



SENIOR ENLISTED LEADER SMART PACKET  
SECOND EDITION  
02 JUNE 2016

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

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NOTE: The Smart Pack will be updated annually based on comments from senior enlisted leaders. All comments should be submitted to the Marine Corps University Sergeant Major for consideration. The updated Smart Pack will be published annually no later than 31 August.

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 1. MESSAGE FROM THE SERGEANT MAJOR OF THE MARINE CORPS

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### 2. A FEW 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 FRO 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 learn 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 (sends a strong message about the type of unit).
- ✓ Always have a way to recognize service in your unit (going away, farewells, etc...).
- ✓ Communicate regularly with your SgtMaj; know the issues affecting the Battalion.
- ✓ 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, SemperFit, CSACC, 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; Report Net)
- ✓ Know who needs PME, MOS Training, TRS/GPS; 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; you will never be the last or least informed.
- ✓ Conduct regular SNCO Calls in order to build camaraderie and teamwork.
- ✓ Respect the duties and responsibilities of the MSgt’s (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)
- ✓ Read... read... (MCOs, NAVMCs, MARADMIN, etc...)... Questions will come...
- ✓ Battle-handoff... ensure thorough handoffs are conducted with Marines between units.
- ✓ Ensure you and the XO take time to talk, coordinate and direct accordingly.
- ✓ Provide your Commander with time to command...
- ✓ Knows... these are items that you can plan for (outlook calendar reminders are a significant help)...  
upcoming boards, fitness report ending periods, etc...
- ✓ A battle rhythm, reconciliation plan and routine dialogue enable a 1stSgt to balance the myriad of tasks and responsibilities. Admin discipline and procedures matter.



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- ✓ 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 SNCO's are tracking the same key events ("knowns" as you).
- ✓ Get involved in every ceremony possible; your units and adjacent units if possible.
- ✓ 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; M/FP, MMSB, 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 Admin Chief/Adjutant; gather lessons learned and "best practices"... they have seen them... Solid working relationships here go a long way.
- ✓ Identify specifically 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 (MCMAIT, RR Coaches, MCIWS, etc...)
- ✓ Team events build unit cohesion; they work (field meets, warrior nights, etc...)
- ✓ Coordinate enlisted staffing. Work with (monitors, occ 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 SNCO's 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 that when you are faced with dealing with a situation that is not the first time you thought through it.
- ✓ PT with your SNCO's, your Commander, your XO...
- ✓ Get out of the office and walk around regularly. Admin discipline (proficiency, processes and procedures) will provide you with more freedom of movement.
- ✓ Seek out the advice and insight of the MGySgt's in your unit. They are the experts in their MOS and can provide significant historical perspective "best practices".
- ✓ Unit Guidon (reflection of the unit; unserviceable or unclean) sends a message.
- ✓ Carrying the guidon should be a source of pride and seen the same way as a Color Sergeant only at the Company/Battery level... Consider an appointment order...
- ✓ Be visible, be around, be engaged... Marines should expect to see the 1stSgt...



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### 3. ORDERS TO MAINTAIN AS A SENIOR ENLISTED LEADER

<http://www.marines.mil/Portals/59/Publications/MCO%20P1000.6G.pdf>

**ASSIGNMENTS, CLASSIFICATION, AND TRAVEL SYSTEMS MANUAL (SHORT TITLE: ACTS MANUAL)**

[SECNAVINST 5420.193 \(PDF 1.04 MB\)](#)

**Board for Correction of Naval Records (BCNR)**

[MCO 5420.16D \(PDF 54.8 KB\)](#)

**Enlisted Remedial Selection Board (ERSB)**

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

**Flag Manual**

[MCO 1700.28A \(PDF 181 KB\)](#)

**Hazing order**

[MCO P1610.7F \(w/ Ch 2\) \(PDF 4.56 MB\)](#)

**Performance Evaluation System (PES) manual**

[MCO 1553.4B \(PDF 9.18 MB\)](#)

**Professional Military Education (PME)**

[MCO P1510.94 \(w/ Ch 1\) \(PDF 127 KB\)](#)

**SOP for Resident Enlisted PME**

[MCO P1070.12K \(w/ Ch 1\) \(PDF 584 KB\)](#)

**Marine Corps Individual Records Administration Manual (IRAM)**

[MCO 1040.31 \(PDF 2.64 MB\)](#)

**Enlisted Retention and Career Development program**

[MCO 6100.13 \(w/ Ch 1\) \(PDF 345 KB\)](#)

**Marine Corps Physical Fitness Program**

[MCO 6110.3 \(w/ Ch 1\) \(PDF 190 KB\)](#)

**Marine Corps Body Composition & Military Appearance Program**

<http://www.marines.mil/Portals/59/Publications/MARINE%20CORPS%20MANUAL%20W%20CH%201-3.pdf>

**Marine Corps Manual**

[MCO 1500.59 \(PDF 927 KB\)](#)

**Marine Corps Martial Arts Program (MCMAP)**

[MCO 1500.58 \(PDF 98.9 KB\)](#)

**Marine Corps Mentoring Program**

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[MCO P1900.16F \(w/ Ch 2\) \(PDF 1.54 MB\)](#)

**Marine Corps Separation and Retirement Manual**

[MCO 1001R.1K \(PDF 490KB\)](#)

**Marine Corps Reserve Administrative Management Manual**

[MCO P1300.8R \(w/ Ch 8\) \(PDF 269 KB\)](#)

**Marine Corps Personnel Assignment Policy**

<http://www.marines.mil/News/Publications/ELECTRONICLIBRARY/ElectronicLibraryDisplay/tabid/13082/Article/126740/mco-120017d-prelim.aspx>

**Military Occupational Specialties Manual (MOS MANUAL)**

[MCO 1700.23F \(PDF 54.6 KB\)](#)

**Request Mast**

[MCO 1326.6D \(w/ Ch 1\) \(PDF 313 KB\)](#)

**Selecting, Screening & Preparing Enlisted Marines for SDA's**

[MCO 3574.2K \(PDF 290 KB\)](#)

**Marine Corps Combat Marksmanship Programs**

<http://www.marcorsyscom.usmc.mil/sites/mcub/>

**Marine Corps Uniform Board**

[NAVMC 11580](#)

**Enlisted PME (EPME) Command Screening Checklist**

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### 4. MESSAGE TRAFFIC

#### ALNAV

<http://www.public.navy.mil/bupers-npc/reference/messages/ALNAVS/Pages/default.aspx>

#### ALMAR

<http://www.marines.mil/News/Messages/ALMARS.aspx>

#### MARADMIN

<http://www.marines.mil/News/Messages/MARADMINS.aspx>

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### 5. MARINE CORPS ORDERS AND SECNAV INSTRUCTIONS “ALL”

#### MARINE CORPS ORDERS

<http://www.marines.mil/News/Publications/ELECTRONICLIBRARY.aspx>

#### SECNAV INSTRUCTION MANUALS

<http://doni.daps.dla.mil/secnavmanuals.aspx>

#### OPNAV and SECNAV INSTRUCTIONS

<http://doni.daps.dla.mil/allinstructions.aspx>

#### MARINE CORPS ELECTRONIC PUBLICATIONS LIBRARY

<http://www.marines.mil/News/Publications.aspx>

#### UNIT AWARDS MANUAL

<http://www.marines.mil/Portals/59/Publications/NAVMC%202922%20with%20Promo.pdf>

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### 6. ADMINISTRATIVE REFERENCE AND CORRESPONDENCE MANUAL

#### ADMINISTRATION REFERENCE GUIDE

[http://www.marines.mil/Portals/59/Publications/Administration%20Reference%20Guide\\_2010.pdf](http://www.marines.mil/Portals/59/Publications/Administration%20Reference%20Guide_2010.pdf)

#### COMMANDER QUICK LEGAL REFERENCE GUIDE

[http://www.hqmc.marines.mil/Portals/135/Quickman\\_Sep\\_2012\[1\].pdf](http://www.hqmc.marines.mil/Portals/135/Quickman_Sep_2012[1].pdf)

#### CORRESPONDENCE MANUAL

<http://doni.daps.dla.mil/secnav%20manuals1/5216.5.pdf>

#### JFTR (QUICK REFERENCE AND RESOURCES)

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

#### MARINE CORPS HISTORICAL DIVISION

<https://www.mcu.usmc.mil/historydivision/SitePages/USMC%20History%20Division.aspx>

#### SSIC MANUAL

[http://doni.daps.dla.mil/SECNAV%20Manuals1/5210.2%20\(2012\).pdf](http://doni.daps.dla.mil/SECNAV%20Manuals1/5210.2%20(2012).pdf)

#### SNCO SELECTION (QUARTERLY DEBRIEF)

[https://www.manpower.usmc.mil/portal/page/portal/M\\_RA\\_HOME/MM/SB/c\\_MMSB%20-%2050%20Career%20Counseling/Enlisted%20Counseling/K\\_cnn](https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MM/SB/c_MMSB%20-%2050%20Career%20Counseling/Enlisted%20Counseling/K_cnn)

#### MISSA/MISSO PORTAL

<https://eis.usmc.mil/sites/missa/default.aspx>

#### REQUEST MCEITS iPS ACCOUNT

<http://www.mceits.usmc.mil/ProductsServices/iPS/RequestAccount.aspx>

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### 7. REFERENCES “QUICK LIST” WITH ORDERS (BY SUBJECT)

#### ADMINISTRATIVE SEPARATION

##### References:

**MCO P1900.16F**

#### BIC INFORMATION

##### References:

**MARADMIN 535/08 (Para 3b)**

#### BODY COMPOSITION

##### References:

**MCO 6110.3 MARINE CORPS BODY COMPOSITION AND MILITARY APPEARANCE PROGRAM**

#### CACO

##### References:

**MCO P3040.4E; 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**

#### CEREMONIES

##### References:

**MCO 5060.20**

**MCO P1020.34G**

**MCO P10520.3B**

**SOCIAL USAGE AND PROTOCOL HANDBOOK**

#### COMPETENCY REVIEW BOARD (CRB)

##### Reference:

**MCO P1400.32\_, Chapter 6 (See par 6001 within the order)**

#### CONFINEMENT

##### References:

**Manual for Courts-Martial (2012)**

**R.C.M. 305**

**SECNAVINST 1640.9C**

**MARADMIN 498/10**

**Naval Message 220026Z Sep 10**

#### DEPLOYMENT ENTITLEMENTS

##### References:

**MCO P4630.37**

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**MCO P1300.8**  
**JFTR**  
**DODFMR Chap 7**

### DRIVE SAFE PROGRAM

**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**

### EDUCATION

**References:**

**MCO 1560.25, Chapter 6**  
**MARADMIN 571/05**  
**MCO1560.25 Ch. pt 6**  
**MARADMIN 571/05**  
**MCO1230.5B**  
**OPNAVINST 1560.1C**

### EQUAL OPPORTUNITY PROGRAM REQUIREMENTS

**Reference:**

**MCO P5354.1D, Par 4001.1 and NAVMC 2921**

### EXCEPTIONAL FAMILY MEMBER PROGRAM

**References:**

**MCO 1754.4B SECNAV 1754.5B**

### EXTRA MILITARY INSTRUCTION (EMI)

**References:**

**JAGINST 5800.7F, Ch. 1, Pg. 9**

### FAMILY SUPPORT

**References:**

**MCO P5800.16C (LEGADMINMAN), Chapter 15**

### FAMILY ADVOCACY

**References:**

**MCO 1754.11**  
**BO 1752.1 (Camp Pendleton)**

### FAMILY READINESS

**References:**

**Marine Corps Order (MCO) 1740.13C (Family Care Plan)**  
**Marine Corps Order (MCO) 1754.9, Chapter 2, paragraph 3.m and specifically Chapter 4, Paragraph 2.a(2)(3)**

### FITNESS REPORTS



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### References:

MCO 1610.11D  
MCO 6100.13  
MCO 1610.7F  
MCO 6110.3  
MARADMIN 145-09

### FORCE PRESERVATION

#### 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

### GROUND SAFETY

#### 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

### HUMANITARIAN TRANSFER

#### References:

MCO 6320.2E TR by SR Medical  
MCO P1754.4A EFMP  
BuMed Inst 6300.8 Organ Donations

### INVESTIGATIONS

#### References:

JAGINST 5800.7E (ch. 2) (JAGMAN, Chapter 2  
R.C.M. 303, MCM (2012 ED)  
MCO P4400.150E (Supply Investigations—Chapter 6)  
JAGMAN Handbook (NJS) Nov 2011  
Chapter 8, MCO P5800.16A (ch. 1-5) (LEGADMINMAN)  
Chapter 12, SECNAVINST 5510.36 (Security Violations)  
MCO P5102.1B (Mishap Investigations)  
MCO P5354.1D (Equal Opportunity)  
SJA Office/Legal Admin Officer

### LASER SAFETY PROGRAM

#### 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

### OVERSEAS SCREENING

#### References:

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**MCO 1050.3J**  
**MCO P1300.8R**  
**DODFMR**  
**JFTR**  
**MARADMIN 294/10**

PAGE 11 & 6105s

**References:**

**MCO P1070.12 IRAM (CHAPTER 4)**  
**MCO P1900.16F MARCORSEPMAN (CHAPTER 6)**  
**MCO P5800.16A LEGADMINMAN (CHAP 3 & 5)**  
**JAGINST 5800.7E JAGMAN**  
**MANUAL FOR COURTS MARTIAL 2012**

PROMOTION INFORMATION

**References:**

**MCO 1080.40**  
**MCO P1400.32D**

SEARCH AND SEIZURE

**References:**

**MCO 5580.2B; 27 AUG 2008**

SUBSTANCE ABUSE

**References:**

**MCO 5300.17**  
**MCO 1200.17B**  
**MCO P1900.16F**  
**SECNAVINST 5300.28D**  
**MCO 1610.7F**  
**BUMEDINST 5300.8**  
**SECNAV M-5210.1**  
**MCO 6320.2E**

OFF-LIMITS AREAS

**Reference:**

**Message: COMNAVREG SW SAN DIEGO CA DTG: 032255Z Feb 12**

PAY ALLOWANCE CONTINUATION (PAC PAY)

**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**

SINGLE MARINE PROGRAM

**References:**

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

MCO 1700.36A  
BO 5420.12E (Camp Pendleton)  
MARADMIN 757/11  
MCO 1754.9A

### HAZING

#### References:

MCO 53541.3B Equal Opportunity Advisor (EOA)  
MCO P5354.1D Marine Corps Equal Opportunity (EO) Manual  
(SHORT TITLE: EOM)  
MCO 1000.9A Sexual Harassment  
MCO 1700.28A Hazing  
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

### LEAVE AND LIBERTY

#### Reference:

MCO 1050.3J

### LAUTENBERG AMENDMENT

#### Reference:

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

#### References:

MCO 1320.11F, Marine Corps Sponsorship Program  
DODI 1324.22, “Military Family Readiness,”  
DODI 6060.4, “Department Of Defense” (DOD) Youth Programs (YPs)  
SECNAVINST 1754.1B  
MCO 1754.9A  
MCO P1710.30E W/CH 1  
SECNAV M-5210.1  
Department of Defense Travel Regulations, “Joint Federal Travel Regulations, December 1, 2008  
NAVMC 11791 (Sponsorship Program Questionnaire)  
NAVMC 11798 (Youth Sponsorship Request)  
NAVMC 11799 (Sponsorship Request)

### NON-PUNITIVE LETTER OF CAUTION

#### References:

Manual for Courts Martial  
JAGMAN 0105

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### NAVY PERSONNEL

#### References:

BUPERSINST 1610.10C  
BUPERSINST 1430.16F  
BUPERSINST 1430.16F  
NAVADMIN 252/10  
OPNAVINST 6000.1C  
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  
OPNAVINST 6110.1J  
NAVADMIN R 261419Z SEP 08  
BUPERSINST 1430.16F  
BUPERSINST 1430.16F  
MILPERSMAN Article 1770-160  
MILPERSMAN 1160-030  
BUPERSINST 1610.10C  
OPNAVINST 6110.1J  
COMNAVCRUITCOMINST 1130.8J  
NAVADMIN 275/11  
NAVADMIN 018/13  
JFTR, Volume 1, Chapter 10, Part B  
MILPERSMAN 1070-270, Dependency Application/Record of DODFMR  
Volume 7A, Chapter 47  
MILPERSMAN 1741-020, Government Life Insurance  
MILPERSMAN 1770-010, Duty Status-Whereabouts Unknown (DUSTWUN)  
and "Missing" Status Recommendations  
Servicemembers' Group Life Insurance (SGLI) Handbook  
NAVADMIN 226/12  
NAVADMIN 227/12  
NAVADMIN 229/12

### HEARING CONSERVATION PROGRAM

#### References:

OPNAVINST P 5102.1D/MCO P5102.1B, Navy & Marine Corps Mishap and  
Safety Investigation, Reporting, and Record Keeping Manual  
MCO 6260.1E, Marine Corps Hearing Conservation Program  
CMC DMCS 061313Z Jan 12, Hearing Conservation and Readiness

### PERSONAL EFFECTS

#### References:

MCO P4050.38D PERSONAL EFFECTS AND BAGGAGE MANUAL  
UM 4400.124 SASSY USER'S MANUAL

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### REQUEST MAST

#### 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  
REPRISAL AND MILITARY WHISTLEBLOWER PROTECTION ACT INFORMATION

#### References:

Title 10 U.S.C. Section 1034; Military Whistleblower Protection Act  
DODD 7050.6; The Military Whistleblower Act  
SECNAVINST 5370.7C; Military Whistleblower Protection  
IGDG 7050.6; Guide to Investigating Reprisal and Improper Referrals for Mental Health Evaluations

### SEXUAL ASSAULT

#### References:

DODD 6495.01, Sexual Assault Prevention and Response Program  
MCO 1752.5B, Sexual Assault Prevention and Response (SAPR) Program  
MCO 3504.2, Operations Event/Incident Report (Oprep-3) Reporting  
MARADMIN 234/13, Revised Training Requirements for Sexual Assault Prevention and Response (SAPR) Training, May 2013  
MARADMIN 372-12, July 2012  
MARADMIN 048-12 Sexual Assault helpline, Jan 2012  
DODD 7050.06, Whistle Blower Protection, July 2007  
SECDEF memo 2013  
Expedited Transfer LOI  
MARADMIN 221/12, Expedited Transfer, April 2012  
MARADMIN 624/12, 8 day brief, October 2012

### TRANSFER BY SERVICE RECORD

#### References:

MCO 1640.3F  
MCO P1080.40A  
SECNAVINST 1640.9B  
MCO 5800.16  
MCO P10130.28F

### RISK MANAGEMENT

#### References:

MCO 3500.27B, Operational Risk Management (ORM)

### AWARDS

#### References:

MCO P1020.34\_  
SECNAVINST 1650.1  
MCO 1650.19J w/Ch1  
NAVMC 2922

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### CAREER PLANNING

#### References:

MCO P1400.32D.  
MCO 1040.31  
MCO P1326.6D  
TFRS Message No: A0071

### COMBAT OPERATIONAL STRESS CONTROL

#### 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

### TRS/GPS (TRANSITION READINESS)

#### References:

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

#### References:

MCO 1320.11F “Marine Corps Sponsorship Program”  
MCO 1754.1 “Relocation Assistance Program” (pending)  
Public Law 101-189  
SECNAVINST 1754.6A, Relocation Assistance Program  
DoDI 1342.22, “Military Family Readiness” July 3, 2012

### NON-JUDICIAL PUNISHMENT

#### References:

Manual for Courts Martial 2012 Edition  
Manual of the Judge Advocate General (JAGMAN) JAGINST 5800.7E w/CH 1-2  
Marine Corps Manual for Legal Administration (LEGADMINMAN) MCO P5800.16A  
USN/USMC Commander’s Quick Reference Handbook for Legal Issues (September 2012)

### POLICE ADMINISTRATIVE SERVICES

#### References:

MCO 5580.2\_ (Marine Corps Law Enforcement Manual)  
MCO 5211.2\_ (Privacy Act)  
BO 5211.1\_ (Privacy Act)  
BO 5000.2\_ (Base Regulations; Camp Pendleton)  
MCO 5110.1\_ (Motor Vehicle Traffic Supervision)  
SECNAVINST M-5210.1 DON Records Management Manual

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### SUICIDE PREVENTION PROGRAM

#### References:

MCO 1720.2 - Marine Corps Suicide Prevention Program  
MCO 5100.29B - Marine Corps Safety Program  
MCO 3040.4 - Marine Corps Casualty Assistance Program  
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  
IG Functional Area Checklist 994

### UNAUTHORIZED ABSENCE

#### References:

MCO 5800.16  
MCO P1751.3  
MCO P1080.40  
MCO P4050.38  
JFTR

### TRANSFER OF EDUCATION BENEFITS

#### References:

MARADMIN 389/09  
MARADMIN 421/09  
MARADMIN 457/09

### VEERP

#### REFERENCES:

MCO 1900.16F par 6405  
MCO 1900.16F par 6406  
(MARADMIN 371/12) – FY 13 VEERP



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### 8. 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 filled 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 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.

<http://www.donhq.navy.mil/bcncr/bcncr.htm>

**Board for Correction of Naval Records**  
**SECNAVINST 5420.193**

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### 9. MARINE CORPS BODY COMPOSITION AND MILITARY APPEARANCE PROGRAM

<http://www.marines.mil/Portals/59/Publications/MCO%206110.3%20W%20CH%201.pdf>

#### **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 A of R)
  - Correct Basis and Characterization of Service
- Acknowledgement of Rights (A of R) 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
  - Check-out and Complete MCI on Nutrition
  - 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 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 11
  - Date: \_\_\_\_\_ ART \_\_\_\_\_ REFUSED Y/N REBUTTAL Y/N (LTR AVAIL?)
- APPEAL Y/N
- Pg 12 (Or UPB) Date: \_\_\_\_\_ ART \_\_\_\_\_ Appeal: Y/N
- Date: \_\_\_\_\_ ART \_\_\_\_\_ Appeal: Y/N
- Date: \_\_\_\_\_ ART \_\_\_\_\_ Appeal: Y/N
- Pg 13 (Record of Court Martial Conviction)
- Date: \_\_\_\_\_ ART \_\_\_\_\_
- 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
- ROS (updated w/most recent SA and RD marks)
- RED (is legible)
- Page 11, 12 and 13 (all entries are completed)
- BIR/BTR [Must be current (Within 2 weeks of receipt of pkg)]
- Character Statements from SNM Chain of Command (3)
- Post-Traumatic Stress Disorder / TBI Screen
- Signed affirmative/negative by medical officer

#### **Documents required after board but before SJA Endorsement:**

- Rec Letter
- Date

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- 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

### **BODY COMPOSITION PROGRAM REQUIRED ENTRIES PER MCO 6110.3**

In accordance with reference (f) and (p), page 11/6105 counseling entries will be made for the following occasions:

#### **WHEN A MARINE IS ASSIGNED TO THE 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 administrative separation from the USMC for either weight control failure or unsatisfactory performance per paragraphs 6206 and 6215 of MCO P1900.16F. Specific recommendations for corrective action are: Meet your weight/body fat reduction goals by losing the prescribed \_\_\_ lbs and \_\_\_ percent body fat per month for 6 months 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 acknowledgment of this entry a written rebuttal could be submitted and that such a rebuttal will be filed in my OMPF. 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 P1900.16F. 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 in my OMPF. I choose (to)(not to) make such a statement.

#### **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 will result in administrative separation from for weight control failure per paragraph 6215 of MCO P1900.16F. 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 in my OMPF. 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 6 months to meet the body composition standards set forth in MCO 6101.1. You are advised that failure to take corrective action, while on this 6 month extension, will result in administrative separation for either weight control failure or unsatisfactory performance per paragraphs 6206 and 6215 of MCO P1900.16F. Specific recommendations for corrective action are: Meet your weight/body composition reduction goals by losing the prescribed \_\_\_ lbs and \_\_\_ percent body fat per month for 6 months and actively participate in your diet and exercise program. Assistance is available through your

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chain of command. I was 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 in my OMPF. I choose (to)(not to) make such a statement.

### **References:**

**MCO 6110.3 MARINE CORPS BODY COMPOSITION AND MILITARY APPEARANCE PROGRAM**

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### 10. COMMANDANT'S PROFESSIONAL READING LIST

#### REVISION OF THE COMMANDANT'S PROFESSIONAL READING LIST: ALMAR 009/16

Official site of the Marine Corps Commandant's Professional Reading List per ALMAR 009-16. This site outlines the annual and recommended reading requirements for all Marines.

<http://guides.grc.usmcu.edu/usmcreadinglist>

***"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 Rober B. Neller***

The books on the 2016 Commandant's Professional Reading List were selected as most pertinent to critical thinking and professional development at each rank.

At minimum, three books per year are required to fulfill annual reading criteria for all active duty and reserve Marines, officer and enlisted. The Professional Categories section presents recommended reading for exploration of selected topics.

"Completion of the CPRL reading requirement shall be noted in the individual Marine's fitness report or taken into account when assigning Proficiency/Conduct (Pro/Con) marks ... How a Marine demonstrates completion of the annual requirement is at the discretion of the Commander." (ALMAR 009016, dated 30 MAR 2016)

We have made every effort to ensure easy access to the books on the reading list. The Navy General Library program website provides the majority of ebook and audiobook versions that are available, in PDF, EPUB, Overdrive ebook and audiobook, Kindle, and other formats. Take advantage of this great resource - it's free for Marines! Visit the Navy MWRDigital Library to create an account and start reading.

Other books are available freely on the internet, or from Marines.mil and other service websites. Some books are only available in print, and for those we encourage you to visit your nearest MCCA Base Library and take advantage of the great resources and services they provide. For questions about setting up accounts with the resources on this website, see the FAQs - Accounts page.

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### 11. 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 framework is the six Functional Areas of Leadership Development: Fidelity, Fighter, Fitness, Family, Finance, and Future. 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).

<https://www.mcu.usmc.mil/sites/leadership/SitePages/main.aspx>

[DRAFT Marine Corps Order 1500.61](#)



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### 12. CASUALTY ASSISTANCE CALLS OFFICER'S (CACO)

#### 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 (Figure 4-2) and appendix B contained in MCO P3040.4E, 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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**NOTE: Each contact or visit should be documented for later use in completing the Casualty Assistance Calls Officer Report.**

### 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.

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— 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 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.

**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.**

— Brief the PNOK on the Authorization for Disclosure of Information Form.

### 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.

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- 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 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.

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- 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.

**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.

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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 P3040.4E; 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**

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### 13. COMPETENCY REVIEW BOARD/NONPUNITIVE REDUCTIONS

#### GUIDE TO NONPUNITIVE REDUCTION

#### NONPUNITIVE REDUCTIONS

6000. **REDUCTION**. 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 per procedures described in this Chapter.

#### 6001. **REDUCTION FOR INCOMPETENCE; COMPETENCY REVIEW BOARD (CRB)**

##### 1. Definitions

a. **INCOMPETENCE**. Any action(s) or omission(s) in technical performance that indicates a Marine is not capable of satisfactory performance in the grade and MOS currently held.

##### (1) **TECHNICAL INCOMPETENCE**

(a) 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 MCO P1200.16 (Marine Corps Military Occupational Specialties Manual (MOS Manual)).

(b) 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.

##### (2) **PROFESSIONAL INCOMPETENCE**

(a) 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, judgment, integrity, military presence and bearing, reliability, obedience, moral fitness, physical fitness, endurance, and self-discipline.

(b) 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).

b. **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.

c. **CONVENING AUTHORITY**. Commanders, as defined in paragraph 1200.3b, who are authorized to convene CRB proceedings in the case of enlisted Marines.

d. **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.



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### 2. POLICY

a. A reduction by a CRB is an administrative action designed to increase the efficiency of the Marine Corps, to ensure the integrity of the Marine Corps grade structure, and to ultimately ensure the capability of the Marine

Corps to perform its assigned missions. Since such action will have a significant impact on the career and life of the Marine concerned, all competency review cases and procedures will be approached with the thoughtful concern, dignity, and professional objectivity normally associated with the serious affairs of command. Furthermore, these cases will be completed with the greatest dispatch consistent with prudence and professionalism, while having due regard for the concerns of the Marine and the Marine Corps.

b. Action pursuant to this Chapter should not be initiated unless the Marine has had a reasonable period of time to serve in the grade and/or MOS in addition to receiving schooling (training) and/or on-the-job training. Furthermore, the Marine should have been counseled previously concerning the noted deficiencies, and afforded an opportunity to take corrective action to overcome those deficiencies. Counseling is required prior to the initiation of any competency review action.

c. The provisions of this paragraph pertain to the reduction of enlisted Marines for technical and/or professional incompetence.

(1) Marines may not be reduced for technical and/or professional incompetence without first being afforded the opportunity to appear before a CRB. However, Marines who fail to complete MOS qualification at a formal MOS producing school and are reduced under the provisions of paragraphs 6002 and 6003 of this Manual, are not entitled to appearance before a CRB.

(2) Marines in the grades of PFC and LCpl may appear before a CRB consisting of only one member, the commander, as defined in paragraph 1200.3b. If found incompetent, they may be reduced by the commander. If the commander deems it appropriate, a CRB with multiple members may be convened for Marines in the grades of PFC and LCpl.

d. Reductions effected per this paragraph are administrative in nature (nonpunitive) and are not intended or designed to function as disciplinary measures.

e. Nonpunitive reductions for incompetence will be reported on the unit diary in accordance with the instructions contained in the current edition of MCO P1080.40 (Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)). Upon effecting the administrative reduction, the Marine reduced will receive the DOR previously held in the grade to which reduced. The time in grade (TIG) for promotion to the next higher grade for those Marines administratively reduced will include all previous TIG in the grade to which reduced and will include the TIG in the grade from which reduced. EXAMPLE: A PFC who had a DOR (as a PFC) of 1 March 1999 and was promoted to LCpl and given a DOR (as a LCpl) of 1 November 1999 is subsequently administratively reduced for incompetence to PFC on 14 February 2000. The effective date of the reduction to PFC is 14 February 2000. The Marine is assigned a PFC DOR of 1 March 1999. Based on the Marine's TIG (new TIG as a PFC of 14 months), having waited for a period of 3 months (see subparagraph f below), and the recommendation of the commander, the Marine may be promoted to LCpl no sooner than 1 June 2000.

f. **Marines reduced for incompetence must wait as indicated below before they are again eligible for promotion:**

- (1) Promotion to PFC or LCpl for a period of 3 months.
- (2) Promotion to Cpl or Sgt for a period of 6 months.
- (3) Promotion to SSgt and above for a period of 12 months.

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g. Marines administratively reduced by a CRB for technical deficiencies, i.e., failing a formal MOS producing school, are not eligible for remedial promotion consideration to the grade from which they were reduced if such remedial promotion would give them a DOR earlier than allowable under the provisions of this Manual.

h. A Marine who has been the subject of a CRB that resulted in a final determination that the Marine should be retained in the current grade may not be subjected to additional competency review proceedings for the same conduct or action(s), except in the following circumstances:

(1) When there is subsequent substandard performance forming the basis, in whole or in part, for a new CRB; or

(2) When there is new or newly discovered evidence that was not reasonably available at the time of the prior CRB.

NOTE: In the above-listed circumstances, the previously used information may be used to complement the new information.

i. The commander should refer all criminal misconduct to disciplinary proceedings; i.e., nonjudicial punishment (NJP) or court-martial. The commander may not use the same misconduct as the basis for administrative actions such as a CRB for reduction due to professional incompetence.

3. When a Marine's technical and/or professional competence is deficient for the Marine's grade and all appropriate command attempts through leadership and rehabilitation to correct the deficiency have been unsuccessful, the commander may convene a CRB to administratively reduce the Marine for incompetence.

a. **COUNSELING**

(1) In general, all reasonable efforts at rehabilitating and retraining the Marine should be made prior to initiation of a CRB. Counseling is one means of ensuring that the Marine is made aware of deficiencies and given an opportunity to improve his performance.

(2) In some instances the Marine need not be afforded an opportunity to correct deficiencies prior to the initiation of a CRB. For example, a Marine need not be counseled concerning a failure to complete all requirements at an MOS producing school. The Marine should have been counseled prior to failing the school.

(3) All counseling should be reflected in the Marine's service record (See MCO 1070.12, Marine Corps Individual Records Administration Manual (IRAM) for the proper format) and should include the following information:

(a) List the deficiencies;

(b) Specific recommendation(s) for corrective action, including where assistance is available;

(c) A comprehensive explanation of the consequences of a failure to successfully undertake the recommended corrective action; and

(d) Provide a reasonable opportunity for the Marine to undertake the recommended corrective action.

b. In all cases, the Marine must be provided written notice of the initiation of a CRB, including the cases of PFCs and LCpls when the CRB is held by the commander.

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(1) Such written notice to the Marine when the CRB is held by the commander shall include the following (Figure 6-1):

- (a) The identity of the officer authorized to effect the reduction, if reduction is recommended.
- (b) The specific reason why the CRB is being convened, including the factual circumstances upon which such action is based.
- (c) The date, time, and place the CRB will be held.
- (d) The right to consult with a qualified counsel.
  - 1. The Marine should be given an opportunity to consult with a judge advocate if such counsel is reasonably available. However, no attorney-client relationship shall be established nor is the Marine entitled to representation by such counsel before the CRB or in any other proceedings associated with a CRB.
  - 2. The Marine may consult with a civilian attorney (at no expense to the Government); however, there is no right to representation by civilian counsel in these proceedings. In no case will consultation with civilian counsel unduly delay competency review proceedings.
- (e) The right to appear in person before the CRB.
- (f) The right to remain silent before the CRB, and/or the right to make a statement before the CRB, subject to the provisions of Article 31b, of the Uniform Code of Military Justice (UCMJ) (compulsory self-incrimination of criminal matters is prohibited).
- (g) The right to submit a statement.
- (h) The right to cross-examine any witness who may appear before the CRB.
- (i) The right to call witnesses, if reasonably available, at no cost to the government.
- (j) The right to examine all evidence to be considered by the CRB at a reasonable time prior to the CRB.
- (k) The right to submit evidence before the CRB.
- (l) The right to make a final statement.
- (m) The right to obtain copies of all documents that will be forwarded to the reduction authority concerning any recommended action. Classified documents will be summarized.
- (n) The right to submit a statement of rebuttal to the CRB to be included with the CRB's recommendation to the reduction authority.
- (o) The right to appeal the reduction authority's action, to the next senior officer in the chain of command.
- (p) The right to appear before the reduction authority or to submit a statement in lieu of a personal appearance before the reduction authority.

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(q) The right to waive the rights herein afforded in paragraphs 6001.3b(1)(d) through 6001.3(1)(p) and that failure to respond shall constitute a waiver of these rights.

(r) The Marine has the option to waive a CRB hearing entirely and accept the commander's determination of incompetence and the ensuing reduction in grade. Marines who chose to exercise this option and accept the incompetence determination have no right of appeal.

(2) If a CRB is conducted by other than the commander (i.e., a CRB with multiple members), then, in addition to the rights set forth in paragraph 6001.3b(1) above, the Marine will be notified in writing of the following (See Figure 6-1):

(a) The identity of the members appointed to the CRB.

(b) The right to challenge members of the CRB for cause.

(c) The right to waive any of the rights challenging the members of the CRB for cause.

c. Figure 6-2 is the corresponding acknowledgment form to be completed by the Marine.

### 4. COMPETENCY REVIEW BOARD

#### a. COMPOSITION

(1) A CRB will be appointed by order of the commander, as defined in paragraph 1200.3b, the convening authority. 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.

(2) If action has been initiated to review the Marine's technical competence, the enlisted member of the CRB should be of an MOS related to that of the Marine, if reasonably available. Failure to appoint an enlisted Marine or a Marine who is of a related MOS to the CRB does not invalidate the proceedings.

(3) A field grade officer, if reasonably available, should be assigned as the senior member to preside over the CRB and guide the CRB in the performance of its duties.

(4) Marines appointed to a CRB shall be selected on the basis of their experience, mature judgment, sound temperament, objectivity, impartiality and shall possess personal qualities commensurate with the gravity of the CRB proceedings.

(5) Reserve/Minority/Female Marines

(a) If the Marine is a Reservist, the membership of the CRB shall include a majority of reservists as members, if reasonably available.

(b) If the Marine is a member of a racial or ethnic minority, at least one member of the CRB shall be a member of a racial or ethnic minority, if reasonably available. The member need not be of the same racial or ethnic minority as the Marine.

(c) If the Marine is female, at least one member of the CRB shall be a female Marine, if reasonably available.

(6) A nonvoting recorder may be appointed by the convening authority to the CRB. The recorder's primary responsibility is to "exploit all practical sources of information and to bring out all the

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facts, favorable or unfavorable, concerning the Marine, in such manner as to permit the CRB to make fully informed findings and recommendations concerning the Marine.” The recorder should be a commissioned officer.

(7) Neither the convening authority nor any officer in the Marine’s chain of command who may review the CRB can serve as a member of the CRB or appear before the CRB as a witness. The exception is when the commander is the CRB.

### b. CHALLENGING CRB MEMBERSHIP

(1) The Marine may challenge any member of the CRB for cause. The basis for such a challenge is that it is believed that the member being challenged cannot fairly evaluate the merits of the case and render an impartial decision. The challenged member will be given the right to make a statement with respect to the challenge.

(2) The burden of persuasion in establishing a challenge is on the Marine appearing before the CRB.

(3) The unchallenged members of the CRB will vote on whether or not the challenged member remains on the board after hearing all information regarding the challenge and any rebuttal. The boardroom will be cleared of all personnel except for board members voting on the challenge. Challenged members will not be present during deliberations or voting on their challenge. A challenge shall be decided by a preponderance of the evidence and shall be approved by a majority of the board or tie vote.

(4) If the challenge results in removing one of the members of the board and it also reduces the number of members to below three, the convening authority shall be notified immediately. The CRB shall stand adjourned until the convening authority appoints an additional member(s), if responsibly available.

(5) When the CRB membership consists of only the commander, membership cannot be challenged.

### c. SESSIONS

(1) Except as set forth in this paragraph, all sessions of the CRB shall be open to the public. The Marine has the right to be present at all open sessions of the board and at any session wherein evidence is presented to the CRB. At the direction of the senior member, the hearing room may be cleared at any time for deliberations or consultations. Deliberations or consultations are defined as periods of time when the CRB members are discussing the evidence/information provided to reach a competency determination. During deliberations, all persons including the recorder and Marine will withdraw from the hearing room.

(2) If any information or material to be heard or seen by the CRB requires a security clearance and some of the participants do not have the required clearance, the convening authority shall be consulted immediately for guidance.

### d. EVIDENCE

(1) The strict rules of evidence governing trial by courts-martial are not applicable to a CRB. The admissibility of evidence is a matter within the discretion of the senior member of the board. No evidence will be rejected from consideration solely on the grounds that it would be inadmissible in court-martial proceedings. The CRB may impose reasonable restrictions as to the relevance, competence, cumulativeness, and materiality of all evidence to be considered by the board so as to promote an orderly procedure and to ensure a full and impartial hearing.

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(2) All evidence that is to be considered by the CRB will be made a part of the record during an open session of the board.

(3) Testimonial evidence in the form of written sworn/unsworn statements, affidavits, or any other accurate and reliable means for presenting testimonial evidence may be accepted.

(4) The CRB shall rely upon its judgment and experience in determining the weight and credibility to be given material and information received in evidence.

### e. WITNESSES

(1) Testimonial evidence may be presented to the CRB through the personal appearance of witnesses. The testimony of a witness may be excluded if the senior member of the CRB determines that its evidentiary value is substantially outweighed by considerations of undue delay, waste of time, or needless presentation of cumulative evidence.

(2) The senior member of the CRB will assist in obtaining the presence of witnesses, at no cost to the government, that the Marine desires to have testify in person before the board in his/her behalf.

(3) No witness, including the Marine, appearing before the CRB shall be compelled to incriminate himself or herself or to answer any questions, which may tend to incriminate themselves.

(4) The CRB may not compel the Marine to testify as a witness. A Marine's election to remain silent cannot be used against them in determining the CRB's findings of fact, opinions, and recommendations.

(5) The senior member of the CRB may direct the calling of a witness, in the pursuit of further lines of questioning, or in the presentation of other evidence to completely develop all matters before the board.

(6) No member of the CRB may be a witness or provide personal input to the board about the Marine, orally or in writing, favorable or unfavorable.

f. The burden of proof for proving that a Marine is incompetent rests with the command. The Marine is presumed competent for continued service in their grade and MOS by virtue of their grade and MOS. The command has the burden of rebutting that presumption by establishing that the Marine's performance warrants reduction. The standard of proof for all matters before a CRB is a "preponderance of the evidence." These rules also apply to the review by the reduction authority and any officer in the chain of command who will review any appeals.

### g. FINDINGS OF FACT, OPINIONS, AND RECOMMENDATIONS

(1) The CRB shall determine its findings of fact, opinions and recommendations in closed session. Only voting members of the board shall be present during these deliberations.

(2) The CRB shall recommend one of the following determinations: that the Marine be retained at the present grade, reduced in grade, or reduced in grade with a suspended reduction. The Marine will not be reduced more than one grade as a result of any single action taken under this Chapter. A Marine reduced under the authority of paragraph 6002, a failure to complete qualifications in an intended MOS, may be reduced more than one grade.

### h. CRB REPORT

(1) The CRB report shall be kept in a summarized form. In all cases, the findings of fact, opinions and recommendations of the CRB shall be in "verbatim form." The report shall be prepared as

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directed by the convening authority and shall be signed by all members. Figure 6-3 is a sample CRB report.

(2) Minority reports, if any, shall be attached. A minority report is a signed statement of opinion by any member(s) who disagrees with the majority of the members of the CRB.

(3) The CRB report and the recommendations of the board shall be forwarded via the convening authority to the commander (reduction authority) authorized to take action on any recommended reduction. The reduction authority may or may not be the same person as the convening authority.

i. Once notified of the CRB's recommendation, the Marine may submit a statement in rebuttal to the CRB's recommendation to the reduction authority via the convening authority. The statement must be submitted within 5 working days (20 calendar days for Marines in the SMCR and IRR of the reserve component) or the right to rebut the CRB's recommendation is considered to have been waived.

### 5. Action Required on Recommended Action by the CRB

a. A Marine may not be reduced more than one grade as a result of any single action taken under this Chapter (unless reduced under the authority of paragraph 6002, a failure to complete qualifications in an intended MOS). The reduction may be suspended for a period not to exceed 6 months from the date of the reduction authority's action. Paragraph 6001.8 pertains.

b. Marine commanders, as defined in paragraph 1200.3b, are authorized to reduce Marines in the grades of PFC through Sgt.

c. Marine officers exercising general courts-martial convening authority are authorized to reduce Marines in the grades of SSgt and above.

d. If necessary and/or appropriate, commanders whose chain of command does not include a Marine officer with general courts-martial convening authority will forward the record of proceedings for final action to the general courts-martial convening authority who has been designated as their separation authority by MCO P1900.16 (Marine Corps Separation and Retirement Manual (MARCORSEPMAN)).

