSEAS CONTROL DATE	TOUR	SPLIT PAY REMARKS	D962
OVERSEAS EXTENSION BONUS PAY	D930	SRB / OQR	RECS
OVERSEAS HOUSING ALLOWANCE	D943	STATE INCOME TAX	D949
PAY OPTION ELECTION (OPE)	D603	SUBSISTENCE CREDIT	D916
PAY STATUS	D601	SUBSISTENCE DEBIT	D924
PAYDAY INFORMATION	D909	SUMMARY OF AWARDS	S143
PAYMENT INFORMATION	D809	SWIM QUAL	TBTR
PERSONAL DATA	PERS	TEMP LODGING ALLOWANCE	D931
PERSTEMPO	D112	TIME LOST SUMMARY	D905
PFT	TBTR	TRAINING & EDU DATA	TMOS
PHYSICAL EVAL BOARD	D127	VARIABLE HOUSING ALLOWANCE (VHA)	D901
PISTOL & RIFLE MARKSMANSHIP	WPNS	VEAP	D954
PRESENT & SELECTED GRADE INFO	GRAD	WEIGHT CONTROL	D119
PRIOR LAST NAME(S) OF MEMBER	D953		

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87. DRAW CASE CODES

MAIN PAGE

DRAW CASE	DESCRIPTION
11	11TH MEU - STABILIZED FOR DEPLOYMENT
13	13TH MEU - STABILIZED FOR DEPLOYMENT
15	15TH MEU - STABILIZED FOR DEPLOYMENT
22	22ND MEU - STABILIZED FOR DEPLOYMENT
24	24TH MEU - STABILIZED FOR DEPLOYMENT
26	26TH MEU - STABILIZED FOR DEPLOYMENT
2D	SNM TR TO DEPLOYABLE UNIT
2N	SNM TR TO NONDEPLOYABLE UNIT
31	31ST MEU - STABILIZED FOR DEPLOYMENT
A1	OEF FY (10-01/02)UNIT STAB FOR DEPLM
A2	OEF FY (10-01/02)TT/BTT STAB FOR DEPLM
A3	OEF FY (10-01/02)JOINT IA STAB FOR DEPLM
A4	OEF FY (10-01/02)USMC IA STAB FOR DEPLM
A5	FY07 END STRENGTH INCENTIVE
A6	DEPLOYMENT EXTENSION PROGRAM
A7	RECRUITER EXTENSION PROGRAM
A8	COMBAT EXTENSION PROGRAM
A9	OPERATION FORCES EXTENSION
AB	SERVING ON RECRUIT/DI DUTY-STATION-OPT.
AC	STABILIZED ASSIGN-FOR SIT NOT COVERED.
AD	MARINE DROPPED FROM MSG SCHOOL.
AE	DENIED FURTHER SVC-RE1B/RE1C-ELIG PROM.
AF	NOT AUTH EXT/REEN W/OUT MMEA APPROVAL.
AG	VOL FOR ACCOMPANIED OVERSEAS TOUR.
AH	HUMANITARIAN REASONS.
AI	APPROVED FOR VSI/SSB.
AJ	REVIEW PERSONNEL FILE BEFORE ASSIGNMENT.
AK	SRB RECIPIENT ASSIGN PER MCO 7220.24.
AL	STABILIZED FOR NEW/TRANSITION AIRCRAFT.
AM	NON-PUNITIVELY RELIEVED FROM SDA.
AN	NOT QUALIFIED FOR DRILL INSTRUCTOR DUTY.
AO	PUNITIVELY RELIEVED FROM SDA.
AP	NOT QUALIFIED FOR RECRUITING DUTY.