#### e. **REDUCTION AUTHORITY ACTION**

(1) The reduction authority will review the CRB report and any rebuttal submitted by the Marine to determine whether the Marine will be maintained at their current grade, reduced, or that the Marine will be reduced with the reduction suspended.

(2) If the reduction authority agrees with the CRB recommendation, no further action is required unless the decision is appealed by the Marine.

(3) If the reduction authority disagrees with the CRB's recommendation, the case will be forwarded as provided below:

(a) If the Marine is a Sgt or below:

1. Forward the case with a recommendation via the chain of command to the Marine officer exercising general courts-martial convening authority, who will then take final action on the CRB and appeal.

2. If the chain of command does not include a Marine officer exercising general courts-martial convening authority, then the recommendation will be forwarded to the general courts-martial convening authority designated as the separation authority by MCO P1900.16.

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3. If the general courts-martial convening authority is the reduction authority, forward the case with a recommendation to the next general officer in the chain of command. If there is no other general officer in the chain of command forward the CRB with a recommendation to the CMC (MMPR-2) for final action by the Director, Personnel Management Division.

(b) If the Marine is a SSgt or above:

1. Forward the case with a recommendation to the next general officer in the chain of command.

2. If there is not another general officer in the chain of command then forward the CRB with a recommendation to the CMC (MMPR-2) for final action by the Director, Personnel Management Division.

(4) If a general courts-martial convening authority or a general officer conducts a review of the reduction authority's recommendation, they will make one of the following determinations: that the Marine be retained at the present grade, reduced in grade, or reduced in grade with a suspended reduction.

(5) If the CMC (MMPR-2) conducts a review of the CRB, the CMC (MMPR-2) will make one of the following determinations: that the Marine be retained at the present grade, reduced in grade, or reduced in grade with a suspended reduction.

(6) The reduction may be effected immediately once action has been completed by the reduction authority, regardless of any pending appeal.

(7) If the final action results in a reduction or suspended reduction that does not require the CMC's review or action per the guidelines listed above, and the Marine is a SNCO select, then the CMC (MMPR-2) must be notified of the results of the CRB.

(a) If the Marine is reduced, their name will be administratively deleted from the appropriate select list.

(b) If the Marine's reduction is suspended, then a recommendation regarding the Marine's promotion must be forwarded to the CMC (MMPR-2) per paragraph 5200.

### 7. APPEALS

a. Marines must be fully informed of their right to appeal. A Marine reduced (including a suspended reduction) under the provisions of this Chapter 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 courtsmartial 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.

b. The officer receiving the Marine's appeal will review the appeal and make a recommendation/comment/endorsement on the CRB report before forwarding the CRB report and appeal to the next senior officer in the chain of command authorized to take action.

(1) If the Marine is a Sgt or below the CRB report will be forwarded with all recommendations via the chain of command to the next general officer (or first general officer) in the chain of command for final action.



## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

(2) If the Marine is a SSgt or above, then the reduction authority will forward the appeal and recommendations and the CRB report via the chain of command to the next general officer or to the CMC (MMPR-2) for final action.

c. The officer or CMC (MMPR-2), as appropriate, receiving the reduction authority's recommendation and the Marine's appeal will refer the appeal to a judge advocate for review and written opinion/comment before taking action on the issue raised. The form and content of the judge advocate's review will be a standard naval letter format. The original of the judge advocate's review will be attached to the CRB report as a permanent part of the record of proceedings.

d. When reviewing the appeal, the officer or the CMC (MMPR-2) (as appropriate) will consider the record of proceedings, any information submitted by the Marine, any information considered during the judge advocate's review, and any other appropriate information and/or material.

e. Upon completion of the appeal's review and any action taken by the officer authorized to take action on the appeal or the CMC (MMPR-2), as appropriate, the Marine will be promptly notified of the results.

f. A Marine has the right to rebut the CRB's recommendation to the reduction authority and to appeal the reduction authority's decision to the general courts-martial convening authority. Once a Marine has exercised these rights, the following apply:

(1) In the case of Sgts and below, once at least one general officer has reviewed the appeal and taken appropriate action there is no further appeal.

(2) In the case of SSgts and above, once at least two general officers have reviewed the appeal and taken appropriate action there is no further appeal.

(3) There is no appeal of any action taken by the CMC (Director, Personnel Management Division) on an administrative reduction.

(4) However, this does not preclude the Marine from further appealing to the BCNR.

### 8. 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.

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

(2) 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 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.

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(3) If the reduction authority is an officer exercising general courts martial convening authority or the CMC (MMPR-2), then the Marine's commander, as defined in paragraph 1200.3b, will conduct a hearing and forward a report thereof with recommendations to the reduction authority for a final decision regarding vacation of suspension.

(4) 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.

### 9. FINAL DISPOSITION OF THE CRB REPORT

a. If, after all appropriate reviews and any appeals, a Marine is determined to be competent technically and/or professionally, by the final officer taking action on the CRB, or the CMC (MMPR-2), the CRB report will be returned to the originating unit for disposition.

b. If a Marine is found to be incompetent, technically and/or professionally, and accordingly reduced, the report of the CRB, all endorsements therein, and a report of the final action taken on any appeals will be forwarded to the CMC (MMSB) to be made part of the Marine's official record.

c. If a Marine is found incompetent, technically or professionally, and the reduction is suspended, the report of the proceedings will be returned to the originating unit for retention locally during the period of suspension. If the suspended reduction is subsequently vacated, the report will be forwarded to the CMC (MMSB) for inclusion in the Marines official record. Once the period of suspension expires without vacation, the originating unit will forward the report to the CMC (MMSB) to be made part of the Marine's official record.

### 10. ADMINISTRATIVE DIFFERENCES for the conduct of CRBs for the members of the reserve component

a. Reserve component Marines who are on active duty in the Active Reserve (AR) will be processed in the same manner as regular component Marines.

b. Members of the reserve component may be reduced for incompetence just as regular component Marines are reduced for incompetence. They also may be administratively reduced by a CRB when they fail to attend required drill and/or annual training. The notification procedures of CRB processing for SMCR and IRR Marines is slightly different than regular component Marines. All other procedures remain the same.

c. The SMCR or IRR Marine concerned will be notified via certified mail of the pending CRB proceedings and afforded an opportunity to make a statement and/or appear before the CRB. If the Marine does not desire to make a statement or appear before the CRB, the commander will ensure that appropriate remarks are made in the CRB's record of proceedings. The following additional guidance is provided to aid the commander:

(1) The Marine will be notified in writing of the pending CRB, which may result in a reduction in grade. The letter of notification may be delivered to the SMCR or IRR Marine concerned via personal service or by mail. If the notification is mailed, send the notification by certified mail using the PS Form 3800 or any other means whereby the Marine will have to certify (sign) receipt of the letter.

(2) If the letter notifying the Marine of the pending CRB is mailed to the Marine's last known mailing address but is returned as undeliverable, the commander may immediately initiate action to complete the CRB and/or effect the administrative reduction noting in the CRB report that the Marine could not be contacted.

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(3) If the letter is properly received, allow a reasonable time for the Marine to respond (normally 20 days from the date of receipt). A failure by the Marine to respond constitutes a desire to waive all rights to appear before the CRB and to provide a statement to the CRB. The commander may proceed with the CRB.

(4) The Marine may appear before the CRB at no cost to the government.

(5) If the Marine chooses not to appear before the CRB, they will be notified via written correspondence (certified mail) of the results of the CRB by the commander.

d. The availability of judge advocates to reserve component Marines is limited; however, this will not impede the conduct of a CRB. If such counsel is reasonably available, the Marine should be given an opportunity to consult with the judge advocate or civilian counsel.

### 6002. **REDUCTIONS EFFECTED FOR INCOMPETENCE NOT REQUIRING A CRB**

1. Marines who fail to complete qualification in an intended MOS are technically deficient. Therefore, directors of formal schools and commanders (as defined in paragraph 1200.3b) 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.

2. 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 as indicated in paragraph 6001.2.f. before they are again eligible for promotion.

3. 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.

### 6003. **REDUCTIONS 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) will be administratively reduced and have their name deleted from the promotion list under the authority contained in this paragraph. The CMC (MMPR-2) is the reduction authority under this paragraph. Commanders will submit a detailed report to the CMC (MMPR-2) in accordance with paragraph

### 6004. **EFFECTIVE DATE OF REDUCTION**

1. A reduction effected for incompetence is effective on the date of approval by the commander authorized to reduce the Marine or on the date specifically directed by the CMC (MMPR-2). The DOR to be assigned is the DOR previously held in the grade to which reduced.

2. A vacated suspended reduction is effective on the date vacated.

#### **Reference:**

**MCO P1400.32D (Chapter 6)**

**Example formats for a CRB can be found on pages 6-17 through 6-22 of MCO P1400.32D.**

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 14. DEPLOYMENT ENTITLEMENTS

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

#### ENTITLEMENTS

##### Afghanistan (OEF)

Individual Location Code: 110 AF 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 Camp Pendleton, CA 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 Camp Pendleton, CA. Amount: \$250.00 per month and may be pro-rated. The Deployments Section will not report 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 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** – 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 SSDR 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: 490 JA 5615

Operation Identifier: MCC and RUC that has OPCON over the deploying unit.

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

**Pers tempo:** The “from” date will be the date of departure from Camp Pendleton, CA 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 Camp Pendleton, CA. Amount: \$250.00 per month and may be pro-rated.

**Hardship duty pay - Location:** 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 country for 31 days.

**Hostile Fire Pay: Country code** – Depends on location. Effective date will be the date of arrival in country or the date ship crosses into CENTCOM. Amount: \$7.50 per day.

**Deployed Per Diem:** (I) aviation units in Iwakuni. Effective date will be the date *after* arrival of main body in Iwakuni Japan 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 main body in Okinawa 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-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 main body in Okinawa 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. (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 until main body arrives via DTS Orders.

**Awards:** The SDDR 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. 12

**Meal Cards:** Issue meal cards to all married enlisted personnel. Hard stock meal cards stamped with “FOR UDP USE ONLY, NOT FOR USE ON CAMP PENDLETON”. Meal cards will be issued and delivered to the senior member of the main body prior to departure for the deployment by the Area Remote. Upon arrival in Okinawa, the senior member will deliver meal cards to all married enlisted members of the advance party and main body. Upon completion of the deployment, the senior member will collect all meal cards and deliver to the IPAC immediately upon return. Field Rations will be started on all Enlisted Personnel who are not in receipt of the DMR already.

### 11TH, 13TH, AND 15TH MEU

Individual Location Code: 000 ZZ 0000

Crisis Code: Code will be (9GF)

Command DPI: 11 (while Forward) and 3 (in Rear)

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

Operation Identifier: MCC and RUC that has OPCON over the deploying unit.

**Pers Tempo:** The “from” date will be the date of departure from Camp Pendleton, CA 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 Camp Pendleton/San Diego, CA Port. Amount: \$250.00 per month and may be pro-rated.

**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:** 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

**Pay - 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. 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. (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 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.

**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.

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

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 their local Area Remote for unit diary action.

D-120

- Unit Adjutant will contact the IPAC Area Remote 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 (Area Remote).

D-60

- 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 augments 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 payday).
- 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 while deployed. Specifically, single Marines with children who have physical custody (appointed by the courts) for 50 percent of 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 Area Remote to have their audit conducted and reported.

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D-5

- Provide deployment orders with manifest of personnel attached to the Deployments Section.
- The Area Remote will ensure all audits have been completed and uploaded in 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 Area Remote 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 CONUS with an excess of 60 days remaining for the semi-annual period then the class 9 entry will automatically be removed.

### **References:**

**MCO P4630.37**

**MCO P1300.8**

**JFTR**

**DODFMR (Volume 7a)**



## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 15. 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.

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### PAC PAY TERMINATION

Eligible members may be authorized PAC 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

Extensions request:

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**

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 16. PCS OVERSEAS

#### PCS OVERSEAS WORKSHEET

- WORKSHEET NEEDS TO BE COMPLETED AND SUBMITTED TO IPAC OUTBOUND BRANCH 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 USMC FORCE KOREA, STUTTGART GE, BAHRAIN, OR OTHER COUNTRIES (BESIDES JAPAN) WILL FLY COMMERCIAL AIR IF AMC FLIGHTS ARE NOT AVAILABLE
  - ALL ACCOMPANIED MARINES WILL DO A DD FROM 884 (APPLICATION FOR TRANSPORTATION OF DEPENDANTS), AND THIS WILL BE DONE AT IPAC OUTBOUND
- ADVANCES WILL BE WORKED 10 DAYS PRIOR TO THE REQUESTED DETACH DATE
  - DLA (DISLOCATION ALLOWANCE) - MARRIED TO MEMBER AND E-7 AND ABOVE
  - TLE (TEMPORARY LODGING EXPENSE) - 5 DAYS FOR LODGING CONUS
  - TLA (TEMPORARY LODGING ALLOWANCE) - FOR OCONUS UP TO 60 DAYS LODGING
  - MEMBER MUST BE IN COUNTRY
  - TRAVEL
  - ADVANCE PAY
  - 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
  - **ADVANCES WILL ONLY PAY OUT 80% OF THE TOTAL ENTITLEMENT, WHILE THE REMAINING 20% WILL BE PAID AFTER SUBMITTING A TRAVEL CLAIM AT THE NEW DUTY STATION**
- REQUEST NUMBER OF LEAVE DAYS
  - 46 OR MORE DAYS OF LEAVE REQUIRE APPROVAL BY HQMC
  - PDMRA (POST DEPLOYMENT MOBILIZATION RESPITE ABSENCE) 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.
- NEXT OF KIN - THE NEXT OF KIN CAN BE ANYONE WHO IS NOT TRAVELING ON ORDERS. FULL NAME, RELATIONSHIP, ADDRESS, AND PHONE NUMBER IS REQUIRED.
- DEPENDANTS ADDRESS IS THE LOCATION THAT THE DEPENDANTS WILL BE STAYING IF THEY ARE NOT TRAVELING WITH THE MEMBER (FOR DEPENDANT RESTRICTED UNACCOMPANIED TOURS ONLY)
- DEPENDANT INFORMATION
  - FULL NAME IS NEEDED – FIRST NAME, MIDDLE NAME, LAST NAME
  - RELATIONSHIP NEEDS TO BE SPECIFIC- LEGITIMATE, DEPENDANT, 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**

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**REQUESTED UNTIL APPROVAL FOR TRAVEL HAS BEEN GRANTED BY THE GAINING COMMAND (AREA CLEARANCE).**

### **AREA CLEARANCE (ACCOMPANIED WITH DEPENDANTS)**

- 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 NAVAL HOSPITAL
  - POC AT THE NAVAL HOSPITAL IS MR. HERNANDEZ AT (760) 725-0212
  - IF YOUR FAMILY'S PRIMARY CARE PROVIDER IS OUT IN TOWN, MEDICAL PACKAGES STILL NEED TO BE APPROVED BY THE NAVAL HOSPITAL
- MEDICAL SCREENINGS AND NAVPERS 1300/16 (SIGNED BY MO AND CO) NEED TO BE COMPLETED AND TURNED INTO THE IPAC OUTBOUND ORDERS SECTION 60 DAYS PRIOR TO THE REQUESTED DETACH DATE
- AREA CLEARANCE MUST BE APPROVED BEFORE THE MEMBER CAN DETACH AND LEAVE COUNTRY
  - IPAC OUTBOUND CANNOT REQUEST YOUR FLIGHT FROM DMO WITHOUT AN AREA CLEARANCE APPROVAL.

### **DELAYED DEPENDANT TRAVEL**

- MEMBERS REQUESTING DELAYED DEPENDANT 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 CAMP PENDLETON, THE GAINING COMMAND WILL SUBMIT ANY DELAYED DEPENDANT'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 SIRCUMSTANCES.
  - DD FORM 1056 IS DONE AT IPAC OUTBOUND BY APPOINTMENT
  - 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 DEPENDANTS NEED THE "BROWN" PASSPORT AND NOT THE "BLUE" ONE.
  - TOURIST PASSPORTS, AQUIRED 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 OUTBOUND AND YOU CAN NOT GO TO SATO WITHOUT PROPER DOCUMENTATION AND THE PASSPORT CHECKLIST COMPLETE.

### **CIRCUITOUS TRAVEL**

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- 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 AND
  - THE APPENDIX B MUST BE COMPLETED BY THE MARINE AND THE MARINE’S CHAIN OF COMMAND WITH APPROPRIATE SIGNATURES FROM THE BATTALION/SQUADRON CO
  - MEDICAL/DENTAL SCREENING ARE PROVIDED BY AND WILL BE COMPLETED BY THE MARINE’S RESPECTIVE AREA BAS

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 JFTR (Quick Links and Resources) follows:

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

#### **References:**

**MCO 1050.3J**  
**MCO P1300.8R**  
**DODFMR**  
**JFTR**  
**MARADMIN 294/10**

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 17. OVERSEAS SCREENING

#### MEDICAL/DENTAL REVIEW AND COMPLETION

1. 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)
2. 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.
3. Marine is medically qualified for duty overseas.
4. 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

1. Involuntary Dependents Restricted Assignment.
  - a. 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?
  - b. If the Marine is a first term, 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?
2. 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 OCD?
3. 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

1. Assignment criteria for corporals and below has been observed.
2. 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).
3. Marine has been furnished with change of address cards and instructed in their proper use. (OPNAVINST 5112.1).
4. Sergeant and above fitness report on transfer has been submitted. (MCO P1610.7).
5. 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.
6. Marine possesses a primary MOS above basic level.

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7. 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.

8. Marine has been interviewed and, if appropriate, afforded an opportunity to:

- a. Register allotments
- b. Prepare a will
- c. Subscribe to or change beneficiaries of commercial/government insurance (verify names/addresses with the RED)
- d. Prepare a power of attorney

9. 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.)**

10. Marine meets all requirements for assignment to sea, Foreign, and/or combat duty.

### **IPAC OUTBOUND REVIEW AND COMPLETION**

1. 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.)

2. Record Emergency Data (RED) and the SGLI form are completed, verified, and signed by the Marine. (MCO P1080.35 and MCO P1741.B.).

3. 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.

4. The health and dental records have been checked for completeness and closing entries signed prior to transmittal or delivery.

5. If move causes second dislocation allowance within the same fiscal year, has approval by CMC (MMOS) been received?

6. If transfer orders state a passport requirement, the individual/family member(s) have made application. (MCO 5512.4).

7. Marine has the required obligated active service remaining to complete the prescribed tour of duty.

8. 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.

9. Port call requested per MCO 4650.30.

10. 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**

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



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### 18. 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: JFTR 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: JFTR 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: JFTR 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: JFTR par U5700**

#### 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 (OCONUS TLA 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.

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**Reference:**  
**JFTR par U9150**

### **ADVANCE PAY**

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**

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### 19. SEPARATIONS (IPAC)

#### PURPOSE

The purpose of the Separations smartpack is to serve as a quick reference for you the First Sergeant. 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 provides information and guidance in the following areas: submission time lines, 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 (Ref: Separations Manual, MCO P1900.16F Ch 2 par. 1101).
- Marine should schedule a final physical with their local MTF between 6 and 12 months of separation (Ref: Separations Manual par. 1011).

##### PDD-120

- Marine should obtain a separation worksheet from their S-1, local IPAC Remote Center, or directly from the IPAC Separations Section.

##### PDD-90

- Marine should submit a separations worksheet with the career planner contact sheet (enlisted only) to their local IPAC Remote Center or directly to the IPAC Separations Section.
- Upon submission of the separations worksheet the Marine should complete an audit and update any incorrect information (i.e. awards, dependent information, pay, medical status, and record of emergency data corrections).
- Upon submission the IPAC Separations Section will provide a PDD and a date to pick up DMO orders (if requested) and sign the required documents for advance travel (if requested).

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### PDD-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 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 mail each copy to it's respective organization.

## **GENERAL OVERVIEW**

Separating from the Marine Corps can be a very stressful time in the Marine's career from the misunderstanding of the process, the complexity, the amount of items that need to be completed, and the unknown that awaits once they are discharged. Hopefully, this guide will ease the mind of the Marine being separated and allow Commands to "Keep the Faith" with our transitioning Marines.

This Smart Pack is specific to the requirements of the IPAC and our process. It all begins with the separations worksheet for us. This document provides us with the information needed in order to begin creating the Marine's DD214, NAVMC 11060 (Pay/Travel Certificate), NAVMC 11115 (Request for Advance Travel), and separation orders as accurately as possible.

The Marine being separated can obtain a separation worksheet along with the roadmap from his unit S-1 and/or their local IPAC Remote. (If your S-1 does not have a copy please contact the Separations Section or see the end of this Smart Pack.)

It is recommended that the Separations worksheet be submitted completely filled out with any additional required documents outlined further in this Smart Pack within 90 days of their planned detachment date (PDD) or end of active service (EAS), whichever is first. This allows the Separations Section the most efficient time to prepare the

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Marines discharge package and brief the Marine on their check out requirements as well as ensure they are provided with what they need to set up DMO and receive their advance travel in time.

The Marine is not required to have completed their Final Physical, Transition Readiness Seminar, or any other separation requirements outlined in the Separations Manual in order to submit the separation worksheet. He or she may submit it as long as they have met with their Career Planner and completed a career planner contact sheet (enlisted only).

Upon receipt of the separation worksheet we will verify the Marine's PDD and set up a date the Marine will return to sign their advance travel documents. If requested the Marine will also be provided the appropriate documents for them to take to set up a DMO appointment.

### **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.

The following is a list of all the documentation you will need to provide to us on your PDD. If you do not provide or are missing one of the below your PDD may be required to be changed to a later date. You must turn in the following completed documents:

- Medical and Dental Records (If you wish to make copies please do so prior to your PDD).
- Return to full duty (NAVMC 6100/6) for Marine's on Limited Duty (as applicable).
- If dentally unqualified, ensure dental record reflects that dental was not completed prior to your EAS. This ensures you receive the proper post-separation care.
- Memorandum for the record from Medical/Dental.
  - Completed Final Physical (should be located inside of Medical Record).
- Transition Readiness Seminar (TRS) green stamp on Pre-separation Counseling Checklist (DD 2648)
- Unit Checkout Sheet
- To include IIF stamp (IIF website must show all gear turned in); or Missing Gear Statement (NAVMC 6);
- Pro/Con marks for all Cpl's and below with signature of Company CO.
- Meal Card or Lost Meal Card Statement (as applicable).

**\*\*NOTE:** The above general requirements apply to all Marine's separating regardless of type of discharge. Additional requirements is annotated in follow on sections depending on type of discharge; the above requirements will not be repeated throughout the rest of this Smart Pack.\*\*

### **ADMINISTRATIVE SEPARATIONS**

It is the Separation Sections intent to assist Commander's in getting their administrative separation (AdSep) Marines discharged quickly and efficiently. In this section we will cover significant timeline events not previously covered in the Separation Timeline portion of this Smart Pack as well as additional documents required upon checking out with the Separations Section.

Additional Significant Timeline Events:

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- 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 must be submitted to your unit's local IPAC Area Remote or the IPAC Legal Section.

- Upon receipt of the Notification Letter the 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). The IPAC Separations Section strives to discharge all Marines approved for AdSep within three working days from the date the Marine comes to the Separations Section.

Additional Requirements Upon Check Out in addition to the above mention items in paragraph IV:

- AdSep Letter Approval
- Page 11 for Reenlistment Code
- ID card or Lost ID card statement

### **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 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 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 Requirements 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 Remote 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 in chain of command stating whether SNO rates full or half separations pay.
- Page 11 for IRR obligation

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**\*\*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, "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."

- For Officer VSP the following page 11 is required, "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% of the total anticipated cost of travel incident to the Marine's separation upon receipt of the NAVMC 11115 (Request for Advance Travel).

- When filling out the separations worksheet if the Marine desires advance travel he or she should check the applicable box requesting advance travel.

- Upon submitting his or her separation worksheet 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.

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- The Disbursing Office is required to settle or return the NAVMC 11115 to the IPAC for corrections within five days of receipt.

- The Marine should receive payment within 2-3 days of the PDD.

A Marine may request advance travel to his home of record or if he or 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.

- 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.

- 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:

- 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 a travel claim packet which will include: information regarding the 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 Camp Pendleton Disbursing Office:

- Original Travel Claim (DD 1351-2)

- Copy of Separation Travel Pay Certificate (NAVMC 11060)

- Copies of all orders (Terminal leave, AdSep orders, etc.)



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- 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; the following information is provided:

### Mailing Address:

Disbursing Officer  
Attn: Separations Travel  
CLR-17 1MLG Disbursing  
Bldg 1164  
BOX 555607  
Camp Pendleton, CA 92055-5002

### Scanned and Emailed to:

[IMEF\\_Disbursing\\_travel@usmc.mil](mailto:IMEF_Disbursing_travel@usmc.mil)

- 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.

### Disbursing Travel Section Phone Numbers:

(760) 763-7150/7151

**\*\*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 separation worksheet and not notifying the Separations Section of these changes until their PDD which results in all their documents requiring corrections thus delaying their check out.
- 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.
- Involuntarily separated Officer's do not have the required General 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.

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- Marines are stating that commands are requiring them to be completely checked out before they will sign off on their separation worksheet. This practice greatly slows the process down significantly reduces our efficiency. It is requested commands assist us in ensuring Marines turn in their separation worksheet within 90 days of their PDD.

### **References:**

**Separations Manual, MCO P1900.16F Ch 2**

**MCTFS PRIUM**

**JFTR (Provides regulations and instructions pertaining to travel rules)**

**TAN 03-09 (D860 requirements)**

**MarAdmin 441/12 – Officer Voluntary Early Release Program**

**MarAdmin 371/12 – Voluntary Enlisted Early Release Program**

**MarAdmin 541/12 – Officer VSP information**

**MarAdmin 544/12 – Enlisted VSP information**

**PAAN 56-12 (Provides additional guidance and information concerning VSP programs)**

**Automated Pay Systems Manual (APSM)**

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### 20. EQUAL OPPORTUNITY PROGRAM REQUIREMENTS

#### 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 2921.
- 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, Par 4002.1
- 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

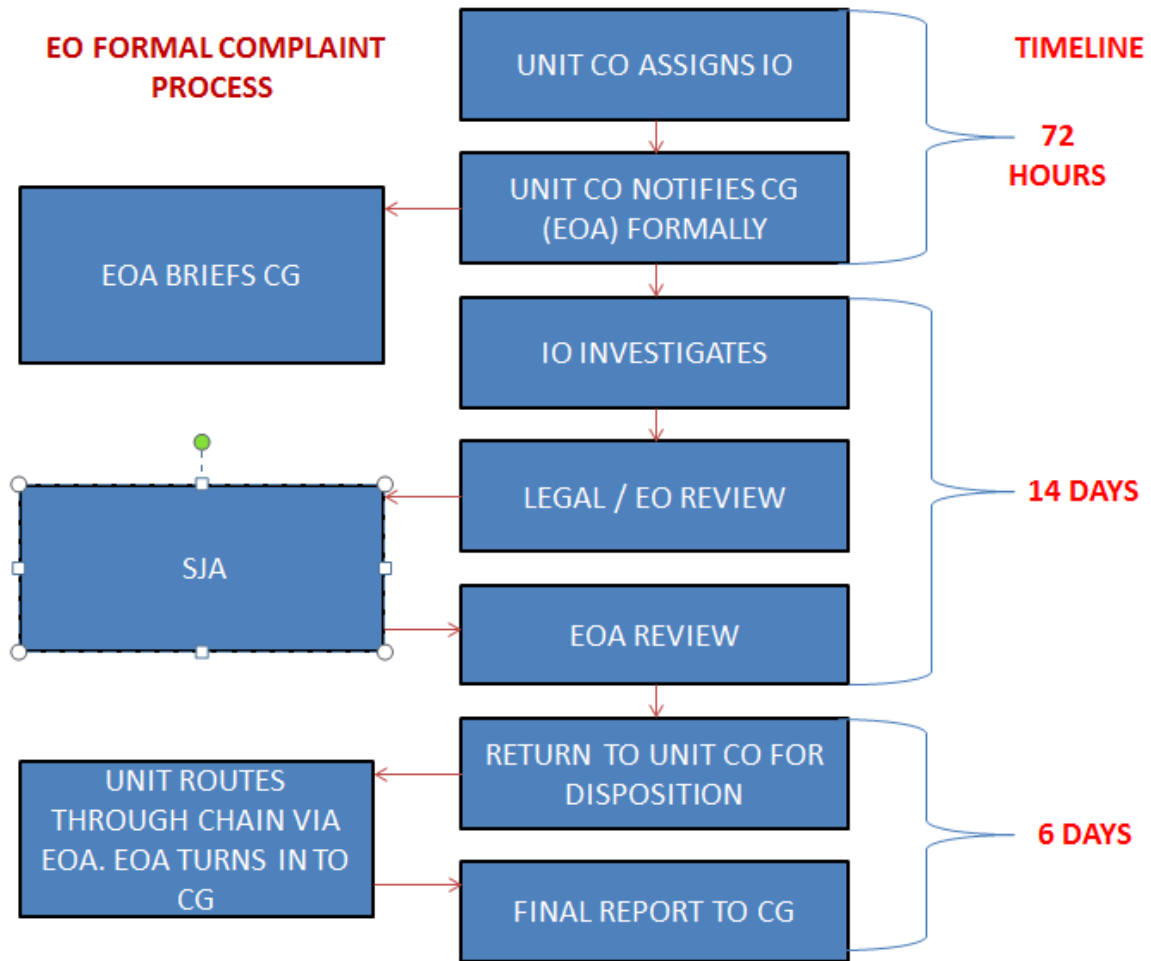
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### REPORTING REQUIREMENTS

- In the event a Marine has an EO complaint they may resolve it with either the (IRS) Informal Resolution System or Formal process Ref NAVMC 2921. The complainant is the only one who can decide which process to utilize.
- The IRS is used to resolve a conflict that is less criminal in nature. This is the complainants decision not the commanders. When using the IRS no formal action is required but the command; however, if the commander deems necessary additional actions may be taken.
- The IRS can be conducted via the following methods
  - **Direct Approach**- directly talking with the offender or in writing to the offender e-mail etc.
  - **Informal Third Party**- request assistance from anyone to address the offender's behaviors (can be command personnel).
  - **Training Information Library**- Request training and information material.
  - Avenues to file a Formal Complaint-
    - **Oral- Verbal Communications** to command leadership
    - **Request Mast**- Preferred Method
    - **Article 138** – wrongs committed by the commanding officer
    - **Article 1150** – complaint against any superior for wrong doing
    - **Communication's with the IG**
    - **Communications with Congress** (CONGRINT)
- If a Marine has a complaint about sexual orientation discrimination then that complaint will be filed through the (IG) Inspector General. Ref SECNAV Memo Sep 2011.
- Within 72 hours or three working days of a commander receiving a formal complaint or notification of a formal complaint, the command must initiate an investigation into the allegation(s). If the formal complaint is against the commander, the complaint must be referred to the next higher command for resolution. If the formal complaint is against Flag/General Officers or Senior Executive Service personnel, the complaint will be forwarded to the DNIGMC for resolution. Ref: MCO P5354.1D, Par 5006.2
- Within 72 hours or three working days, a detailed description of the allegation(s) shall be forwarded in writing via the chain of command to the officer in the chain of command who has general court-martial convening authority (GCMCA). This report must include the name of the assigned investigator. Ref: MCO P5354.1D, Par 5006.3
- Also within 72 hours or three working days, an initial DASH Report will be submitted to the EOA on all formal EO complaints. Ref: MCO P5354.1D, Par 5006.7
- Upon completion of the investigation, the investigating officer shall ensure a legal sufficiency review and an EO review is conducted on the findings and recommendations. The SJA will conduct the legal review. The investigating officer will then submit the investigation to the commander, and the commander will provide the investigation to the EOA. This will enable the EOA to advise the commander on the EO sufficiency of the investigation as well. If an EOA is not geographically located with the unit, contact CMC (MPE) for guidance. Ref: MCO P5354.1D, Par 5006.5
- The commander has 6 days upon completion of the investigation and review to forward a final written report containing the results of the investigation, as well as any action taken, to the next superior officer in the chain of command with GCMCA. The report will include a statement from the complainant that indicates their satisfaction or dissatisfaction with the resolution. The complainant resolution statement should be taken by the EOA or EOR after notification of resolution. Ref: MCO P5354.1D, Par 5006.7

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EO FORMAL COMPLAINT PROCESS



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### HAZING

- Within 72 hours of an alleged hazing incident an initial Discrimination And Sexual Harassment (DASH) report will be submitted to the respective commanding general's EOA. In cases that the preliminary inquiry results determination of "unsubstantiated" within this 72 hour period the initial DASH report will be omitted and final DASH will be submitted.
- Within 72 hours of the convening authority substantiating the investigation results, a continuation DASH report with updated legal and administrative actions will be annotated.
- Within 72 hours of the final disposition the final DASH report will be submitted.

### **References**

**MCO 53541.3B Equal Opportunity Advisor (EOA)**  
**MCO P5354.1D Marine Corps Equal Opportunity (EO) Manual**  
**(SHORT TITLE: EOM)**  
**MCO 1000.9A Sexual Harassment**  
**MCO 1700.28A Hazing**  
**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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### 21. 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:

1. 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.)
2. 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.
3. 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.
4. 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)
5. 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 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

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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.



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### 22. MOL RESPONSIBILITIES

The purpose of Marine Online is to allow unit leaders and individuals global access to pay, personnel tools, and personal information in a secure electronic environment.

The responsibilities of the 1stSgt in MOL will solely determine on his/her permissions. In order to get access or to acquire permissions, the individual will need to contact the units MOL coordinator. 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 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.



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

#### NAVY EVALUATIONS

##### 1. BUPERSINST 1610.10C

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

##### 2. BUPERSINST 1430.16F

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

##### 3. BUPERSINST 1430.16F

Enlisted Sailors are required to test for the next higher rank in the following manner:

E3 to E5 – Examinations are given in March and in September each year.

E6 – Examinations are given in January each year.

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E7 – E9 – Are not required to test

### **E-LEAVE**

4. 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**

5. 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**

6. 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

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.

### **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)**

7. 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:

Cycle 1 (1 January through 30 June).

Cycle 2 (1 July through 31 December).

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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:

<b>Age 17-39</b>		<b>Age 40-40+</b>
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 (POS LC)**

8. 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**

9. 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.

### **CASUALTY ASSISTANT CARE OFFICER (CACO)**

10. 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**

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MILPERSMAN 1160-030  
MILPERSMAN 1160-120  
10 U.S.C.  
BUPERSINST 1610.10C  
OPNAVINST 6110.1J  
NAVMED P-117, Manual of the Medical Department  
COMNAVCRUITCOMINST 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:**

<b>Grade</b>	<b>Years</b>	<b>Remarks</b>
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).
E-6	20	
E-7	24	
E-8	26	

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

E-9

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### NAVY FAMILY ACCOUNTABILITY AND ASSESSMENT SYSTEM (NFAAS)

11. 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

12. 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.

### SERVICEMEMBERS 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  
Servicemembers' 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

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.

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 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:**

8403 - 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

8404 - 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

8406 - 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.

8410 - Bio-Medical Equipment Technician - Assembles, maintains, troubleshoots, aligns, and calibrates medical equipment

8425 - 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

8427 - 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

8432 - 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

8452 - 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

8482 - Pharmacy Technician - Prepares and dispenses prescribed medicines and pharmaceutical preparations. Compounds preparations according to prescriptions issued by medical officers

8485 - 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

8506 - 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



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8701 - 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

8702 - Advanced Dental Assistant - Performs duties as general dental assistant to include reversible operative dentistry and prosthodontic procedures, clinical infection control procedures, application of pit and fissure sealants and anti-cariogenic agents

8708 - 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

8752 - 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

8753 - 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

8765 - 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:

2829 - 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:

2905 - 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

### (RP) RELIGIOUS PROGRAM SPECIALIST:

2401 - 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:

3910 - Naval Imagery Interpreter - Interprets all-source imagery intelligence, uses an electric light table (ELT) to interpret imagery, operates digital imagery systems, identifies and measures objects of intelligence interest found in imagery, prepares imagery interpretation reports, and maintains files related to imagery interpretation.

3913 - 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.

3923 - Strike Planning Applications - Conducts afloat tactical and operational level research, analysis and dissemination in support of strike operations.

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3924 - 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

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### 24. OFFICER PROGRAM INFORMATION ECP APPLICATION CHECKLIST

(Updated August 2012)

(Age at time of commissioning)

#### 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 21, but less than 30 years of age for ground by date of appointment to commissioned grade. Must be at least 21, but less 27 1/2 years of age for aviation. Age may be waived up to 35 for ground and 29 for aviation.
- 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:
  1. Foreign born passport translated into English
  2. Renunciation statement page 11
  3. 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](http://www.aacrao.org) and [www.ece.org](http://www.ece.org).)