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AQ	RESERVED FOR 01XX POPULATION.
AR	RESTRICTIVE ASSIGNMENT FOR 02XX/26XX.
AS	DUE FOR FORMAL SCHOOL IN PMOS.
AT	TWICE PASSED OVER FOR PROMOTION.
AU	MARINE WAS SUBJECT OF ADVERSE MATERIAL.
AV	VOLUNTEER FOR DAUS (DR) TOUR.
AW	ONCE PASSED OVER FOR PROMOTION.
AX	DENIED FURTHER SVC-FAIL PREREQ-RE3/RE4.
AY	RE-30-MMEA APPROVAL TO PROM/EXT/REENL.
AZ	APPROVED FOR TRANSFER TO FMCR.
BA	GRANTED DEFERRED REENLISTMENT OPTION.
BB	PRIOR SERVICE ENLISTMENT PROGRAM (PSEP).
BC	RES SGTMAJ/1STSGT REFUSE ASSIGN/RELIEVED
BD	NOT QUALIFIED FOR MCSF DUTY.
BE	FOUND NOT QUAL BY HQ RECRUIT SCRN TEAM.
BF	REENL OR EXT FOR FURTHER OBSERVATION (FF
BG	ON REENL DUTY-STATION-OPTION.
BH	CAREER PLANNING FORCE.
BI	TEMP PHYS UNQUAL FOR WW ASG PEND MEDBRD.
BJ	1 YR OUT PROGRAM (SNCO)
BK	SELECTED FOR HRST SCREENING
BL	COLLEGE LOAN REPAYMENT PROGRAM
C1	CVN - CARGRU 1 STABILIZED FOR DEPLOYMENT
C2	CVN - CARGRU 2 STABILIZED FOR DEPLOYMENT
C3	CVN - CARGRU 3 STABILIZED FOR DEPLOYMENT
C4	CVN - CARGRU 4 STABILIZED FOR DEPLOYMENT
C5	CVN - CARGRU 5 STABILIZED FOR DEPLOYMENT
C6	CVN - CARGRU 6 STABILIZED FOR DEPLOYMENT
C7	CVN - CARGRU 7 STABILIZED FOR DEPLOYMENT
C8	CVN - CARGRU 8 STABILIZED FOR DEPLOYMENT
CW	COMBAT WOUNDED - ASSIGNMENT CONSTRAINED.
DI	DRILL INSTRUCTOR (OCS SUMMER AUGMENT)
E0	OEF FY (11-01/02)USMC IA STAB FOR DEPLM
E1	OEF FY 10-02 USMC IA STAB FOR DEPLM
E2	OEF FY 11-01 USMC IA STAB FOR DEPLM
E3	OEF FY 11-02 USMC IA STAB FOR DEPLM
E7	OEF FY (11-01/02)UNIT STAB FOR DEPLM
E8	OEF FY (11-01/02)TT STAB FOR DEPLM

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E9	OEF FY (11-01/02)JOINT IA STAB FOR DEPLM
EA	OEF FY (12-01/02) USMC IA STAB FOR DEPLM
EB	OEF FY 10-01 UNIT STABILIZED FOR DEPLM
EC	OEF FY 10-02 UNIT STABILIZED FOR DEPLM
ED	OEF FY 11-01 UNIT STABILIZED FOR DEPLM
EE	OEF FY 11-02 UNIT STABILIZED FOR DEPLM
EF	OEF FY 12-01 USMC IA STAB FOR DEPLM
EG	OEF FY 12-02 USMC IA STAB FOR DEPLM
EH	OEF FY (12-01/02) JOINT IA STAB FOR DEPL
EI	OEF FY 12-01 JOINT IA STAB FOR DEPLM
EJ	OEF FY 10-01 TT STABILIZED FOR DEPLM
EK	OEF FY 10-02 TT STABILIZED FOR DEPLM
EL	OEF FT 11-01 TT STABILIZED FOR DEPLM
EM	OEF FY 11-02 TT STABILIZED FOR DEPLM
EN	OEF FY 12-02 JOINT IA STAB FOR DEPLM
EO	OEF FY (12-01/02) TT STAB FOR DEPLM
EP	OEF FY 12-01 TT STAB FOR DEPLM
EQ	OEF FY 12-02 TT STAB FOR DEPLM
ER	OEF FY 10-01 JOINT IA STAB FOR DEPLM
ES	OEF FY 10-02 JOINT IA STAB FOR DEPLM
ET	STABILIZED FOR EXTENDED TOUR
EU	OEF FY 11-01 JOINT IA STAB FOR DEPLM
EV	OEF FY 11-02 JOINT IA STAB FOR DEPLM
EW	OEF FY (12-01/02)UNIT STAB FOR DEPLM
EX	OEF FY 12-01 UNIT STABILIZED FOR DEPLM
EY	OEF FY 12-02 UNIT STABILIZED FOR DEPLM
EZ	OEF FY 10-01 USMC IA STAB FOR DEPLM
F1	FMF.
F2	NON-FMF.
F3	ARMY.
F4	NAVY.
F5	AIR FORCE.
F6	RESERVED FOR FUTURE USE
F7	RESERVED FOR FUTURE USE
F8	RESERVED FOR FUTURE USE
F9	RESERVED FOR FUTURE USE
FA	1ST SEP UTILIZATION TOUR.
FB	2ND SEP UTILIZATION TOUR.