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### 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.**)

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)

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- \_\_\_ 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 ssn4
- \_\_\_ 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 (waivered 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.)
- \_\_\_ Promotion photo (1 in application and copy sent to MMSB by applicant (no older than 12 months @ time board convenes). Photos must be taken in Service “C” for males, Service “C” with slacks for females, and

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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

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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

\_\_\_ 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 JUL 12)” from <http://www.mcrc.marines.mil/UnitHome/OfficerPrograms.aspx> website and supporting documents (Information from Request For Appointment checklist will be utilized to prepare Commissioning documents.**

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### MECEP APPLICATION CHECKLIST

GENDER (CIRCLE ONE):                      MALE                      FEMALE

NAME: \_\_\_\_\_ EDIPI/PMOS: \_\_\_\_\_

- \_\_\_\_\_ GENERAL OFFICER ENDORSEMENT
- \_\_\_\_\_ COMMANDING OFFICER ENDORSEMENTS
- \_\_\_\_\_ APPLICANT LETTER
- \_\_\_\_\_ INTERVIEW BOARD REPORT
- \_\_\_\_\_ HANDWRITTEN ESSAY
- \_\_\_\_\_ NAVMC 11877 GROUND SERVICE AGREEMENT
- \_\_\_\_\_ DENTAL REQUIREMENT PRIOR TO OCS STATEMENT OF UNDERSTANDING
- \_\_\_\_\_ PHYSICAL WITH ALL SUPPORTING DOCUMENTS (WITHIN 1 YEAR)
- \_\_\_\_\_ CHRONOLOGICAL PAGE
- \_\_\_\_\_ NAVMC 118 (11) ENTRIES:
- \_\_\_\_\_ SECURITY CLEARANCE STATEMENT
- \_\_\_\_\_ FRATERNIZATION STATEMENT
- \_\_\_\_\_ SRB STATEMENT
- \_\_\_\_\_ DUAL CITIZEN STATEMENT (IF APPLICABLE)
- \_\_\_\_\_ UNIT PUNISHMENT BOOK WITH ADDENDUM PAGE (IF APPLICABLE)
- \_\_\_\_\_ CERTIFIED BIRTH CERTIFICATE OR PROOF OF US CITIZENSHIP (DUAL OR NATURALIZED CITIZENS PROVIDE THE FOLLOWING):
- \_\_\_\_\_ FOREIGN BIRTH CERTIFICATE TRANSLATED IN ENGLISH
- \_\_\_\_\_ PROOF OF FOREIGN PASSPORT DESTRUCTION OR SURRENDER FROM SECURITY MANAGER OR EMBASSY
- \_\_\_\_\_ MCTFS SCREENS
- \_\_\_\_\_ BASIC INDIVIDUAL RECORD (TBIR)
- \_\_\_\_\_ BASIC TRAINING RECORD (TBTR)
- \_\_\_\_\_ EDUCATION TRAINING (TEDU)
- \_\_\_\_\_ RECORD OF SERVICE (TROS)



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- \_\_\_\_\_ AWARDS (AWDS)
- \_\_\_\_\_ TEST (TEST)
- \_\_\_\_\_ OFFICIAL TEST SCORES
- \_\_\_\_\_ 1000 SAT MINIMUM (MATH AND CRITICAL READING ONLY)
- \_\_\_\_\_ 22 ACT MINIMUM (COMPOSITE SCORE)
- \_\_\_\_\_ 74 AFQT MINIMUM (COMBINED SCORE)
- \_\_\_\_\_ EDUCATION OFFICER ACADEMIC EVALUATION SHEET
- \_\_\_\_\_ OFFICIAL COLLEGE TRANSCRIPTS
- \_\_\_\_\_ COMMANDING OFFICER'S FINANCIAL WORKSHEET
- \_\_\_\_\_ STATEMENT OF ELIGIBILITY LETTER
- \_\_\_\_\_ SECURITY CLEARANCE LETTER
- \_\_\_\_\_ NAVMC 11505 ON/E INFO APPLICATION WITH PRIVACY ACT
- \_\_\_\_\_ ADDENDUM TO APPLICATION FOR HANDWRITTEN STATEMENT
- \_\_\_\_\_ MINOR TRAFFICE FORM
- \_\_\_\_\_ NON-TRAFFIC ARREST FORM
- \_\_\_\_\_ DRUG STATEMENT FORM
- \_\_\_\_\_ SEXUAL ASSAULT AND HARASSMENT STATEMENT OF UNDERSTANDING
- \_\_\_\_\_ TATTOO SCREENING FORM
- \_\_\_\_\_ TATTOO STATEMENT OF UNDERSTANDING
- \_\_\_\_\_ COLOR PHOTOS (IF APPLICABLE)
- \_\_\_\_\_ EACH TATTOO (HAND DRAWN IF NOT VISIBLE IN PT GEAR FOR FEMALES/SHORTS ONLY FOR MALES)
- \_\_\_\_\_ 4 ANGLE IN PT GEAR (ONLY REQUIRED FOR TATTOO WAIVER)
- \_\_\_\_\_ PROMOTION TYPE (REQUIRED IF WAIVER IS NEEDED)
- \_\_\_\_\_ LETTERS OF RECOMMENDATION
- \_\_\_\_\_ APPROVED AUGMENTED PACKAGE TO INCLUDE DD FORM 368 (AR MARINES ONLY)
- \_\_\_\_\_ ADDITIONAL DOCUMENTS (IF APPLICABLE)

COMMANDING OFFICER CERTIFICATION (CIRCLE ONE):  
QUALIFIED                      NOT QUALIFIED

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### 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
- \_\_\_ TO DETERMINE TIME IN SERVICE, VERIFY ACTIVE NAVAL SERVICE BY COMPUTING AFABD WITH APPT DATE. TIME IN SERVICE FOR

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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  $\geq$   
110 OR SAT  $\geq$  1000  
(MATH/CRITICAL READING OR MATH/VERBAL) OR ACT  $\geq$  39  
(MATH/ENGLISH ONLY) OR COMPOSITE OF 22 (WAIVER  
CONSIDERATION REQUIRES AFQT SCORE OF 70 OR BETTER); WO  
GUN ONLY NEED A GT  $\geq$  110  
REMARKS

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### OFFICER PROGRAM RESOURCE LINKS

<http://www.mcrc.marines.mil/UnitHome/OfficerPrograms.aspx>

### GENERAL INFORMATION

<u>Title</u>	<u>Size</u>
<a href="#">Academic Certification Form (NAVMC 10469)</a>	176.86 KB <a href="#">Download</a>
<a href="#">Addendum to Application for Handwritten Statement</a>	465.34 KB <a href="#">Download</a>
<a href="#">Annual Certificate (NAVMED 6120-3)</a>	302.63 KB <a href="#">Download</a>
<a href="#">Civil Relief Act SOU (NAVMC 11494)</a>	452.57 KB <a href="#">Download</a>
<a href="#">Drug Statement Form</a>	513.16 KB <a href="#">Download</a>
<a href="#">Fraternization Statement of Understanding</a>	929.84 KB <a href="#">Download</a>
<a href="#">Info Application with Privacy Act</a>	100.50 KB <a href="#">Download</a>
<a href="#">MECEP Application</a>	121.50 KB <a href="#">Download</a>
<a href="#">Minor Traffic Form</a>	466.61 KB <a href="#">Download</a>
<a href="#">Non-traffic Arrest Form</a>	1.43 MB <a href="#">Download</a>
<a href="#">Overview Brief</a>	564.31 KB <a href="#">Download</a>
<a href="#">Photo Sample</a>	130.62 KB <a href="#">Download</a>
<a href="#">Police Record Check (DD Form 369)</a>	67.69 KB <a href="#">Download</a>
<a href="#">Privacy Act Form (NAVMC11000)</a>	228.20 KB <a href="#">Download</a>
<a href="#">Restrictions of Personal Conduct SOU</a>	521.36 KB <a href="#">Download</a>
<a href="#">RFA Checklist All Programs (REV JUL 12)</a>	54.00 KB <a href="#">Download</a>
<a href="#">Sample RFA Student Letter</a>	20.86 KB <a href="#">Download</a>
<a href="#">Security Clearance Verification Letter</a>	62.50 KB <a href="#">Download</a>
<a href="#">Sexual Assault and Harassment SOU</a>	414.92 KB <a href="#">Download</a>
<a href="#">Spouses' FMF Statement</a>	503.53 KB <a href="#">Download</a>
<a href="#">Status and Numbers Report Format</a>	71.50 KB <a href="#">Download</a>
<a href="#">Tattoo Screening Form for All Programs</a>	50.70 KB <a href="#">Download</a>
<a href="#">Tattoo SOU</a>	42.00 KB <a href="#">Download</a>
<a href="#">USMC Drug Policy SOU</a>	930.26 KB <a href="#">Download</a>

### MARINE OPTION NROTC INFORMATION

<u>Title</u>	<u>Size</u>
<a href="#">2 Year National Scholarship Interview Form</a>	69.39 KB <a href="#">Download</a>
<a href="#">NROTC 4 Year Application Process</a>	80.83 KB <a href="#">Download</a>
<a href="#">NROTC Ground Service Agreement (NAVMC 11880)</a>	857.25 KB <a href="#">Download</a>
<a href="#">NROTC Marine Option Program Requirements</a>	134.16 KB <a href="#">Download</a>

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<a href="#">NROTC NFO Service Agreement (NAVMC 11882)</a>	859.19 KB	<a href="#">Download</a>
<a href="#">NROTC Sideload Application Sample</a>	146.50 KB	<a href="#">Download</a>
<a href="#">NROTC Sideload Board Checklist</a>	43.00 KB	<a href="#">Download</a>
<a href="#">NROTC SNA Service Agreement (NAVMC 11881)</a>	857.20 KB	<a href="#">Download</a>
<a href="#">USMC NROTC Sideload Scholarship Boards</a>	504.54 KB	<a href="#">Download</a>

### MECEP INFORMATION

Title	Size	
<a href="#">Boston University MECEP Information</a>	228.42 KB	<a href="#">Download</a>
<a href="#">Commanding Officer Financial Worksheet</a>	128.38 KB	<a href="#">Download</a>
<a href="#">FY12 MECEP Board Statistics</a>	58.00 KB	<a href="#">Download</a>
<a href="#">FY13 MECEP Board Stats</a>	27.17 KB	<a href="#">Download</a>
<a href="#">Holy Cross MECEP Information</a>	555.96 KB	<a href="#">Download</a>
<a href="#">MECEP Application</a>	121.50 KB	<a href="#">Download</a>
<a href="#">MECEP Application Checklist</a>	41.00 KB	<a href="#">Download</a>
<a href="#">MECEP Basic Requirements</a>	16.26 KB	<a href="#">Download</a>
<a href="#">MECEP Ground Service Agreement (NAVMC 11877)</a>	857.31 KB	<a href="#">Download</a>
<a href="#">MECEP NFO Service Agreement (NAVMC 11879)</a>	856.91 KB	<a href="#">Download</a>
<a href="#">MECEP SNA Service Agreement (NAVMC 11878)</a>	859.25 KB	<a href="#">Download</a>
<a href="#">The Citadel MECEP Information</a>	237.86 KB	<a href="#">Download</a>
<a href="#">University of Memphis MECEP Information</a>	52.20 KB	<a href="#">Download</a>
<a href="#">University of Oklahoma MECEP Information</a>	449.07 KB	<a href="#">Download</a>

### FREDERICK C. BRANCH NROTC SCHOLARSHIP INFORMATION

Title	Size	
<a href="#">Frederick C. Branch NROTC Scholarship Information</a>	1.67 MB	<a href="#">Download</a>
<a href="#">Frederick C. Branch Nomination Example</a>	134.50 KB	<a href="#">Download</a>

### AVIATION GUIDANCE AND SAMPLES

Title	Size	
<a href="#">Aviation Guarantee Officer Sample</a>	125.00 KB	<a href="#">Download</a>
<a href="#">Aviation Guarantee Student Letter Sample</a>	127.00 KB	<a href="#">Download</a>
<a href="#">ON/E Aviation Guarantees Brief</a>	238.00 KB	<a href="#">Download</a>

### OFFICER CANDIDATE SCHOOL INFORMATION

Title	Size	
<a href="#">Direct Deposit Form SF1199A</a>	113.96 KB	<a href="#">Download</a>
<a href="#">MCRC OCS Planning Brief</a>	268.50 KB	<a href="#">Download</a>

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<a href="#">OCC 212 Candidate Prep Letter</a>	909.91 KB	<a href="#">Download</a>
<a href="#">OCS Load Plan and Pre-ship Data</a>	76.00 KB	<a href="#">Download</a>
<a href="#">OCS Preship Checklist (REV JUN 12)</a>	138.50 KB	<a href="#">Download</a>
<a href="#">OCS Statement of Understanding</a>	23.09 KB	<a href="#">Download</a>
<a href="#">OCS Summer 2013 Candidate Prep Letter</a>	972.18 KB	<a href="#">Download</a>
<a href="#">ON-E OCS Planning Guidance</a>	278.93 KB	<a href="#">Download</a>
<a href="#">Updated FY13 OCS Dates</a>	42.33 KB	<a href="#">Download</a>

### ECP/RECP/MCP-R INFORMATION

Title	Size	
<a href="#">ECP Application Package</a>	1.43 MB	<a href="#">Download</a>
<a href="#">ECP Ground Service Agreement (NAVMC 11872)</a>	857.25 KB	<a href="#">Download</a>
<a href="#">ECP NFO Service Agreement (NAVMC 11874)</a>	859.35 KB	<a href="#">Download</a>
<a href="#">ECP SNA Service Agreement (NAVMC 11873)</a>	859.21 KB	<a href="#">Download</a>
<a href="#">FY13 ECP Board Stats</a>	28.60 KB	<a href="#">Download</a>
<a href="#">FY13 MCP-R Board Stats</a>	17.00 KB	<a href="#">Download</a>
<a href="#">FY13 RECP Board Stats</a>	17.00 KB	<a href="#">Download</a>
<a href="#">MCP-R Application Package</a>	1.23 MB	<a href="#">Download</a>
<a href="#">MCPR Ground Service Agreement (NAVMC 11876)</a>	859.58 KB	<a href="#">Download</a>
<a href="#">RECP Application Package</a>	1.23 MB	<a href="#">Download</a>
<a href="#">RECP Ground Service Agreement (NAVMC 11875)</a>	859.61 KB	<a href="#">Download</a>

Title	Size	
<a href="#">Service Academy NFO Service Agreement (NAVMC 11886)</a>	857.29 KB	<a href="#">Download</a>
<a href="#">Service Academy SNA Service Agreement (NAVMC 11885)</a>	857.17 KB	<a href="#">Download</a>
<a href="#">Active Duty Enlisted Naval Academy Application</a>	8.42 KB	<a href="#">Download</a>
<a href="#">Service Academy Ground Service Agreement (NAVMC 11884)</a>	854.84 KB	<a href="#">Download</a>

### WARRANT OFFICER INFORMATION

Title	Size	
<a href="#">0170 MOS Criteria 2012</a>	14.15 KB	<a href="#">Download</a>
<a href="#">2110 Recommended Criteria</a>	14.31 KB	<a href="#">Download</a>
<a href="#">2120 Recommended Criteria</a>	14.48 KB	<a href="#">Download</a>
<a href="#">2125 Recommended Criteria</a>	14.45 KB	<a href="#">Download</a>
<a href="#">2305 MOS Criteria 2012</a>	19.21 KB	<a href="#">Download</a>
<a href="#">FY14 Regular Warrant Officer Selection Board MARADMIN</a>	357.26 KB	<a href="#">Download</a>

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<a href="#">Gunner WO Sample Application</a>	55.96 KB <a href="#">Download</a>
<a href="#">Recruiter WO Sample Application</a>	57.52 KB <a href="#">Download</a>
<a href="#">Regular Warrant Officer Application Checklist</a>	37.50 KB <a href="#">Download</a>
<a href="#">Regular WO Sample Application</a>	57.67 KB <a href="#">Download</a>
<a href="#">Reserve WO Sample Application</a>	80.70 KB <a href="#">Download</a>

### THE BASIC SCHOOL INFORMATION

<u>Title</u>	<u>Size</u>
<a href="#">TBS FY 14 Class Schedule</a>	34.66 KB <a href="#">Download</a>
<a href="#">TBS Checklist</a>	36.09 KB <a href="#">Download</a>
<a href="#">FY 2012 - FY15 TBS Dates</a>	97.24 KB <a href="#">Download</a>

### OFFICER PROGRAMS POLICY

<u>Title</u>	<u>Size</u>
<a href="#">Officer Programs RFA Brief</a>	217.68 KB <a href="#">Download</a>
<a href="#">MCRC Officer Commissioning Manual</a>	30.72 MB <a href="#">Download</a>
<a href="#">Amplification of Test Scores MARADMIN</a>	187.56 KB <a href="#">Download</a>

### ENLISTED TO OFFICER INFORMATION

<u>Title</u>	<u>Size</u>
<a href="#">FY14 Enlisted to Officer Board Announcement MARADMIN</a>	3.02 MB
<a href="#">FY13 Enlisted to Officer Board MARADMIN</a>	154.20 KB

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 25. 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 S1.

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)**



## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 26. 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

1. 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.
2. 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.
3. 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  
Hospitalized

Brig or Incarcerated

➤ TAD (31-and up)  
Unauthorized Absence/AWOL

- a. 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.
- b. Hospitalization - 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.
- c. 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.
- d. TAD (Temporary Additional Duty). There are two different categories in regard to going TAD: 31-90, 90 and up.

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

e. Unauthorized Absence/Absent Without Leave - 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.

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

- a. All inventories will be conducted utilizing the NAVMC 10154 (Personal Effects Inventory Form).
- b. All items will be separated on the forms into the following categories (have a different form for each category):
  - Military (Serviceable)
  - Military (Unserviceable)
  - Civilian Articles
- c. 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.
- d. 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.
- e. 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).
- f. 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.
- g. 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.
- h. 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.
  - i. 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.

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**PERSONAL EFFECTS WAIVER LETTER**

**UNITED STATES MARINE CORPS**  
XXXX  
XXXXXX  
XXXXX1  
CAMP PENDLETON, CA 92055-5361

From: Commanding Officer  
To: Personal Effects Inventory Board

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

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

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 XXXXXXXXX, at 760-763-3527.

X. X. XXXXXXXX

**References:**  
**MCO P4050.38D PERSONAL EFFECTS AND BAGGAGE MANUAL**  
**UM 4400.124 SASSY USER'S MANUAL**

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 27. REQUEST MAST

#### 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 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
  - Actions under the UCMJ
  - Involuntary Administrative Separations
  - Complaints under Article 138, UCMJ and Article 1150, U.S. Navy Regulations
  - Reprisal; addressed by DODIG or IGMC
  - Correct or remove errors in a members official military record; Board of Corrections of Naval Records
- 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

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- Ensure documents are properly safeguarded. Ref: NAVMC DIR 1700.23F, 5.1.f

### **NAVMC FORM 11296**

- 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, 5.3
- 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.

By the Marine:

- 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**

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### 28. 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 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.

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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**

**SECNAVINST 5370.7C; Military Whistleblower Protection**

**IGDG 7050.6; Guide to Investigating Reprisal and Improper Referrals for Mental Health Evaluations**

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29. AWARD INFORMATION

# USMC Ribbon Chart

Army	Navy	Air Force	Coast Guard



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### OPENING/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
<b>CERTIFICATE OF COMMENDATION (CF)</b>  <b>To be submitted 30 days prior to desired presentation date.</b>  <b>NO MORE THAN 7.5 LINES</b>	OUTSTANDING ACHIEVEMENT IN THE PERFORMANCE OF DUTIES AS (BILLET, UNIT) I MARINE EXPEDITIONARY FORCE, FROM (MONTH YEAR) TO (MONTH YEAR).	(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.
<b>NAVY AND MARINE ACHIEVEMENT MEDAL (NA)</b>  <b>To be submitted 30 days prior to desired presentation date.</b>  <b>NO MORE THAN 7.5 LINES</b>	PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF (HIS/HER) DUTIES AS (BILLET, UNIT), I MARINE EXPEDITIONARY FORCE FROM (MONTH YEAR) TO (MONTH YEAR).	(RANK NAME)'S INITIATIVE, PERSERVERANCE, 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.
<b>NAVY AND MARINE ACHIEVEMENT MEDAL W/VALOR (NV)</b>  <b>To be submitted 30 days prior to desired presentation date.</b>  <b>NO MORE THAN 7.5 LINES</b>	HERIOC ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF (HIS/HER) DUTIES AS (BILLET, UNIT), I MARINE EXPEDITIONARY FORCE FROM (MONTH YEAR) TO (MONTH YEAR).	(RANK NAME)'S EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSERVERANCE, 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.
<b>NAVY AND MARINE CORPS COMMENDATION MEDAL (NC)</b>  <b>To be submitted 30 days prior to desired presentation date.</b>  <b>NO MORE THAN 7.5 LINES</b>	MERITORIOUS ACHIEVEMENT/SERVICE WHILE SERVING AS (BILLET, UNIT), I MARINE EXPEDITIONARY FORCE FROM (MONTH YEAR) TO (MONTH YEAR).	(RANK NAME)'S NOTEWORTHY ACCOMPLISHMENTS, 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.

**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

<p><b>NAVY AND MARINE CORPS COMMENDATION MEDAL W/VALOR (CV)</b></p> <p><b>To be submitted 30 days prior to desired presentation date.</b></p> <p><b>NO MORE THAN 7.5 LINES</b></p>	<p>HEROIC ACHIEVEMENT/SERVICE WHILE SERVING AS (BILLET, UNIT), I MARINE EXPEDITIONARY FORCE FROM (MONTH YEAR) TO (MONTH YEAR).</p>	<p>BY (HIS/HER) UNSERVING DETERMINATION, 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><b>MERITORIOUS SERVICE MEDAL (MM)</b></p> <p><b>To be submitted 120 days prior to desired presentation date.</b></p> <p><b>NO MORE THAN 23 LINES</b></p>	<p>FOR (OUTSTANDING ACHIEVEMENT/SERVICE) WHILE SERVING AS (BILLET, UNIT), I MARINE EXPEDITIONARY FORCE, FROM (MONTH YEAR) TO (MONTH YEAR).</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><b>BRONZE STAR (BS)</b></p> <p><b>To be submitted 120 days prior to desired presentation date.</b></p> <p><b>NO MORE THAN 23 LINES</b></p>	<p>FOR (MERITORIOUS ACHIEVEMENT/SERVICE) IN CONNECTION WITH COMBAT OPERATIONS AGAINST THE ENEMY WHILE SERVING AS (BILLET, UNIT), I MARINE EXPEDITIONARY FORCE, FROM (MONTH YEAR) TO (MONTH YEAR).</p>	<p>(RANK NAME)'S DISTINCTIVE CONTRIBUTIONS, UNRELENTING PEREVRANCE, AND STEADFAST DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON (HIM/HER) AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.</p>
<p><b>BRONZE STAR W/VALOR (BV)</b></p> <p><b>To be submitted 120 days prior to desired presentation date.</b></p> <p><b>NO MORE THAN 23 LINES</b></p>	<p>FOR (HEROIC ACHIEVEMENT/SERVICE) IN CONNECTION WITH COMBAT OPERATIONS AGAINST THE ENEMY WHILE SERVING AS (BILLET, UNIT), I MARINE EXPEDITIONARY FORCE, FROM (MONTH YEAR) TO (MONTH YEAR).</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><b>NAVY AND MARINE CORPS MEDAL (NM)</b></p> <p><b>To be submitted 120 days prior to desired presentation date.</b></p> <p><b>NO MORE THAN 23 LINES</b></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>

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<p><b>DISTINGUISHED FLYING CROSS</b></p> <p><b>To be submitted 120 days prior to desired presentation date.</b></p> <p><b>NO MORE THAN 23 LINES</b></p>	<p>FOR (HEROISM/EXTRAORDINARY ACHIEVEMENT) WHILE PARTICIPATING IN AERIAL FLIGHT AS (BILLET, UNIT), I MARINE EXPEDITIONARY FORCE, FROM (MONTH YEAR) TO (MONTH YEAR).</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 UPON (HIM/HER) AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND UNITED STATES NAVAL SERVICE.</p>
<p><b>LEGION OF MERIT (LM)</b></p> <p><b>To be submitted 120 days prior to desired presentation date.</b></p> <p><b>NO MORE THAN 23 LINES</b></p>	<p>FOR EXCEPTIONALLY MERITORIOUS CONDUCT IN THE PERFORMANCE OF OUTSTANDING SERVICE AS (BILLET, UNIT), I MARINE EXPEDITIONARY FORCE (FORWARD) FROM (MONTH YEAR) TO (MONTH YEAR).</p>	<p>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.</p>
<p><b>SILVER STAR (SS)</b></p> <p><b>To be submitted 120 days prior to desired presentation date.</b></p> <p><b>NO MORE THAN 23 LINES</b></p>	<p>FOR CONSPICUOUS GALLANTRY AND INTREPIDITY IN ACTION AGAINST THE ENEMY AS (BILLET, UNIT), I MARINE EXPEDITIONARY FORCE FROM (MONTH YEAR) TO (MONTH YEAR).</p>	<p>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.</p>
<p><b>RETIREMENT</b></p>	<p>USE APPROPRIATE OPENING SENTENCE DEPENDING ON AWARD.</p>	<p>(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 SERVICE. PLUS THE AWARDS ORIGINAL CLOSING SENTENCE.</p>

## **SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

### **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]**

**Unit Awards Manual**

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 30. 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

(a) Below are the search options available fill at least one

- (1) UIC (M19000)
- (2) MCC (I MEF IC0)
- (3) RUC
- (4) Unit Name (I MEF)

(b) click on the **SELECT** button at the bottom.

**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 (MCIEAST UAA will assign)

\* Unit Awards Administrator (Mr. Froemming will designate)

**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.)

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 31. ADMINISTRATIVE “BATTLE RHYTHM” DATES AND EVENTS

**(SAMPLE GUIDE); Using Outlook “Reminders” will assist in tracking events**

- 1 Oct/Jan/Apr/Jul - Start of promotion quarter
- 1 Oct/Jan/Apr/Jul - Promotion formation
- 5 Oct/Jan/Apr/Jul - Co 1stSgt Non-Rec report due to Bn SgtMaj
- \* 5 Jan/Jul - Semi-Annual Pro/Con marks due to Bn SgtMaj
- 10 Oct/Jan/Apr/Jul - Co Cmdr Non-Rec report due to Bn CO
- 10 Oct/Jan/Apr/Jul - Merit Sgt pkg to Bn SgtMaj
- 15 Oct/Jan/Apr/Jul - Bn CO enter Non-Rec's in MOL
- 15 Oct/Jan/Apr/Jul - Bn Merit Sgt selection board (5 events)
- 23 Oct/Jan/Apr/Jul - Merit Sgt pkg to (MSC)
- 27 Oct/Jan/Apr/Jul - Select grades in MOL
- 27 Oct/Jan/Apr/Jul - Co 1stSgt WILL NOT PROMOTE's due to Bn SgtMaj
- 28 Oct/Jan/Apr/Jul - Bn CO enter WILL NOT PROMOTE's in MOL
- 1 Nov/Feb/May/Aug - Promotion formation
- \*1 Feb/Aug - Bn CO will certify Semi-Annual Pro/Con marks in MOL
- 2 Nov/Feb/May/Aug - Merit Sgt promotion date and formation**
- 5 Nov/Feb/May/Aug - Co 1stSgt Non-Rec report due to Bn SgtMaj
- 10 Nov/Feb/May/Aug - Co Cmdr Non-Rec report due to Bn CO
- 10 Nov/Feb/May/Aug - Merit Cpl/LCpl pkgs to Bn SgtMaj
- 15 Nov/Feb/May/Aug - All training/education items must be entered in MOL
- 15 Nov/Feb/May/Aug - Bn CO enter Non-Rec's in MOL
- 15 Nov/Feb/May/Aug - Bn Merit Cpl/LCpl selection board (# of events)
- 23 Nov/Feb/May/Aug - Merit Cpl/LCpl pkgs to Division
- 27 Nov/Feb/May/Aug - Select grades in MOL
- 27 Nov/Feb/May/Aug - Co 1stSgt WILL NOT PROMOTE's due to Bn SgtMaj
- 28 Nov/Feb/May/Aug - Bn CO enter WILL NOT PROMOTE's in MOL

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

- 1 Dec/Mar/Jun/Sep - Promotion formation
- 2 Dec/Mar/Jun/Sep - Merit Cpl/LCpl promotion date and formation**
- 5 Dec/Mar/Jun/Sep - Co 1stSgt Non-Rec report due to Bn SgtMaj
- 10 Dec/Mar/Jun/Sep - Co Cmdr Non-Rec report due to Bn CO
- 10 Dec/Mar/Jun/Sep - NCO/Marine of the Qtr pkgs to Bn SgtMaj
- 15 Dec/Mar/Jun/Sep - Bn CO enter Non-Rec's in MOL
- 15 Dec/Mar/Jun/Sep - Bn NCO/Marine of the Qtr selection board
- 23 Dec/Mar/Jun/Sep - NCO/Marine of the Qtr pkgs to (MSC)
- 27 Dec/Mar/Jun/Sep - Select grades in MOL
- 27 Dec/Mar/Jun/Sep - Co 1stSgt WILL NOT PROMOTE's due to Bn SgtMaj
- 28 Dec/Mar/Jun/Sep - Bn CO enter WILL NOT PROMOTE's in MOL
- 28 Dec/Mar/Jun/Sep - Division NCO/Marine of the Qtr selection board

\* Semi-annual Pro/Con marks are assigned in accordance with MARINE CORPS ORDER P1070.12K W/CH 1 (IRAM).

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 32. 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.

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

**Weblink:**

[https://www.manpower.usmc.mil/portal/page/portal/M\\_RA\\_HOME/MM/A\\_EA/B\\_mmea6](https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MM/A_EA/B_mmea6)

#### SPECIAL DUTY ASSIGNMENT OVERVIEW

Special duty assignments involve demanding duties or duties demanding an unusual degree of responsibility. In this context, duties normally are considered demanding if they require an extraordinary effort for satisfactory performance. A special duty assignment is considered to have an unusual degree of responsibility when a heavy personal burden is placed on the member to ensure the successful accomplishment of assigned duties. Currently, special duty assignments include: Marine Security Guard (8156), Marine Corps Security Force Guard (8152), Marine Corps Security Force Cadre Trainer (8153), Marine Corps Security Force Close Quarters Battle Team Member (8154), Recruiter (8411), Marine Combat Instructor (0913), and Drill Instructor (0911). In order to attract high quality Marines to these assignments, there are several incentives which may be used. Each special duty assignment is unique and has differing degrees of responsibility; therefore, the incentives offered may differ. The following incentives may apply.

**Reference: MCO P1326.6D**

**Weblink:** [https://www.manpower.usmc.mil/portal/page/portal/M\\_RA\\_HOME/MM/A\\_EA/A\\_mmea8/F\\_mmea85](https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MM/A_EA/A_mmea8/F_mmea85)



# SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

## SPECIAL DUTY ASSIGNMENTS “PREREQUISITES”

	RECRUITING	DRILL INSTRUCTOR	AMOI	MARINE SECURITY GUARD	COMBAT INSTRUCTOR	SECURITY FORCES
<b>Rank</b>	Cpl - MSgt Cpls – 2 yrs TIG (waiverable) 4yrs Time in Service (waiverable) Age: 22 + (waiverable) Average in Service Pro/Con Marks 4.6/4.6 (waiverable) NCO nonresident course complete	Sgt - GySgt	SSgt - MSgt	LCpl - MGySgt Must be a Volunteer Sgts and below must be single SSgts must have 1yr Time in Grade Average in Service Pro/Con Marks 4.2/4.2 (waiverable) Must be U.S. Citizen (No Dual Citizenship)	Cpl - GySgt Cpls – 1 yrs TIG (waiverable) Cpls must have Cpls Course Complete Age: 22 + (waiverable) Average in Service Pro/Con Marks 4.4/4.4	
<b>Age</b>	Cpl - 22+	22-37 (waiverable)				21+ (waiverable)
<b>GT Score</b>	90 +	90 +	100 +	90 +	90 +	80 +
<b>Dependents</b>	Cpl & Sgt (2) SSgt - MSgt (4)			No more than 4		
<b>No Courts Martial</b>	may be waived if more than 5yrs have past	may be waived if more than 5yrs have past	may be waived if more than 5yrs have past	may be waived if more than 5yrs have past	may be waived if more than 5yrs have past	may be waived if more than 5yrs have past
<b>NJPs</b>	No more than 2 NJPs in last 5 years	No more than 2 NJPs in last 5 years	No more than 2 NJPs in last 5 years	No more than 2 NJPs in last 5 years	No more than 2 NJPs in last 5 years	No more than 2 NJPs on current enlistment (waiverable)
	No more than 1 NJP in last 12 months	No more than 1 NJP in last 12 months	No more than 1 NJP in last 12 months	No more than 1 NJP in last 12 months	<b>No NJP in last 2 yrs</b>	No NJPs in last 6 months
<b>Page 11s</b>	No adverse page 11's within 2yrs	No adverse page 11's within 2yrs	No adverse page 11's within 2yrs	No adverse page 11's within 2yrs	No adverse page 11's within 2yrs	No adverse page 11's within 6 months
	No alcohol related incidents within last 2 yrs (waiverable)	No alcohol related incidents within last 3 yrs (waiverable)	No alcohol related incidents within last 3 yrs (waiverable)	No alcohol related incidents within last 3 yrs (waiverable)	No alcohol related incidents within last 2 yrs (waiverable)	No alcohol related incidents within last 2 yrs (waiverable)
	Valid State Driver's License		Valid State Driver's License			Valid State Driver's License
			Valid Government Driver's License			Valid Government Driver's License
<b>Financial</b>	Net funds of \$800 or more	Net funds of \$550 or more	Net funds of \$550 or more	Net funds of \$550 or more (Must have \$500 upon reporting)	Net funds of \$550 or more	Net funds of \$500 or more
<b>Tattoos</b>	No excessive or offensive tattoos (tattoo review must be approved by MMEA-85)	No excessive or offensive tattoos (tattoo review must be approved by MMEA-85)	No excessive or offensive tattoos (tattoo review must be approved by MMEA-85)	No excessive or offensive tattoos (tattoo review must be approved by MMEA-85)	NA	NA
<b>Annual Training</b>	complete prior to detaching current unit	complete prior to detaching current unit	complete prior to detaching current unit	complete prior to detaching current unit	complete prior to detaching current unit	complete prior to detaching current unit

Reference: MCO P1326.7

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 33. 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. Refer to MARADMIN 433/11.

#### **SERVICE LIMITS:**

Sergeant: 10 years (yrs) total service  
(Or 2P Restriction)

Staff Sergeant: 20 yrs total service  
(No 2P Restriction)

Gunnery Sergeant: 22 yrs total service  
(No more than 20yrs TIS if 2P)

MSgt / 1stSgt: 27 yrs total service  
(No more than 22yrs TIS if 2P)

MGySgt / SgtMaj: 30 yrs total service

Note: Provided the Marine is within all required retention standards.

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 TEMPOS:**

Sergeant	4 yrs
Staff Sergeant	8.5 yrs
Gunnery Sergeant	13 yrs
MSgt /1stSgt	17.5 yrs
MGySgt /SgtMaj	22 yrs

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### RE-CODE (PAGE 11's)

#### **RE-1B**

I have been informed by my Commanding Officer that I am being assigned a reenlistment eligibility code of RE-1B because of service limitations.

#### **RE-1C**

I have been informed by my Commanding Officer that I am being assigned a reenlistment eligibility code of RE-1C because I have been denied further service.

#### **RE-3C**

I have been informed by my Commanding Officer that I am being assigned a reenlistment eligibility code of RE-3C because I have been denied further service.

#### **RE-3O**

I have been assigned reenlistment eligibility code RE-3O, because I will not reenlist/extend to comply with PCS orders. I have been advised that Marines assigned this code are not eligible for promotion, reenlistment, commissioning or warrant officer programs, special education programs, or involuntary separation pay unless specifically authorized by the CMC (MMEA). I have been given the opportunity to submit a statement. I choose to/not to submit a statement.

#### **RE-3P**

I have been informed by my Commanding Officer that I am being assigned a reenlistment eligibility code of RE-3P because I have failed to meet physical/medical standards of the Marine Corps.

#### **RE-4**

I have been informed by my Commanding Officer that I am being assigned a reenlistment eligibility code of RE-4 because I have failed to demonstrate the high standards of leadership, professional competence, and personal behavior required to maintain the prestige and quality standards of the Marine Corps.

#### **RE-4B**

I have been informed by my Commanding Officer that I am being assigned a reenlistment eligibility code of RE-4B due to in-service illegal drug involvement.

34. TRANSITION READINESS SEMINAR (TRS)



## Vow Act 2011

In order to meet the requirements of the Vow Act 2011 (Veterans Opportunity to Work Act), the TRS transition seminar offers a mandatory opportunity for participants to receive the assistance essential in making a smooth transition from military to civilian life. In the transition seminar, participants will review important financial data on their MOL and LES documents, as well as examine college credits earned on their SMART transcripts. In addition, participants will receive assistance in electing the GI Bill benefits that best meet their individual needs. All resources and topics covered will be a part of an Individual Transition Plan or ITP that each participant will create for his or herself.



## Pre-work Checklist

### Webinar Certificates:

- Pre-Sep Counseling
- Family Considerations
- ITP

### Deliverables:

- DD2648 (2 copies)
- VMET
- LES
- SMART
- PSMC (*basic or detailed*)
- E-Benefits Registration

## Transition Readiness Seminar TRS/GPS



MCIWest – MCB  
Camp



Marine Corps Community  
Services  
Marine & Family Programs

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### DD FORM 2648 & 2648-1

#### **REQUIRED:**

Print two (2) typed copies  
Bring signed forms to class Monday morning

Go to: <http://mccscp.com/transition-assistance-veterans-benefits>

### WEBINARS

#### **REQUIRED:**

Complete all three (3) webinars  
Print all three (3) certificates  
Bring to class Monday morning

Go to: <http://mccscp.com/transition-assistance-veterans-benefits>

#### **Instructions:**

Step 1: Scroll down to the bottom of the website and click on the link to view the webinars

#### **Complete the Following Webinar:**

Pre-Separation Counseling Webinar (40 mins)  
Family Considerations Webinar (14 mins)  
Individual Transition (ITP) Webinar (8 mins)

### VMET – VERIFICATION OF MILITARY EXPERIENCE AND TRAINING

#### **REQUIRED:**

Verify it is your document  
Print VMET  
Bring to class Monday morning (mandatory)

Go to: <https://www.dmdc.osd.mil/appi/vmet/index.jsp>

#### **Instructions:**

Step 1: Select CONTINUE at the bottom of the page  
Step 2: Login

#### **LOGIN OPTIONS:**

Option 1: Using Common Access Card (CAC):

Make sure Common Access Card (CAC) is selected and click LOGIN and choose your digital certificate.

Option 2: Using the DFAS Account (MyPay) login:  
Make sure DFAS Account (MyPay) is selected  
Type in your Login ID and password and click login

At the Verification of Military Experience and Training Home Page, select "Request Document" tab across the top of the page.

### SMART TRANSCRIPT

#### **REQUIRED:**

Bring a copy of the "Combo Report" SMART Transcript to class on Monday

Go to: <https://smart.navy.mil/smart/welcome.do>

#### **LOGIN OPTIONS:**

Option 1: Follow direction for CAC Users if using your CAC

Option 2: Create an account

#### **Instructions:**

Once logged on the welcome page click on the Transcript link at the top of the page.

Select "Combo Report" and print an individual (unofficial) transcript

### LES

#### **REQUIRED:**

Bring a copy of your LES to class on Monday

Go to: <https://myrav.dfas.mil/myrav.aspx>

#### **LOGIN OPTIONS:**

Option 1: Follow directions for CAC Users if using your CAC

Option 2: Follow directions for Registering to Use this system

### E-BENEFITS

#### **REQUIRED:**

Establish an account to be used in class

Go to: <https://www.ebenefits.va.gov>

#### **Instructions:**

Step 1: Click on the "Login" button located at top right side of website.

Option 1: Enter your DS Logon username and password

Option 2: Create a Premium DS Logon account

**NOTE:** Make sure you use a mailing address you are able to receive mail. Your pin will be mailed to you.

**NOTE:** Do not elect any benefits until instructed to do so in class.

### PERSONAL STATEMENT OF MILITARY COMPENSATION FROM MOL

#### **REQUIRED:**

Print the statement and bring to class

Go to: <http://mol.usmc.mil>

#### **Instructions:**

Step 1: Log into your Marine Online Account  
Step 2: Click on the PERSONAL INFORMATION tab at the top of the screen  
Step 3: Find the PERSONAL STATEMENT OF MILITARY COMPENSATION (PSMC) link  
Step 4: Select and print either the PSMC detailed view\* or basic PSMC view.

\*The detailed view will give you a more narrative breakdown of the information.

#### **For more information:**

Education: 760-725-0414  
Transition: 760-725-4199



Revised October 26, 2012

### TRANSITION ASSISTANCE (HELPFUL WEBSITES)

<http://www.mccscp.com/transition-assistance-veterans-benefits>

[http://www.mccsmiramar.com/transitional\\_readiness-seminar.htm](http://www.mccsmiramar.com/transitional_readiness-seminar.htm)

<http://www.mccs29palms.com/pages/mFamServices/CRO.html#itp>

<http://www.yuma.usmc-mccs.org/index.cfm/military-family/transition-assistance/>

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### TRS IMPLEMENTATION MESSAGE

#### UPDATE FOR IMPLEMENTATION OF THE MARINE CORPS TRANSITION READINESS SEMINAR

Date Signed: 12/21/2012

MARADMINS Active Number: 734/12

R 211523Z DEC 12

UNCLASSIFIED/

MARADMIN 734/12

MSGID/GENADMIN,USMTF,2007/CMC WASHINGTON DC MRA MF(UC)/F002//

SUBJ/UPDATE FOR IMPLEMENTATION OF THE MARINE CORPS TRANSITION READINESS SEMINAR//

REF/A/MSGID:DOC/PUBLIC LAW 112-56/YMD:20111121//

REF/B/MSGID:DOC/35TH CMC PG/YMD:20101027//

NARR/REF A IS THE VOW TO HIRE HEROES ACT OF 2011, CONGRESSIONAL ACT DIRECTING IMPROVEMENTS TO TRANSITION ASSISTANCE PROGRAM. REF B IS THE 35TH COMMANDANT OF THE MARINE CORPS' PLANNING GUIDANCE.//

POC/NIKI JENNINGS/CIV/UNIT:MFR/-/TEL:703-784-9550//

GENTEXT/REMARKS/1. PURPOSE. TO UPDATE THE CLASS RATIOS PREVIOUSLY ANNOUNCED IN THE IMPLEMENTATION OF THE VETERANS OPPORTUNITY TO WORK (VOW) ACT COMPLIANT MARINE CORPS TRANSITION READINESS SEMINAR (TRS) ACROSS ALL MARINE CORPS INSTALLATIONS EFFECTIVE 21 NOVEMBER 2012. THE TRS REPLACED THE TRANSITION ASSISTANCE MANAGEMENT PROGRAM'S (TAMP) TRANSITION ASSISTANCE PROGRAM (TAP) WORKSHOP IN MARCH 2012. REF A REQUIRED MODIFICATION OF THE TRS. THESE SEMINARS WILL BE CONDUCTED THROUGH THE PERSONAL AND PROFESSIONAL DEVELOPMENT (PPD) OFFICES OR MARINE AND FAMILY SERVICES (MFS) OFFICES AT EACH INSTALLATION.

#### 2. BACKGROUND

A. REF B DIRECTED A "THOROUGH 'BOTTOM UP' ASSESSMENT OF OUR TAP TO ENSURE IT IS PROVIDING THE RIGHT EDUCATIONAL AND OCCUPATIONAL ASSISTANCE TO MARINES LEAVING OUR ACTIVE DUTY RANKS."

B. AS A RESULT, A REVAMPED TRS WAS IMPLEMENTED IN MARCH 2012 WITH A WEEK LONG PROGRAM INCLUDING A MANDATORY STANDARDIZED CORE CURRICULUM WITH FOUR WELL DEFINED MILITARY TO CIVILIAN PATHWAYS: (1) COLLEGE/UNIVERSITY/EDUCATION, (2) CAREER/TECHNICAL TRAINING, (3) EMPLOYMENT, OR (4) ENTREPRENEURIAL.

C. THIS WELL-RECEIVED CHANGE HAS RESULTED IN MARINES RECEIVING STANDARDIZED YET TAILORED TRAINING FOCUSED ON PERSONAL OBJECTIVES FOR POST-MILITARY SERVICE.

D. REF A IMPOSED ADDITIONAL MANDATORY REQUIREMENTS EFFECTIVE NLT 21 NOVEMBER 2012 INCLUDING:

(1) ATTENDANCE AT TRANSITION READINESS TRAINING BY ALL RETIRING AND SEPARATING SERVICE MEMBERS WITH LIMITED EXCEPTIONS (FOR EXAMPLE, DEMOBILIZING ACTIVATED



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RESERVES WITH CONFIRMED EMPLOYMENT).

(2) PRE-SEPARATION COUNSELING.

(3) INSTRUCTION IN A MILITARY OCCUPATION SPECIALITY CROSSWALK INCLUDING THE COMPLETION OF A PERSONALIZED GAP ANALYSIS.

(4) ATTENDANCE AT A DEPARTMENT OF VETERANS AFFAIRS BENEFITS BRIEF.

(5) ATTENDANCE AT A DEPARTMENT OF LABOR EMPLOYMENT WORKSHOP RESULTING IN THE COMPLETION OF A RESUME.

E. MANDATORY REQUIREMENTS FOR SPECIAL POPULATION MARINES, INCLUDING PUNITIVE AND ADVERSE ADMINISTRATIVE SEPARATIONS ARE BEING DEFINED BY THE OFFICE OF THE SECRETARY OF DEFENSE AND WILL BE COMMUNICATED WHEN GUIDANCE IS FINAL.

F. THE FOLLOWING ARE CMC REQUIREMENTS FOR DELIVERY OF UPDATED TRS TO CONFORM TO REFERENCE B:

(1) IN ORDER TO MAINTAIN A FIVE-DAY IN-CLASS SCHEDULE, COMPLETION OF MANDATORY PRE-WORK AVAILABLE ONLINE AND/OR VIA WEBINAR PROVIDED BY INSTALLATION TRANSITION READINESS STAFF.

(2) INSTALLATIONS FOLLOW A HQMC-RECOMMENDED DELIVERY MODEL THAT INCLUDES ALL REQUIRED CURRICULUM SUBJECT TO THE AVAILABILITY OF LOCAL SERVICE DELIVERY PARTNERS.

(3) COMPLETION OF CAREER READINESS STANDARDS, INCLUDING:

(A) PRE-SEPARATION CHECKLIST (DD2648/DD2648-1).

(B) 12 MONTH BUDGET.

(C) CONTINUUM OF MILITARY SERVICE OPPORTUNITY (AS APPROPRIATE) AND RESERVE OPPORTUNITIES.

(D) STANDARDIZED ASSESSMENT TOOL, TO BE DETERMINED AND PUBLISHED SEPARATELY.

(E) PERSONALIZED GAP ANALYSIS.

(F) REGISTRATION FOR DEPARTMENT OF VETERANS AFFAIRS E-BENEFITS.

(G) INDIVIDUAL TRANSITION PLAN.

(H) JOB APPLICATION PACKAGE FOR THOSE PURSUING THE EMPLOYMENT PATHWAY.

(I) DOL CERTIFICATE FOR USE AT DOL ONE-STOP CAREER CENTERS FOR THOSE PURSUING THE EMPLOYMENT PATHWAY.

(J) EDUCATION OR TECHNICAL TRAINING APPLICATION PACKAGE FOR THOSE PURSUING THE EDUCATION OR CAREER/TECH PATHWAYS.

(4) INSTALLATION TRAINING FACILITIES MUST BE SUFFICIENT TO MEET WEEKLY THROUGHPUT WITH THE FOLLOWING REQUIREMENTS FOR DOL AND VA TRAINING:

(A) DOL INSTRUCTOR: TRAINEE CLASS SIZE OF 1:50.

(B) VA INSTRUCTOR: TRAINEE CLASS SIZE OF 1:50.

(5) CMC-MF WILL PROVIDE ADDITIONAL PERSONNEL RECOMMENDATIONS DURING FY13.

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### 3. ACTION

A. CONCEPT OF OPERATIONS. BY 21 NOVEMBER 2012, ALL MARINE CORPS INSTALLATIONS WILL DELIVER THE NEW VOW ACT COMPLIANT TRS. UPDATED DELIVERY MODEL WAS PILOTED SUCCESSFULLY AT MCAS MIRAMAR AUGUST 27-31 2012.

#### B. EXECUTION

##### (1) INSTALLATION COMMANDERS

(A) ENSURE MFS/PPD OFFICES COORDINATE SUPPORT WITH OTHER FEDERAL AGENCIES: THE DEPARTMENT OF LABOR, THE DEPARTMENT OF VETERANS AFFAIRS, AND THE SMALL BUSINESS ADMINISTRATION, IN THE DELIVERY OF TRS MATERIALS.

(B) PROVIDE SUFFICIENT AND ADEQUATE FACILITIES AND RESOURCES IN SUPPORT OF THE TRS INCLUDING INFORMATION TECHNOLOGY AND CLASSROOMS TO SUPPORT REQUIREMENTS IN 2F(4)(A) AND 2F(4)(B).

##### (2) UNIT COMMANDERS

(A) ENSURE ALL ELIGIBLE MARINES ATTEND THE TRS NO LESS THAN 90 DAYS PRIOR TO THEIR END OF ACTIVE SERVICE (EAS) DATE. PREFERABLY, MARINES WILL ATTEND THE TRS 12 TO 14 MONTHS PRIOR TO EAS.

(B) PROVIDE INSTALLATION P&PD TRANSITION STAFF WITH A ROSTER OF MARINES/SERVICE MEMBERS ATTENDING THE TRS AT LEAST TWO WEEKS PRIOR TO THE TRS CLASS THEY WILL BE ATTENDING.

(C) ENSURE MARINES ARRIVE AT THE TRS WITH THE REQUIRED PRE-WORK REQUIREMENTS FOR THE CORE CURRICULA AND THEIR SELECTED PATHWAY.

4. THE CONTENTS OF THIS MARADMIN WILL BE INCORPORATED INTO THE UPCOMING TAMP MARINE CORPS ORDER.

5. RELEASE AUTHORIZED BY BGEN R. F. HEDELUND, DIRECTOR, MARINE AND FAMILY PROGRAMS DIVISION.//

**NOTE:** The MARADMIN above replaced MARADMIN 641/12



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### 35. TRANSFERABILITY OF EDUCATION AND BENEFITS

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

MARADMIN 389/09. MARADMIN 421/09. MARADMIN 457/09

If you are not on active duty or in the drilling reserves, you are not eligible for the transferability of Post 9/11 GI Bill benefits. Please refer to MARADMIN 389/09 for further information.

Access the webpage:

<https://www.dmdc.osd.mil/TEB>

#### **Information on (How to Get Your Application Approved)**

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

1. Make sure you are able to do the additional service requirements.
2. 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](https://www.manpower.usmc.mil/manpower/docs/20090812_Post_9-11_GI_Bill_Transfer_SOU.doc)

#### **Enlisted:**

1. 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.
2. Fill out the Statement of Understanding (SOU) with your Command.
3. Take your SOU to your IPAC (or TEB approver) for approval in the TEB system.

#### **Officers:**

1. Speak with your Career Planner regarding your additional 4 year commitment.
2. Complete a Statement of Understanding (SOU) with your Command.
3. Take your SOU to your IPAC (or TEB approver) for approval in TEB.
- 4 year commitment exception for those who are retirement eligible between 2009 and 2012. Please refer to the retirement eligible requirement in MARADMIN 421/09.

NOTE: Please contact your local IPAC for clarification on the additional service requirements.

#### **Checking the Status of a Transfer Request**

You can use the TEB Web Application to check on the status of your submitted transfer request. Simply log on to the TEB Web Application. The status of your transfer request displays in the top section of the Home page.

#### **What to do After Approval.**

After approval in the TEB system, the information will go from TEB directly to the VA database. Normally, after approximately 60 days, the VA will send out a certificate of eligibility to you. (At this time, the VA is behind with their eligibility certificates so an approximate time frame cannot be determined.) If your student is going to school in the near future: Apply for benefits through the VA website and submit a VA Form 22-1 990e.

Access this form by going to the VA website:

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<http://vabenefits.vba.va.gov/vonapp/main.asp>

After the dependent receives the VA certificate of eligibility, it must be presented to the school ALONG with a print out of the approved TEB screen. The school will complete a VA Form 22-1 999 (Enrollment Certification) which will be sent to the VA. Funds will be sent directly from the VA to the school.

NOTE: Anyone that has made payment to the school for the semester that the verification is taking place should speak to the school about reimbursement of those funds once the school is paid in full by the VA.

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### 36. REENLISTMENT CODES (RE-CODES)

<b><u>REENLISTMENT ELIGIBILITY CODES</u></b>	
<u>Code</u>	<u>Description</u>
<u>1A</u>	RECOMMENDED AND ELIGIBLE
<u>1B</u>	RECOMMENDED, ELIGIBLE AND REQUESTED RETENTION BUT DENIED RETENTION BY CMC, (FOR CORPORALS/SERGEANTS WITH SATISFACTORY PERFORMANCE RECORDS RELEASED AT EAS DUE TO ECFC)
<u>1C</u>	RECOMMENDED AND ELIGIBLE CAREER MARINE MEETING GENERALLY ACCEPTABLE STANDARDS. DENIED FURTHER SERVICE. ASSIGNED BY CMC
<u>2A</u>	TRANSFERRED TO FMCR BEFORE REACHING MAXIMUM SERVICE LIMITATION FOR GRADE
<u>2B</u>	RETIRED
<u>2C</u>	TRANSFERRED TO FMCR AT MAXIMUM SERVICE LIMITATION FOR GRADE
<u>3A</u>	FAILURE TO MEET GENERAL TECHNICAL SCORE PREREQUISITE. ASSIGN WHEN SINGLE DISQUALIFYING FACTOR ONLY
<u>3B</u>	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.
<u>3C</u>	WHEN DIRECTED BY THE CMC OR WHEN NOT ELIGIBLE AND DISQUALIFYING FACTOR IS NOT COVERED BY ANY OTHER CODE.
<u>3E</u>	FAILURE TO MEET EDUCATIONAL STANDARDS. ASSIGN WHEN SINGLE DISQUALIFYING FACTOR ONLY
<u>3F</u>	FAILURE TO COMPLETE RECRUIT TRAINING
<u>3H</u>	HARDSHIP DISCHARGE
<u>3N</u>	PREGNANCY SINGLE PARENTHOOD
<u>3O</u>	REFUSED TO EXTEND OR REENLIST TO OBTAIN THE OBLIGATED SERVICE NECESSARY TO CARRY OUT PCS OR UDP ORDERS
<u>3P</u>	FAILURE TO MEET PHYSICAL/MEDICAL STANDARDS TO INCLUDE PSEUDOFOLLICULITIS AND WEIGHT STANDARDS
<u>3S</u>	THE MARINE IS APPROVED FOR SEPARATION AND RECEIVES THE SPECIAL SEPARATION BENEFIT (SSB), LUMP SUM PAYMENT. MAY ONLY BE ASSIGNED BY CMC
<u>3V</u>	THE MARINE IS APPROVED FOR VOLUNTARY SEPARATION AND RECEIVED THE VOLUNTARY SEPARATION INCENTIVE (VSI) ANNUITY PAYMENT
<u>4</u>	NOT RECOMMENDED FOR REENLISTMENT
<u>4B</u>	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."

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### 37. 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.

#### **VOLUNTARY ENLISTED EARLY RELEASE PROGRAM (VEERP)**

A cost savings initiative that will permit shaping and sustaining the force within the constraints of the approved budget. The program remains focused on cost savings for the marine corps and is not an individual entitlement program.

The following section covers any Marine being discharged due to approval of a early out program such as Officer Voluntary Early Release Program (OVERP), Voluntary Enlisted Early Release Program (VEERP), or education.

Marine Administrative Message's (MarAdmin) 441/12 and 330/13 pertain to the OVERP and VEERP programs, respectively. For information on how to submit for one of these programs see the applicable MarAdmin for details.

For details on how to submit for Early Release for Education refer to the Separations Manual paragraph 6405.

Additional Requirements Upon check-out:

#### **PAGE 11 REQUIREMENT FOR EARLY RELEASE**

- **For VEERP the following Page 11 is required**, "I HAVE BEEN APPROVED FOR PARTICIPATION IN THE FY14 VOLUNTARY ENLISTED EARLY RELEASE PROGRAM. I UNDERSTAND THAT MY NEW EAS IS (YYYY/MM/DD). I HAVE BEEN COUNSELED ON THE CONTENTS OF THE FY13 VOLUNTARY ENLISTED EARLY RELEASE PROGRAM MARADMIN AND UNDERSTAND THAT I WILL BE CONSIDERED TO HAVE COMPLETED MY FULL ACTIVE SERVICE. I UNDERSTAND THAT I AM REQUIRED TO COMPLETE ANY REMAINING RESERVE OR READY RESERVE OBLIGATIONS PER MY INDIVIDUAL SERVICE ENLISTMENT CONTRACT. ADDITIONALLY, I UNDERSTAND THAT PRE-SEPARATION COUNSELING, TRS/GPS AND MEDICAL SCREENING FOR SEPARATION MUST BE COMPLETE PRIOR TO MY NEW EAS."

- **For OVERP the following Page 11 is required**, "I HAVE BEEN APPROVED FOR PARTICIPATION IN THE OFFICER VOLUNTARY EARLY RELEASE PROGRAM. I UNDERSTAND THAT MY NEW EAS IS (YYYYMMDD). I HAVE BEEN COUNSELED ON THE CONTENTS OF THE OFFICER VOLUNTARY EARLY RELEASE PROGRAM MARADMIN AND UNDERSTAND THAT I WILL BE CONSIDERED TO HAVE COMPLETED MY FULL ACTIVE SERVICE. ADDITIONALLY, I UNDERSTAND THAT I AM NOT EXEMPT FROM COMPLETING ANY REMAINING RESERVE OR READY RESERVE OBLIGATIONS PER MY INDIVIDUAL SERVICE CONTRACT."

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

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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**

**MarAdmin 330/13 – FY 14 VEERP**

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38. 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, “1<sup>ST</sup> 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 1<sup>ST</sup>SGT APPROACHES TO RECEIVE THE COMPANY GUIDON AND COMMANDS, “PRESENT, ARMS.” AFTER THE 1<sup>ST</sup>SGT 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



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COMPANY GUIDON BEARER, STEPS TO THE RIGHT AS IN MARCHING, AND POSITIONS HIMSELF IN FRONT OF THE OUTGOING CO.

**NARR:** ONCE THE 1<sup>ST</sup>SGT 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)

### **(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 1<sup>ST</sup>SGT 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 \_\_\_\_\_.”

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**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.

**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.**"

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### 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, MCI completion, 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.”**

**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 3<sup>rd</sup> 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.”**

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

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.”**

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.

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1stSgt: Commands, **“DISMISSED.”**

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 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.

(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 CORPSORGANIZATIONAL 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 CORPSRESERVE (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.

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

(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

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.

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(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.

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)

FLAG MANUAL



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 1 3/4 inches. Numeral 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

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 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 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

## **SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

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**

SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

DEPARTMENT OF DEFENSE DIRECTIVE 1005.8



Department of Defense  
**DIRECTIVE**

NUMBER 1005.8

October 11, 1977

*Certified Current as of November 21, 2001*

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ASD(MRA&L)

**SUBJECT:** Order of Precedence of Members of Armed Forces of the United States  
When in Formations

**References:** (a) DoD Directive 1005.8, subject as above, October 8, 1957 (hereby  
cancelled)

(b) Title 10, United States Code, Section 133(b)

**1. REISSUANCE AND PURPOSE**

This Directive reissues reference (a) to update the listing of organizations and to change the order of precedence. Reference (a) is hereby superseded and cancelled.

**2. APPLICABILITY**

The provisions of this Directive apply to the Military Departments.

**3. PRESCRIBED PROCEDURE**

By virtue of the authority vested in the Secretary of Defense, under the provisions of reference (b), and pursuant to agreement with the Secretary of Transportation and the Secretary of Commerce, members of the Armed Forces of the United States and Merchant Marine midshipmen shall take precedence in the following order when in formations:

- 3.1. Cadets, United States Military Academy.
- 3.2. Midshipmen, United States Naval Academy.

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DDMD 1893A, October 31, 1977

- 3.3. Cadets, United States Air Force Academy.
- 3.4. Cadets, United States Coast Guard Academy.
- 3.5. Midshipmen, United States Merchant Marine Academy.\*
- 3.6. United States Army.
- 3.7. United States Marine Corps.
- 3.8. United States Navy.
- 3.9. United States Air Force.
- 3.10. United States Coast Guard.
- 3.11. Army National Guard of the United States.
- 3.12. Army Reserve.
- 3.13. Marine Corps Reserve.
- 3.14. Naval Reserve.
- 3.15. Air National Guard of the United States.
- 3.16. Air Force Reserve.
- 3.17. Coast Guard Reserve.
- 3.18. Other training organizations of the Army, Marine Corps, Navy, Air Force, and Coast Guard, in that order, respectively.

Provided, however, that during any period when the United States Coast Guard shall operate as part of the United States Navy, the Cadets, United States Coast Guard Academy, the United States Coast Guard, and the Coast Guard Reserve, shall take precedence, respectively, next after the Midshipmen, United States Naval Academy, the United States Navy, and the Naval Reserve.

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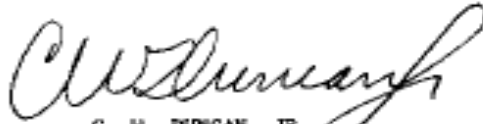
\* Added

# SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

*DODD 1983.8, October 31, 1977*

#### 4. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward two copies of implementing regulations to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 30 days.



C. W. DUNCAN, JR.  
Deputy Secretary of Defense

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### 39. DASHBOARD INFORMATION

**Dashboard information** is a listing of information, statistical data, rosters and current percentages of your Company or Battery. 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 “REPORT NET” 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:

- ✓ Marines Assigned to the Body Composition program (and changes from previous weigh in)
- ✓ Marines within 12-14 months of EAS (and) who has been assigned and not assigned to TRS/GPS (can come from the Career Planner)
- ✓ Training percentages (ex: PFT, CFT, RR, PR, Swim Qual, etc...) all based on data taken directly from Report Net studio/MOL
- ✓ Those with PCA or PCS orders (with associated departure dates)
- ✓ Company/Battery level Manpower (DS codes to ensure the accurate capturing of non-med deployers, etc...)
- ✓ Company/Battery level legal report and status (Legal Officer/Adjutant)
- ✓ Rosters from the system regarding required training (by code) such as NLMB, Oscar, etc...
- ✓ PME Roster (who is assigned, class number and those that still need to attend and the status of their submission for a school seat)
- ✓ Medical and Dental List Readiness (from your Battalion Medical)
- ✓ TAD Roster (who is currently TAD and those scheduled to go TAD)
- ✓ 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)
- ✓ Leave Roster (currently on leave and projected leave dates)
- ✓ Brig Roster (to ensure that appropriate brig visits are taking place with anticipated release date)
- ✓ 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)



## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 40. REPORTS AND ROSTERS FOR 1STSGT'S

Note: in order to access and build rosters you must have the MOL permissions granted by your MOL administrator (for access to the Report Net).

Additionally, below are two links that will assist you in obtaining access to the **MISSO/MISSA Portal website**.

It is recommended that you obtain access to this website due to the vast amount of administrative tools that are available to assist you in your day to day duties. This website, a **one stop administrative shop**, provides direct links to the Marine Corps Orders and Publications to include administrative and disbursing messages.

**MISSA/MISSO PORTAL:** <https://eis.usmc.mil/sites/missa/default.aspx>

If you are not able to access the MISSO/MISSA Portal and have yet to request access to this site, you must first register for access at the below website. Once you have requested access it should take no more than 48 hours for access to be granted.

**REQUEST MCEITS IPS ACCOUNT:** <http://www.mceits.usmc.mil/ProductsServices/iPS/RequestAccount.aspx>



## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 41. FAMILY READINESS INFORMATION

**Reference: NAVMC 11800 (United States Marine Corps Family Care Plan)**

AUTHORITY: 10 U.S.C § 5013; E.O. 9397; Department of Defense Instruction 1342.19; Marine Corps Order (MCO) 1740.13C

PURPOSE: To provide documentation of a family care plan to facilitate the care and support of dependent family members and enhance unit and family readiness during planned and unplanned contingencies.

Website link to MCO 1740.13C:

<http://www.marines.mil/News/Publications/ELECTRONICLIBRARY/ElectronicLibraryDisplay/tabid/13082/Article/141212/mco-174013c-prelim.aspx>

### **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.

### **References:**

**Marine Corps Order (MCO) 1740.13C (Family Care Plan)**

**Marine Corps Order (MCO) 1754.9A**

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### 42. 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 1320.11F, Par 4.a(2)
- 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 1320.11F, Par 4.b(2)
- Personnel in the grades of E-1 through E-5, WO-1 through CWO-2, O-1 through O-3, and all accompanied OCONUS personnel will be assign an appropriate sponsor. Other service members will be assigned a sponsor upon request. Sponsors are to be of equal or higher pay-grade to arriving service members. Commands are encouraged to match marital status (i.e. single sponsor for single arriving service members, married sponsor with children for married arriving service member and family). Ref: MCO 1320.11F, Par 4b.(3)(4)

#### COMMANDING OFFICERS

- Unit Commanding Officer will establish a Sponsorship Program in accordance with this order. Ref: MCO 1320.11F.
- The Commanding Officer will appoint a Unit Sponsorship Coordinator (USC) in writing. And ensure the coordinator's contact information is provided to the installations nearest Relocation Assistance Program (RAP) Manager and the unit's Family Readiness Officer (FRO). The USC appointment is a collateral duty. Ref: MCO 1320.11F, 4.c(4)(b)
- 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 a follow-up procedures to ensure service members have been assigned a sponsor no later than 60 days before transfer and that the gaining units FRO has been identified. Ref: MCO 1320.11F, Par 4c(4)(e)
- The Commanding Officer will establish check-out procedures requiring transferring service members to attend a mandatory PCS departure workshop 60-90 days prior to transfer; coordinated by the installations RAP. Ref: MCO 1320.11F, Par 4c(4)(j)
- 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 1320.11F, Par 4c(2)(4)f

#### UNIT SENIOR ENLISTED ADVISOR

- Ensure the USC completes all required training. Ensure the USC provides the RAP Manager with updated contact information. Periodically review received sponsorship program questionnaires, (NAVMC 11791) to determine trends with the execution of the sponsor's duties and, when appropriate, discuss with the Commanding Officer and/or the USC in order to enhance the units sponsorship program. Ref 1320.11F, Par 4c (5)a,b,c

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### UNIT SPONSORSHIP COORDINATOR

- The USC will complete sponsorship coordinator training prior to executing the assign responsibilities. USC will contact the installation or nearest RAP Manager to obtain a sponsorship training schedule and schedule training for assign sponsors. Ref 1320.11F Par 4c(6)a
- The USC will ensure sponsors have completed sponsor training and receive training completion certificate prior to assignment as a sponsor. USC will ensure sponsors receive a training completion certificate after attending one-on-one training by the USC, or a RAP Manager/USC new sponsor orientation class. Ref 1320.11F Par 4c(6)(c)
- USC will establish and maintain sponsor assignment tracking documentation and provide program utilization metrics to the RAP manager upon request. USC will ensure assign sponsor prepares welcome aboard letters for the inbound service members within 10 working days. (Sample letters are enclosed within the order) Ref 1320.11F Par 4c(6)(e/f)
- USC will provide NAVMC (11-11) (EF), Sponsorship Program Questionnaires, to newly arrived service members and collect completed questionnaires. File and retain returned questionnaires for two years, per reference (e), SSIC 1000.5. Ref 1320.11F 4c(6)(g)

The following Sponsorship Duties list the type of support provided by a sponsor. The list is divided into Pre-Arrival, Arrival, and Post-Arrival.

#### PRE-ARRIVAL:

- Contact you via phone or email to say hello and explain the sponsorship process.
- Ask questions about newcomer needs and family needs. You might receive a needs assessment questionnaire.
- Receive a welcome letter based on the newcomer's needs and your unit's procedures.
- Make temporary lodging arrangements for you and your family and communicate details by personal email or phone.
- Arrange a post office box for you and communicate details by personal email or phone.
- Keep the command in the loop with your PCS process.

#### ARRIVAL:

- Personally meet you upon arrival or arrange for you to be met
- Sponsor will directly email and/or phone them to tell you who will be meeting them upon arrival or where to go for transportation at an airport etc.
- Sponsor will bring transportation that will accommodate the entire family as well as pets.
- Personally take you to lodging and to the Family Programs Center and encourage them to make use of the Relocation Program as well as all other services.
- Accompany you through in-processing and check-in procedures. Introduce you to the commander, supervisor, key personnel and fellow co-workers.
- Show you around the base facilities such as commissary, fitness centers, chapel, and Family Center and give a community tour.

#### POST-ARRIVAL:

- Arrange a social gathering where you (and family) can meet co-workers and their families.
- Escort you to base housing office and assist with house hunting.
- Offer assistance with vehicle registration and transportation needs.
- Offer help getting settled into your new home; obtain loan locker items, if appropriate, from Family Center.
- Ensure that family has contact information for schools, medical care, child care, and other resources.

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<http://www.marines.mil/News/Publications/ELECTRONICLIBRARY/ElectronicLibraryDisplay/tabid/13082/Article/134690/mco-132011f-prelim.aspx>

### References

**MCO 1320.11F, Marine Corps Sponsorship Program**  
**DODI 1324.22, “Military Family Readiness,”**  
**DODI 6060.4, “Department Of Defense” (DOD) Youth Programs (YPs)**  
**SECNAVINST 1754.1B**  
**MCO 1754.9A**  
**MCO P1710.30E W/CH 1**  
**SECNAV M-5210.1**  
**Department of Defense Travel Regulations, “Joint Federal Travel Regulations, December 1, 2008**  
**NAVMC 11791 (Sponsorship Program Questionnaire)**  
**NAVMC 11798 (Youth Sponsorship Request)**  
**NAVMC 11799 (Sponsorship Request)**

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### 43. FAMILY CARE BRANCH (M&FP)

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

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

### CHILDCARE OPTIONS

**Child Development Centers:** range in services and offer 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.

**Family Childcare:** offers an alternative to center-based care. FCC 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 (only available on Camp Pendleton):** Fisher Children's Center offers hourly care for children 6 weeks - 5 years of age. Reservations for Fisher are available up to one week in advance. Fisher is a drop-in center for parents who volunteer, have appointments or scheduled obligations. Fisher Children's Center's phone number is (760) 725-0845.

**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) 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:**

**MCO P1710.30E**

**BO 1710.27E (Camp Pendleton)**

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### 44. 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.

For more information refer to the following website:

<http://www.usmc-mccs.org/leadersguide/Family/EFM/index.htm?tfrm=5>

#### **References:**

**MCO P1754.4B**

**SECAV 1754.5B**

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### 45. FITNESS REPORT INFORMATION

#### **REPORTING PERIODS**

##### Ends Last Day of

Grade of	Active Component	Reserve Component	Active Reserve
Sgt	Mar	Sep	Sep
SSgt	Dec	Sep	Sep
GySgt	Jun	Sep	Sep
MSgt/1stSgt	Jun	Sep	Sep
MGySgt/SgtMaj	Sep	May	Jun
WO/CWO	Apr	Oct	Oct
2ndLt	Jan/Jul	Apr	N/A
1stLt	Oct/Apr	Oct	Oct
Capt	May	Sep	Jun
Maj	May	Sep	Jun
LtCol	May	Jun	Jun
Col	May	Jul	Jul
BGen	Jun	Jun	N/A

All reports for Marines should arrive at HQMC no later than 30 days after the reporting period to ensure proper processing into official records to facilitate selection board and personnel management decisions. Reports on Active Component 2nd and 1st lieutenants are semiannual vice annual.

POC is MMSB-31, Policy and Research Unit at (COM) 703-784-5689/3905/3431 OR (DSN) 278-5689.

MMSB-31 (Corrections/Date Gaps)  
1-877-301-9953 or DSN 278-3905/3985  
Comm (703) 784-3905/3985

MMSB-32 (FitRep Processing)  
DSN 278-5690 or Comm (703) 784-5690

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### FITNESS REPORT WRITING GUIDE

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.

a. Fairness. The fitness report is a communication between reporting officials and the CMC. Reporting officials must provide fair and thorough evaluations.

1. 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.

2. 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.

b. 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:

1. A disciplinary tool.
2. A lever to exert influence.
3. A counseling document for the MRO.

c. 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.

d. 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.

e. 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.

e. 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.



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Comments for consideration before writing the Word Picture.

1. Comments by grade. The following “by grade” comments are provided for consideration in the formulation of Section I, word picture narrative.

a. 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.

b. 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.

c. 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 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.

2. Guided comments. The following list of items will provide meaningful information in the word picture.

- a. Amplification of operational competence and war fighting skills.
- b. Comments on the MRO’s professional ethics (moral courage, integrity, selflessness).
- c. Noteworthy examples of creativity or innovation.
- d. Amplification of officer’s execution of fitness report responsibilities.
- e. Effectiveness of counseling subordinates.
- f. Further amplification of duty assignment if title is not self-explanatory.
- g. Abilities in oral and written communication.
- h. Examples of the MRO’s efforts to improve educational skills, professional knowledge, and MOS skills.
- i. Exercise of management control responsibilities.
- j. First class physical fitness scores.
- k. Special abilities or aptitudes.
- l. Comparison with others of the same grade, but different service, under the RS’s authority.
- m. Class standing in school or formal course of instruction.
- n. Knowledge of world affairs.
- o. Off-duty community/civic activities.
- p. Amplification of a significant period(s) of the RS’s absence that impact on an observed evaluation.

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4. The following phrases are provided to aid the writer in thinking through a word picture.

a. 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.

b. 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.
- Proved extremely successful interacting with Army and civilian test/support personnel.
- Thorough, organized, intelligent, dedicated. Aggressively pursues duties.

c. 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.

d. Goals and Objectives.

- Sets innovative objectives.
- Excels in prioritizing objectives.

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- Establishes specific and measurable goals.
- Effectively sets group performance objectives.
- Organizes objectives, methodically pursues completion.

### e. 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.

### f. 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.

### g. 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.

### h. 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.

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### i. 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.

### a. 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.

### b. 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.

### c. 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.
- 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.

### d. 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.

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- Provides junior officers in the company sound and timely advice regarding the development of their Marines.
- He is an active mentor to his SNCO's and NCO's, eagerly sharing his experience and advice.
- She leads and mentors selflessly.

RO Comments:

a. 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.

b. 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.

c. 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.

d. 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.

e. 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.
- 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.

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### f. 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 turn around 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.

### g. 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.

### h. Writing ability.

- Administrative skills are noteworthy and his organizational skills and writing abilities are superb.
- Excellent oral and written presentation skills.

### i. 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.

### 5. 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.

### 6. 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.

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- The information provided to the CMC is significant and provides a fair assessment of the MRO.
- 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

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 (L to 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/MCysgt	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 - 33	34 - 23	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 qualify 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. FMRO 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 (Chart)	Unacceptable Comments	Completing Section B (Billet Description)
<ol style="list-style-type: none"> <li>Occasion covers periods of 90 days or more</li> <li>RS must submit observed reports for 31 days or longer for:                             <ol style="list-style-type: none"> <li>Semiannual reports</li> <li>FD reports</li> <li>CS reports</li> </ol> </li> <li>RS may submit observed report for 30 days or less if they possess sufficient observation and:                             <ol style="list-style-type: none"> <li>Observation results from meaningful personal contact with MRO</li> <li>Information provided is significant and provides fair assessment of MRO</li> </ol> </li> <li>RS must justify submission of observed reports in Section I when period covered does not meet minimum observation requirements</li> </ol>	<ol style="list-style-type: none"> <li>RS should take all possible action to reduce not observed rpts</li> <li>Diminish amount of useful information in MRO's performance record</li> <li>Submit for the following:                             <ol style="list-style-type: none"> <li>RS has insufficient observation and period does not meet minimum observation time</li> <li>Termination of MRO from TAD or dep from course in 30 days or less</li> <li>RS must complete Section B on all Not Observed Reports</li> </ol> </li> <li>Not Observed Reports can be adverse (Chapter 5 applies)</li> <li>Only pages 1 and 5 will be completed and submitted</li> </ol>	<ol style="list-style-type: none"> <li>Item 7b 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"</li> <li>Item 7 if all blocks are blank (Accelerated promotion). Enter "I recommend that the MRO be considered for promotion ahead of contemporaries"</li> <li>Item 3a if "U" or "X" and Item 3b if "PART" "RDNT" or "NMED" see notes above</li> <li>Item 3c. If marked, recommend what grade MRO is best qualified to fill</li> <li>Justification for Observed Rpts less than min observation time</li> <li>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</li> <li>Uncontroverted facts relating to drug offenses by MRO</li> <li>Any alcohol related incident, reportable occurrence of alcohol abuse, or alcohol rehab failure</li> <li>MRO refuses to sign Item 2 of Section I (Adverse Report)</li> <li>When submitting a DC report</li> <li>Multiple and simultaneous regular duty assignments</li> <li>MRO is or was assigned to Wt Col or Mil App during rpt period</li> </ol>	<ol style="list-style-type: none"> <li>Reference to Pending NJP, CM or civil/military action, fact finding board or investigation</li> <li>Recommendations for Admin Reduction, Separation or withholding of promotion</li> <li>Reference to nonpunitive lts of admonition or reprimand</li> <li>Mention of suspected criminal activity</li> <li>Indication that MRO voluntarily entered Alcohol Rehab Program</li> <li>Reference to minor traffic tickets</li> <li>Reference to prior nonselection for promotion</li> <li>Comments based on gender                             <ol style="list-style-type: none"> <li>charming, attractive, handsome</li> <li>prettiness (he, she, his, her)</li> </ol> </li> <li>Medical issues that do not affect MRO's performance</li> <li>Family problems that do not affect performance</li> <li>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</li> <li>Comments identifying minor limitations, shortcomings, occasional lapses, or weaknesses in an otherwise overall positive performance</li> </ol>	<ol style="list-style-type: none"> <li>Complete Section B for all reports except extended reports</li> <li>Describe duties considered most important - Frame RS's expectations of MRO</li> <li>Focus on standards not goals</li> <li>Does not necessarily remain the same from one period to the next</li> </ol> <p style="text-align: center;"><b>Completing Section C (Billet Accomplishments)</b></p> <ol style="list-style-type: none"> <li>Highlight accomplishment that are most significant during period</li> <li>Provide accurate account of exactly what MRO accomplished</li> <li>Be objective vice qualitative</li> <li>Do not reference personal qualities or potential impact</li> </ol> <p style="text-align: center;"><b>Guidelines for Sections B and C</b></p> <ol style="list-style-type: none"> <li>Due to space limitations, must focus on essential elements. Must fit in space provided</li> <li>omit superlative adjectives, needless statistics and imprecise phrasing</li> <li>Make comments objective, avoid creating any unintended valuation</li> <li>Normal capitalization rules apply.</li> <li>Do not use UPPERCASE, <u>underlining</u>, "quotation marks", <b>boldface</b>, italics or acronyms and terms specific to one community or MOS.</li> </ol>
<p style="text-align: center;"><b>Extended Reports</b></p> <ol style="list-style-type: none"> <li>Used when MRO's performance has not changed since last AN rpt and another rpt occasion come due within 90 days or less</li> <li>Must reflect current rpt occasion</li> <li>Do not extend Adverse or Not Observed reports</li> <li>Justify submission of extended reports in Section I</li> <li>Submit pages 1 and 5 only</li> </ol>				



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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/ER)

[https://www.manpower.usmc.mil/portal/page/portal/M\\_RA\\_HOME/MM/SB/b\\_MMSB\\_30\\_PERFORMANCE\\_EVALUATION/E\\_MMSB\\_PES\\_FITREP\\_GAPS](https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MM/SB/b_MMSB_30_PERFORMANCE_EVALUATION/E_MMSB_PES_FITREP_GAPS)

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**FITNESS REPORT ADMINISTRATIVE CORRECTION**

From: RANK FULL NAME, SSN/MOS USMC  
To: Commandant of the Marine Corps(MMSB-31)

Subj: REQUEST FOR ADMINSTRATIVE CORRECTION TO FITNESS REPORT FOR THE OCCASION (QCC 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

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

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### 46. 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).
13. Any other event or incident of significant Marine Corps interest not previously reported.

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### 47. FORCE PRESERVATION INFORMATION

#### I. 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(1)(c)
- 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

#### II. Training Requirements

- None listed.

#### III. Reporting Requirements

- Report number of FPCs held each quarter in the Warrior Preservation Status Report (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
- Commanders should get SAPR training from the Base Installation SARC within 30 days of assuming command. Ref: MCO 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:
  - a) All active duty service members
  - b) Reserve component members on active service
  - c) Dependents 18 years of age and older

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- d) DOD civilian and their dependents (ONLY OCONUS)
- e) Service members assaulted prior to service. Ref: MCO 1752.5B, Par 4 a (2) a (Concepts of Operations) (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 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 description’s 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**

- 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 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 reductions 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 6495.01, Encl (10), Par 3 e

### **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,”

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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 reviewed 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.
- 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 Chap 3, 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

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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 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:

The New MCO 3504.2 will be released fourth quarter of 2013. The new MCO will have new directive on what victim and alleged offender information should be included in an SIR. Only gender/ unit/age should be released currently, per HQMC. **NO** PII information to include names/social should ever be included in an SIR. This is to protect victim and alleged offender confidentiality. This is recent guidance from HQMC as of October 2012. Refer to your SARC for guidance.

### References:

**DODD 6495.01, Sexual Assault Prevention and Response Program**  
**MCO 1752.5B, Sexual Assault Prevention and Response (SAPR) Program**  
**MCO 3504.2, Operations Event/Incident Report (Oprep-3) Reporting**  
**MARADMIN 234/13, Revised Training Requirements for Sexual Assault Prevention and Response (SAPR) Training, May 2013**  
**MARADMIN 372-12, July 2012**  
**MARADMIN 048-12 Sexual Assault helpline, Jan 2012**  
**DODD 7050.06, Whistle Blower Protection, July 2007**  
**SECDEF memo 2013**  
**Expedited Transfer LOI**  
**MARADMIN 221/12, Expedited Transfer, April 2012**  
**MARADMIN 624/12, 8 day brief, October 2012**

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### 48. MILITARY AND FAMILY LIFE CONSULTANTS (MFLC)

#### I. 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.

#### II. Training Requirements

- None Listed

#### III. Reporting Requirements

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

#### References:

**MARADMIN 075/13, Implementation of Military and Family Life Consultants (MFLCS)**  
**I Marine Expeditionary Force Letter of Instruction on Military and Family Life Consultants (MFLCS)**



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### 49. 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](http://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.

#### I. 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 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.

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- “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.

### II. 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 <http://www.safety.marines.mil/>. 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.

### III. Training Requirements

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- 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 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)

### IV. 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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### 50. RISK MANAGEMENT

#### I. 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

#### II. 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

#### III. 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)**

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### 51. DRIVE SAFE PROGRAM

#### I. MSC/MSE and Unit Requirements

- The commander of each unit having a total population over 500 military and civilian personnel shall have a safe driving council. Units having strength of less than 500 military and civilian personnel should represent their unit in a safe driving council close to their unit. Each member of the council shall be appointed in writing. Ref: MCO 5100.19F Chap 2, Par 1
- Pre-departure vehicle/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 prior to their executing PCS 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

#### II. Training Requirements

- The first gaining command of a Marine must ensure that any Marine under the age of 26 receives at least six 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
- Commanders will ensure that any Marine who has been found to be at fault in a traffic mishap while operating a POV or GOV attend a remedial driver training course. 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 commander will ensure that all entry level and experienced motorcycle riders complete required motorcycle safety training at the appropriate level and within the required timeframe. Ref: MCO 5100.19F Chap 4, Par 2 thru 8

#### III. Reporting Requirements

- Individual Marine Training entry codes for motorcycle training codes will be made in the Marine Corps Total Force System (MCTFS). Ref: MCO 5100.19F Chap 4, Par 4 and 5, CMC SD 031423Z Dec 09, CMC SD 051417Z Apr 10
- 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

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### **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**

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### 52. HEARING CONSERVATION PROGRAM

#### I. 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 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)

#### II. 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)

#### III. 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)

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- 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 3004.4.1

### References

**OPNAVINST P 5102.1D/MCO P5102.1B, Navy & Marine Corps Mishap and Safety Investigation, Reporting, and Record Keeping Manual**  
**MCO 6260.1E, Marine Corps Hearing Conservation Program**  
**CMC DMCS 061313Z Jan 12, Hearing Conservation and Readiness**



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### 53. LASER SAFETY PROGRAM

#### I. 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. All lasers are labeled with their class. Ref: OPNAVINST 5100.23G, Par 2212.a
- The laser safety program shall include an inventory of all commercial Class III b, Class IV, and all classes of military exempt lasers that are assigned to the command. The Administrative Lead Agent (ALA) as requested (BUMED is the ALA within the DON) may request a copy of the inventory. Ref: OPNAVINST 5100.23G, Par 2210
- Assign a laser system safety officer (LSSO). Commanding Officers should determine which category of LSSO is appropriate for their commands considering their mission, types of lasers being used, and size of the laser program. As a rule of thumb, units that actually use lasers will appoint an Administrative Laser Safety Officer (ALSO). Units that manage using units will normally appoint a Technical Laser Safety Officer (TLSO). LSSO categories and qualification descriptions are listed in the reference. Ref: OPNAVINST 5100.23G, Par 2212.a and MCO 5104.1C Encl (1) para 2.a.

#### II. Training Requirements

- Commands shall ensure that LSSO's receive 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

#### III. 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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### 54. COMBAT OPERATIONAL STRESS CONTROL

#### **COMBAT OPERATIONAL STRESS CONTROL (COSC) PROGRAM**

##### I. 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

##### II. 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:
  - O Bn/Sqdn Level- CO, XO, SgtMaj, Medical Officer, Chaplain, COSC Rep, Senior Corpsmen, RP and other senior personnel.
  - o 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
    - o 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.
    - o Preparation Brief- 30 days prior to the deployment
    - o Transition I/Return & Reunion Brief- 30-15 days prior to the return/re-deployment.
    - o Transition II Brief- 60-90 days after the return/redeployment
    - o 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

##### III. Reporting Requirements

- Units will document training completion in the Marine Corps Total Force System (MCTFS) via Marine-online 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

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- o O1 = OSCAR TEAM MEMBER
- o O2 = OSCAR ADVANCED TEAM MEMBER
- o O3 = OSCAR TRAINER
- o O4 = OSCAR MASTER TRAINER

- MCTFS Codes for COSC DCT

- o AW = Warrior Preparation Brief
- o AX = Warrior Transition I Brief
- o AY = Warrior Transition I Brief
- o LA = Leader Preparation Brief
- o LB = Leader Transition I Brief
- o 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**

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### 55. SUICIDE PREVENTION PROGRAM

#### I. 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 MARINENET 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)

#### II. 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.

#### o Required Training Milestones:

- 31 May – 50%
- 31 Aug – 75%
- 31 Dec – 100%

#### o 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.

#### o Class size will not exceed 30.

#### o 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

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- 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

### III. Reporting Requirements:

- Suicide Deaths and Undetermined Deaths where suicide has not been excluded

(1) The casualty's command will immediately submit a voice report to the Marine Corps Operations Center (MCOC) at 1-866-476-2669 and the Casualty Section, Military Personnel and Recreation, Personal and Family Readiness Division (MFPC) at 1-800-847-1597. Ref: MCO 3040.4, CHA 3

(2) 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

(3) 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

(4) 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). A copy will be sent via the safety office through the CoC. 8-Day template can be found at the following website: <http://www.marines.mil/unit/safety/Pages/Documents.a.spx>. Ref: MCO 5100.29b PAR 4.b.(13)(f)

(5) Commanders will prepare and deliver a Death Brief to the CG I MEF within 30 days of the suicide. The Death Brief template can be found at the following website: <http://hqinet001.hqmc.usmc.mil/index.htm>. Ref: MCO 5100.29b PAR 4.b.(13)(g)

- Suicide Attempts

(1) 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

(2) 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

- Suspected Suicides. If the Command suspects that an individual's death was a suicide, a DODSER is due within 15 working days of the date of the initial PCR that reported the death. Ref: MCO 1720.2 PAR 3.b.(13)(k)2.

### References:

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**MCO 1720.2 - Marine Corps Suicide Prevention Program**  
**MCO 5100.29B - Marine Corps Safety Program**  
**MCO 3040.4 - Marine Corps Casualty Assistance Program**  
**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**  
**IG Functional Area Checklist 994**

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### 56. NON-JUDICIAL PUNISHMENT INFORMATION

#### **PRE-NJP**

- Prepare Charge Sheet (DD FORM 458)
- Prepare Suspect's Rights Acknowledgement Statement (Appendix A-1-m, 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; used while embarked in a naval vessel)
  - (Appendix A-1-c; cannot be used in later court-martial)
  - (Appendix A-1-d; may be used in 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-e, JAGMAN)
  - Side 5. Accused's Acknowledgment of Appeal Rights (Append A-1-f, 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

#### 1. General

- a. Authority. Nonjudicial punishment in the United States Armed Forces is authorized by Article 15.

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

b. *Nature.* Nonjudicial punishment is a disciplinary measure more serious than the administrative corrective measures (i.e. administrative counseling, EMI, pg 11, 6105), but less serious than trial by court-martial.

c. *Purpose.* Nonjudicial punishment provides commanders with an essential and prompt means of maintaining good order and discipline and also promotes positive behavior changes in service members without the stigma of a court-martial conviction.

d. *Policy.*

(1) *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 service member, 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 service member, the needs for good order and discipline, and the effect of nonjudicial punishment on the service member and the service member's record.

(2) *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.

### 2. Procedure

a. *Notice.* If, after a preliminary inquiry, the nonjudicial punishment authority determines that disposition by nonjudicial punishment proceedings is appropriate, the nonjudicial punishment authority shall cause the service member to be notified per JAGMAN 0109, Accused's Notification and Election of Rights:

(1) a statement that the nonjudicial punishment authority is considering the imposition of nonjudicial punishment;

(2) a statement describing the alleged offenses including the article of the code which the member is alleged to have committed;

(3) 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;

(4) a statement of the rights that will be accorded to the service member under paragraphs 2c(1) and (2);

(5) unless the right to demand trial is not applicable, 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.

b. *Decision by service member.*

(1) *Demand for trial by court-martial.* If the service member 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



## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

forward or refer charges for trial by court-martial in such a case, but in no event may nonjudicial punishment be imposed for the offenses affected unless the demand is voluntarily withdrawn.

(2) *No demand for trial by court-martial.* If the service member does not demand trial by court-martial within a reasonable time after notice or if the right to demand trial by court-martial is not applicable, the nonjudicial punishment authority may proceed.

*c. Nonjudicial punishment accepted.*

(1) *Personal appearance requested; procedure.* Before nonjudicial punishment may be imposed, the service member 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 service member 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 service member to the nonjudicial punishment authority. If the service member requests personal appearance, the service member shall be entitled to:

(a) Be informed in accordance with Article 31(b);

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

(c) Be informed orally or in writing of the information against the service member and relating to the offenses alleged;

(d) Be allowed to examine documents or physical objects against the member which 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;

(e) Present matters in defense, extenuation, and mitigation orally, or in writing, or both;

(f) Have present witnesses, including those adverse to the service member, 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;

(g) 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.

(2) *Personal appearance waived; procedure.* Subject to the approval of the nonjudicial punishment authority, the service member may request not to appear personally. If such request is granted, the service member may submit written matters for consideration by the nonjudicial punishment authority before such authority's decision. The service member 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.