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FC	3RD SEP UTILIZATION TOUR.
FD	4TH SEP UTILIZATION TOUR.
FE	REGISTERED TITLE 42 OFFENDER
FF	LAUTENBERG AMENDMENT
FG	JOINT TOUR.
FH	COMBINED TOUR.
FI	RESERVED FOR FUTURE USE
FJ	RESERVED FOR FUTURE USE
FK	COMMAND TOUR.
FL	RESERVED FOR FUTURE USE
FM	RESERVED FOR FUTURE USE
FN	PERSONNEL PROCUREMENT EXPERTISE.
FP	RESERVED FOR FUTURE USE
FQ	RESERVED FOR FUTURE USE
FR	FLIGHT INSTRUCTOR TOUR.
FS	ALO/FAC TOUR.
FT	SELECTED FOR RECRUITING DUTY
FU	SELECTED FOR DI DUTY
FV	SELECTED FOR MCSF DUTY
FW	SELECTED FOR SOI DUTY
FX	SELECTED FOR MSG DUTY
FY	ILS EQUIVALENT.
FZ	CLS EQUIVALENT.
H1	HOA - UNIT STABILIZED FOR DEPLOYMENT
H2	HOA - TT/BTT STABILIZED FOR DEPLOYMENT
H3	HOA - JOINT IA STABILIZED FOR DEPLOYMENT
H4	HOA - USMC IA STABILIZED FOR DEPLOYMENT
HX	HMX-1
LA	INFANTRY LEADER INCENTIVE
LB	OFFICER ACCESSION INCENTIVE
MS	ALL MARINE SPORTS
OB	6K OPFOR 12MO
OF	20K OPFOR 24MO
PO	POTENTIAL CSO (NOT IN TRAINING TRACK)
RA	50 POINT WAIVER
RB	SANCTUARY
RC	27 POINT WAIVER 1
RD	27 POINT WAIVER 2

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RE	27 POINT WAIVER 3
RF	27 POINT WAIVER 4
RG	27 POINT WAIVER 5
RH	27 POINT WAIVER 6
RI	27 POINT WAIVER 7
RJ	27 POINT WAIVER 8
RK	27 POINT WAIVER 9
RL	27 POINT WAIVER 0
S1	CSO LEVEL 1
S2	CSO LEVEL 2
S3	CSO LEVEL 3
SO	CSO LEVEL 0 (CERTIFICATION TRNG TRACK)
SP	MARSOC A&S
SS	MARSOC SP OPS CBT SVC SUPP
ST	MARSOC SP OPS CBT SUPP
UD	UDP - STABILIZED FOR DEPLOYMENT
W1	WWR INJURED/ILL
W2	WWR INJURED/ILL IN COMBAT ZONE
YO	ENLISTED ONE YEAR OUT PROGRAM
ZZ	MMEA-12 USE ONLY