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

(3) *Evidence.* The Military Rules of Evidence, other than with respect to privileges, do not apply at nonjudicial punishment proceedings. Any relevant matter may be considered.

(4) *Decision.* After considering all relevant matters presented, if the nonjudicial punishment authority:

(a) Does not conclude that the service member committed the offenses alleged, the nonjudicial punishment authority shall so inform the member and terminate the proceedings;

(b) Concludes that the service member committed one or more of the offenses alleged, the nonjudicial punishment authority shall:

(i) so inform the service member;

(ii) inform the service member of the punishment imposed; and

(iii) inform the service member of Acknowledgment of Appeal Rights

### References:

**Manual for Courts Martial 2012 Edition**

**Manual of the Judge Advocate General (JAGMAN) JAGINST 5800.7F w/CH 1-2**

**Marine Corps Manual for Legal Administration (LEGADMINMAN) MCO P5800.16A**

**USN/USMC Commander's Quick Reference Handbook for Legal Issues (September 2012)**

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 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
<input type="checkbox"/> Confinement: 30 days (E-4 and below) <input type="checkbox"/> Restriction: 60 days (E-5 and below) <input type="checkbox"/> Forfeitures: 2/3 pay for 1 month <input type="checkbox"/> Reduction: <ul style="list-style-type: none"> <li>○ E-4 and below: to E-1</li> <li>○ E-5 and above: 1 pay grade</li> </ul>	<input type="checkbox"/> Confinement: 12 months <input type="checkbox"/> Forfeitures: 2/3 pay for 12 months <input type="checkbox"/> Reduction: to E-1 <input type="checkbox"/> Discharge: Bad Conduct Discharge (BCD)

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

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

(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.
  - 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

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 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.

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:

(1) The Commanding Officer's offer of Fast Track disposition (enclosure 2);

(2) A completed "NOTIFICATION OF SEPARATION PROCEEDINGS" form (enclosure 3);

(3) A signed "PURPOSE AND SCOPE OF THE BOARD FOR CORRECTION OF NAVAL RECORDS (BCNR) AND THE NAVAL DISCHARGE REVIEW BOARD (NDRB)" form (enclosure 4);

(4) The "ACKNOWLEDGMENT OF MY RIGHTS TO BE EXERCISED OR WAIVED DURING SEPARATION PROCEEDINGS" form (enclosure 5); and

(5) 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.

**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

X. X. XXXXXXXX

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 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.
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.

**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

**UNITED STATES MARINE CORPS**

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XXXXXXXXXXXX

5810  
Legal  
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.

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.

F. 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  
\_\_\_\_\_  
Name

\_\_\_\_\_  
Date  
XXXXXXX, U. S. Marine Corps  
\_\_\_\_\_  
Rank, Service



**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**



**UNITED STATES MARINE CORPS**

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**XXXXXXXXXXXXXXXXXX**

Legal  
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

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.

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- 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.
  - 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.

F. M. COMMANDING

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

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

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

**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

**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.

**ADMINISTRATIVE SEPARATIONS CHECKLIST**

Rank, LName, FName MI: \_\_\_\_\_

MOS: \_\_\_\_\_

EAS: \_\_\_\_\_

TRS date: \_\_\_\_\_

Separation Physical date: \_\_\_\_\_

PTSD/TBI date<sup>1</sup>: \_\_\_\_\_

Substance Abuse Treatment date<sup>2</sup>: \_\_\_\_\_

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 information<sup>3</sup> Yes / No
- PTSD/TBI Screening Yes / No
- Character Statements<sup>4</sup> Yes / No
- Substance Abuse Treatment (if applicable)<sup>2</sup> Yes / No

**6203.2 – Condition Not a Disability**

- Date of initial Medical Officer’s Evaluation \_\_\_\_\_
- Date of initial 6105 counseling<sup>5</sup>: \_\_\_\_\_
- 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<sup>6</sup>**

- 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

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

- 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
  - Diagnosis endorsed by the Regional Naval Medical Commander Yes / No
  - Date of initial 6105 counseling<sup>7</sup>: \_\_\_\_\_
  - 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<sup>5</sup>: \_\_\_\_\_
- 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<sup>2</sup> 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<sup>5</sup>: \_\_\_\_\_
- 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<sup>5</sup>: \_\_\_\_\_
- 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**

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- 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
- 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 counseling<sup>5</sup>: \_\_\_\_\_
- Assignment date 1<sup>st</sup> / 2<sup>nd</sup> / 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) \_\_\_\_\_

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Footnotes:

<sup>1</sup> 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.

<sup>2</sup> 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 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.

<sup>3</sup> 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

<sup>4</sup> 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.

<sup>5</sup> 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:

<sup>6</sup> See MarAdmin 432/09 for specific guidance.

<sup>7</sup> 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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### 57. 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 Camp Pendleton and conducted training to I Marine Expeditionary Force Headquarters Group (I MHG) and the five battalions located within I MHG. On 1 September 2011, I MHG started 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.

#### **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)**

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. 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<sup>1</sup>. When forwarding proof of substance abuse treatment, it is important to forward the Medical Officer

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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 ten 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 West 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.

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### APPELLATE LEAVE

APPELLATE LEAVE PROCEDURES MCO 1050.16A

Appellant: \_\_\_\_\_ MCC: \_\_\_\_\_ RUC: \_\_\_\_\_ Unit Name:  
\_\_\_\_\_

#### **CG APPROVES REQUEST FOR VOLUNTARY APPELLATE LEAVE:**

10 U.S.C. 706 10 U.S.C. 876a

- Review MCO 1050.16A
  - (Appellate Leave Order)
  - Case Folder Opened?
  - CG Approval Endorsement
  - CO Recommendation Endorsement
  - Appellant Request for Voluntary
  - Appellate Leave (If Applicable)
  - Appellant Rights Statement
  - Appellant Privacy Act Statement
  - Appellant Special Power of Attorney to Defense Counsel
  - Issue Check-out sheet to Marine.
  - 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) ; 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)

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### PAGE 11 ENTRY:

DoDD 1010.1 DoDD 1010.4 DoDI 1332.14 MCO P1700.24B MCO P1700.27B MCO P1900.16F MCO P1070.12K

**COMPLETE NAVMC 118(11)** “Evaluation/Acceptance/Refusal of Drug or Alcohol Treatment and/or Dependency”

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### 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 Drug or Alcohol Treatment and/or Dependency”

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### 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.

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### 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.)

**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.

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### 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.

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- „ **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** Two (2) 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.
- INSERT** 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 line: \_\_\_\_\_

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### 58. 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 Camp Pendleton. 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 Camp Pendleton 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.

2 Domestic Disturbances.

3 Child Abuse.

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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) Requests 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.

(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

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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 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.

### 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



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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.

**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.

**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.

**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.

1. **ENTERING CITATIONS IN THE TRAFFIC CITATION DATABASE.** The Traffic Citation Database is formatted essentially the same as the Traffic Enforcement section of CLEOC.

2. **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

3. **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.

4. **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.

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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 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 Marine Corps Law Enforcement Manual**  
**MCO 5211.2B Privacy Act**  
**BO 5211.1\_ Privacy Act**

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**BO 5000.2K Base Regulations**

**MCO 5110.1\_ Motor Vehicle Traffic Supervision**

**SECNAVINST M-5210.1 DON Records Management Manual**

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### 59. 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**

o 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.

o 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 pretrial restraint of civilians and commissioned and warrant officers may not be delegated. A commanding 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.

o 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.

o 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.

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### ADMINISTRATIVE REQUIREMENTS FOR CONFINEMENT

#### o 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)

#### o 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.
- 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)

#### o 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.

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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.

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.

Any case not covered by instruction CALL.

### **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)
- 2 Boots with laces (Issued only. No steel toe)
- 2 Covers, combat utility garrison (one desert and one woodland)
- 4 Combat utility blouses (two desert and two woodland)
- 4 Combat utility trousers (two desert and two woodland)
- 1 Gym shoes (No air pumps or gadgets. No skater shoes)
- 8 Coyote brown or black socks (No logo or ankle socks)
- 8 White socks (No logo or ankle socks)
- 6 Undershirts (Olive drab. No logos or long sleeve)
- 6 Underwear (White only)
- 4 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 shoes (No sandals. Plain split toe shower shoes only)
- 4 Bars of soap (No liquid soap)
- 1 Soap dish
- 2 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)
- 4 Towels (White only)
- 4 Face towels (White only)
- 1 Laundry bag (White mesh only)

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- 1 Comb (Optional; no handle)
- 5 Disposable razors (Max fifteen. No vibrating handles)
- 1 Military ID card
- 1 Only plain metal wedding rings allowed (No stones allowed)
- \_ Medical/Dental Records

o 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.

### **INITIAL REVIEW OFFICER (IRO) HEARINGS**

o 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.

o 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.

o 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.

### **VISITATION**

o 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.

Documentation of each command visit shall be made a part of the prisoner's permanent record.

o 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.

### **TEMPORARY ABSENCE (TA)**

o 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 purposes of trial, and the trial has concluded a **complete authenticated copy** of the following must be provided:

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- o Results of Trial (Special or General Courts-Martial)
  - o DD Form 2329 Record of Trial (Summary Courts-Martial)
  - o Charge sheet
  - o Pre-trial agreement, parts I and II (if applicable)
- o 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.
- o 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.
- o 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 (2012)**

**R.C.M. 305**

**SECNAVINST 1640.9C**

**MARADMIN 498/10**



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### 60. 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.

Website link to MARADMIN 186/03:

<http://www.marines.mil/News/Messages/MessagesDisplay/tabid/13286/Article/117120/policy-for-implementation-of-the-lautenberg-amendment.aspx>

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### 61. EXTRA MILITARY INSTRUCTION

#### 0103 EXTRA MILITARY INSTRUCTION

a. **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.

b. **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:**

**JAGINST 5800.7F, Ch. 1, Pg. 9**

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### 62. TYPES OF INVESTIGATIONS

**PRELIMINARY INQUIRY** *Command Investigations* Litigation Report—under cog of JA, no opinions and recs, no signed statements-(call your SJA) Court of Inquiry—Major Incidents defined in appendix A-2-a Authority: Section 0204 JAGMAN and R.C.M. 303, Manual for Courts-Martial

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: The PI is the foundation for the subsequent exercise of the CO's discretion.

### **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 (2012 ED)  
MCO P4400.150E (Supply Investigations—Chapter 6)  
JAGMAN Handbook (NJS) Nov 2011 (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 P5354.1D (Equal Opportunity)  
SJA Office/Legal Admin Officer**

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### 63. MARINE CORPS HAZING POLICY

#### **DEFINITION**

a. Hazing, as defined by reference (h), is any conduct whereby a military member or members, regardless of Service or rank, without proper authority causes another military member or members, regardless of Service or rank, to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning/ or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing. Hazing need not involve physical contact among or between military members; it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate culpability of the perpetrator.

b. Although hazing can occur during unauthorized initiations, "congratulatory acts," or "rites of passage 11 those types of events are not prerequisites for hazing. The following is a list of actions that may constitute hazing: physically striking another to inflict pain outside of a supervised training exercise; piercing another 1 s skin in any manner (such as "pinning," "tacking on, 11 or "blood wing(ing)"); verbally berating another for the soe purpose of belittling or humiliating; encouraging another to excessively consume alcohol or encouraging another to engage in illegal, harmful, demeaning 1 or dangerous acts; playing abusive or ridiculous tricks; 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 1 alcohol, drugs 1 or any other substance.

c. Hazing does not include command-authorized or operational activities; the requisite training to prepare for such missions or operations; verbal counseling addressing performance or conduct deficiencies; administrative corrective measures; properly administered Extra Military Instruction (EMI)

1-1 Enclosure ( 1)(see subparagraph 2e and 2f below); athletic events; command authorized physical training; authorized incentive training permitted exclusively at the Marine Corps Recruit Depots; and other similar activities authorized by the chain of command.

d. Hazing is not limited to superior-subordinate relationships. Hazing could occur between peers or involve actions towards senior military personnel by those junior in rank or grade to them.

e. Properly administered EMI conducted in accordance with paragraph 0103 of reference (a) is not hazing; it provides a tool for small unit leaders to increase proficiency of the unit or individuals in assigned duties. Proper EMI requires the careful identification of a deficiency and the measured application of a logically related corrective measure. EMI is not a disciplinary tool, it is a training tool. As with all training, commanders and other leaders are expected to supervise the conduct of EMI. Conduct labeled "EMI" that is not executed in accordance with paragraph 0103 of reference (a) may constitute hazing.

f. Pursuant to paragraph 0103 of reference (a), 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 commanding officer (CO) or officer in charge (OIC) (as defined in section 0106(b) of reference (a)) 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.

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(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 subordinates that are 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. Further delegation to officers and noncommissioned/petty officers is authorized as appropriate and in connection with duties and responsibilities assigned to them.

### 3. Policy

a. Hazing is unlawful and prohibited and will not be tolerated. 1-2 Enclosure (1) MCO 1700.28 20 May 2013

b. No Marine or Service member attached to a Marine command, including Marine detachments, shall engage in hazing or consent to being the subject of hazing.

c. No commander or individuals in supervisory positions shall, by act, word, deed, or omission, condone or ignore hazing if they know or reasonably should have known that hazing occurred.

d. It is every Marine's responsibility to ensure that hazing does not occur in any form at any level. Every service member is responsible to make appropriate authorities aware of each violation of this policy.

e. Commanders or individuals in supervisory positions shall ensure that all events conducted within their organizations comply with this policy.

f. Any violation, attempted violation, or solicitation of another to violate this Order, may subject involved members to adverse administrative or disciplinary action under Article 92 of the Uniform Code of Military Justice (UCMJ). This does not preclude charging those who have engaged in acts of hazing under other applicable Articles of the UCMJ to include, but not limited to, Article 80 (attempts), Article 81 (conspiracy), Article 92 (violation of a lawful general order), Article 93 (cruelty and mal treatment), Article 124 (maiming), Article 128 (assault), Article 133 (conduct unbecoming an officer and gentleman), and Article 134 (drunk and disorderly conduct, and/or solicitation). This Order is a punitive lawful general order. Actual or implied consent to acts of hazing are not a defense to violating this Order.

g. Reprisal actions against any victim(s) or witness (es) of hazing incidents are strictly prohibited.

4. Victim and Witness Assistance. The commanding officer must be informed immediately of any allegations of hazing. Anyone who feels he or she has been the subject of hazing and reports the allegations, or anyone whose command believes was the subject of hazing, will be considered to be a victim or witness as defined in reference (g). Commanding officers will conduct a preliminary investigation of every reported incident of hazing in accordance with reference (a). All personnel shall exercise extreme caution and sensitivity throughout the course of the investigation to minimize re-victimization. The investigation should also focus on the climate that fostered hazing with a view toward improving the environment and preventing further hazing incidents.

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a. Commanders shall ensure that victims/witnesses receive victim/witness advocacy services in accordance with references (g) and (h). These services include, but are not limited to, legal assistance, medical assistance, and counseling as necessary.

b. Commanding officers should closely monitor Service members who are hazing victims or the subject of investigations for stress reactions. When appropriate, commanding officers shall intervene to mitigate stress reactions per reference (i). This reference is available online at <http://www.usmcmccs.org/leadersguide/>.

### **References:**

**MCO 1700.28B, 20 May 2013**

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### 64. LEGAL ADMIN MANUAL (CHAPTER 15 SUPPORT ORDER)

#### **FINANCIAL SUPPORT OF FAMILY MEMBERS**

15000. SCOPE this chapter establishes Marine Corps policy regarding the treatment of family members of Marines in need of financial support. This chapter is punitive in nature, and violations of this order are punishable under the UCMJ, and may subject the violator to adverse administrative action. The activity responsible for this chapter is the Legal Assistance Branch, Judge Advocate Division, Headquarters, U.S. Marine Corps (JAL) (703) 614-1266 / DSN 224-1266.

#### 15001. POLICY

1. The Marine Corps will not serve as a haven for personnel who fail to provide adequate and continuous support to their family members. Marines shall comply fully with the provisions of separation agreements and court orders addressing the support of family members. Absent such agreements or court orders, and conditioned upon a complaint of nonsupport to a commanding officer, the support standards set forth in this chapter shall be enforced. For purposes of this chapter, the phrase “court orders” shall include administrative child support orders and their functional equivalents. For purposes of this chapter, the phrase “commanding officer” means a Special Court Martial Convening Authority or higher.
2. Preferably, the amount of support to be provided to family members should be established by a written agreement between the parties, or be adjudicated in the civilian courts. Nevertheless, because family support issues are closely aligned with readiness, morale, discipline, and the reputation of the service, mandatory interim financial support standards are needed. Assistance in obtaining written support agreements and court orders in these matters is available from local legal assistance offices.
3. Final divorce decrees and written agreements in which spousal support is not awarded or mentioned, or is affirmatively waived, eliminates the obligation to support spouses under this chapter.
4. The obligation to support a biological or adopted minor child under this chapter is not eliminated by a final court order, such as a decree of divorce, or a written agreement, unless the documents specifically negate the obligation to pay child support. The fact that a divorce decree is silent relative to support of a minor child does not affect the obligation of the Marine to provide support for the child under this chapter.
5. The support standards set forth in this chapter apply only to a Marine’s spouse, minor biological children and minor adopted children. For purposes of this chapter, “minor” means less than 18 years of age. In addition, all children born in wedlock are presumed to be the biological children of the Marine and the Marine’s spouse. The standards set forth herein do not extend to stepchildren or other DoD-recognized dependents of the Marine. There is no duty of support as between active duty military spouses without children. In addition, the application of these standards shall commence only after the commanding officer has received a complaint of nonsupport, and the commanding officer has issued a support order in substantial compliance with the form attached hereto at Figure 15-2.

#### 15002. PUNITIVE PROVISIONS

1. Marines will not violate any of the following:
  - a. The financial dependent support provisions of a court order.
  - b. The financial support provisions of a written agreement addressing the issue of dependent support. (Note: a marital settlement agreement worksheet which is used to prepare an agreement does not constitute a written financial support agreement for purposes of this chapter) or
  - c. If neither a court order nor a written agreement exists, the interim financial support standards of Paragraph 15004, and orders issued thereunder by a commanding officer.

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2. This paragraph is punitive in nature. Marines who fail to comply with this paragraph are subject to punishment under the UCMJ, as well as to adverse administrative action.

**15003. COMPLAINTS OF INADEQUATE SUPPORT**

1. All complaints alleging inadequate support of family members shall be directed to the commanding officer of the Marine concerned. All Marines who receive complaints of inadequate support shall immediately forward the complaint to the commanding officer, and advise the party making the complaint that the commanding officer is the appropriate authority to take action in the matter. In the absence of extraordinary circumstances, the commanding officer will meet with the Marine and take appropriate action under this chapter within 10 working days of receiving the complaint. If the Marine who is the subject of the complaint is not assigned to the command receiving the request for support, the commanding officer will forward it to the commanding officer having authority to take action, and will inform the complaining party of the action taken as soon as possible. If the commanding officer is unable to initiate action within 10 working days, the commanding officer shall so advise the party seeking support.

2. When a complaint alleging inadequate support of family members is received, the commanding officer will inform the Marine about the nature of the complaint and shall encourage the Marine to consult with a legal assistance attorney. After the Marine has had the opportunity to consult with counsel, the commanding officer will then meet with the Marine, and determine the content of an order or warning, if any, to be given to the Marine to foster compliance with this chapter.

3. In instances where a request for support is made for a child born out of wedlock, the Marine shall provide support under this chapter only when paternity is established by court or administrative order or formal written acknowledgement by the Marine. Prior to responding to paternity allegations, the Marine shall be directed to consult with a legal assistance attorney regarding the full consequences of an admission of paternity. Notably, some states hold that an admission of paternity creates a legal presumption that paternity is established, and that based upon such an admission, a court may order the payment of child support.

Total Number of Family Members Entitled to Support	Minimum Amount Of Monthly Support per Requesting Family Member	Share of Monthly BAH/OHA per Requesting Family Member
1	\$350	1/2
2	\$286	1/3
3	\$233	1/4
4	\$200	1/5
5	\$174	1/6
6 or more	\$152	1/7 or etc.

In calculating the total number of family members entitled to support, the commanding officer shall count the complaining family member(s) and all other family members as defined in Paragraph 15001.5 that: a) the Marine is supporting under court order, written agreement, or order under this chapter (not party to the complaint of nonsupport); and b) minor biological or adopted children that reside with the Marine whom the Marine is supporting. For example, if the Marine is paying support for a child from a previous marriage, and the current spouse requests support under this chapter, there are two family members in need of support, and the Marine should be ordered to pay the spouse \$286.00 or 1/3 of his BAH, per month, whichever is greater (up to 1/3 of his gross military pay).

The Marine may request the commanding officer to deviate from the amount of spousal support required under Paragraph 15004.1. If the facts of the particular case are consistent with one of the reasons for modification as set forth in Paragraph 15005.4, the commanding officer may decrease or terminate spousal support to be paid, only after consulting with the appropriate staff judge advocate. However, except for situations described under Paragraph 15005.4d, support for a minor child shall not be decreased from the amount required in Paragraph 15004.1. Financial support established by a commanding officer under this chapter shall continue until such time as a written agreement is reached, a court order is obtained, or the commanding officer modifies or terminates the support order.



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This scale is not intended for use outside the Marine Corps or as part of any civilian judicial proceeding. Deviation from the amounts provided in Paragraph 15004.1 is not authorized except as provided in Paragraph 15005.4.

### 15005. MODIFICATION OF INTERIM FINANCIAL SUPPORT REQUIREMENTS

1. A commanding officer has discretion (but is not required) to reduce or eliminate the interim financial support standards under certain circumstances as listed in Paragraph 15005.4, only after consulting with the appropriate staff judge advocate. A commanding officer has no authority to reduce or eliminate the interim financial support standards in any situation not listed in Paragraph 15005.4. Note that while a commanding officer may reduce or in certain

cases, completely eliminate a support requirement under this chapter, reduction of support below “BAH diff” may render the Marine ineligible for BAH under applicable regulations. See Department of Defense Financial Management Regulation (DoDFMR), Volume 7A, Paragraph 260406.B for guidance on BAH entitlement.

2. A commanding officer must be satisfied by a preponderance of the evidence that the underlying intent of this chapter, to provide adequate and continuous support to family members, would be furthered before he or she may reduce or eliminate the interim financial support standards established herein. Before granting relief, the commanding officer may attempt to contact the family member requesting support for whatever additional information may be necessary to make an informed decision on the matter.

3. The Marine has the burden of coming forward with sufficient information and documents (for example, receipts, tax returns, pay vouchers, court orders, etc.) to establish a basis for a commanding officer’s action under this paragraph.

4. Situations warranting consideration of reduction or elimination of financial support requirements.

a. The gross income of the spouse exceeds the gross military pay of the Marine (including allowances). The income of the non-service member spouse will be based on his or her wages, before deductions are taken for taxes, voluntary allotments, and garnishments, together with income from all other sources, such as interest, dividends, and profits derived from property in that spouse’s possession. This does not relieve the Marine from the requirement to provide financial support for his or her adopted or biological minor children.

b. Interim financial support has been provided to the spouse for a continuous and uninterrupted period of 12 months. A commanding officer may reduce or eliminate the interim financial support requirements to support a spouse if: i) the parties have been separated for 12 months or longer; and ii) the Marine has made the financial support required in Paragraph 15004 for the entire 12 months (including instances where the Marine has voluntarily complied with this Chapter in the absence of a complaint for support to a commanding officer); and iii) the Marine has not acted in any manner to avoid service of process or otherwise to prevent a court from ruling on the issue of support. This does not relieve the Marine from the requirement to provide financial support for his or her adopted or biological minor children.

c. The Marine has been the victim of a substantiated instance of abuse by a spouse seeking support. A commanding officer may reduce or eliminate the interim financial support requirements to support a spouse if an instance of abuse committed by the complaining spouse against the Marine has been substantiated by either a family advocacy case management team at Level II or higher, or a court as evidenced by a judgment amounting to a conviction, or by issuance of a permanent restraining order (or similar order) against the complaining spouse. This does not relieve the Marine from the requirement to provide financial support for his or her adopted or biological minor children.

d. The Marine is paying regular and recurring obligations (such as rent or consumer debts) of the family members requesting support of sufficient magnitude and duration as to justify a reduction or elimination of support specified herein. If the commanding officer elects to give credit for such payments, they should be limited to the extent that such payments do not benefit the Marine, and should continue for as long as support is paid under this chapter.

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### 15006. FORM AND TIMING OF FINANCIAL SUPPORT PAYMENTS

1. Unless otherwise required by court order or by written financial support agreement, a financial support payment will be made directly to the family member in one of the following ways:

- a. Cash with receipts.
- b. Check.
- c. Money order.
- d. Electronic transfer.
- e. Voluntary allotment.

2. Unless otherwise required by a court order or by a written financial support agreement, a financial support payment shall be due on the first day of the month in which the financial support payment pertains.

### SAMPLE ORDER OF SUPPORT

From: Commanding Officer,  
To:

Subj: ORDER OF SUPPORT

Ref: (a) MCO P5800.16C (LEGADMINMAN), Chapter 15

1. On \_\_\_\_\_, this Command received a complaint from \_\_\_\_\_, alleging that since that time you did not provide an amount of support sufficient for the needs of your family.

2. On \_\_\_\_\_, you were counseled regarding this matter, and your obligations under the reference. At that time, you were afforded the opportunity to request that the support requirements of the reference be modified, and to provide reasons therefor.

3. Since there is no support agreement or order regarding this matter, you are ordered, per the reference, to pay \_\_\_\_\_ the sum of \$\_\_\_\_\_ per month, on the first of each month, as support. Support payments will be made by \_\_\_\_\_. This order will remain in full force and effect until such a support agreement or judicial order is obtained, or unless sooner modified by this Command.

#### **References:**

**MCO P5800.16C (LEGADMINMAN), Chapter 15**

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### 65. MILITARY PROTECTIVE ORDER (MPO)

(1) Background. Pursuant to the Fiscal Year 2009 National Defense Authorization Act and BASEGRAM 17-09 dated 14 April 2009, the CO, MCB CamPen is mandated to notify the appropriate civilian law enforcement agency upon the issuance of a Military Protective Order (MPO)" that includes or involves one or both affected parties who reside off-base within the jurisdiction. of the civilian law enforcement agency. The Act further requires that the CO, MCB CamPen notify the appropriate civilian law enforcement agency of any changes or cancellations to MPOs issued to any military member stationed aboard MCB CamPen, but who resides off-base. Per section 561 of the Act, MPOs issued by military commanders will remain in effect until terminated or modified by the military commanders. This in effect creates a standing order for a MPO until formally terminated. Additionally, section 562 of the Act requires mandatory notification by base commanders to civilian law enforcement agencies of the issuance of MPOs on their bases under certain conditions.

(2) Per section 562 of the Act, when a MPO is issued and one or both of the effected parties live off base, the base commander is mandated to notify the civilian law enforcement agency in the locality of the effected parties of the existence of the MPO. Information provided to the civilian law enforcement agencies includes 1) the issuance of the MPO, 2) the individuals involved in the MPO, and 3) notification of any changes or termination of the MPO. In effect, this requires the Commanding Officer, Marine Corps Base to collect all MPOs issued by subordinate and tenant commands aboard Camp Pendleton that involve an effected party living off base, and subsequently provide the cognizant local law enforcement agency the information listed above.

(3). After consultation between AC/S SJA and AC/S SES, it is determined that the Base Magistrate is best suited to collect the MPOs and disseminate the MPO information to the local law enforcement agencies. This determination was based on the Base Magistrate's existing relationships with commands and local law enforcement agencies relating to service of process aboard Camp Pendleton. Enclosure (1) is attached detailing the coordination and responsibilities of commands and the Base Magistrate.

(4). As the new requirements for MPOs are federal law involving the Department of Defense with no collateral state requirements, it is not known how state and local law enforcement agencies will utilize the information contained in the MPOs. Their use of the MPOs could include entry into their internal data bases used for civilian temporary restraining orders up to an entry into the National Crime Information Center (NCIC). An entry into the NCIC can be of some concern as it is a national criminal data base that is utilized for criminal background checks. A MPO that is issued by a commander for the wrong reason could therefore have adverse consequences for the restrained Marine or Sailor.

(5). To address this issue, HQMC Judge Advocate Division has established a working group involving the Legal Assistance Directorate and the Military Justice Directorate to review the parameters of MPOs, to include consideration for limited due process before a commander can issue a MPO. Judge Advocate Division should provide additional guidance on this issue in the coming months.

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## MILITARY PROTECTIVE ORDER “FORM”

MILITARY PROTECTIVE ORDER								
<b>PRIVACY ACT STATEMENT</b>								
<p>In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose of the form and how it will be used. Please read it carefully.</p> <p><b>AUTHORITY:</b> 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; and National Defense Authorization Act for Fiscal Year 1995, Sec. 534.</p> <p><b>PRINCIPAL PURPOSE(S):</b> To inform the service member and the protected person that the commanding officer is issuing an order to the member prohibiting contact or communication with the protected person or members of the protected person's family or household and directing that the member take specified actions that support, or are in furtherance of, the prohibition.</p> <p><b>ROUTINE USE(S):</b> Any release of information outside of the Department of Defense shall be compatible with the purposes for which the information is being collected and shall be in accordance with an established routine use for the record system where the information is maintained.</p> <p><b>DISCLOSURE:</b> Voluntary. Failure to disclose/verify information will not delay either the issuance of the order or the enforceability of the order.</p>								
<b>1. SERVICE MEMBER</b>				<b>2. PROTECTED PERSON</b> <i>(Important: see NOTE)</i>				
a. RANK	b. LAST NAME	FIRST NAME	MI	a. RANK	b. LAST NAME	FIRST NAME	MI	
c. UNIT				c. UNIT				
d. INSTALLATION				d. INSTALLATION				
<b>NOTE:</b> Omit information in Item 2 that, if known to the service member in Item 1, could endanger the protected person.								
<b>3. INFORMATION SUPPORTING ISSUANCE OF THIS MILITARY PROTECTIVE ORDER</b>								
<b>4. THE PROTECTED PERSON HAS ALSO BEEN ISSUED THE FOLLOWING COURT ORDERS:</b>								
	a. Civil protection order issued (Date - YYYYMMDD) _____, in _____ Court.							
	_____ County, State of _____						<input type="checkbox"/>	Property Settlement
	b. Order issued (Date - YYYYMMDD) _____, in _____ Court.						<input type="checkbox"/>	Custody and/or Visitation
	_____ County, State of _____						<input type="checkbox"/>	

DD FORM 2873, JUL 2004

PREVIOUS EDITION IS OBSOLETE.

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Adobe Professional 7.0

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

<b>5. As a Commanding Officer with jurisdiction over the above-named service member, I find that there is sufficient reason to conclude that the issuance of an order is warranted in the best interest of good order and discipline. It is hereby ordered that (Initial applicable portions):</b>	
	a. The above-named service member is restrained from initiating any contact or communication with the above-named protected person either directly or through a third party. For purposes of this order, the term "communication" includes, but is not limited to, communication in person, or through a third party, via face-to-face contact, telephone, or in writing by letter, data fax, or electronic mail. If the protected person initiates any contact with the service member, the service member must immediately notify me regarding the facts and circumstances surrounding such contact.
	b. The above-named service member shall remain at all times and places at least _____ feet away from the above-named protected person and members of the protected person's family or household including, but not limited to, residences and workplaces. Members of the protected person's family or household include: <div style="background-color: #e0e0e0; height: 20px; width: 100%; margin-top: 5px;"></div>
	c. The above-named service member will vacate the military residence shared by the parties located at: <div style="background-color: #e0e0e0; height: 20px; width: 100%; margin-top: 5px;"></div>
	d. Until further notified, the above-named service member will be provided temporary military quarters at: <div style="background-color: #e0e0e0; height: 20px; width: 100%; margin-top: 5px;"></div>
	e. The above-named service member will attend the following counseling: <div style="background-color: #e0e0e0; height: 20px; width: 100%; margin-top: 5px;"></div>
	f. The above-named service member will surrender his/her government weapons custody card at the time of issuance of this order.
	g. The above-named service member will dispose of his/her personal firearm(s) that are located or stored on the installation at the time of issuance of this order.
	h. Exceptions to this order will be granted only after an advance request is made to me and approved by me.
	i. Other specific provisions of this order: <div style="background-color: #e0e0e0; height: 20px; width: 100%; margin-top: 5px;"></div>
<b>6. DURATION:</b> The terms of this order shall be effective until _____, unless sooner rescinded, modified, or extended in writing by me. <b>ENFORCEABILITY:</b> Violation of this order or an applicable civilian protection order shall constitute a violation of Article 90 of the Uniform Code of Military Justice.	
a. COMMANDING OFFICER'S SIGNATURE <div style="background-color: #e0e0e0; height: 20px; width: 100%; margin-top: 5px;"></div>	b. DATE (YYYYMMDD) <div style="background-color: #e0e0e0; height: 20px; width: 100%; margin-top: 5px;"></div>
<b>7. I hereby acknowledge receipt of a copy of this order and attest that I understand the terms and conditions it imposes on me.</b>	
a. SERVICE MEMBER'S SIGNATURE <div style="background-color: #e0e0e0; height: 20px; width: 100%; margin-top: 5px;"></div>	b. DATE (YYYYMMDD) <div style="background-color: #e0e0e0; height: 20px; width: 100%; margin-top: 5px;"></div>
<b>DISTRIBUTION:</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Service member</span> <span>Protected person (Custodial parent of protected child)</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Service member's local personnel file</span> <span></span> </div>	

DD FORM 2873 (BACK), JUL 2004

Reset

**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

66. NON-PUNITIVE LETTER OF CAUTION

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, Camp Pendleton, CA. 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.

M. DEBOSS

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IF I. LEAD (DATE)

**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

67. PAGE 11 AND 6105 EXAMPLES

1. 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 tailored to document the deficiency(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).**

2. 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: <sup>1</sup> 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 may result in judicial or adverse administrative action, including but not limited to administrative separation. I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be filed on the document side of the 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 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: <sup>1</sup> 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 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 on the document side of the service record. I choose to \_\_\_/not to \_\_\_ make such a statement.

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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 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 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.

### **DISRESPECT**

“ \_\_\_Date\_\_\_ : Counseled this date concerning the following deficiencies:

On 22 November 2012, in building XXXXX, located on board Camp Pendleton, CA 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 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.

### **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 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.

### **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 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 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.



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### 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 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.

#### **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 2012**

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### 68. 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-Camp Pendleton**

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)

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### 69. SEARCH AND SEIZURE

MCO 5580.2B  
27 AUG 2008  
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. Reasonable Suspicion. Articulable facts that, within the totality of the circumstances, lead an officer to reasonably suspect that criminal activity has been, is being, or is about to be committed. Reasonable suspicion must be more than a hunch or feeling, but need not meet the test for probable cause sufficient to apprehend or detain.

3. 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 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.

4. 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).

5. 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

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

- 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 for more information.
- b. Searches upon entry to 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 if any person or property of the person to be searched or the person with control of the place to be searched voluntarily consents to that search. Care should be exercised to ensure that the party who consents has cognizance over the area to be searched, and that the individual is not asked to identify property or an area to be searched, as such identification might be an unwarned admission, causing evidence discovered to be tainted and therefore inadmissible.
- 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 dangerous. Contraband or evidence located in the process of a lawful frisk may be seized.
- f. 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. This exception includes the passenger compartment of an automobile that was driven by an apprehended/ detained subject. This search must be contemporaneous in time and place with the apprehension/ detention.
- g. Searches within jails, confinement facilities, or similar facilities. These are always subject to search as no expectation of privacy reasonably exists.
- h. 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.
- i. Searches of open fields or woodlands. No expectation of privacy exists, therefore searches are lawful.
- j. Fresh (hot) pursuit. MPs/police officers who are pursuing a person that they have probable cause to believe is armed and has just committed a serious crime may, for the purpose of their own safety, the safety of the general public, and the prevention of escape, search the building into which they have pursued the person.

2. Items that May Be Seized. The legality of a seizure is a separate question from the legality of a search. In order for an item seized to be admissible evidence, the person seizing it (assuming that person is a government official) must have a reasonable belief, at the time he seizes the item, that such item is connected with a crime (i.e., contraband, the fruit of a crime, a weapon, or an item which aids in proof of the crime).

The following are the items which may be seized during a lawful search:

- a. Fruits of the Crime. These are items obtained during a crime. For example during a search of the premises in a burglary investigation, MPs/police officers may seize any items as evidence which were reported stolen in the burglary.
- b. Fruits of a Second Crime. MPs/police officers may also seize items from another crime, even if the second crime was never reported, or its existence is otherwise unknown to them. During searches of suspects connected with the

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military it is not uncommon to discover items of government property which have never been reported stolen. These items may be seized until a determination of their true ownership can be made.

c. Instruments of a Crime. This category includes items used to commit the crime, such as burglary tools, a gun, a checkbook, etc.

d. Contraband. This category includes any item whose mere possession is unlawful. Narcotics, marijuana, counterfeit money, or a sawed-off shotgun are examples of contraband items when they are in the possession of persons outside of their official duties. Additionally, contraband includes items which are legal to possess, but forbidden by valid military regulations in certain circumstances. Examples may include personal, lawfully registered firearms which are stored in barracks rooms in violation of barracks regulations.

e. Weapons. Any item which is or can be used as a weapon may be seized for the protection of MPs/police officers, even if the item is not connected with the offense for which the search was authorized.

f. Evidence of a Crime. This category includes items which do not fit into any of the above categories, but are evidence of the crime for which the search was authorized. Examples of this category include blood stained clothing, soil samples from shoes, or unique items of clothing or jewelry which were previously described by a witness.

g. The Plain View Doctrine. If a government official is in a permissible location when an item of evidence is seen, and if that official reasonably believed that the item is connected with criminal activity, then the item can be seized. In case of illegal drug or alcohol violations, the official's olfactory sense may be applied in the same manner, using a "plain smell" test for lawful seizure.

### **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 Affidavit for Search Authorization, OPNAV 5580/10. This form must be signed under oath. CID criminal investigators may obtain and swear to search warrants for locations outside the installation through NCIS and/or a local police/sheriff agency. See Reports and Forms Preparation Guide for the Navy Security Force for detailed information on completing forms.

b. 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.

c. It is the responsibility of MPs/police officers to prepare the Command Authorization for Search and Seizure, OPNAV 5580/9, for the signature of the commanding officer. 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.

d. 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, then the locks may be forced open by MPs/police officers in such a manner as to cause the least damage to the property.

e. 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.

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f. 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.

g. 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 one factor which will be considered in this determination.

b. A Permissive Authorization for Search and Seizure, OPNAV 5580/16, 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.

d. Although Miranda rights/Article 31 warnings are not legal requirements for obtaining valid consent for a permissive search, the individual must be notified of a right to refuse consent. It is therefore advisable that an individual be advised of his/her right to refuse consent prior to using consent as the basis for a 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. 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 to 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 not generally 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 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

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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 anti-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. It is possible to receive evidence from a private party search in many ways, some of which are listed below:

(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.

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(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 may be obtained by MPs/police officers for official purposes.

(2) Authority to Release Medical Information and Records, OPNAV 5527/14, 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. A Customer Consent and Authorization for Access to Financial Information form, OPNAV 5527/13, should be used to obtain access to the appropriate records. Additional guidance in this area should be obtained from the local staff judge advocate.

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.

(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,



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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.
- (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.

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d. Body Cavity Searches. Should visual examination of a suspect during a strip search and/or other information lead a MP/police officer to 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.
- (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.

### 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 and CPWDs 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.

#### 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.

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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; 27 AUG 2008**

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### 70. SUMMARY COURT MARTIAL INFORMATION

**Note:** The authority to convene a Summary Court Martial rests at the Battalion/Squadron level.

#### **Function**

- ✓ Used to promptly adjudicate minor offenses within commands using a simple format, ensuring the interests of both the government and accused are safeguarded
- ✓ Minor 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 2012, Pg. II-179 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

MCM 2012, Pg. II-179 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 Adseps and get a conviction for the alleged misconduct

MCM 2012, 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**

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

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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
- ✓ The convening authority may not be the summary court-martial of that command or detachment

MCM 2012, Pg. II-180 and Pg. II-48 Para. (d)(2)

### **COMPOSITION**

- ✓ SCM is composed of one commissioned officer 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
- ✓ Appointing letter needed for all Lieutenants and Chief Warrant Officers

MCM 2012, Pg. II-179 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 2012, Pg. II-179 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

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- 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 2012, Pg. II-179 Para. 2(d) and (discussion)

- ✓ Reduce one pay grade for Sgt's and above
- ✓ A summary court-martial officer can recommend suspension of all or part of a sentence

MCM 2012, pg. II-179 (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 2012, pg. II-30 (Rule 308) and II-180 Para.(a)(1)(Rule 1304)

### **SUMMARY COURT MARTIAL (TRIAL PROCEEDINGS)**

Three Portions

- Preliminary Proceedings
- Trial Proceedings
- Findings/Sentencing

MCM 2012, Pg. II-181 Para.(1) thru (2) f.

- 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 when determining the sentence

MCM 2012, Pg. II-182, Para. (F)(i) and II-113, R.C.M. 918

### **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 adsep up the chain for processing with the SCM post trial docs.

### **COMMON ISSUES/CONCERNS WITH SUMMARIES**

- ✓ SCMO has something to do (Medical/Dental)

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- ✓ SNCO's removing accused rank immediately
- ✓ Accused being dropped off without command representation

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### 71. UNAUTHORIZED ABSENCE (UA/DESERTER PROCEDURES)

#### **UNAUTHORIZED ABSENCE STATUS**

If a Marine –

- a. Is absent from the parent command without authorized leave or orders;
- b. Missed movement;
- c. Failed to comply with stragglers orders; or
- d. 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 P4050.38\_.

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 –

- a. Is absent from the parent command without authority over 30 days; or
- b. 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
- c. Is an escaped prisoner (see paragraph 5011 for detailed instructions); or
- d. 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
- e. Is a person who's location is known, Commanders may publish a DD Form 553 to ensure the Marine is apprehended with dispatch.

2. Then take the following actions -



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- a. 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.
    - (5) Block by block instructions for completing the DD Form 553 are contained in figure 5-10.
    - (6) 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.
    - (8) 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 on the cardholders to obtain the cards. If a cardholder still refuses to return the card, local medical facilities

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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.

2. 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.

3. Dependents occupying Government quarters will be directed to vacate those quarters per MCO P11000.22.

### **STRAGGLERS ORDERS**

a. 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:**

- (1) They are in violation of a previously issued set of stragglers orders;
- (2) They are escaped prisoners;
- (3) They indicate that they will not comply with stragglers orders;
- (4) A law enforcement agent requests that they be returned under guard;
- (5) The Marine Corps representative assuming physical custody determines that they will not comply with the stragglers orders;
- (6) They have previously been apprehended by civil or military authorities for unauthorized absence;
- (7) They have serious military charges pending at their parent command; or
- (8) They have been classified by competent authority as dangerous or escape risks.

b. 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 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

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appropriation data from the PCSO if the UA is less than 31 days.

c. 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.

e. Distribution of stragglers orders:

(1) 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.

(2) Forward an authenticated copy of the stragglers orders, signed by the Marine, to CMC (PSL).

(3) 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.

(4) Give the signed original to the Marine.

(5) 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**

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- a. Inform chain of command.
- b. Run Marine UA in MOL.
- 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 P4050.38D (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 10<sup>th</sup> 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

### **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**

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 72. 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

**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

73. 30 DAY LETTER EXAMPLE

Mr. John Beltbuckle  
3784 XXXXXX Blvd  
XXXXXXXX TX, 12345

Dear Mr. John Beltbuckle,

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

# SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

74. [DD FORM 553](#)

<b>DEserter/ABSENTEE WANTED BY THE ARMED FORCES</b>		3. 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 occurs in transit, list old and new unit in Remarks)	
<b>4. DISTRIBUTION</b>			
<b>5. ABSENTEE IDENTIFICATION</b>			
a. NAME (Last, First, Middle Initial)		b. GRADE/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"/> HISPANIC OR LATINO <input type="checkbox"/> NOT HISPANIC OR LATINO <input type="checkbox"/> DECLINE TO RESPOND	
<input type="checkbox"/> NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER <input type="checkbox"/> WHITE <input type="checkbox"/> DECLINE TO RESPOND			
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"/> VIOLET		<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. MARITAL STATUS			
a. MILITARY OCCUPATION		b. PERMANENT RESIDENCE ADDRESS (Include ZIP Code)	
c. CIVILIAN OCCUPATION			
<b>6. CURRENT ENLISTMENT</b>		<b>7. ENTRY INTO CURRENT PERIOD OF SERVICE</b>	
a. DATE (YYYYMMDD)	b. PLACE (City and State)	a. DATE (YYYYMMDD)	b. PLACE (City and State)
<b>8. TIME OF ABSENCE</b>		<b>9. ADMINISTRATIVE DATE OF DESERTION (YYYYMMDD)</b>	
a. DATE (YYYYMMDD)	b. HOUR		
<b>11. ESCAPED OR SENTENCED PRISONER (X as applicable)</b>		<b>12. DISCHARGE STATUS (X as applicable)</b>	
<input type="checkbox"/> YES <input type="checkbox"/> NO IF "YES," SPECIFY CHARGE:		<input type="checkbox"/> DISCHARGED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> SUSPENDED <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>13. OPERATOR'S LICENSE</b>		<b>14. VEHICLE LICENSE</b>	
a. NUMBER	b. STATE	c. EXP. DATE (YYYYMMDD)	d. TYPE
a. PLATE NO.	b. STATE	c. EXP. DATE (YYYYMMDD)	d. TYPE
<b>15. VEHICLE</b>			
a. VEHICLE IDENTIFICATION NUMBER	b. YEAR	c. MAKE	d. MODEL
e. STYLE	f. COLOR		
<b>16. RELATIVES AND/OR PERSONS KNOWN BY ABSENTEE (If more space is needed, continue in Remarks or on a separate page, making reference to this form number.)</b>			
a. NAME (Last, First, Middle Initial)		b. ADDRESS (Include ZIP Code)	
10			
11			
12			
13			
14			
15			

DD FORM 553, MAY 2004

PREVIOUS EDITION IS OBSOLETE.

Page 1 of 2 Pages  
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# SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

76. REPORT OF RETURN OF ABSENTEE (DD FORM 616)

REPORT OF RETURN OF ABSENTEE			REPORT CONTROL SYMBOL DD-P&R(SA)1454	
<b>IMPORTANT NOTICE</b> 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.			<b>1. DISTRIBUTION</b> <i>(Same as DD Form 553 at time of absence)</i>  CMC Code PCS-40 SRB PNOCE	
<b>2. NAME OF ABSENTEE</b> <i>(Last, First, Middle Initial)</i>				
<b>3. SERVICE</b>	<b>4. SOCIAL SECURITY NO.</b>	<b>5. GRADE OR RATE</b>		
<b>6. FORMER ABSENTEE STATUS</b>				
<b>a. FORMER STATUS</b> <i>(X one)</i>		<b>b. DATES OF ABSENCE BEGAN</b> <i>(YYYYMMDD)</i>		
<input type="checkbox"/> (1) ESCAPED OR SENTENCED PRISONER <input checked="" type="checkbox"/> (2) ABSENTEE <input type="checkbox"/> (3) DESERTER <i>(Administrative)</i>				
<b>c. ORGANIZATION AND INSTALLATION FROM WHICH ABSENT</b>				
2d Bn, 11th Mar, 1st MacDiv				
<b>7. CIRCUMSTANCES OF ABSENTEE'S RETURN</b>				
<b>a. MODE OF RETURN</b> <i>(X one)</i>		<b>b. AUTHORITIES TO WHOM ABSENTEE SURRENDERED OR BY WHOM APPREHENDED</b> <i>(X one)</i>		
<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		
<b>c. PLACE OF INITIAL RETURN</b>				
2d Bn, 11th Mar, 1st MacDiv				
<b>d. DATE/ HOUR OF INITIAL RETURN</b> <i>(YYYYMMDD)</i>				
<b>a. REQUIRED ACTION</b> <i>(X one)</i>				
<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) SAFERKEEPING				
<b>b. MILITARY ORGANIZATION AND INSTALLATION OR CIVILIAN LOCATION</b>				
2d Bn, 11th Mar, 1st MacDiv				
<b>8. DATE RETURNED TO MILITARY CONTROL</b> <i>(YYYYMMDD)</i>				
<b>B. DISPOSITION OF ABSENTEE</b>				
<b>a. ACTION BY MILITARY AUTHORITIES</b> <i>(X one)</i>		<b>b. TO</b> <i>(Name of Command in charge of absentee)</i>		<b>c. COST OF TRANSPORTATION</b> <i>(To be charged to the individual's account)</i>
<input checked="" type="checkbox"/> (1) RETAINED <input type="checkbox"/> (2) TRANSFERRED <input type="checkbox"/> (3) TECHNICAL ARREST ORDERS <input type="checkbox"/> (4) GUARD		2d Bn, 11th Mar, 1st MacDiv		\$ 0.00
<b>D. REMARKS</b> <i>(Include location of Service, Physical/Health Remarks)</i>				
N/A				
<b>10. AUTHORIZING OFFICIAL</b>				
<b>a. TYPED NAME</b> <i>(Last, First, Middle Initial)</i>		<b>b. GRADE</b>	<b>c. TITLE</b>	
<b>d. ORGANIZATION</b>		<b>e. SIGNATURE</b> <i>(Sign #/1 applies)</i>		<b>f. DATE SIGNED</b> <i>(YYYYMMDD)</i>

DD FORM 616, DEC 1999 PREVIOUS EDITION IS OBSOLETE. Revised   Addenda/Pollbook 7.0

**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
- DD Form 553, May 2004 DESERTER/ABSENTEE WANTED BY THE ARMED FORCES

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 77. VICTIM WITNESS ASSISTANCE PROGRAM (VWAP)

#### PURPOSE & GOALS

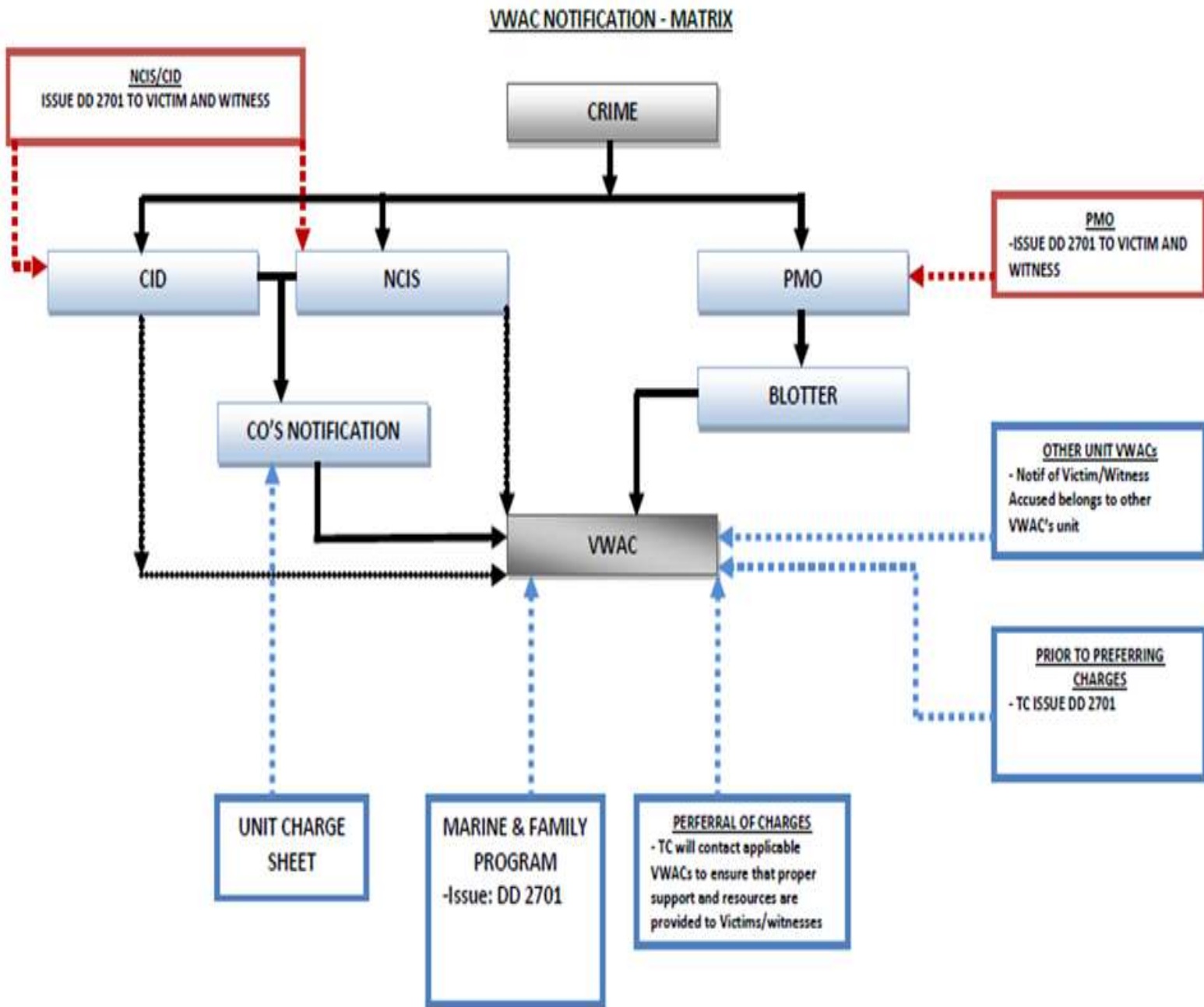
- Ensure that victims and witness receive appropriate response and assistance
- Protect victims from further harm or hardship
- Ensure all victims are aware of their rights and are provided serviced they need
- Employ a **multi-disciplinary** approach to assisting victims and witnesses by combining the 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

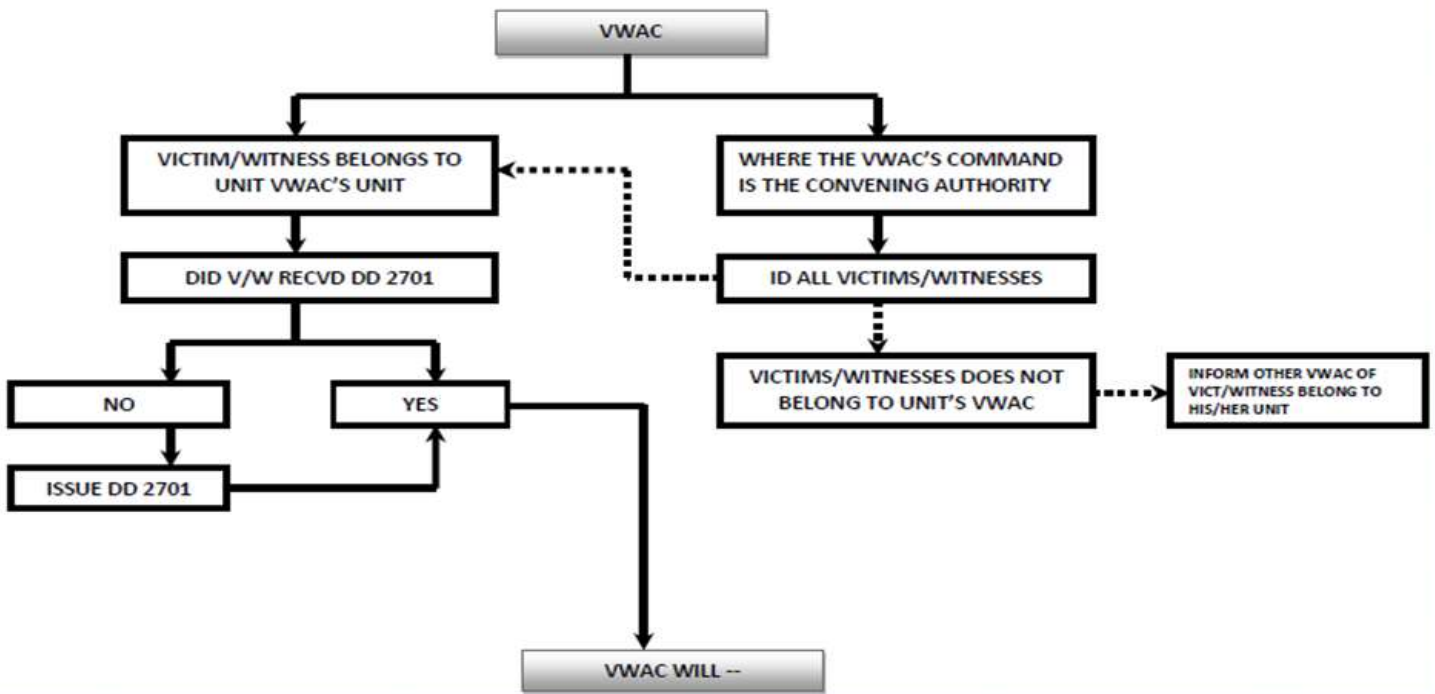
# SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

## VWAP FLOW CHARTS:

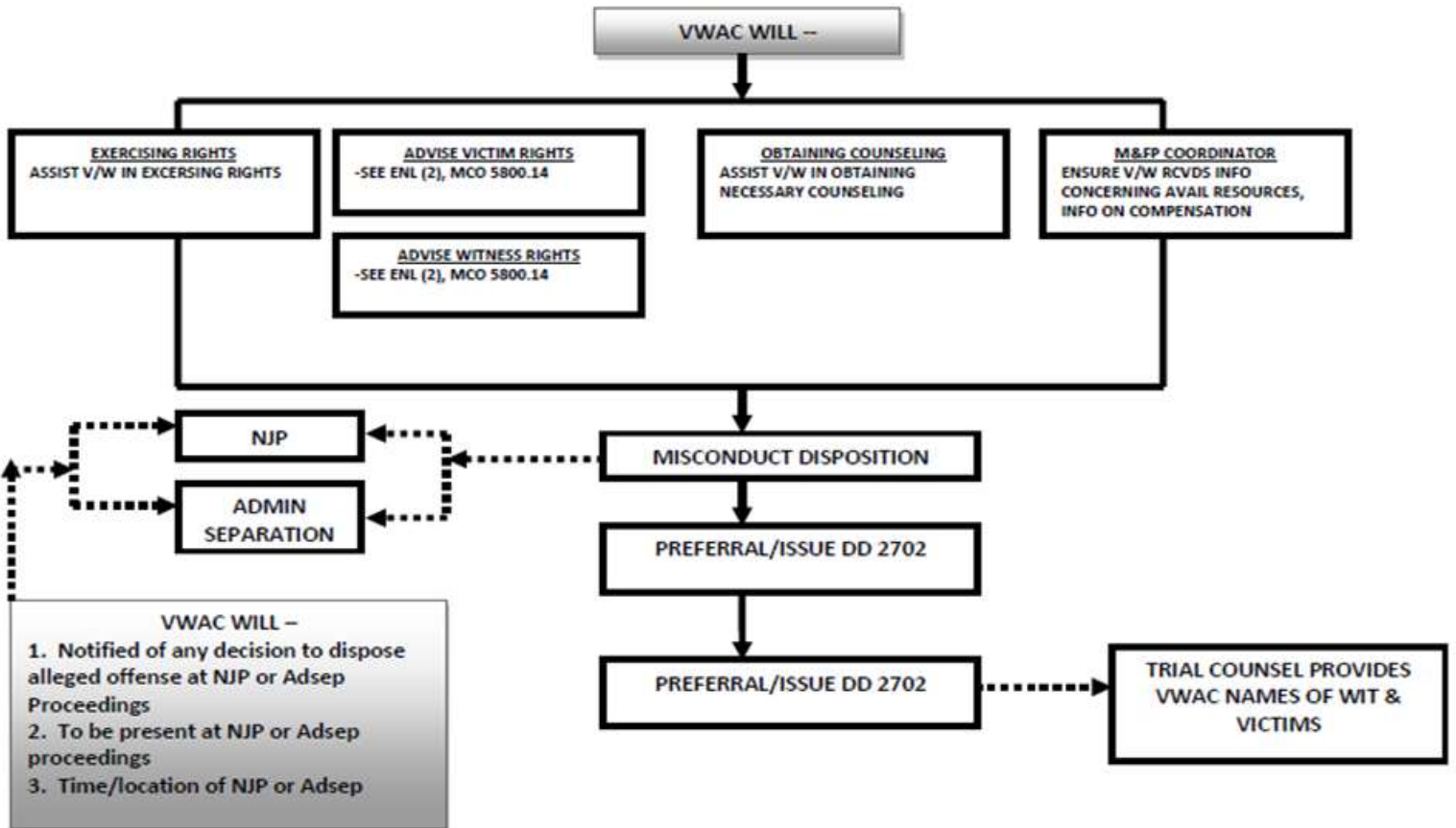


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VWAC'S DD 2701/ID ACTION MATRIX

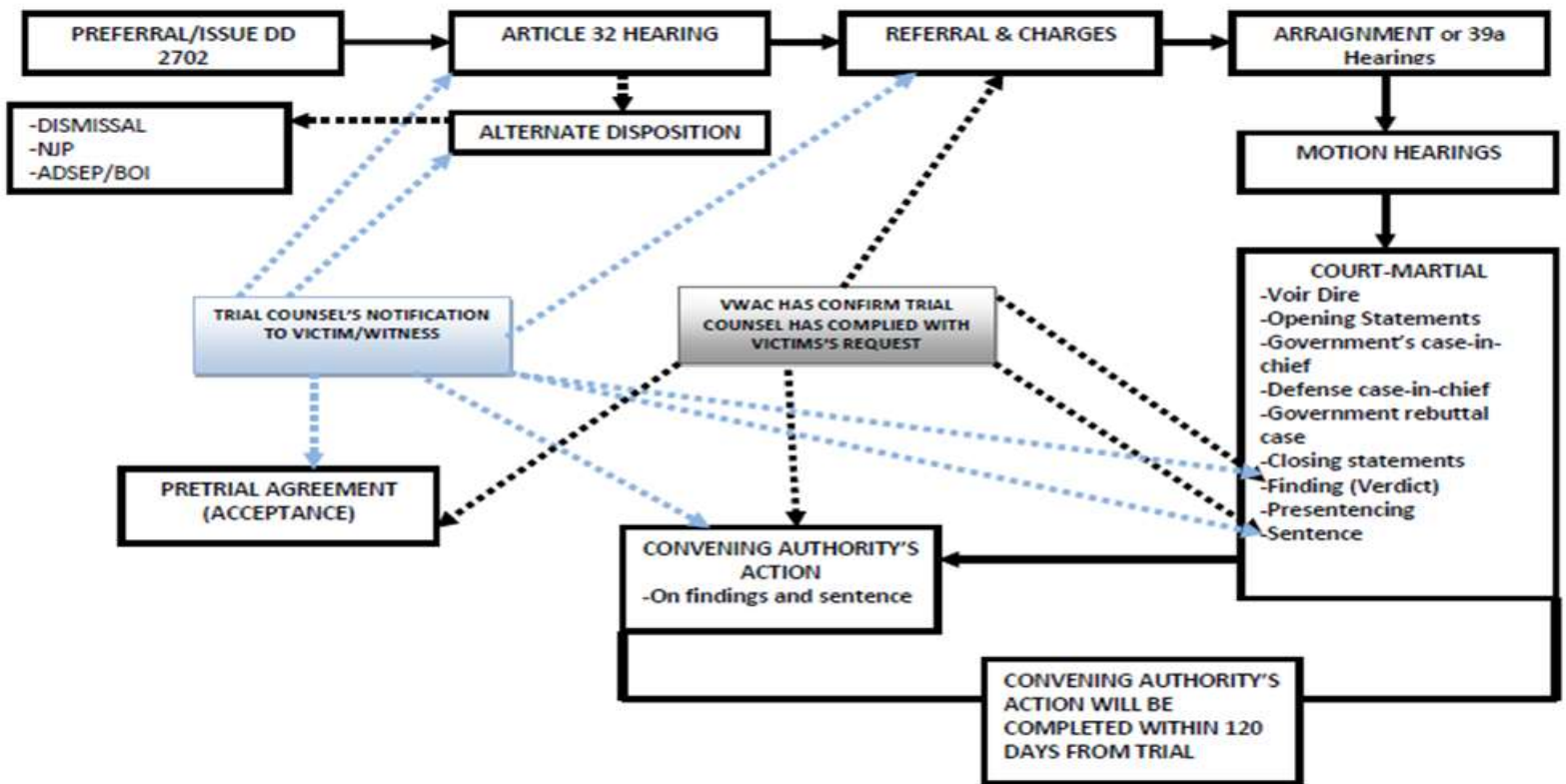


VWAC'S ACTION AFTER DD 2701/ID MATRIX



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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



## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 78. 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
- 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

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- 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:

[http://community.marines.mil/news/publications/Pages/MCO175411\(PRELIM\).aspx](http://community.marines.mil/news/publications/Pages/MCO175411(PRELIM).aspx)

### **References:**

**MCO 1754.11**

**BO 1752.1 (Camp Pendleton)**



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### 79. EDUCATION INFORMATION (TUITION ASSISTANCE & MILITARY TESTING)

#### **MARINE WITH GT 100 or HIGHER:**

- College 101
- Counseling appointment
- <https://myeducation.netc.navy.mil>

#### **MARINE WITH GT 99 or BELOW:**

- College 101
- Test of Adult Basic Education (TABE) 10.2 or higher
- Counseling appointment
- <https://myeducation.netc.navy.mil>

#### **ASVAB**

- College 101
- Test of Adult Basic Education (TABE) below 10.2
- Military Academic Skills Program (MASP)
- Letter of acknowledgement from command
- Enroll at Palomar College
- Permissive TAD orders
- Counseling appointment
- <https://myeducation.netc.navy.mil>

#### **AFCT RETEST POLICY**

- Command request letter signed by BN CO
- Copy of MCTFS test print out (not BIR/BTR)
- Has not tested within the last 6 months

#### **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 571/05 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 571/05)

#### **TESTING PROGRAM:**

- i. Certification Testing.
- ii. College Level Exams: proctored exams, ACT, SAT, CLEP, DSST, GED.

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

iii. 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 personnel.

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 80. KEY MEDICAL INFORMATION FOR 1STSGTs

#### **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 DVBIC 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**

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.

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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 :  
<http://www.marines.mil/News/Messages/MessagesDisplay/tabid/13286/Article/112307/limited-duty-and-disability-processing.aspx>
2. The responsibility for tracking LIMDU is on the S-1, 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
  - 3<sup>rd</sup> 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):**

- 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

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

- 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](mailto: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 for 5<sup>th</sup> Marines get sent to 5<sup>th</sup> Marines PersO to obtain a Regimental Commander Endorsement letter, and are then emailed to Mr. Danny Bagwell at WWB: [danny.bagwell@usmc.mil](mailto: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)
  - 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](mailto: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.

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 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. DODI 6490.04 (This reference covers command directed mental health evaluations):  
<http://www.dtic.mil/whs/directives/corres/pdf/649004p.pdf>
3. 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>
4. **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:

<http://www.dtic.mil/whs/directives/corres/pdf/649004p.pdf>

#### **References:**

**DoDI 6490.04, March 4, 2013**

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 81. 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 of (60) days.
- 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**

# SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

## 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/TEMU for treatment is indicated, and any PRT 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 Covering 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 MedBOLTT
- Briefing to Patient on Limited Duty/MEBs
- Notification to MTF LIMDU Coordinator
- Notification to Parent Command

\_\_\_\_\_  
Patient Administration Officer/Medical Boards Officer Printed Name, Signature, and Date

**ROUTING:** Original to Patient Health Record; copies to Patient, Parent Command, PSD, MEBR Case File, and PERS-4821 or MMSR-4

NAVMED 6100/5 (Rev. 08-2004)  
PREVIOUS EDITIONS OBSOLETE



# SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

## 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.

JOINT DoD / VA DISABILITY EVALUATION PILOT REFERRAL			
<b>SECTION 1: MILITARY TREATMENT FACILITY PROVIDER REFERRAL</b>			
1. Service Member Name		2. Rank / Grade	3. Service / Component
Last	First	MI	
4. Gender	5. Date of Birth		6. Military Treatment Facility
	MM / DD / YYYY		
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			
<b>SECTION 2: PATIENT INFORMATION (TO BE COMPLETED BY PATIENT OR HIS/HER DESIGNEE)</b>			
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			
<b>SECTION 3: PHYSICAL EVALUATION BOARD LIAISON OFFICER/MEDICAL BOARD CASE WORKER</b>			
1. Date Referral Received	2. DES Case ID		
MM / DD / YYYY	(For example A-00012-1)		
3. Service member counseled on DoD DES Pilot	4. Date DES Case file forwarded to Military Service Coordinator		
MM / DD / YYYY		MM / DD / YYYY	
PEBLO / MEB Case Worker Name: _____			
Signature: _____			
MM / DD / YYYY			
<b>SECTION 4: MILITARY SERVICES COORDINATOR (VA REPRESENTATIVE)</b>			
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 21-0619) 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		
<b>SECTION 5: MILITARY TREATMENT FACILITY (Follow-up Medical Evaluation Board Actions)</b>			
1. Date DES Case file received (PEBLO / MEB Case Worker)	2. Date Narrative Summary signed (Provider / PEBLO / MEB Case Worker)		
MM / DD / YYYY	MM / DD / YYYY		
3. Date DES Case sent to MEB (PEBLO / MEB Case Worker)	4. Date MEB action completed (Medical Board)		
MM / DD / YYYY	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		

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### PACKAGE COMPLETION

The following document will be required from the command on all Medical Board cases and 3<sup>rd</sup> or higher Limited Duty

- **NON-MEDICAL ASSESSMENT** used by the command to comment on how the members condition affects his ability to be a Marine

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

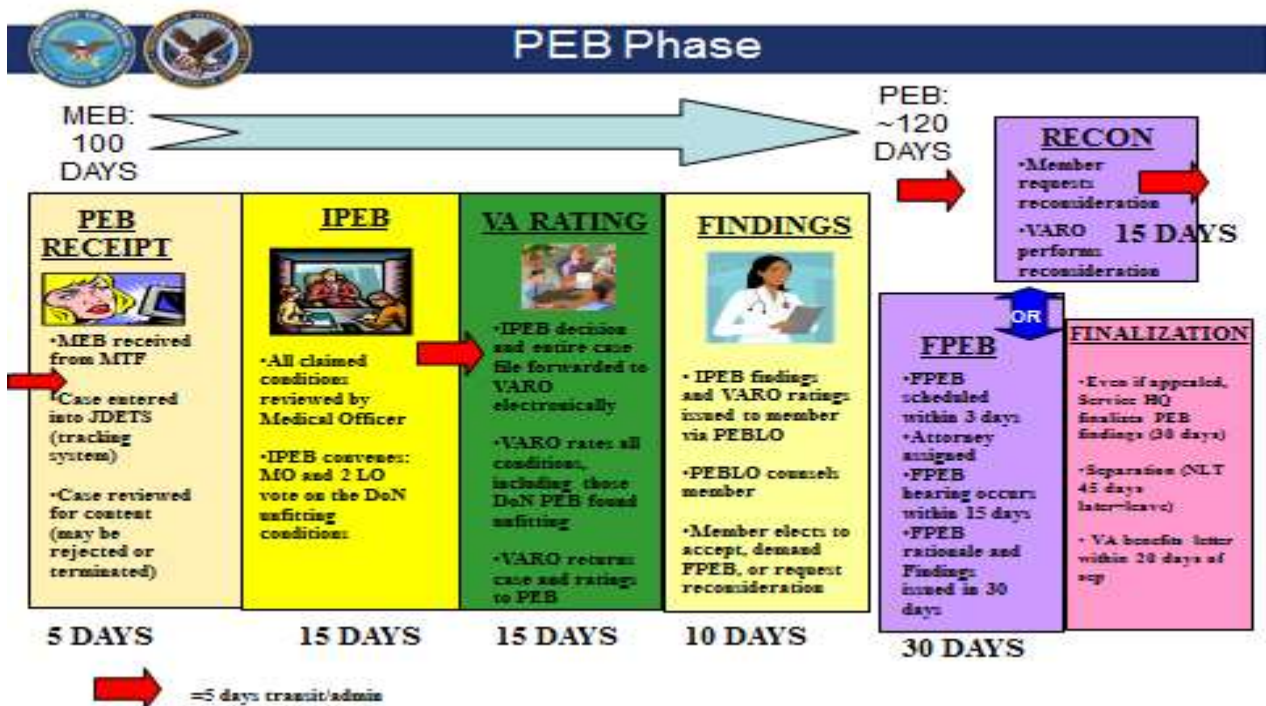
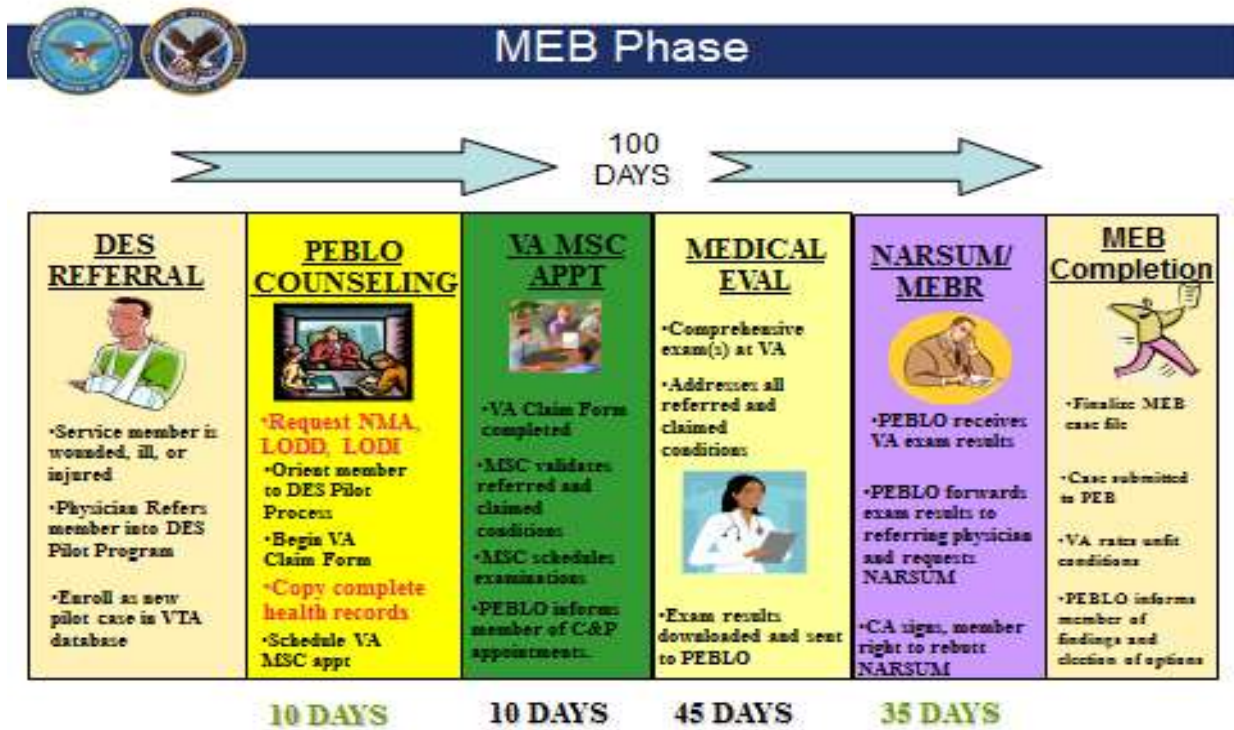
• Separation occurs no later than 27<sup>th</sup> of the month (NLT 45 days later + leave)

• 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)

# SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION



## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 82. 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](#)

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 83. HUMANITARIAN TRANSFER

#### **HUMANITARIAN TYPES**

Ref: MCO P1000.6G Para 1301 (Acts Man)  
Permissive Temporary Additional Duty (PTAD)  
Up to 6 mos (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  
Command initiates request for PTAD, HUMS transfer or Hardship Discharge accordingly  
Format in accordance with the ACTS Manual  
Command endorsement  
If disciplinary action or PEB is pending generally cannot apply for HUMS

#### **CONTACT INFORMATION (HQMC)**

HUMS Monitor  
Commercial (703) 784-9329/9330  
DSN 278-9329/9330  
Fax (703) 784-9845

#### **SAMPLE HUMS PACKAGE**

Ref: MCO P1000.6G, ACTSMAN

For more information contact:

Mrs. Catherine B. Hill: [mailto: Catherine.Hill@USMC.MIL](mailto:Catherine.Hill@USMC.MIL)  
Mr. Carlton J. Coleman: [mailto: Carlton.Coleman@.USMC.MIL](mailto:Carlton.Coleman@.USMC.MIL)

MMEA-86  
Commercial: (703) 784-9329/9330  
DSN: 278-9329/9330

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

FAX: (703) 784-9845

### 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.

### 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 WASHINGTON DC//MMEA-86//

UNCLAS //NO1300//  
MSGID/GENADMIN//

**SUBJ/HUMS ATTACHMENT ICO GYSGT D D DOGG 123 45 6789/0369 USMC//**

REF/A/DOC/CMC MIFE/22JUN98//

AMPN/REF A IS ACTSMAN, 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 123 45 6789/0369 USMC

B. 3DBN 5THMAR 1STMARDIV MCC V35

C. 980725 - 980817 EMERGENCY 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-86 WITHIN 15 DAYS.

BT

#0001

**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

**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

FIRST ENDORSEMENT on GySgt D. D. Dogg's ltr 1700/Admin dtd 31 Aug 98

From: Inspector-Instructor

To: Commandant of the Marine Corps(MMEA-86)

Subj: REQUEST FOR HUMANITARIAN TRANSFER ON GYSGT DEVIL D. DOGG 123 45  
6789/0369 USMC

1. Forwarded, recommending approval.
2. Gunnery Sergeant Dogg has been attached to this unit in a PTAD status since 18 August 2013. During this period he has made every possible attempt to alleviate his hardship. This command feels that his situation is long term in nature and we recommend that he be considered for a hardship discharge.

M. M. XXXXX

**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

From: Gunnery Sergeant Devil D. Jones 123 45 6789/0369 USMC

To: Commandant of the Marine Corps(MMEA-86), Headquarters, U.S.  
Marine Corps, 2 Navy Annex, Washington, D.C. 20380-1775

Via: Inspector-Instructor, Company Z, 9th Battalion, 99th  
Marines, 4th Marine Division, Windy City, IL

Subj: REQUEST FOR HUMANITARIAN TRANSFER

Ref: (a) MCO P1000.6F

(b) Naval Message 180900Z Aug 98

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

Encl: (1) Statement from Q.U. Ackerly, M.D., Windy City Medical  
Center dtd 28 August 2013  
(2) Statement from Juan A. Jones (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 2013 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.
3. A transfer to I-I Staff Windy City 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 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 Mothers home where I will provide care.
6. The following relative requires my assistance:  
  
Margeret K. Jones, 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. Jones, 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, Tel: (555) 867-2212.
10. I have no prior HUMS requests.
11. If my request for transfer cannot be granted, I will not accept a hardship discharge.
12. A statement from the attending physician (Q.U. Ackerly) is enclosed (See: Encl 1).
13. My situation does not involve single parent-hood.
14. N/A
15. I intend to reenlist at the end of my current contract.

D. D. JONES



**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

MEDICAL CENTER OF WINDY CITY

□

-----  
26 August 2013

RE: M. Jones  
DMR# 11234

To the Commandant of the Marine Corps:

Please be advised that my patient, Mrs. Jones, 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

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-86//  
RUEACMC/CMC WASHINGTON DC//MMEA-86//  
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 P1000.6G/-/19JUL1995//  
POC/JOHN DOE/MARLNO/LOC:I-I STF SAN DIEGO CA  
/EMAIL:xxxxxxxx@xxxxx.USMC.MIL COMM: (xxx)xxx-xxxx//

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

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.

2. 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 P1754.4A EFMP**

**BuMed Inst 6300.8 Organ Donations**

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 84. 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:**

- 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...)

# SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

## DSR MESSAGE TEXT

UNCLAS//NO1300//  
 MSGID/GENADMIN//  
 SUBJ/DEPLOYMENT STAFFING REPORT FOR [REDACTED] //  
 REF/A/MSG/CMC WASH DC NMRA-12/[REDACTED] //  
 REF/B/MSG/CMC/170914Z/AUG 06 MIFUC PERSONNEL ADMIN ADVISORY 06-06//  
 AMPN/REF A IS CMC WASHDC DEPLOYMENT STAFFING IMPLEMENTATION MSG//  
 POC/GALARZA G. T./CYSCT/ADMIN CHIEF/TEL: DSN 365-5152//  
 RMKS/1. PER REF B ATTACHED IS AN EXCEL DOCUMENT CONTAINING [REDACTED]'S DSR  
 INFORMATION FOR THE MONTH OF [REDACTED]. EAS CUTOFF IS [REDACTED] //  
 2. COMMANDER'S COMMENTS: BLAH BLAH BLAH I NEED MORE BODIES. BLAH  
 BLAH BLAH. WHAAAAAAAAAAAAAHHH. //

DSR'S WILL BE SUBMITTED THIS WAY FROM NOW ON. THE DSR MESSAGE TEXT WILL BE ACCOMPANIED BY AN EXCEL SPREADSHEET CONTAINING THE DSR INFORMATION FOR THE REPORTING UNIT.

FILL IN THE BLANK SPACES WITH THE CORRECT INFORMATION FOR THE REPORTING UNIT. COMMANDERS COMMENTS ARE VALUED AND REQUIRED BY HQMC.

The screenshot shows an Excel spreadsheet with the following columns: 1. SR NUMBERS, 2. MOS, 3. S/G, 4. O/B, 5. MEDLEG OTHER, 6. ORD, 7. EAS N/DEPL, 8. TOTAL N/DEPL, 9. STD DEPL, 10. OVER/UNDER. The spreadsheet contains data for various Marine units and their deployment status.

**Callout 1:** Reflects only ENLISTED Marines permanently assigned to your unit. Marines from any other MOC administratively attached to your unit will NOT be accounted for in this column.

**Callout 2:** This column is for 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 move.

**Callout 3:** First term Marines lacking sufficient time on their current enlistment, based on the EAS cutoff and deployment date should be accounted for in this column.

**Callout 4:** The column lists those Marines that have sufficient time on their current obligated service contract to deploy but cannot deploy because of a medical, legal, or some other reason or condition. A Marine who is EAS Non-deployable will NOT be listed in this column.

**Callout 5:** Any Marine entered in this column, must also be listed in the numbers tab below with Last Name, Rank, SSN, MOS, Reason, and Code.  
 Codes: R=retain/rehabilitate for deployment  
 D=Discharge prior to deployment  
 T=Transfer for future rehabilitation

**Callout 6:** In addition, it is critical that appropriate source documentation verifying the status of these Marines, be forwarded to the IPAC for unit diary input and posting to the MCIFS/3270.

**Callout 7:** Over / Under S/G

**Callout 8:** This column will represent the total number of Deployable Marines at the time of unit's DSR Submission. Subtracting the sum of the EAS number, the PCS/PCANumber, and the non-deployable Number from the on-hand strength, is the ONLY Way this deployable number can be obtained

**Callout 9:** Include in this column those Marines who do not have sufficient obligated service to complete the entire deployment but have, at least, 160 days until EAS or execution of PCS/PCA. This Marines must "redeploy" / return to CONUS, 45 days prior to EAS or PCS. Pre-Sep /TAVIP should be completed prior to deploying. DO NOT COUNT THESE MARINES AGAINST YOUR UNIT'S OVERALL DEPLOYABLE STRENGTH (DEPL COLUMN)

**Callout 10:** THE NEXT PAGE WILL DETAIL THE SECOND TAB OF THE EXCEL DSR FOR NAMES

**Callout 11:** TOTAL ALL COLUMNS

## **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)

## DEFINITIONS continued

(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 11 ENTRY HAS BEEN MADE.

(C). ADDITIONALLY, LIST ALL CAREER MARINES REFUSING TO EXTEND/RELIST 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 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.



## DEFINITIONS continued

**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.

**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

**DSR SECTION EXPLANATIONS:**

**SECTIONS**

On the second tab of the Excel DSR document, you will provide the DSR Paragraph sections required by your implementation message. **DSR submissions will be in this format.**

**When listing Marines’ information, you must provide whole SSN’s in order for HQMC to accurately review your DSR.**

<b>2. MED/LEG/OTHER</b>						
<b>NAME</b>	<b>RANK</b>	<b>SSN</b>	<b>PMOS</b>	<b>EAS</b>	<b>REASON</b>	<b>INT CD</b>

List all Marines that are nondeployable due to their medical/legal status or other circumstance/condition. A Marine who has been approved for a lateral move will not deploy in their “old” MOS and will be considered nondeployable unless a request and subsequent approval is communicated via naval message to MMEA.

Use the following codes to represent your intention for each Marine:

- R – Retain, Rehabilitate for deployment
- D – Discharge Prior to Deployment
- T – Transfer to other MCC

**NOTE:** A concerted effort to either discharge or rehabilitate and deploy Marines who become non-deployable after your lock-on date must be made. Transferring Marines whose EAS might not support deployment in your unit to another unit will be IAW the CPG. Notification by the command to CMC (MMEA) is essential and only CMC (MMEA) can issue appropriate transfer orders.