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88. DUTY STATUS CODES

MAIN PAGE

DUTY STATUS	DESCRIPTION	RETIREMENT STATUS CODES	
		Code	Descriptio
0	FIELD HOSP		
1	DU	0	NO RER CONDITION
2	OUTPATIENT NOT FULL DUTY	1	REQ RESERVE RETIREMENT AWTG PAY AGE 60
3	NOT CURRENTLY USED	2	REQUEST RESERVE RETIREMENT W/PAY
4	FFT OR FURTRANS	3	REQUEST HONORARY RETIREMENT
5	AWTG SEP	4	REQ RESIGNATION W/O RES COMM W/C OBLIG
6	TRNG	5	REQUEST RETIREMENT
7	HOSP DRUG REHAB	6	REQUEST TRANSFER TO FMCR
8	TEM DU	7	RETIREMENT APPROVED
9	RMC PAST EAS	8	TRANSFER FMCR APPROVED
A	TAD	9	REQUEST RESIGNATION W/RESERVE COM
B	AAHA	A	RETIREMENT PENDING
C	ADMINISTRATIVE STATUS	B	TRANSFER FMCR PENDING
D	MEDICAL	C	RES RETIREMENT AWTG PAY AGE 60 PEN
E	CONFINED AWAITING TRIAL BY COURT MARTIAL	D	RESERVE RETIREMENT W/PAY PENDING
F	SCM	E	HONORARY RETIREMENT PENDING
G	SPCM	F	REQUEST RET AWTG AGE 60 APPROVED
H	GCM	G	RESIGNATION PENDING
I	UA	H	HONORARY RETIREMENT APPROVED
J	IHCA	J	RESIGNATION APPROVED
K	MIS	K	RESIGNATION W/RES COMM APPROVED
L	ADMIN DISCIP	L	DISCHARGE REQUEST APPROVED
M	PAST EAS	N	RESERVE RET W/PAY APPROVED
N	QTRS	P	PDRL APPROVED BY PEB
O	PATIENT HOSP FROM COMBAT ZONE	T	TDRL APPROVED BY PEB
P	PATIENT HOSP	W	DISABILITY DISCHARGE APPROVED
Q	OTHER INC CAPTURED DETAINED INTERNED MIA	X	REQUEST HELD IN ABEYANCE
R	PEB AT HOME	Z	REQ FOR SPECIAL SEP/RET DISAPPROVED
S	DES		
T	TDRL		
U	NJP		

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V	CIV AUTH	CODE	DUTY LIMITATION CODES
W	FOREIGN CIV	0	NONE
X	AWTG ADMIN DIS	A	CON OBJTR
Y	FAP	B	INSUF ACT SERV
Z		C	PHYS REM
		D	MED NON DEPL
		E	ADMIN NON DEPL
		F	KEY FED
		G	LOD SIQ
		H	LOD LIGHT DUTY
		K	WIA COMBAT ZONE
		L	INJURED COMBAT ZONE
		M	SOLE SURV
		N	PREGNANCY
		P	17 YRS
		Q	LD MED BOARD
		R	HAZ AREA RESTR
S	RETN LD STAT		
T	PCE CORPS SERV		

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89. EDUCATION CODES

CIVILIAN EDUCATION CERT	DESCRIPTION	CIVILIAN EDUCATION LEVEL	DESCRIPTION
1	LESS HS	1	1ST GRADE
5	NON TD HS	2	2ND GRADE
7	CORSP DIP	3	3RD GRADE
8	1 SEM COL	4	4TH GRADE
9	CURR HS	5	5TH GRADE
B	ADULT DIP	6	6TH GRADE
C	OCC CERT	7	7TH GRADE
D	ASSOC DEG	8	8TH GRADE
E	GED	9	9TH GRADE
F	EXAM FAIL	10	10TH GRADE
G	NURSE	11	11TH GRADE
H	HOME STDY	12	12TH GRADE
J	CERT ATT	13	COLLEGE-1
K	BACHELORS	14	COLLEGE-2
L	HS DIPL	15	COLLEGE-3
M	NEAR COMP	16	COLLEGE-4
N	MASTERS	17	MASTERS
R	POST MAST	18	PROF/PST M
S	HS SENIOR	19	DOCTORATE
U	DOCTORATE		
W	1ST PROF		
X	GED NATGD		

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CIVILIAN EDUCATION			
CA	COLLEGE ALGEBRA	0	NO MAJOR SUBJECT
CC	COLLEGE CALCULUS	1	ANTHROPOLOGY
CG	COLLEGE GEOMETRY	2	ARCHAEOLOGY
CM	COLLEGE GENERAL MATH	3	BACTERIOLOGY
CT	COLLEGE TRIGONOMETRY	4	BIOLOGY
HA	HIGH SCHOOL ALGEBRA	5	DENTISTRY
HC	HIGH SCHOOL CALCULUS	6	LAW
HG	HIGH SCHOOL GEOMETRY	7	MEDICINE
HM	HIGH SCHOOL GENERAL	8	PHARMACY
HT	HIGH SCHOOL	9	PHYSIOLOGY
		10	PSYCHOLOGY
		11	VETERINARY MEDICINE
		12	ZOOLOGY
		13	ACCOUNTING
		14	ADVERTISING
		15	AERONAUTICS
		16	AGRICULTURE
		17	ARCHITECTURE
		18	ARTS, LIBERAL
		19	ASTRONOMY
		20	BANKING AND FINANCE
		21	BOTANY
		22	BUSINESS ADMINISTRATION
		23	CHEMISTRY
		24	COMMERCE
		25	COSMETOLOGY
		26	CRIMINOLOGY
		27	DRAMATICS
		28	ECONOMICS
		29	EDUCATION