<b>3. ORDERS</b>					
<b>NAME</b>	<b>RANK</b>	<b>SSN</b>	<b>PMOS</b>	<b>EDD</b>	<b>REMARKS</b>

List all Marines in receipt of orders issued by CMC (MMEA) and will execute orders prior to or during the Unit Deployment

<b>4. FIRST TERM EAS</b>					
<b>NAME</b>	<b>RANK</b>	<b>SSN</b>	<b>PMOS</b>	<b>EAS</b>	<b>REMARKS</b>

List all first-term Marines lacking sufficient obligated service on their current enlistment, based on the EAS Cutoff date established on the implementation message. **You will include Short Term Deployables in this section.**

<b>5. CAREER EAS</b>					
<b>NAME</b>	<b>RANK</b>	<b>SSN</b>	<b>PMOS</b>	<b>EAS</b>	<b>REMARKS</b>

List all Career Marines not meeting the EAS Cutoff established on your implementation message refusing to extend/re-enlist for deployment:

**NOTE:** Career Marines lacking sufficient time on their current enlistment, but who are otherwise eligible to reenlist and deploy with your unit, 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 a RE-30 reenlistment code as appropriate.

<b>6. STD</b>					
<b>NAME</b>	<b>GD</b>	<b>SSN</b>	<b>MOS</b>	<b>MOS</b>	<b>REMARKS</b>

List all Marines having an Expiration of Active Service that is at least 91 days beyond the deploy date but do not make the established EAS Cutoff. These Marines do not have sufficient obligated service to complete the entire deployment but are able to complete a portion of the deployment.



## LIMITED DUTY STATUS

“Non-deploying” Marines **WILL** fall into 1 of these 3 categories:

1. **EAS non-deployable** because their remaining obligated service does not meet or exceed the EAS cutoff, per the unit’s implementation message
2. **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.
3. **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. Those in RED are most common.

	<b>English description</b>	<b>CODE</b>
157 000	<b>DUTY LIMIT CONSCIENTIOUS OBJECTOR</b> Must be designated by competent authority per current directives.	<b>A</b>
157 001	<b>DUTY LIMIT HAZARDOUS AREA RESTRICTION</b> Must have competent medical authority documentation	<b>R</b>
157 002	<b>DUTY LIMIT INSUFFICIENT ACTIVE SERVICE</b> Has not completed, at least, 84 days of active duty	<b>B</b>
<b>157 005</b>	<b>DUTY LIMIT NONE</b> Does not have any restrictions on duty	<b>0</b>
<b>157 006</b>	<b>DUTY LIMIT LIMITED DUTY MEDICAL BOARD</b> Is classified as “not physically qualified” for combat by competent authority	<b>Q</b>
157 007	<b>DUTY LIMIT PHYSICAL REMEDIAL PROGRAM</b> Enlisted under physical remedial program	<b>C</b>
157 009	<b>DUTY LIMIT SOLE SURVIVING SON</b> Has been designated a “sole surviving son” per current directives.	<b>M</b>
157 012	<b>DUTY LIMIT 17 YRS</b> Is less than 18 years of age at time of deployment	<b>P</b>
<b>157 014</b>	<b>DUTY LIMIT MEDICALLY NON-DEPLOYABLE</b> Is judged “medically non-deployable” by competent medical authority	<b>D</b>
<b>157 015</b>	<b>DUTY LIMIT ADMINISTRATIVELY NON-DEPLOYABLE</b> Is judged “administratively non-deployable” by competent authority	<b>E</b>

**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.**

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 85. TRANSFER BY SERVICE RECORD

Commanders are responsible for ensuring that every Marine in the unit is carried on the rolls.

#### **DEFINITION**

LTPC – Long Term Prisoner Company

LTP – Long Term Prisoner

PSL – Physical Security and Law Enforcement

TR by SR – Transfer by Service Record

- A transfer by service record will remove a long term confinement 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 must:

- Have received a special or general court martial
  - Have 90 or more days remaining in confinement after the transfer is completed
  - Have a punitive discharge

The IHCA must:

- In Pre-trial confinement
  - Be pending adjudication of charges
  - Charges must be equivalent to being charged at a court martial resulting in a punitive discharge
- have 90 or more days remaining in confinement after the transfer is complete
- In Post-trial confinement
  - Have valid sentencing documents
  - Charges must be equivalent to being charged at a court martial resulting in a punitive discharge
- 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**

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

PSL will issue a Navel Message 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.

### **References:**

**MCO 1640.3F**  
**MCO P1080.40A**  
**SECNAVINST 1640.9B**  
**MCO 5800.16**  
**MCO P10130.28F**

**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

86. PROMOTION INFORMATION

**ELIGIBILITY REQUIREMENTS FOR PROMOTION**

Marines who have served the minimum TIG/TIS for their grade are eligible for promotion to the next higher grade.

<u>USMC &amp; USMCR 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	8 MOS	12 MOS	N/A	6 MOS
LCpl	8 MOS	9 MOS	N/A	NONE
PFC	6 MOS	6 MOS	N/A	NONE

**COMPOSITE SCORE PROCEDURE**

Commanders are responsible for ensuring that the leadership within their units is well versed in the spirit and intent of promotions.

Commanders will be informed via the DFR (Diary Feedback Report) of the quarterly automated composites score for each eligible Marine assigned to the unit 30 day prior to the promotion month.

**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.
- Composites scores are automatically computed quarterly.
- There are no provisions that allow commanders to waive composite scores.

**COMPOSITE SCORE SCHEDULE**

<u>Promotion Quarter</u>	<u>MCTFS CS Data Elements Cutoff</u>	<u>Months CS is CS Computed</u>	<u>on Unit DFR</u>
Jan, Feb, Mar	20 November	30 November	Dec, Jan, Feb
Apr, May, Jun	20 February	28 February	Mar, Apr, May
Jul, Aug, Sep	20 May	31 May	Jun, Jul, Aug
Oct, Nov, Dec	20 August	31 August	Sep, Oct, Nov

**COMPUTING COMPOSITE SCORES**

If a Marine receives a “0000” score on the DFR, then there is missing information in unit diary. The DFR will give the reason why.

If the manual computation of the Marine’s composites score meets the required cutting score for a promotion quarter than a request must be submitted to CMC (MMPR-2) to request for remedial promotion.

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

Basic Composition Score Worksheet

Line No.	Description	Rating	Date of Qual
1	Rifle Marksmanship Score SCORE	5.0	081007 (Date of qual YYMMDD)
2	PFT SCORE	4.8	080701 (Date of test YYMMDD)
3	Subtotal (line 1 + 2)	9.8	
4	GMP* Score (line 3 divided by 2) *General Military Proficiency	4.9	Score
5	GMP* Score (from line 4) x 100	= 490	
6	Average Duty Proficiency 4.5 x 100	= 450	
7	Average Conduct 4.7 x 100	= 470	
8	TIG (months) 9 x 5	= 45	
9	TIS (months) 22 x 2 (computed from AFADBD for USMC)	= 44	
10	DI Recruiter MSG Bonus 0 x 1	= 0	YYMMDD Compl Date
11	Self-Education Bonus (a maximum of 100 points)		
a.	MCI/Extension School 3 x 15	= 45	080115 YYMMDD Compl Date
b.	College/CLEP/Vocational 2 x 10	= 20	081003 YYMMDD Compl Date
12	Command Recruiting Bonus 0 x 20 (a maximum of 100 points may be earned)	= 0	YYMMDD Compl Date
13	Composite score reenlistment bonus point 0 x 1	= 0	YYMMDD Compl Date
(All first term active duty Marines who reenlist for 48 months are eligible to receive 60 reenlistment bonus points toward their composite score).			
14	Composite Score (sum of lines 5 through 13)	= 1564	

**NOTE:** SEE MCO 1400.32D VOL 2 PARA 2501, FOR THE BREAKDOWN OF COMPUTATION.

**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

87. PAGE 11 (PROMOTION RELATED)

**PROMOTION “RESTRICTION” ENTRY (applicable to ALL enlisted Marines)**

(Date) I understand that I am eligible but not recommended for promotion to (insert grade) due to (state restrictions) IAW MCO P1400.32, (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 a rebuttal.  
\_\_\_\_\_SNM

**NOT RECOMMENDED FOR PROMOTION ENTRY**

(Date) I understand 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.  
\_\_\_\_\_SNM

**RECOMMENDED 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.  
\_\_\_\_\_SNM

**6105 Page 11 Entries**

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 MCO P1070.12 series, 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 (MMSB-20) within 30 days.

(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 and 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 may result in judicial or adverse administrative action, including but not limited to administrative separation. I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be filed in my OMPF. 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 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 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

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administrative processing has already begun. This entry is not a prerequisite to civilian or military judicial action or to administrative separation.

“ \_\_\_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 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 my OMPF. I choose to \_\_\_/not to \_\_\_ make such a  
statement.

\_\_\_\_\_  
Signature of Marine

\_\_\_\_\_  
Signature of Commanding Officer

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 88. 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.
  - 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).



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- 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 the date the administrative separation package is signed by the commander for forwarding to the General Court-Martial Convening Authority for final disposition.  
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.

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- aa. While pending adjudication of charges by a civil court, either foreign or domestic.
  - bb. While pending administrative action by a CRB.
  - cc. While awaiting administrative reduction or separation (excluding non-culpable physical disability).
  - dd. When not recommended for reenlistment. (Reenlistment Code (RE)4/4B)
  - ee. 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.
  - ff. 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.
  - gg. 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.
  - hh. 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.
  - ii. While attending mandatory rehabilitation for any Domestic Violence or Child Abuse offense.
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.

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### 89. MERITORIOUS PROMOTIONS

Refer to MCO P1400.32D 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 Cpl and Sgt is the 2nd of:

- a. Sgt: November, February, May and August
- b. Cpl: 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”

Effective date of promotion to LCpl is the 2nd of:

December, March, June and September

Note: Because the dates for Meritorious Promotions are “known” you can plan your Company/Battery level boards ahead of time.

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<b>DAY(S) OF MONTH</b>	<b>ACTION</b>
<b>1st-14th</b>	<b>Unit</b> 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.
<b>10th-14th</b>	<b>IPAC</b> monitors the promotion recommendation rosters via MOL.
<b>Between the 20th and 29th</b>	<b>HQMC</b> generates select grades.
<b>Between the 26th until the end of the month</b>	<b>Unit</b> 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.
<b>1st-5th</b>	The auto-promote cycle runs. The <b>IPAC</b> or <b>Unit</b> must report and have all “Will Not Promote” entries posted prior to the cycle.
<b>After the 5th</b>	Any further "Will Not Promote" warrants received, a "DELETE AS ERRONEOUS" will be utilized by the <b>IPAC</b> , which debits the Marine's pay. <b><u>Follow up with the IPAC to ensure a composite score re-computation is completed.</u></b>

**PROMOTION TIMELINE**

**References:**

**MCO 1080.40**  
**MCO P1400.32D (Volume 2; Enlisted Promotions)**

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### 90. SNCO SELECTION BOARD SCHEDULE

**Note:** Ensure each FY you review the promulgated message to ensure you know the 'exact' start and finish dates for each SNCO selection board.

Recommend setting a date to ensure your Company/Battery personnel have submitted their respective photos to MMSB.

SGTMAJ THROUGH MSGT	8 WEEKS	OCT - DEC
GYSGT	8 WEEKS	APR - JUN
SSGT	9 WEEKS	JUL - SEP
RESERVE SNCO	7 WEEKS	JAN - MAR

### 91. REMEDIAL PROMOTION REQUESTS PFC THROUGH SGT

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.

### 92. 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.

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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.

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.

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### 91. NAVY MARINE CORPS RELIEF SOCIETY



#### NAVY- MARINE CORPS RELIEF SOCIETY

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 eligible 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:**

- ✓ 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.

WHO WE SERVE:

- Active Duty Marines, Sailors Airmen, and Soldiers

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- Active Duty Spouses
- Retirees
- Retiree Spouses
- Widows and Dependents of Deceased Service Members

### WHAT TO KNOW:

- Marines who need \$500 or less may qualify for our Quick Assist Loan Program  
Bring: LES and ID CARD
- Marines who need help with: Vehicle Repairs, Car Payments, Car Insurance, or Tires  
Bring: Estimate, Registration, Insurance Card, Drivers License, and LES
- Marines who need Budget Counseling, New Marriage Budgets, BAH Budgets, Financial Worksheets:  
Bring: LES and knowledge of monthly expenses/income
- Spouses who need assistance:  
Bring: SPOA/GPOA or NMCRS Pre-Authorization Form
- Marines who need help with food, gas, cell phone bills, cable bills, rent, etc  
Bring: LES, and ID Card
- Marines who need help with any other financial challenges  
Bring LES and ID Card

### WHAT WE MAY NOT BE ABLE TO DO:

- Finance vacations/liberty
- Provide loans for Legal Fees

### THERE ARE ALWAYS EXCEPTIONS:

If you feel your Marine or Sailor has a need for which we might not normally assist, but you would like us to consider it, please call. We are always willing to make exceptions!

### PRE-APPOINTMENT FORMS AND LOCATION INFORMATION:

- [www.nmcrs.org](http://www.nmcrs.org)



## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 92. SINGLE MARINE PROGRAM

**PURPOSE:** The Single Marine Program mission is to support commands in enhancing quality of life for single service members by providing positive and rewarding outlets through recreation, community involvement, and dynamic facilities.

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.

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.

- i. This is a good introduction to the SMP as well as a nice gift for our troops without family members present at homecoming.
  - ii. 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.
3. SMP (967) Functional Area Inspection Points for Units
- a. 967 02 001-Is the SMP Unit Representative appointed in writing at all levels through Battalions/Squadrons/Recruiting Stations? Is a copy on file with the Base Single Marine Program Coordinator? Reference MCO 1700.36A Par 4.B (9)(A)
    - i. You must have a letter on file with the SMP coordinator to meet this criteria.
    - b. 967 02 002- Is time set aside for the SMP Unit Representative to meet, solicit ideas, and raise issues with the Marines of the Unit for presentation at the installation SMP meetings? Reference MCO 1700.36A Par 4.B (9)(C)

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- i. You must be able to show meeting notes or other proof of such meetings
- c. 967 02 003- Is the SMP Unit Representative attending all monthly SMP meetings? Reference MCO 1700.36A Par 4.B (9)(G) and ENCL (7) PAR 4 (A)
- i. The appointed Unit Reps must attend and sign in at every monthly SMP meeting.
- ii. The unit FRO or Assistant FRO does not replace the SMP Unit Rep and monthly meetings.
- d. 967 02 004- Is the unit representative briefing his/her command on issues/initiatives that are currently being addressed, along with the events and activities that are planned? Reference MCO 1700.36A ENCL (7) PAR 4 (D)
- i. You must be able to show meeting notes or other proof of such meetings.
- e. 967 02 005- Is information about the Single Marine Program included in the Unit welcome aboard briefs? Reference MCO 1700.36A Par 4.B (9)(D)
- i. You must be able to show welcome home packet or briefing materials that includes current and accurate SMP information.
- f. 967 02 006- Does the Senior Enlisted Advisor (SEA) regularly attend SMP Council Meetings, Committee meetings, as well as SMP activities? Reference MCO 1700.36A ENCL (6) PAR 4 (C)
- i. Unit SEA must attend and sign in at a monthly SMP meeting at least once per quarter.
- ii. Unit SEA does not replace the SMP Unit Rep at monthly meetings.

### 4. 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.

### 5. 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.

### 6. SMP Informational Fliers

- a. Flyers and brochures are available for all SMP events. Please contact your area SMP Manager for more information.

### 7. Funding

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a. The Single Marine Program does not have command rec funds and cannot provide financial support for unit level events.

8. Operation Adrenaline Rush (OAR)

a. 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.

**References:**

**MCO 1700.36A- Single Marine Program**

**BO 5420.12E-Single Marine Program**

**MARADMIN 757/11- Single Marine Program representative on the Unit Family Readiness Command Team.**

**MCO 1754.9A- Unit, Personal and Family Readiness Program (UPFRP)**

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 93. UNIT AND FAMILY READINESS FUNDS (U&FRF)

Unit and Family Readiness Funds (U&FRF) incorporates the former Non-appropriated Funds (NAF) unit picnic and party funds to support unit morale welfare and recreation needs for Marines, Sailors, and families. MCCA allocates \$25 (NAF) per Marine per year on a quarterly basis of \$6.25 per Marine. The FROs are the unit's main point of contact and will utilize U&FRF with the concurrence of the unit commander.

Website link to MCO 1754.9A:

[http://community.marines.mil/news/publications/Documents/MCO%201754\\_9A.pdf](http://community.marines.mil/news/publications/Documents/MCO%201754_9A.pdf)

#### **References:**

**MCO 1754.9A, Ch. 6. Par. 2.**

**MCO 1754.9A**

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 94. 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**

- Marines and families will proactively engage RAP, no less than 90 days prior to PCS. Ref: MCO 1754.1, Par 3. a. (1) (b)
- Utilizes PCS checklists via the “Plan My Move” application and Military INSTALLATIONS via [www.militaryonesource.com](http://www.militaryonesource.com). Ref: MCO 1754.1, 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 1754.1, Par 3. a. (2) (a)
- Advise incoming personnel and family members of the Welcome Aboard Orientation. Ref: MCO 1754.1, Par 3. a. (2) (b) 1. a.
- Obtain electronic Welcome Aboard Packages with relevant base information from RAP. Ref: MCO 1754.1, 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 1754.1, Par 3. a. (2) (b) 2.
- Personnel to be assigned as sponsors under the Marine Corps Personnel Sponsorship Program (MCO 1320.11F) can be trained online with the eSponsorship Application & Training tool at [www.militaryonesource.com](http://www.militaryonesource.com). Ref: MCO 1754.1, 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 (Camp Pendleton) is listed below:

<http://www.mccscp.com/relocation-assistance>

#### **REFERENCES:**

**MCO 1320.11F “Marine Corps Sponsorship Program”**  
**MCO 1754.1 “Relocation Assistance Program” (pending)**  
**Public Law 101-189**  
**SECNAVINST 1754.6A, Relocation Assistance Program**  
**DoDI 1342.22, “Military Family Readiness” July 3, 2012**

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 95. SUBSTANCE ABUSE INFORMATION

#### STANDARD OPERATING PROCEDURES FOR ALCOHOL SCREENING PROGRAM

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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

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

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.

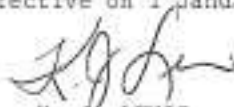
e. Within seven (7) days after the end of each month, report unit's results to HQMC (MFC4) via the local SACC/Resilience Education Branch and the chain of command contained in enclosure (2).

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.



K. J. LEWIS  
Director  
Marine and Family  
Programs Division  
Acting

Distribution:  
COMMCICOM  
COMMCIPAC  
COMMARFORPAC  
COMMARFORCOM  
COMMARFORRES  
CG MCIEAST  
CG MCIWEST  
CG MCCDC  
COMMARSOC  
CG MCRD/WRR  
CG Camp Butler





SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

Sample Unit Monthly Breathalyzer Testing Results Report  
(COMMAND LETTER HEAD)

IN REPLY REFER TO  
5300  
ASPC  
6 Feb 13

From: Commanding General  
To: Director, Consolidated Substance Abuse Counseling Center  
Quantico

Subj: JANUARY 2013 BREATHALYZER TESTING RESULTS REPORT

Ref: (a) MARADMIN 709/12  
(b) ALCOHOL SCREENING PROGRAM COORDINATOR GUIDANCE

1. In accordance with the references, the alcohol screening program (ASP) was properly conducted for the month of January. The following are the results of the ASP testing:

- \_\_\_\_\_ Marines/Sailors reported for breathalyzer screening
- \_\_\_\_\_ Marines/Sailors were tested
- \_\_\_\_\_ Marines/Sailors test results fell between .02 - .03
- \_\_\_\_\_ Marines/Sailors were referred to the SACC/SARP for screening
- \_\_\_\_\_ Marines/Sailors test results fell at .04 or above
- \_\_\_\_\_ Marines/Sailors were referred to Medical for a fit for duty evaluation

2. The following individuals tested positive during the reporting period and have been referred for screening and/or fit for duty:

Rank	LName	FName	DoD ID	BAC Result
PFC	Marine	Underage	XXXXXXXXXX	0.04

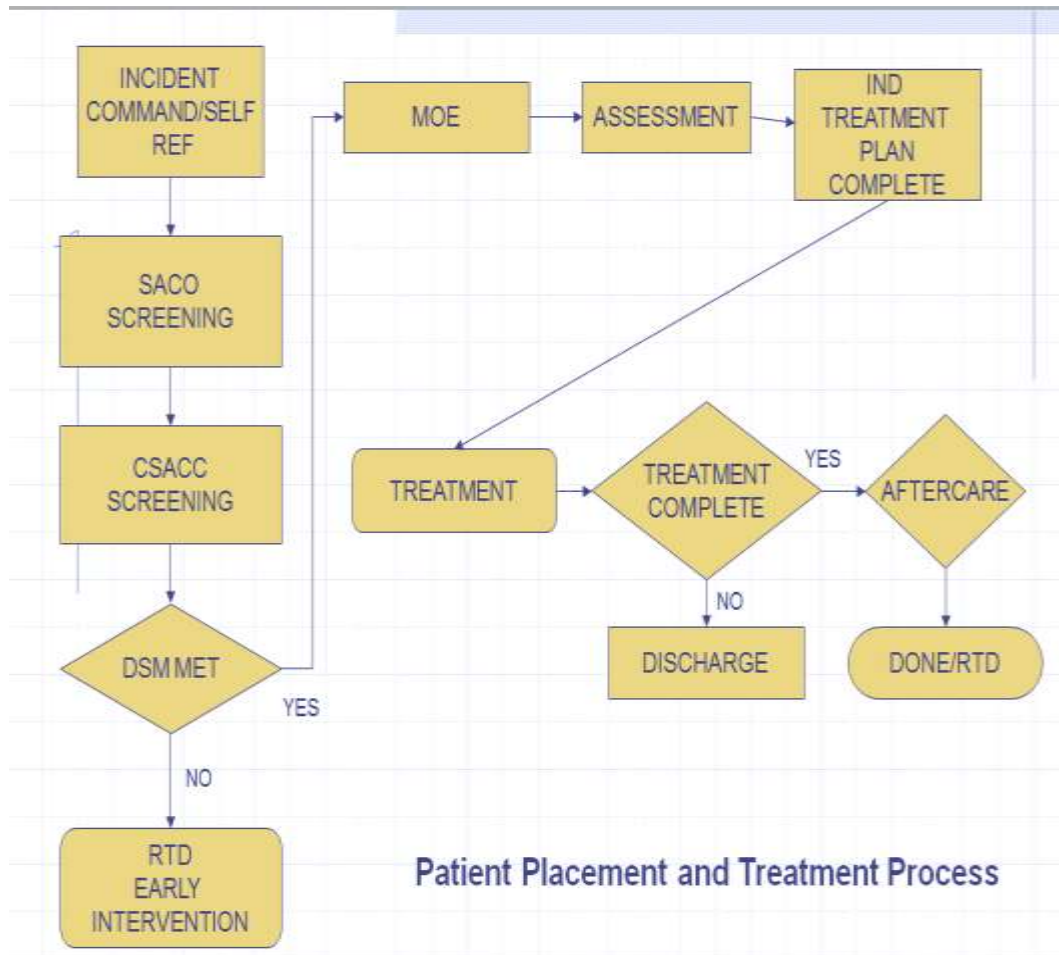
3. The point of contact for this matter is GySgt Hardcharger, I. M. at commercial XXX-XXX-XXXX or DSN XXX-XXXX.

A. LEATHERNECK

Enclosure (2)

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 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

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

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
- c. 10 U.S.C. Ch. 41 (UCMJ)
- d. Manual for Courts-Martial 2008
- e. MCO P1900.16F
- f. SECNAVINST 5300.28D
- g. MCO 1070.12K
- h. MCO 1610.7F
- i. BUMEDINST 5300.8
- j. SECNAV M-5210.1
- k. MCO 6320.2E
- l. 42 U.S.C. Sec 290dd-2
- m. 42 C.F.R. Sec 2.1
- n. 21 U.S.C. Sec 801, et. Seq., (Controlled Substance Act)

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96. UNIFORM EQUIVALENCY CHART

EVENT WHEN WORN	ARMY	MARINE CORPS	NAVY	AIR FORCE	COAST GUARD	CIVILIAN ATTIRE	
	FORMAL & DINNER DRESS UNIFORMS					Gentle men	Ladies
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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### 97. MCTFS CODE CHEAT SHEET

#### MAIN PAGE

DESCRIPTION	CODE	DESCRIPTION	CODE
AAFES DEBIT	D976	CONSOLIDATED DISBO USER VIEW	CDOS
ACCUMULATED DEPLOYMENT TIME REMARKS	D122	CONUS COLA	D934
ACTIVE DUTY QUALITY CONTROL	QCAC	COURT MARTIAL AND NJP DEDCUTION REMARKS	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 REMARKS	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 (COMPONEMENT)	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 PROFICENCY	TFLP
CILIVIAN CONVITIONS	D154	FOREIGN DUTY PAY REMARKS	D913
CLOTHING REPLACEMENT ALLOWANCE (CRA)	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 RESTRICTION	GRAD
COMBAT TAX EXEMPTION-COUNTRY	D977	GRADE/ADVANCEMENTS & REDUCTIONS	GRAD
COMPOSITE SCORE WORKSHEET	CSHW	HAZARDOUS DUTY PAY	D913
HIV LECUTRE	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 / TBIR	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 REMARKS	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 (OHA)	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		



## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 98. DRAW CASE CODES

<u>MAIN PAGE</u>	
<u>DRAW CASE</u>	<u>DESCRIPTION</u>
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.

**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

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
E9	OEF FY (11-01/02)JOINT IA STAB FOR DEPLM

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

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.
FC	3RD SEP UTILIZATION TOUR.
FD	4TH SEP UTILIZATION TOUR.

**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

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
RE	27 POINT WAIVER 3
RF	27 POINT WAIVER 4
RG	27 POINT WAIVER 5

**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

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

**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

99. DUTY STATUS (DS) CODES

<u>MAIN PAGE</u>			
<u>DUTY STATUS</u>	<u>DESCRIPTION</u>	<u>RETIREMENT STATUS CODES</u>	
		<u>Code</u>	<u>Description</u>
0	FIELD HOSP		
1	DU	<u>0</u>	NO RER CONDITION
2	OUTPATIENT NOT FULL DUTY	<u>1</u>	REQ RESERVE RETIREMENT AWTG PAY AGE 60
3	NOT CURRENTLY USED	<u>2</u>	REQUEST RESERVE RETIREMENT W/PAY
4	FFT OR FURTRANS	<u>3</u>	REQUEST HONORARY RETIREMENT
5	AWTG SEP	<u>4</u>	REQ RESIGNATION W/O RES COMM W/O OBLIG
6	TRNG	<u>5</u>	REQUEST RETIREMENT
7	HOSP DRUG REHAB	<u>6</u>	REQUEST TRANSFER TO FMCR
8	TEM DU	<u>7</u>	RETIREMENT APPROVED
9	RMC PAST EAS	<u>8</u>	TRANSFER FMCR APPROVED
A	TAD	<u>9</u>	REQUEST RESIGNATION W/RESERVE COMM
B	AAHA	<u>A</u>	RETIREMENT PENDING
C	ADMINISTRATIVE STATUS	<u>B</u>	TRANSFER FMCR PENDING
D	MEDICAL	<u>C</u>	RES RETIREMENT AWTG PAY AGE 60 PENDING
E	CONFINED AWAITING TRIAL BY COURT MARTIAL	<u>D</u>	RESERVE RETIREMENT W/PAY PENDING
F	SCM	<u>E</u>	HONORARY RETIREMENT PENDING
G	SPCM	<u>F</u>	REQUEST RET AWTG AGE 60 APPROVED
H	GCM	<u>G</u>	RESIGNATION PENDING
I	UA	<u>H</u>	HONORARY RETIREMENT APPROVED
J	IHCA	<u>J</u>	RESIGNATION APPROVED
K	MIS	<u>K</u>	RESIGNATION W/RES COMM APPROVED
L	ADMIN DISCIP	<u>L</u>	DISCHARGE REQUEST APPROVED
M	PAST EAS	<u>N</u>	RESERVE RET W/PAY APPROVED
N	QTRS	<u>P</u>	PDRL APPROVED BY PEB
O	PATIENT HOSP FROM COMBAT ZONE	<u>T</u>	TDRL APPROVED BY PEB
P	PATIENT HOSP	<u>W</u>	DISABILITY DISCHARGE APPROVED
Q	OTHER INC CAPTURED DETAINED INTERNED MIA	<u>X</u>	REQUEST HELD IN ABEYANCE
R	PEB AT HOME	<u>Z</u>	REQ FOR SPECIAL SEP/RET DISAPPROVED
S	DES		
T	TDRL	<u>CODE</u>	<u>DUTY LIMITATION CODES</u>
U	NJP		UNKNOWN

**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

V	CIV AUTH	0	NONE
W	FOREIGN CIV	A	CON OBJTR
X	AWTG ADMIN DIS	B	INSUF ACT SERV
Y	FAP	C	PHYS REM
Z	LV	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		

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 100. AWARD CODES

MAIN PAGE			
<u>AWARD CODE</u>	<u>DESCRIPTION</u>		
AO	ARMY OCCUPATION MEDAL	AOM	SERVICE AWARDS
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	CLASP	CLASP	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)	CLOCRIB	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



**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

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 MEDAL	PDFCSM	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

**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

G	GOLD HOUR GLASS	GHG	DEVICES
GC	MARINE CORPSGOOD 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
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

**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

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 WARZONE 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 CORPSACHIEVEMENT MEDAL	NAM	PERSONAL AWARDS
NB	NASA MEDAL FOR EXCEPTINAL BRAVERY	NMFEB	DECORATIONS
NC	NAVY AND MARINE CORPSCOMMENDATION 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
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 CORPSMEDAL	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	NIDSM	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

**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

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 CORPSOVERSEAS 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
RA	MARINE CORPSRECRUITING 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
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 CORPSRESERVE MEDAL	SMCRM	SERVICE AWARDS
RR	MARINE CORPSRESERVE 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

**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

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	VIET 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

**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

101. EDUCATION CODES

MAIN PAGE

<u>CIVILIAN EDUCATION CERT</u>	<u>DESCRIPTION</u>	<u>CIVILIAN EDUCATION LEVEL</u>	<u>DESCRIPTION</u>
I	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		

<u>HIGH MATH</u>	<u>DESCRIPTION</u>	<u>CIVILIAN EDUCATION MAJ</u>	<u>DESCRIPTION</u>
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**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

		<u>SUB</u>	
CA	COLLEGE ALGEBRA	0	NO MAJOR SUBJECT INDICATED
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 MATH	8	PHARMACY
HT	HIGH SCHOOL TRIGONOMETRY	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

**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

102. MOS CHART

MAIN PAGE

<u>OS</u>	<u>Description</u>	<u>MOS</u>	<u>Description</u>	<u>MOS</u>	<u>Description</u>
0000	NO MOS	0530	CIVIL AFFAIRS OFFICER	1502	REPRODUCTION OFFICER
0100	BASIC ADMINISTRATIVE MARINE	0531	CIVIL AFFAIRS NON-COMM OFF	1521	LITHOGRAPHER
0101	BASIC PERSONNEL AND ADMIN OFF	0540	SPACE OPERATIONS STF OFF	1542	REPRODUCTION EQUIPMENT REPAIRER
0121	PERSONNEL CLERK (PMOS)	0600	BASIC OPERATIONAL COMMUNICATOR	1800	BASIC TANK AND ASLT AMPHIB CREWMAN
0131	UNIT DIARY CLERK (DCONTD)	0601	BASIC COMM INFO SYS OFFICER	1801	BASIC TANK AND ASLT AMPHIB OFFICER
0143	CAREER RETENTION SPECIALIST(PMOS)	0602	COMMUNICATIONS OFFICER	1802	TANK OFFICER
0147	EQUAL OPPORTUNITY ADVISOR (FMOS)	0603	C4 PLANNER	1803	ASSAULT AMPHIBIAN VEHICLE OFFICER
0149	SUBSTANCE ABUSE CNTRL SPEC (FMOS)	0610	TELEPHONE SYSTEMS OFFICER	1811	M60A1 TANK CREWMAN
0151	ADMINISTRATIVE CLERK (PMOS)	0612	TACTICAL SWITCHING OPERATOR (PMOS)	1812	M1A1 TANK CREWMAN
0160	POSTAL OFFICER	0613	CONSTRUCTION WIREMAN	1833	AAV CREWMAN (PMOS)
0161	POSTAL CLERK (PMOS)	0614	UCLS OPERATOR/MAINTAINER (PMOS)	1834	EXPEDITIONARY FIGHTING VEH CREWMAN
0170	PERSONNEL OFFICER	0618	ELEC SWITCHING OPER/MAINT (DTC)	2100	BASIC ORDNANCE MARINE
0171	MANPOWER INFO SYSTEMS ANALYST	0619	WIRE CHIEF (PMOS)	2101	BASIC ORDNANCE OFFICER
0180	ADJUTANT	0620	TACTICAL COMM PLNG ENGR OFFICER	2102	ORDNANCE OFFICER
0193	PERSONNEL/ADMINISTRATIVE CHIEF	0621	FIELD RADIO OPERATOR (PMOS)	2110	ORDNANCE VEHICLE OFFICER
0200	BASIC INTELLIGENCE MARINE	0622	DIGTL MULTI-CHNL TRANS EQUIP OPER	2111	SMALL ARMS REPAIRER/TECHNICIAN
0201	BASIC INTELLIGENCE OFFICER	0623	TROP/SCATER RADIO MULTICHANL EQUIP	2112	RIFLE TEAM EQUIPMENT REPAIRER
0202	MAGTF INTEL OFFICER (PMOS)	0625	STRATEGIC SPECTRUM PLANNER	2120	WEAPONS REPAIR OFFICER
0203	GROUND INTEL OFFICER (I) (PMOS)	0626	FLEET SATCOM TERMINAL OPERATOR	2125	ELECTRO-OPTIC INSTRUMENT REP OFF
0204	CI HUMINT OFF (PMOS)	0627	SHF SATELLITE COMM OPER MAINT (PMO)	2131	TOWED ARTILLERY SYSTEMS TECHNICIAN
0205	SENIOR ALLSCS INTEL ANAL OFF (PMOS)	0628	EHF SATELLITE COMM OPER-MAINT (PMO)	2141	ASSAULT AMPHIBIAN VEHICLE MAIN BATTLE TANK REPAIRER
0206	SIG INTEL GNDELEC WARFARE OFF (PMO)	0629	RADIO CHIEF	2146	TECH
0207	AIR INTEL OFF (PMOS)	0640	STRATEGIC SPECTRUM PLANNER	2147	LIGHT ARMORED VEHICLE (LAV) REPAIR
0210	CI HUMINT OPER OFF (PMOS)	0647	FLRS MASTER STATION OPERATOR	2148	EFV REPAIR TECHNICIAN
0211	COUNTERINTELLIGENCE/HUMINT SPEC (P)	0648	STRATEGIC SPECTRUM MANAGER	2149	ORDNANCE VEHICLE MAINTENANCE CHIEF
0212	TSCM (SPECIALIST)	0650	NETWORK OPER/SYS OFFICER	2161	REPAIR SHOP MACHINIST
0215	TECH SURV TRAINED CIT HSIO (NMOS)	0651	DATA NETWORK SPECIALIST (PMOS)	2171	ELECTRO-OPTICAL ORDNANCE REPAIRER
0220	SURVEILLANCE SENSOR OFFICER	0652	CERT AUTH WORKSTATION (CAW)	2181	GROUND ORDNANCE WPN



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			OPER		CHIEF/SENIOR
<u>0231</u>	INTELLIGENCE SPECIALIST (PMOS)	<u>0653</u>	DEFENSE MESSAGE SYSTEM SPECIALIST	<u>2300</u>	BASIC AMMUNITION AND EOD MARINE
<u>0241</u>	IMAGERY ANALYSIS SPECIALIST	<u>0656</u>	TACTICAL NETWORK SPECIALIST (PMOS)	<u>2301</u>	BASIC AMMUNITION AND EOD OFFICER
<u>0251</u>	INTERROGATION/TRANSLATION DEBRIEFE	<u>0658</u>	TACT DATA NETWORK GATEWAY SYS ADMI	<u>2305</u>	EXPLOSIVE ORDNANCE DISPOSAL OFF
<u>0260</u>	GEOGRAPHIC INTELLIGENCE (DCONTD)	<u>0659</u>	DATA CHIEF	<u>2311</u>	AMMUNITION TECHNICIAN
<u>0261</u>	GEOGRAPHIC INTELLIGENCE SPECIALIST	<u>0681</u>	INFORMATION SECURITY TECHNICIAN	<u>2336</u>	EXPLOSIVE ORDNANCE DISPOSAL TECH
<u>0277</u>	WEAPONS/TACTICS INSTR/INTEL OFFICE	<u>0689</u>	INFORMATION ASSURANCE TECHNICIAN	<u>2340</u>	AMMUNITION OFFICER
<u>0281</u>	TACTICAL DEBRIEFER OFF	<u>0699</u>	COMMUNICATIONS CHIEF	<u>2500</u>	BASIC COMMUNICATOR (DCONTD)
<u>0282</u>	TACTICAL DEBRIEFER (TD) (FMOS)	<u>0800</u>	BASIC FIELD ARTILLERY MAN	<u>2501</u>	BASIC OPERATIONAL COMMUNICATOR OFF
<u>0283</u>	ADV FOREIGN CTR INTEL SPEC (FMOS)	<u>0801</u>	BASIC FIELD ARTILLERY OFFICER	<u>2503</u>	TELECOMMUNICATIONS OPERATIONS OFF
<u>0284</u>	ADV FOREIGN CTR INTEL OFF	<u>0802</u>	FIELD ARTILLERY OFFICER	<u>2510</u>	NETWORK MANAGEMENT OFFICER
<u>0286</u>	ADV MILITARY SOURCE OPEROFF	<u>0803</u>	TARGET ACQUISITION OFFICER	<u>2515</u>	UNIT LEVEL CIRCUIT SW/OPR MAINT
<u>0287</u>	MILITARY SOURCE OPER SPEC(MSOS/FMO)	<u>0811</u>	FIELD ARTILLERY CANNONEER	<u>2533</u>	RADIO TELEGRAPH OPERATOR (DCONTD)
<u>0288</u>	MILITARY SOURCE OPER OFF	<u>0814</u>	HIGH MOBILITY ART ROCKET SYS	<u>2535</u>	FLEET SATCOM TERMINAL OPR (DCONTD)
<u>0289</u>	STRATEGIC DEBRIEFING SPEC (FMOS)	<u>0840</u>	NAVSUR FIRE SPT PLANNER	<u>2542</u>	DEF MESS SYS (DMS) SPEC (DCONTD)
<u>0290</u>	STRATEGIC DEBRIEFER OFF	<u>0842</u>	FIELD ARTILLERY RADAR OPERATOR	<u>2549</u>	DEF MESS SYS (DMS) CHIEF (DCONTD)
<u>0291</u>	INTELLIGENCE CHIEF	<u>0844</u>	FIELD ARTILLERY FIRE CONTROL MAN	<u>2585</u>	PLRS MASTER STATION OPR (DCONTD)
<u>0293</u>	ADV MILITARY SRCE OPER SPEC (FMOS)	<u>0845</u>	NAVAL GUNFIRE SPOTTER	<u>2600</u>	BASIC SIG INTEL/ELEC WARFARE MARIN
<u>0300</u>	BASIC INFANTRYMAN	<u>0847</u>	ARTILLERY METEOROLOGIAL MAN	<u>2601</u>	BASIC SIG INTEL/ELEC WARFARE OFFIC
<u>0301</u>	BASIC INFANTRY OFFICER	<u>0848</u>	FIELD ARTILLERY OPERATIONS MAN	<u>2602</u>	SIGNAL INTEL/GND ELEC WARFARE OFF
<u>0302</u>	INFANTRY OFFICER	<u>0861</u>	FIRE SUPPORT MAN	<u>2611</u>	CDNT ANALYST (NMOS)
<u>0303</u>	LAR OFFICER (NMOS)	<u>0911</u>	DRILL INSTRUCTOR (FMOS)	<u>2621</u>	SPEC COMM SIGNALS COLL OPRANL (PMO)
<u>0306</u>	INFANTRY WEAPONS OFFICER	<u>0913</u>	MARINE COMBAT INSTR (EMOS)	<u>2629</u>	SIGNALS INTELLIGENCE ANALYST
<u>0311</u>	RIFLEMAN	<u>0916</u>	MARTIAL ARTS INSTRUCTOR (FMOS)	<u>2631</u>	ELINT INTERCEPT OPERATOR
<u>0312</u>	RIVERINE ASSAULT CRAFT CREWMAN(NMO)	<u>0917</u>	MARTIAL ARTS INSTRUCTOR TRNR (FMOS)	<u>2643</u>	CRYPTOLOGIC LINGUIST
<u>0313</u>	LAV CREWMAN	<u>0918</u>	WATER SAFETY/SURVIVAL INSTR (FMOS)	<u>2649</u>	CRYPTANALYST
<u>0314</u>	RIGID RAIDING CRAFT COXSWAIN	<u>0930</u>	RANGE OFFICER (PMOS)	<u>2651</u>	SPECIAL INTEL SYS ADMIN/COMM
<u>0316</u>	CRRC COXSWAIM (NMOS)	<u>0931</u>	MARKSMANSHIP INSTRUCTOR (EMOS)	<u>2671</u>	MIDDLE EAST CRYPT LINGUIST (PMOS)