90. LIMITED DUTY STATUS CODES

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LIMITED DUTY STATUS

- “Non-deploying” Marines WILL fall into 1 of these 3 categories:
- EAS non-deployable because their remaining obligated service does not meet or exceed the EAS cutoff, per the unit’s implementation message
- PCS/PCA non-deployable because they are in receipt of PCS/PCA orders issued by CMC (MMEA) and will execute those orders prior to or shortly after the unit deploys.
- Non-deployable due to other circumstances because of a legal, medical, or administrative situation
- It is this category of Marine who will have a duty limitation other than “0” input via unit diary to the MCTFS/3270
- The duty limitation codes below will be utilized to identify those Marines who will not deploy for reasons other than EAS / PCS.

	<u>English description</u>	<u>CODE</u>
157 000	DUTY LIMIT CONSCIENTIOUS OBJECTOR Must be designated by competent authority per current directives.	A
157 001	DUTY LIMIT HAZARDOUS AREA RESTRICTION Must have competent medical authority documentation	R
157 002	DUTY LIMIT INSUFFICIENT ACTIVE SERVICE Has not completed, at least, 84 days of active duty	B
157 005	DUTY LIMIT NONE Does not have any restrictions on duty	0
157 006	DUTY LIMIT TEMPORARY LIMITED DUTY MEDICAL BOARD Is classified as “not physically qualified” for combat by competent authority	Q
157 007	DUTY LIMIT PHYSICAL REMEDIAL PROGRAM Enlisted under physical remedial program	C
157 009	DUTY LIMIT SOLE SURVIVING SON Has been designated a “sole surviving son” per current directives.	M
157 012	DUTY LIMIT 17 YRS Is less than 18 years of age at time of deployment	P
157 014	DUTY LIMIT MEDICALLY NON-DEPLOYABLE Is judged “medically non-deployable” by competent medical authority	D
157 015	DUTY LIMIT ADMINISTRATIVELY NON-DEPLOYABLE Is judged “administratively non-deployable” by competent authority	E

The duty limitation of the Marine is determined from appropriate source documents. If more than one duty limitation is applicable, the more permanent limitation is reported.

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91. MOS MONITOR CONTACT INFORMATION

MMEA (Hqtrs)		MMEA-61	
Billet	Ext(s)	Billet	Ext(s)
HD/ Deputy HD/SGTMAT/ADMIN	784-9217	FTAP Officer/Chief	432-9007
		STAP Officer/Chief	432-9148
MMEA-1 (Dist Sec)		LatMove Chief	432-9036
Billet	Ext(s)		
Head MMEA-1	784-9220	MMEA-62	
		Billet	Ext(s)
MMEA-5 (System Support)		MMEA-82 Liaison	784-9234
Billet		MMEA-83 Liaison	784-9252
Head MMEA-5	784-9971	MMEA-84 Liaison	784-9956
MMEA-11 (Recruit Dist Unit)		MMEA-64	
Billet	Ext(s)	Billet	Ext(s)
Hd, Recruit Dist	784-9223	CAREER COUNSELOR	784-9241
MMEA-12 (Cmd Dist Unit)		MMEA-8 (Enl Mon)	
Billet	Ext(s)	Billet	Ext(s)
Hd, Cmd Dist	784-9220	HD	784-9948
		Asst HD	784-9947
MMEA-13 (Readiness and Analysis)		NCR/Career Planner Monitor	784-9295
Billet	Ext(s)	MARSOF Monitor	432-9349
Hd, Readiness	784-9222		
MMEA-6 (Retention Section)		MMEA-81 (8999 Mon)	
Billet	Ext(s)	Billet	Ext(s)
HD/ASST HD	432-9154	8999 Monitor	784-9217
OPS/ADMIN/DIARY CHIEF	432-9153		
MMEA-82 (Cbt Arms Mon)			
Billet	Ext(s)	Billet	Ext(s)
HD	784-9334	0369 Monitor	784-9292

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Asst HD	784-9335	0612/21/27 Monitor	784-9293
ADMIN Clerk	432-9308	0613/14/19/29/48/81/99 Monitor	784-9294
02XX Monitor	784-9965	065X/0689 Monitor	784-9262
03XX Monitor	784-9246	08XX Monitor	784-9959
0311 Monitor	784-9245	352X Monitor	784-9958
0313/18XX/57XX Monitor	784-9964	353X Monitor	784-9248
0321 Monitor	784-9247	58XX Monitor	784-9957
MMEA-83			
Billet	Ext(s)	Billet	Ext(s)
HD	784-9972	11XX/2336 Monitor	784-9871
Assistant Hd	784-9251	1391/16/41/45/49 Monitor	784-9955
Admin Clerk	784-9954	1361/71/46XX Monitor	784-9249
0111 NON-NCO/44XX Monitor	784-9227	21XX Monitor	784-9226
0111 NCO/43XX Monitor	784-9288	2311/34XX/55XX Monitor	784-9296
0111SNCO/0161/05XX Monitor	784-9960	3043 Monitor	784-9974
04XX Monitor	784-9973	3044/51/52/31XX Monitor	784-9975
		33XX/41XX Monitor	784-9250
MMEA-84			
Billet	Ext(s)	Billet	Ext(s)
HD	784-9337	6019/6046/621X/622X/6276/73XX	784-9949
ASST HD	784-9339	6042/6062/607X/6092/925X/928X	784-9950
ADMIN Clerk	784-9257	6048/6214/63XX/7314 Monitor	784-9254
26XX Monitor	784-9338	61XX Monitor	784-9953
28XX Monitor	784-9258	61XX Transition Monitor	784-9939
59XX/68XX/72XX Monitor	784-9259	64XX/66XX Monitor	784-9256
6500/7000 Monitor	784-9255		
MMEA-85 (SPECIAL Duty)			
Billet	Ext(s)	Billet	Ext(s)
HD	432-9472	MSG/D AND A/HAZMAT Monitor	432-9476
ADMIN Clerk	432-9745	MCSF/EEO/SNCO/DCP Monitor	432-9473
DI/AMOI Monitor	432-9475	RECRUITER Monitor	432-9474
MMEA-86			
Billet	Ext(s)	Billet	Ext(s)
HD	784-9329	HUM CLERK	784-9330

Reference: [MARADMIN 578/11](#)

92. SSIC LISTING

Construction of Standard Subject Identification Code (SSIC)

1. SSICs Required. A SSIC is a four or five digit number that stands for the subject of a document. SSICs are required on all Navy and Marine Corps letters, messages, directives, forms and reports regardless of medium. The use of SSICs provides a tested method for filing documents consistently and retrieving them quickly. SSIC is the system the DON uses to meet the requirements of 36 C.F.R. 1222.50.

2. SSICs. The Navy SSIC system is divided into 13 major subject groups.

1000-1999 Military Personnel

Includes subjects relating solely to the administration of military personnel. Civilian personnel subjects are included in the 12000 series. General personnel subjects relating to both civilian and military personnel are included in the 5000 series.

2000-2999 Information Technology and Communications

Includes subjects relating to general information technology matters and to communication systems and equipment.

3000-3999 Operations and Readiness

Includes subjects related to such matters as operational plans, fleet operations, operational training and readiness, warfare techniques, operational intelligence, research and development, and geophysical and hydrographic support.

4000-4999 Logistics

Includes subjects relating to the logistical support of the Navy and Marine Corps, including procurement, supply control, property redistribution and disposal, travel and transportation, maintenance, construction and conversion, production and mobilization planning, and foreign military assistance.

5000-5999 General Administration and Management

Includes subjects relating to the administration, organization and management of the Department of the Navy, including general personnel matters (concerning both civilian and military personnel), records management programs, security, external and internal relations, audiovisual management, law and legal matters, office services, office automation and publication and printing matters.

6000-6999 Medicine and Dentistry

Including subject relating to medical matters such as physical fitness, general medicine, special or preventive medicine, dentistry and medical equipment and supplies.

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7000-7999 Financial Management

Includes subjects relating to the financial administration of the Department of the Navy, including budgeting, disbursing, accounting, auditing, contract auditing, industrial and other special financing matters, and statistical reporting.

8000-8999 Ordnance Material

Includes subjects relating to all types of ordnance material and weapons, including ammunition and explosives, guided missiles of all types, nuclear weapons, fire control and optics, combat vehicles, underwater ordnance materials and miscellaneous ordnance equipment.

9000-9999 Ships Design and Material

Includes subjects relating to such matters as the design and characteristics of ships, and to ships material and equipment.

10000-10999 General Material

Includes subjects relating to general categories of materials not included in the specialized material groups. It includes personnel material, general machinery and tools, audiovisual equipment and accessories, and miscellaneous categories including metals, fuels, building materials, electrical and electronic categories, and diving and hyperbaric systems equipment.

11000-11999 Facilities and Activities Ashore

Includes subjects relating to ashore structures and facilities, fleet facilities, transportation facilities, heavy equipment, utilities and services, and other similar subjects.

12000-12999 Civilian Personnel

Includes subjects relating solely to the administration of civilian personnel. (Military personnel subjects are including in the 1000 series. General personnel subjects relating to both civilian and military personnel are included in the 5000 series.)

13000-13999 Aeronautical and Astronautical Material

Includes subjects relating to aeronautical and astronautical material, including parts, accessories and instruments; special devices; armament; aerological equipment, weapons systems, types of aircraft; and astronautic vehicles.

3. These major subject groups are further divided into primary, secondary and tertiary subdivisions. The last three digits of an SSIC number designate subject levels. For example, here are three subdivisions under General Administration and Management, whose major subject group code is 5000 - 5999.

Reference website: www.marines.mil/Portals/59/SECNAV%20M-5210.2.pdf

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93. RIGHTS ADVISEMENT CARD

FRONT

PROCEDURE FOR WARNING AND ADVISING A SUSPECT OF HIS/HER RIGHTS

A. THE WARNING

BEFORE ASKING A SUSPECT A QUESTION, HE/SHE MUST BE WARNED AND ADVISED OF HIS/HER RIGHTS AS FOLLOWS:

- (1) You are suspected of the offense(s) of _____;
- (2) You have the right to remain silent;
- (3) Any statement you make may be used against you in a trial by court-martial;
- (4) You have the right to consult with a lawyer before any questioning. This lawyer may be a civilian lawyer retained by you at your own expense, a military lawyer appointed to act as your lawyer without cost to you, or both;
- (5) You have the right to have such retained civilian lawyer and/or appointed military lawyer present during this interview;
- (6) If you decide to answer questions now without a lawyer present, you will have the right to stop this interview at any time. You also have the right to stop answering questions at any time in order to obtain a lawyer.

BACK

B. THE WAIVER (after Warning for "A" above)

DETERMINE WHETHER THE SUSPECT UNDERSTANDS HIS/HER RIGHTS. IF HE/SHE UNDERSTANDS, THEN ASK:

- (1) Do you want a lawyer?
- (2) Do you understand that if you should decide to answer questions, you may stop answering questions at any time?
- (3) Do you want to answer questions and make a statement?

(If available, have the suspect read and sign NAVJAG Form 5810/10, Suspects Rights Acknowledgement/Statement)

IF THE SUSPECT INDICATES HE/SHE IS WILLING TO MAKE A STATEMENT, HE/SHE SHOULD FIRST BE ASKED WHETHER HE/SHE HAS MADE A STATEMENT ABOUT THE SUSPECTED OFFENSE TO ANYONE PRIOR TO THE PRESENT INTERVIEW. IF HE/SHE INDICATES HE/SHE HAS, IT SHOULD BE DETERMINED WHETHER HE/SHE WAS PROPERLY WARNED BEFORE MAKING THAT STATEMENT. IF NOT, ADVISE THE SUSPECT AS FOLLOWS:

- (1) The statement you gave to _____ before is not admissible at a court-martial and cannot be used against you.
- (2) Regardless of the fact that you have talked about this offense before, you still have the right to remain silent now.
- (3) (Continue on with "A" and "B" above)