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<u>0317</u>	SCOUT SNIPER (NMOS)	<u>0932</u>	SMALL ARMS WEAPONS INSTRUCTOR (EMO)	<u>2673</u>	ASIA-PACIFIC CRYPT LINGUIST (PMOS)
<u>0321</u>	RECONNAISSANCE MAN (PMOS)	<u>0933</u>	MARKSMANSHIP COACH (EMOS)	<u>2674</u>	EUROPEAN I (WEST) CRYPTOLOGIC LING
<u>0323</u>	RECON MAN PARACHUTE QUAL (NMOS)	<u>1100</u>	BASIC UTILITIES MARINE	<u>2675</u>	RUSSIAN CRYPTOLOGIC
<u>0324</u>	RECON MAN COMBATANT DIVER QUAL (NM)	<u>1101</u>	BASIC UTILITIES OFFICER	<u>2676</u>	EUROPEAN II (EAST) CRYPT LINGUIST
<u>0326</u>	RECON MAN PARACHUTE AND COMBAT DIV	<u>1120</u>	UTILITIES OFFICER	<u>2691</u>	SIGNALS INTEL/ELEC WARFARE CHIEF
<u>0331</u>	MACHINEGUNNER	<u>1141</u>	ELECTRICIAN (PMOS)	<u>2711</u>	AFGAN PUSHTU
<u>0341</u>	MORTARMAN	<u>1142</u>	ENGR EQUIP ELEC SYS TECH (PMOS)	<u>2712</u>	ARABIC (MOD STD)
<u>0351</u>	INFANTRY ASSAULTMAN	<u>1143</u>	ELECTRICAL EQUIPMENT SPECIALIST	<u>2713</u>	ARABIC (EGYPTIAN)
<u>0352</u>	ANTITANK MISSLEMAN	<u>1161</u>	REFRIGERATION/AIR CONDITIONING TEC	<u>2714</u>	ARABIC (SYRIAN)
<u>0369</u>	INFANTRY UNIT LEADER	<u>1169</u>	UTILITIES CHIEF (PMOS)	<u>2715</u>	PERSIAN-AFGAN (DARI) EMOS
<u>0400</u>	BASIC LOGISTICS MARINE	<u>1171</u>	WATER SUPPORT TECHNICIAN (PMOS)	<u>2716</u>	AMHARIC
<u>0401</u>	BASIC LOGISTICS OFFICER	<u>1181</u>	FABRIC REPAIR SPECIALIST	<u>2717</u>	BENGALI
<u>0402</u>	LOGISTICS OFFICER	<u>1300</u>	BASIC ENGR, CONST AND EQUIP MAN	<u>2718</u>	HEBREW
<u>0405</u>	AERIAL DELIVERY OFFICER	<u>1301</u>	BASIC ENGR, CONST AND EQUIP OFF	<u>2719</u>	HINDI
<u>0407</u>	PERS RETRIEVAL AND PROC OFF (PMOS)	<u>1302</u>	ENGINEER OFFICER	<u>2721</u>	KURDISH
<u>0411</u>	MAINTENANCE MANAGEMENT SPECIALIST	<u>1310</u>	ENGINEER EQUIPMENT OFFICER	<u>2722</u>	PERSIAN-FARSI
<u>0430</u>	EMBARKATION OFFICER	<u>1316</u>	METAL WORKER	<u>2723</u>	SOMALI
<u>0431</u>	LOG/EMBARK SPECIALIST (PMOS)	<u>1330</u>	FACILITIES MANAGEMENT OFFICER	<u>2724</u>	SWAHILI
<u>0451</u>	AIRBORNE/AIR DELIVERY SPEC (PMOS)	<u>1341</u>	ENGINEER EQUIPMENT MECHANIC (PMOS)	<u>2726</u>	TURKISH
<u>0471</u>	PERS RETR/PROC SPEC(PMOS)	<u>1342</u>	SMALL CRAFT MECHANIC (NMOS)	<u>2727</u>	URDU
<u>0472</u>	PERS RETR/PROC TECH (NMOS)	<u>1343</u>	ASSAULT BREACHER MECHANIC	<u>2728</u>	LINGUIST ARABIC (IRAQI)
<u>0481</u>	LANDING SUPPORT SPECIALIST	<u>1345</u>	ENGINEER EQUIPMENT OPERATOR	<u>2733</u>	BURMESE
<u>0491</u>	LOGISTICS/MOBILITY CHIEF (PMOS)	<u>1349</u>	ENGINEER EQUIPMENT CHIEF	<u>2734</u>	CAMBODIAN
<u>0500</u>	BASIC MAGTF	<u>1361</u>	ENGINEER SPECIALIST	<u>2736</u>	CHINESE (CANT)
<u>0502</u>	MAGTF PLANS/OPS OFF	<u>1371</u>	COMBAT ENGINEER	<u>2737</u>	CHINESE (MAN)
<u>0505</u>	FORCE DEPLM PLAN AND EXECD OFFICER	<u>1372</u>	ASSAULT BREACHER OPERATOR	<u>2738</u>	INDONESIAN
<u>0510</u>	INFORMATION OPER STF OFF	<u>1390</u>	BULK FUEL OFFICER	<u>2739</u>	JAPANESE
<u>0511</u>	MAGTF PLANNING SPECIALIST	<u>1391</u>	BULK FUEL SPECIALIST	<u>2741</u>	KOREAN
<u>0520</u>	PSYCHOLOGICAL OPERATIONS OFFICER	<u>1500</u>	BASIC PRINTING AND REPRO MARINE	<u>2742</u>	LOATIAN
<u>0521</u>	PSYCHOLOGICAL OPER NONCOM OFF (FMO)	<u>1501</u>	BASIC PRINTING AND REPRO OFFICER	<u>2743</u>	MALAY
<u>2744</u>	Tagalog	<u>3302</u>	FOOD SERVICE OFFICER	<u>4691</u>	COMBAT CAMERA CHIEF
<u>2746</u>	THAI	<u>3372</u>	ENLISTED AID	<u>4801</u>	RECRUITING OFF MCTFS EXPERT
<u>2747</u>	VIETNAMESE	<u>3381</u>	FOOD SERVICE SPECIALIST	<u>4802</u>	RECRUITING OFF OPERATIONAL EXPERT

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<u>2754</u>	DUTCH	<u>3400</u>	BASIC AUDITING, FINANCE AND ACCT	<u>4803</u>	RECRUITING OFF PROCUREMENT EXPERT
<u>2756</u>	FINNISH	<u>3401</u>	BASIC AUDITING, FINANCE AND ACCT	<u>4804</u>	RECRUITING OFF MULT TOUR EXPERT
<u>2757</u>	FRENCH	<u>3402</u>	FINANCE OFFICER	<u>4810</u>	RECRUITING OFFICER (PMOS)
<u>2758</u>	GERMAN	<u>3404</u>	FINANCIAL MANAGEMENT OFFICER	<u>4821</u>	CAREER RETENTION SPECIALIST (PMOS)
<u>2759</u>	GREEK	<u>3406</u>	FINANCIAL ACCOUNTING OFFICER	<u>5341</u>	MASTER DIVER
<u>2761</u>	HAITIAN-CREOLE	<u>3408</u>	FINANCIAL MANAGEMENT RES SPEC	<u>5342</u>	DIVER FIRST CLASS
<u>2762</u>	ICELANDIC	<u>3410</u>	NAF AUDITING OFFICER	<u>5500</u>	BASIC MUSICIAN
<u>2763</u>	ITALIAN	<u>3432</u>	FINANCE TECHNICIAN (PMOS)	<u>5501</u>	BASIC BAND OFFICER
<u>2764</u>	NORWEGIAN	<u>3441</u>	AUDIT TECHNICIAN	<u>5502</u>	MUSIC OFFICER
<u>2766</u>	PORTUGUESE (BR)	<u>3450</u>	PLANNING/PGM/BUDGET SKUP OFF	<u>5505</u>	DIR/ASST DIR PRES OWN MARINE BAND
<u>2767</u>	PORTUGUESE (EU)	<u>3451</u>	FISCAL/BUDGET TECHNICIAN	<u>5506</u>	STAFF OFF PRES OWN MARINE BAND
<u>2768</u>	SPANISH	<u>3500</u>	BASIC MOTOR TRANSPORT MARINE	<u>5507</u>	U S MARINE DRUM & BUGLE CORPS OFF
<u>2769</u>	SWEDISH	<u>3501</u>	BASIC MOTOR TRANSPORT OFFICER	<u>5511</u>	MBR PRESIDENT OWN USMC BAND (PMOS)
<u>2776</u>	ALBANIAN	<u>3502</u>	MOTOR TRANSPORT OFFICER	<u>5512</u>	MBR CMDANTS OWN USMC DRUM&BUGLE (P
<u>2777</u>	ARMENIAIN	<u>3510</u>	MOTOR TRANSPORT MAINT OFFICER	<u>5517</u>	BANDMASTER
<u>2778</u>	BULGARIAN	<u>3521</u>	ORGANIZATIONAL AUTOMOTIVE MECHANIC	<u>5519</u>	ENLISTED CONDUCTOR 5524 (NMOS)
<u>2779</u>	CZECH	<u>3522</u>	INTERMEDIATE AUTOMOTIVE MECHANIC	<u>5521</u>	DRUM MAJOR (NMOS) 5524
<u>2781</u>	ESTONIAN	<u>3523</u>	LOGISTICS VEHICLE SYS MECHANIC	<u>5522</u>	SMALL ENSEMBLE LEADER
<u>2782</u>	GEORGIAN	<u>3524</u>	FUEL AND ELECTRICAL SYSTEMS MECH	<u>5523</u>	INSTRUMENT REPAIR TECHNICIAN
<u>2783</u>	HUNGARIAN	<u>3525</u>	CRASH/FIRE/VEHICLE MECHANIC	<u>5524</u>	MUSICIAN (PMOS)
<u>2784</u>	LATVIAN	<u>3526</u>	CRASH/FIRE/RESCUE VEH MECH	<u>5526</u>	MUSICIAN, OBOE
<u>2786</u>	LITHUANIAN	<u>3529</u>	MOTOR TRANSPORT MAINTENANCE CHIEF	<u>5528</u>	MUSICIAN BASSOON
<u>2787</u>	MACEDONIAN	<u>3531</u>	MOTOR VEHICLE OPERATOR	<u>5534</u>	MUSICIAN CLARINET
<u>2788</u>	POLISH	<u>3533</u>	LOGISTICS VEHICLE SYSTEM OPERATOR	<u>5536</u>	MUSICIAN FLUTE AND PICCOLO
<u>2789</u>	ROMANIAN	<u>3534</u>	SEMI TRAILER REFUELER OPERATOR	<u>5537</u>	MUSICIAN SAXOPHONE
<u>2791</u>	RUSSIAN	<u>3536</u>	VEHICLE RECOVERY OPERATOR	<u>5541</u>	MUSICIAN TRUMPET
<u>2792</u>	SERB-CROAT	<u>3537</u>	MOTOR TRANSPORT OPERATIONS CHIEF	<u>5543</u>	MUSICIAN BARITONE HORN/EUPHONIUM
<u>2793</u>	SLOVERIAN	<u>3538</u>	LICENSING EXAMINER	<u>5544</u>	MUSICIAN HORN
<u>2794</u>	UKRANIAN	<u>4000</u>	BASIC DATA SYSTEMS MARINE	<u>5546</u>	MUSICIAN TROMBONE
<u>2799</u>	MIL INTERPRETER/TRANSLATOR (EMOS)	<u>4001</u>	BASIC DATA SYSTEMS OFFICER	<u>5547</u>	MUSICIAN TUBA AND SOUSAPHONE
<u>2800</u>	BASIC DATA/COMM MAINT MARINE	<u>4006</u>	DATA SYSTEMS OPERATIONS OFFICER	<u>5548</u>	MUSICIAN ELECTRIC BASS
<u>2801</u>	BASIC DATA/COMM MAINT OFFICER	<u>4010</u>	DATA SYSTEMS SOFTWARE OFFICER	<u>5563</u>	MUSICIAN PERCUSSION (DRUMS, TIMPAN
<u>2802</u>	ELECTRONIC MAINTENANCE OFF	<u>4025</u>	NETWORK CONTROL SPECIALIST	<u>5565</u>	MUSICIAN PIANO OR GUITAR

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	(GROUND				
2805	DATA/COMMUNICATIONS MAINT OFF	4034	COMPUTER OPERATOR	5566	MUSICIAN GUITAR
2810	TELEPHONE SYSTEMS OFFICER	4038	DATA CONTROL SPECIALIST	5700	BASIC NUCLEAR BIOLOGICAL AND CHEMI
2811	TELEPHONE TECHNICIAN (DCONT)	4041	TELEPROCESSING SPECIALIST	5701	BASIC NUCLEAR BIOLOGICAL AND CHEMI
2813	CABLE SYSTEMS TECHNICIAN (DCONT)	4063	PROGRAMMER COBOL	5702	CBR/NUCLEAR DEFENSE OFF
2818	PERS COMP/TACT OFF MACHINE REP(DCO	4065	PROGRAMMER ALC	5711	CHEM/BIO/RAD NUCLEAR DEF SPEC(PMOS
2821	TECHNICAL CONTROL MARINE	4066	SMALL COMPUTER SYSTEMS SPECIALIST	5720	GROUND NUCLEAR WEAPONS ASSEMBLY OF
2822	ELECTRONIC SWITCHING EQUIP TECH	4067	PROGRAMMER ADA	5731	JCBRNRS OPERATOR (NMOS)
2823	TECHNICAL CONTROL CHIEF	4068	DATA NETWORK TECHNICIAN	5800	BASIC MIL POLICE & CORRECTIONS MAR
2826	AN/MSC-63A MAINTENANCE TECHNICIAN	4069	SYSTEMS PROGRAMMER	5801	BASIC MIL POLICE & CORRECTIONS OFF
2827	TERPS TECHNICIAN	4071	DATA BASE MANAGEMENT (DBMS) SPL	5803	MILITARY POLICE OFFICER
2830	GROUND RADAR MAINT OFFICER(SATCOM)	4075	COMPUTER SECURITY SPECIALIST	5804	CORRECTIONS OFFICER
2831	AN/TRC-170 TECHNICIAN	4076	COMPUTER SECURITY SPECIALIST	5805	CRIMINAL INVESTIGATION OFFICER
2832	AN/TRC-170 TECHNICIAN	4099	DATA PROCESSING CHIEF	5811	MILITARY POLICE
2833	FLEET SAT TERM TECH	4100	BASIC MARINE CORPSEXCHANGE MARINE	5812	MILITARY WORKING DOG HANDLER
2834	SATCOM TECHNICIAN (PMOS)	4101	BASIC MARINE CORPSEXCHANGE OFFICE	5813	ACCIDENT INVESTIGATOR
2841	GROUND RADIO REPAIRER (DCONT)	4130	MARINE CORPSCOMMUNITY SVCS OFF	5814	CRIME PREVENTION/PHYSICAL SECURITY
2843	PLS SUPPORT MAINTENANCE TECHNICIAN	4133	USMC COMMUNITY SVCS MARINE	5815	SPECIAL REACTION (SRT) MEMBER
2844	GROUND COMM ORG REPAIRER (PMOS)	4300	BASIC PUBLIC AFFAIRS MARINE	5816	SPECIAL REACTION TEAM MEMBER
2846	GROUND RADIO INTERMEDIATE REPAIRER	4301	BASIC PUBLIC AFFAIRS OFFICER	5819	MILITARY POLICE INVESTIGATOR
2847	TELEPHONE SYS/PER COMPUTER IMMED R	4302	PUBLIC AFFAIRS OFFICER	5821	CRIMINAL INVESTIGATOR CID AGENT (P
2848	TACT REMOTE SENSOR SYS (TRSS) MAIN	4305	MASS COMMUNICATIONS (NMOS)	5822	FRNSIC PSYCH-PHYSILGIST POLYEXMNER
2855	TERPES TECHNICIAN	4306	COMBAT ARTIST OFFICER	5831	CORRECTIONAL SPECIALIST
2861	RADIO TECHNICIAN (DCONT)	4313	BROADCAST JOURNALIST	5832	CORRECTIONAL COUNSELOR
2862	ELECTRONICS MAINTENANCE TECH	4330	HISTORICAL OFFICER	5900	BASIC ELECTRONICS MAINT MARINE
2871	CALIBRATION TECH/DIAGNOSTIC EQUIP	4341	COMBAT CORRESPONDENT	5901	BASIC ELECTRONICS MAINT OFFICER
2874	METROLOGY TECHNICIAN (PMOS)	4400	BASIC LEGAL SERVICES MARINE	5902	ELECTRONICS MAINTENANCE OFFICER
2877	RADIAC INSTRUMENT TECHNICIAN	4401	STUDENT JUDGE ADVOCATE	5907	GRD LAUNCHED MISSILE SYS MAINT OFF
2881	2M/ATE TECHNICIAN	4402	JUDGE ADVOCATE	5910	AVIATION RADAR MAINTENANCE OFFICER

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<u>2884</u>	GROUND RADAR REPAIRER	<u>4405</u>	MASTER OF INTERNATIONAL LAW (NMOS)	<u>5911</u>	CIRCUIT CARD REPAIRER
<u>2886</u>	ARTILLERY ELECTRONIC SYSTEM REPAIR	<u>4406</u>	MASTER OF ENVIRONMENTAL LAW (NMOS)	<u>5912</u>	AVENGER SYSTEMS MAINTENANCE
<u>2887</u>	ARTILLERY ELECTRONICS TECH (PMOS)	<u>4407</u>	MASTER OF LABOR LAW (NMOS)	<u>5914</u>	SURFACE AIR DEFENSE SYS ORDNANCE
<u>2891</u>	ELECTRONIC MAINT CHIEF (PMOS)	<u>4408</u>	MASTER OF PROCUREMENT LAW (NMOS)	<u>5915</u>	SURFACE AIR DEFENSE SYS FIRE CNTL
<u>3000</u>	BASIC SUPPLY ADMIN AND OPERATIONS	<u>4409</u>	MASTER OF CRIMINAL LAW (NMOS)	<u>5918</u>	SURFACE AIR DEFENSE SYS OPERATOR
<u>3001</u>	BASIC SUPPLY ADMIN AND OPERATIONS	<u>4410</u>	MASTER OF LAW (GENERAL) (NMOS)	<u>5924</u>	SURFACE AIR DEFENSE SYSTEM
<u>3002</u>	GROUND SUPPLY OFFICER	<u>4421</u>	LEGAL SERVICES (PMOS)	<u>5925</u>	SURFACE AIR DEFENSE SYS FIRE CNTL
<u>3006</u>	CONTRACTING OFFICER (FMOS)	<u>4422</u>	LEGAL SVCS COURT REPORTER (NMOS)	<u>5928</u>	SURFACE AIR DEFENSE SYSTEM CHIEF
<u>3010</u>	GROUND SUPPLY OPERATIONS OFFICER	<u>4429</u>	LEGAL SERVICES REPORTER STENOTYPE	<u>5937</u>	AVIATION RADIO REPAIRER
<u>3043</u>	SUPPLY ADMIN AND OPER SPEC (PMOS)	<u>4430</u>	LEGAL ADMINISTRATIVE OFFICER	<u>5939</u>	AVN COMMUNICATION SYS TECH
<u>3044</u>	BASIC CONTINGENCY CONTRACT SPEC (P)	<u>4600</u>	BASIC TRNG & AUDIOVISUAL SPT MAR	<u>5942</u>	AVIATION RADAR REPAIRER (AN/TPS-59)
<u>3046</u>	INTER CONTIN CONTRACT SPEC (NMOS)	<u>4601</u>	BASIC TRNG & AUDIOVISUAL SPT OFF	<u>5944</u>	AVIATION RADAR REPAIRER (AN/TPS-63)
<u>3048</u>	ADV CONTIN CONTRACT SPEC (NMOS)	<u>4602</u>	COMBAT CAMERA OFFICER	<u>5948</u>	AVIATION RADAR TECHNICIAN
<u>3051</u>	WAREHOUSE CLERK (PMOS)	<u>4611</u>	COMBAT CAMERA PROD SPEC (PMOS)	<u>5950</u>	AIR TRAFFIC CONTROL SYSTEMS MAINT
<u>3052</u>	PACKAGING SPECIALIST (PMOS)	<u>4612</u>	COMBAT CAMERA PROD SPECIAL (PMOS)	<u>5952</u>	AIR TRAFFIC CONTROL NAVIGATIONAL A
<u>3100</u>	BASIC TRANSPORTATION MARINE	<u>4615</u>	COMBAT LITHOGRAPHER	<u>5953</u>	AIR TRAFFIC CONTROL RADAR TECH
<u>3101</u>	BASIC TRANSPORTATION OFFICER	<u>4616</u>	PRODUCTION EQUIP REPAIR SPEC (NMOS)	<u>5954</u>	AIR TRAFFIC CONTROL COMMUNICATIONS
<u>3102</u>	DISTRIBUTION MGMT OFF	<u>4621</u>	TRAINING EQUIPMENT AND LIBRARY SPL	<u>5956</u>	STA STC SUR RDR SYS TECH
<u>3112</u>	DISTRIBUTION MGMT SPECIALIST (PMOS)	<u>4641</u>	COMBAT PHOTOGRAPHER	<u>5957</u>	SATC PREC AP/RADAR TECH
<u>3300</u>	BASIC FOOD SERVICE MARINE	<u>4653</u>	COMBAT VISUAL INFORMATION EQUIPMEN	<u>5959</u>	AIR TRAFFIC CNTL SYS MAINT CHIEF
<u>3301</u>	BASIC FOOD SERVICE OFFICER	<u>4671</u>	COMBAT VIDEOGRAPHER	<u>5962</u>	TACTICAL DATA SYS EQUIP (DCONTD)
<u>MOS</u>	<u>Description</u>	<u>MOS</u>	<u>Description</u>	<u>MOS</u>	<u>Description</u>
<u>5963</u>	TACT AIR OPER MOD REP	<u>6253</u>	FIXED WING AIRFRAME MECH EA-6	<u>6842</u>	METOC FORECASTER
<u>5964</u>	TACTICAL DATA COMMUNICATIONS CTR	<u>6256</u>	FIXED WING AIRFRAME MECH KC-130	<u>6852</u>	METOC IMPACTS ANALYST
<u>5970</u>	DATA SYSTEMS MAINTENANCE OFFICER	<u>6257</u>	FIXED WING AIRFRAME MECH F/A-18	<u>6877</u>	WEAPONS AND TACTICS INST-METOC
<u>5974</u>	TACTICAL DATA SYS ADMINISTRATOR	<u>6276</u>	FIXED-WING ACFT CREW CHIEF KC-130	<u>7000</u>	BASIC AIRFIELD SERVICES MARINE
<u>5978</u>	TACTICAL DATA COMMUNICATIONS CTR	<u>6281</u>	FIXED WG AIRSAFETY EQUIP MECH-TRAI	<u>7001</u>	BASIC AIRFIELD SERVICES OFFICER
<u>5979</u>	TACTICAL AIR OPER MODULE ADT	<u>6282</u>	FIXED-WG ACFT EQUIP MECH(AV-8/TAV-	<u>7002</u>	EXPEDITIONARY AIRFIELD AND EMERG S

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5993	ELECTRONICS MAINTENANCE CHIEF	6283	FIXED-WING ACFT EQUIP MECH EA-6	7011	ESPED AIR SYS TECH
5994	TACTICAL DATA SYSTEMS MAINTENANCE	6286	FIXED WG ACFT SAFETY EQUIP MECH KC	7041	AVIATION OPERATIONS SPECIALIST
6000	BASIC AIRCRAFT MAINTENANCE MARINE	6287	FIXED WG ACFT SAFETY EQUIP MECH F/	7051	ACFT FIREFIGHTING & RESCUE SPECIAL
6001	BASIC AIRCRAFT MAINTENANCE OFFICER	6300	BASIC AVIONICS MARINE (OMA)	7200	BASIC AIR CNTL/AIR SPT/ANTI-AIR WA
6002	ACFT MAINTENANCE OFFICER	6301	BASIC AVIONICS OFFICER	7201	BASIC AIR CONTROL/ANTI-AIR WARFARE
6004	AIRCRAFT MAINT ENGINEERING OFFICER	6302	AVIONICS OFFICER	7202	AIR CMD CNTRL OFF
6011	AIRCRAFT MECHANIC-TRAINEE	6311	AIRCOMM/NAV/ELEC/WPNS SYS TECH-TRA	7204	LOW ALTITUDE AIR DEFENSE OFFICER
6012	AVN MAINT CONTROLLER/PROD CONTROLE	6312	AIRCOMM NAVRADAR SYSTECH AV-8 (PMO)	7207	FWD AIRCONTROL AIROFF
6013	AIRCRAFT MECHANIC, A-6/EA-6	6313	AIRCOMM NAVRDR SYSTECH EA-6	7208	AIR SUPPORT CONTROL OFFICER
6018	QAR INSPECTOR (NMOS)	6314	UAS AVIONICS TECHNICIAN (PMOS)	7210	AIR DEFENSE CONTROL OFFICER
6019	ACFT MAINTENANCE CHIEF	6315	AIRCOMM NAVWPNS SYSTECH AV-8	7212	LADD GUNNER
6022	ACFT POWER PLANTS MECH J52	6316	AIRCOMM NAVSYS TECH KC-130	7220	AIR TRAFFIC CONTROL OFFICER
6023	ACFT PWR PLT TEST CELL OPERFIXWING	6317	AIRCOMM NAVWPNS SYSTECH F/A-18	7222	HAWK MISSILE SYSTEM OPERATOR
6025	ACFT POWER PLANTS MECH ROLLS ROYCE	6318	AIRCOMM NAVELECWPNS SYS TECH OV-10	7234	AIR COMMAND AND CONTROL ELECTRONIC
6026	ACFT POWER PLANTS MECH T56	6322	AIRCOMM NAVELEC SYSTECH CH-46	7236	TACTICAL AIR DEFENSE CONTROLLER
6027	ACT POWER PLANTS MECHANIC F-4	6323	AIRCOMM NAVELEC SYSTECH CH-53	7237	SENIOR AIR DIRECTOR (NMOS)
6030	AIRCRAFT FLIGHT MECHANIC KC-130	6324	AIRCOMM NAVELECWPNS SYSTECH U/AH-1	7242	AIR SUPPORT OPERATIONS OPERATOR
6031	ACFT FLT ENGINEER KC-130 TRAINEE	6326	AIRCOMM/NAV/ELEC/WPNS SYSTECH V-22	7251	AIR TRAFFIC CONTROL TRAINEE
6032	AIRCRAFT FLIGHT ENGINEER KC-130	6331	ACFT ELEC SYS TECH - TRAINEE	7252	AIR TRAFFIC CONTROL TOWER
6033	AIRCRAFT NONDESTRUCTIVE INSP TECH	6332	AIRCRAFT ELECTRICAL SYS TECH AV-8	7253	AIR TRAFFIC CONTROL RADAR
6034	AIRCRAFT NONDESTRUCTIVE INSP OPER	6333	ACFT ELEC SYS TECH EA-6	7254	RADAR APPROACH CONTROL
6042	IMRL ASSET MANAGER (PMOS)	6336	AIRELEC SYSTECH KC-130	7257	AIR TRAFFIC CONTROLLER WPNS&TACTICS INST/AIR CONTROL
6043	A/C WELDER	6337	ACFT ELECTRICAL SYS TECH F/A-18	7277	
6046	AIRCRAFT MAINT ADMIN SPEC (PMOS)	6386	AIRCRAFT ELECTRONIC COUNTERMEASURE	7291	SENIOR AIR/TRAF CONTROL
6048	FLIGHT EQUIPMENT TECHNICIAN	6391	AVIONICS MAINTENANCE CHIEF OMA/IMA	7300	BASIC AIR TRAFFIC CONTROLLER/ENLIS
6049	NALCOMIS APPLICATION ADMIN/ANALYST	6400	BASIC AVIONICS MARINE (IMA)	7312	FIXED WING TRANS AIR SPEC KC-130J
6052	AIRCRAFT AIRFRAME MECH A-4/TA-4	6411	AIRCOMM/NAV SYS TECH TRAINEE IMA	7313	HELICOPTER SPECIALIST AH-1Z/UH-1Y
6061	ACFT INTER LVL HYDR/PNEU MECH-TRAI	6412	AIRCRAFT COMMUNICATIONS SYS TECH	7314	UAV AIR VEHICLE OPERATOR (PMOS)



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6062	AIRCRAFT INTER LVL HYDR/PNEU MECH	6413	AIRCRAFT NAVIGATION SYSTEMS TECH	7315	MISSION COMMANDER
6071	A/C MAINT GSE MECHANIC-TRAINEE	6414	ADVANCED ACFT COMM/NAV SYS TECH	7316	EXTERNAL UNMANNED AERIAL VEHICLE (
6072	ACFT MAINT GSE HYDR/PNEU STR MECH	6422	ACFT CRYPTOGRAPHIC SYSTEMS TECH	7371	TACTICAL SYSTEMS OPERATOR-TRAINEE
6073	AIRCRAFT MAINT GSE TECHNICIAN	6423	AVIATION ELECTRONICS MICRO-MINATUR	7372	TACTICAL SYS OPER MISSION SPEC
6074	CRYOGENIC EQUIPMENT OPERATOR	6431	AIRCRAFT ELECTRICAL SYSTEMS TECH	7374	VERTICAL TAKE OFF UNMAN AERIAL VEH
6082	ACFT SAFETY EQUIP MECH A-4/TA-4	6432	ACFT ELECTRICAL/INSTRUMENT/FLIGHT	7380	TACTICAL SYSOFF/MISSION SPECIALIST
6091	ACFT INTER LEVEL STR MECH TRAINEE	6433	ACFT ELEC/INSTRUMENT/FLIGHT CONTRO	7381	ARO/IRO/LM (TRAINEE)
6092	AIRCRAFT INTER LEVEL STR MECH	6434	ADVANCED ACFT ELECTRICAL/INSTRUMEN	7382	ARO/IRO/LM
6111	HELICOPTER/TILTROTOR MECH-TRAINEE	6461	HYBRID TEST SET TECH IMA	7500	FRS BASIC A-4M PILOT
6112	HELICOPTER MECH, CH-46	6462	AVIONICS TEST SET (ATS) TECHNICIAN	7501	PILOT VMA A-4
6113	HELICOPTER MECH, CH-53	6463	CASS HP CONFIG OPER/MAINT/TECH IMP	7502	FWD AIR CNTRL/AIR OFF
6114	HELICOPTER MECH, U/AH-1	6464	AIRPORT INERTIAL NAVIGATION SYSTEM	7503	BILLET DESIGNATOR FIXED WING PILOT
6115	TILTROTOR MECH MV-22	6466	CASS EO CONFIG OPER/MAINT/TECH IMA	7504	BILLET DESIGNATOR NVL FLT OFF
6116	TILTROTOR MECHANIC MV-22	6467	CASS TECH IMA	7505	BILLET DESIGNATOR HELICOPTER PILOT
6122	HELICOPTER POWER PLANTS MECH, T-58	6468	AIRCRAFT ELECTRICAL EQUIP TEST SET	7506	BILLET DESIGNATOR ANY PILOT/NFO
6123	HELICOPTER POWER PLANTS MECH, T-64	6469	CASS TEST STATION IMA ADV MAINT TE	7507	FRS BASIC AV-8B PILOT
6124	HELICOPTER POWER PLANTS MECH, T-53	6472	CONS AUTOSUPSYS ELEOPT/FLIR	7508	PILOT VMA AV-8A/C
6132	HCPTR/TILTROTOR DYNA COMP MECH	6473	CONS AUTOSUPSYS HIGH POWERED/RADAR	7509	PILOT VMA AV-8B
6151	HELICOPTER/TILTROTOR AIR MECH	6477	AFLI/ELECTRO-OPT TECH	7510	FRS BASIC A-6E PILOT
6152	HELICOPTER AIRFRAME MECH CH-46	6482	ACFT ELECCTRSYS TECH FIXED WG IMA	7511	PILOT VMA(AW) A-6
6153	HELICOPTER AIRFRAME MECH CH-53	6483	ACFT ELECCTRSYS TECH HELO IMA	7512	PILOT FIXED-WING TRANSPORT KC-130
6154	HELICOPTER AIRFRAME MECH A/UH-1	6484	CASS EW CONFIG OPER/MAINT/TECH IMA	7513	PILOT HELICOPTER AH-1Z/UH-1Y
6156	TILTROTOR AIRFRAME MECHANIC	6485	ACFT ACTIVE ELECTRONIC COUNTERMEAS	7520	FRS BASIC F-4S PILOT
6162	PRESIDENTAL SUPPORT SPECIALIST	6491	AVIATION PRECISION MEASURING EQUIP	7521	FRS BASIC F/A-18 PILOT
6172	HELICOPTER CREW CHIEF CH-46	6492	AVN PME CALB REPAIR TECH	7522	PILOT VMFA F-4S
6173	HELICOPTER CREW CHIEF CH-53A/D	6493	AVN METEOR EQUIP TECH OMA/IMA	7523	PILOT VMFA F/A-18
6174	HELICOPTER CREW CHIEF UH-1	6494	ALTIS SPEC	7524	FRS BASIC F/A-18D
6176	TILTROTOR CREW CHIEF MV-22	6500	BASIC AVIATION ORDNANCE MARINE	7525	F/A-18D BASIC

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6177	WPNS/TACTICS CREW CHIEF INST	6501	BASIC AVIATION ORDNANCE OFFICER	7527	PILOT VMFA F/A-18D QUALIFIED
6178	VH-60N PRESIDENTAL HELICOPTER CREW	6502	AVIATION ORDNANCE OFFICER	7531	PILOT VMM, FRS BASIC V-22
6179	VH-3D PRESIDENTAL HELICOPTER CREW	6511	ACFT ORDNANCE TECHNICIAN - TRAINEE	7532	PILOT VMM, V-22 QUALIFIED
6199	HELO/TILTROTOR AERIAL OBSER/GUNNER	6521	AVIATION ORDNANCE MUNITIONS	7533	PILOT C-20 QUALIFIED
6211	FIXED WING AIRCRAFT MECH TRAINEE	6531	AIRCRAFT ORDNANCE TECHNICIAN	7540	FRS BASIC RF-4B PILOT
6212	FIXED WING ACFT MECH AV-8/TAV-8	6532	AIRCRAFT ORDNANCE TECHNICIAN A-4	7541	FRS BASIC EA-63 PILOT
6213	FIXED WING ACFT MECH EA-6	6541	AVIATION ORDNANCE SYSTEMS TECH	7542	PILOT VMAQ/EA-6A
6214	UAV MECHANIC (PMOS)	6591	AVIATION ORDNANCE CHIEF	7543	PILOT VMAQ/EA-6B
6216	FIXED WING ACFT MECH KC-130	6600	BASIC AVIATION SUPPLY MARINE	7545	PILOT VMFP/RF-4B
6217	FIXED WING ACFT MECH F/A-18	6601	BASIC AVIATION SUPPLY OFFICER	7550	MARITIME ADVANCED (NATC)
6222	FIXED WING ACFT POWER PLANTS F-402	6602	AVIATION SUPPLY OFFICER	7551	PILOT C-9
6223	FIXED WING ACFT POWER PLANTS J-52	6604	AVIATION SUPPLY OPER OFF	7552	PILOT TC-4C
6226	FIXED-WING AIRPWR PLT MEC (T-56)	6607	AVIATION LOGISTICAN	7553	PILOT C-20/C37 QUALIFIED (FMOS)
6227	FIXED-WING AIRPWR PLT MECH F-404	6608	AIRSPEED OFFICER (NMOS)	7554	PILOT UC-35 QUALIFIED
6232	FIX-WING ACFTFLT MECH KC130 (DCONT)	6617	ENLISTED AVN LOGISTICIAN	7555	PILOT UC-12B
6241	FIX-WING ACFTFLTENGR KC130 TRNG(DC)	6672	AVIATION SUPP SPECIALIST (PMOS)	7556	FRS KC-130 COPILOT
6242	FIXED-WING AIRFLT ENGR KC-130	6673	AUTOMATED INFO SYS COMP OPERATOR	7557	KC-130 AIRCRAFT COMMANDER
6243	FIXED-WING TRANS ACFT SPEC C-9	6677	WEAPONS & TACTICS INST (DCONTD)	7558	FRS BASIC CH-53D PILOT
6244	FIXED-WING TRANS ACFT SPEC C-12	6694	AVN LOG INFO MGMT & SPT SPEC (PMOS)	7559	PILOT CT-39
6246	FIXED-WING TRANS ACFT SPEC C-20	6800	BASIC WEATHER SERVICE MARINE	7560	FRS BASIC CH-53E PILOT
6247	FIXED-WING TRANS ACFT SPEC UC-35	6801	BASIC WEATHER SERVICE OFFICER	7561	FRS BASIC CH-46 PILOT
6251	FIXWING AIRCFTAIRFRMECHTRNEE (PMOS)	6802	METOC OFFICER (PMOS)	7562	PILOT HMH/M/L/A CH-46
6252	FIXED WG ASEM AV-8/TAV-8 (PMOS)	6821	METOC OBSERVER	7563	UH-1N QUALIFIED
MOS	<u>Description</u>	MOS	<u>Description</u>	MOS	<u>Description</u>
7564	CH-53 A/D QUALIFIED	8247	FOREIGN AREA OFF WESTERN EUROPE	9670	STATISTICS OFFICER
7565	PILOT HMH/M/L/A AH-1	8248	FOREIGN AREA OFF EAST ASIS (EXCL P	9674	OFFICE AFFAIRS MGMT OFF (DCONTD)
7566	PILOT CH-3E	8249	FOREIGN AREA OFF EASTERN EUR(EXCL	9678	HISTORIAN (DCONTD)
7567	FRS BASIC UH-1N PILOT	8403	FMF RECON IDC	9680	HUMAN RESOURCES MANAGEMENT SPECIAL
7568	FRS BASIC AH-1 PILOT	8404	FIELD MEDICAL SERVICE TEAM	9683	MASTER OF INTERNATIONAL LAW (DCONT



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7574	QUALIFIED SAC(A)	8410	RECRUITING OFFICER (PMOS)	9684	MASTER OF ENVIRONMENTAL LAW (DCONT
7576	PILOT VMO OV-10	8411	RECRUITER	9685	MASTER OF LABOR LAW (DCONTD)
7577	WEAPONS AND TACTICS INSTRUCTOR	8412	CAREER RECRUITER	9686	MASTER OF PROCUREMENT LAW (DCONTD)
7578	NAVAL FLIGHT OFFICER STUDENT	8421	CAREER RETENTION SPECIALIST	9687	MASTER OF CRIMINAL LAW (DCONTD)
7579	FRS BASIC RF-4B ARO	8425	SURFACE FORCE INDP DUTY TECH	9688	MASTER OF LAW (GENERAL) (DCONTD)
7580	T/N FLIGHT STUDENT	8427	FMF RECON CORPSMAN	9701	JOINT SPECIALITY OFFICER
7582	FRS BASIC EA-6B ELECTRONIC WARFARE	8431	PSYCHOLOGICAL OP NCO (DCONTD)	9702	JOINT SPECIALIST
7583	QUALIFIED A-6E ELECTRONIC WARFARE	8511	DRILL INSTRUCTOR	9802	DIR/ASSTDIR USMC BAND (DCONTD)
7584	QUALIFIED EA-6A/ELECTRONIC WARFARE	8513	MARINE COMBAT INSTRUCTOR	9803	STFOFF USMC BAND PRSOWN (DCONTD)
7585	QUALIFIED RF-4B AIRBORNE RECONNAIS	8530	MARKSMANSHIP COACH (DCONTD)	9805	USMC DRUM/BUGLE CORPS OFF (DCONT
7587	F-45 RADAR INTERCEPT OFFICER	8531	MARKSMANSHIP INSTRUCTOR (DCONTD)	9807	MISSION COMMANDER (DCONTD)
7588	EA-6B ELECTRONICS WARFARE OFFICER	8532	SMALL ARMS WEAPONS INSTR (DCONTD)	9808	GNDCNTRL/INTERNAL PILOT
7589	V/STOL LANDING SIGNAL OFFICER	8534	EQUAL OPPORTUNITY ADVISOR (DCONTD)	9811	MEMBER US MARINE BAND (DCONTD)
7590	LANDING SIGNAL OFFICER TRAINEE	8538	SUBSTANCE ABUSE COUNSELOR (DCONTD)	9812	MUSICIAN US MAR DRUM&BUGLE (DCONT
7591	NAVAL FLIGHT OFFICER VMAW	8541	SCOUT-SNIPER (DCONTD)	9813	GND CNTL STATION PAYLOAD OPERATOR
7592	PILOT VMAW	8551	MARTIAL ARTS INSTRUCTOR	9814	EXTERNAL UNMANNED AERIAL VEHICLE
7593	LANDING SIGNAL OFFICER PHASE I & I	8552	MARTIAL ARTS INSTRUCTOR-TRAINER	9815	RECRUITING OFFICER (DCONTD)
7594	LANDING SIGNAL OFFICER PHASE III	8563	WATER SAFETY/SURVIVAL INSTR (DCONT	9816	MECHANIC MAINTANENCE TECHNICIAN
7595	TEST PILOT/FLIGHT TEST PROJECT OFF	8611	INTERPRETER (DESIGNATED LANGUAGE)	9817	REMOTE RECEIVING STAOP
7596	AVIATION SAFETY OFFICER	8621	SURVEILLANCE SENSOR OPERATOR	9820	POLITICAL MILITARY OFF (DCONTD)
7597	ROTARY WING FLIGHT STUDENT	8631	SURVEILLANCE SENSOR MAINTENANCE MA	9821	REGN AFF OFF (LATIN AMER) (DCONTD)
7598	FIXED WING FLIGHT STUDENT	8641	MICROMINATURE REPAIRER	9822	REGN AFF OFF (FMR USSR) (DCONTD)
7599	PILOT FLIGHT STUDENT	8652	RECON MAN, PARACHUTE JUMP (DCONTD)	9823	REGN AFF OFF (FMR PEOPLES (DCONTD)
8000	GENERAL SERVICE MARINE	8653	RECONNAISSANCE MAN, COMBAT DIVER Q	9824	REGN AFF OFF (MIDDLE EAST (DCONTD)
8001	BASIC OFFICER (BASIC MOS)	8654	RECONNAISSANCE MAN, PARACHUTE COMB	9825	REGN AFF OFF (SUB-SAHARAN (DCONTD)
8002	JOINT TERMINAL ATTACK CONTROLLER	8711	INFANTRY OPERATIONS SPECIALIST	9826	REGN AFF OFF (SW ASIA (DCONTD)
8003	GENERAL OFFICER (PMOS)	8802	EDUCATION OFFICER (FMOS)	9827	REGN AFF OFF (WESTERN EUROPE (DCON
8004	BILLET DESIG UNRES LOGISTICS OFF	8803	LEADERSHIP DEVELOPMENT SPECIALIST	9828	REGN AFF OFF (EAST ASIA (DCONTD)

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8005	SPECIAL ASSIGNMENT OFF	8811	FIREFIGHTER (DCONTD)	9829	REGN AFF OFF (EAST EUROPE (DCONTD)
8006	BILLET DESIGNATOR UNRES OFF	8820	AERONAUTICAL ENGINEER (FMOS)	9900	GENERAL SERVICES
8007	BILLET DESIGNATOR UNRES GRND OFF	8824	ELECTRONICS ENGINEER (FMOS)	9901	BASIC OFFICER (DCONTD)
8008	BILLET DESIG UNRES GRND CBT OFF	8825	MODELING AND SIMULATION OFF (FMOS)	9903	GENERAL OFFICER
8009	BILLET DESI-AIR CNTRL/ANTI-AIR WAR	8826	ORDNANCE SYSTEMS ENGINEER (FMOS)	9904	COLONEL LOGISTICIAN
8011	BASIC MARINE W/ENL GUARANTEE	8831	ENVIRONMENTAL ENGR MGMT OFF (FMOS)	9905	SPECIAL ASSIGNMENT OFF (DCONTD)
8012	GROUND SAFETY SPECIALIST OFF	8832	NUCLEAR ENGINEER (FMOS)	9906	COLONEL, GROUND
8013	SPECIAL ASSIGNMENT ENLISTED (FMOS)	8834	TECHNICAL INFORMATION OPER OFF (FM)	9907	COLONEL, NAVAL AVIATOR/NAVAL FLIGH
8014	BILLET DESIGNATOR ENLISTED (PMOS)	8840	MANPOWER MANAGEMENT OFFICER (FMOS)	9909	MAGTF PLANS/OPS OFF
8015	COLLEGE DEGREE ENLISTED	8844	FINANCIAL MANAGEMENT SPECIALIST (F	9910	BILLET DESIGNATOR-UNRES OFF (DCONT
8016	SPECIAL TECHNICAL OPERATIONS OFF	8846	DATA SYSTEMS SPECIALIST (FMOS)	9911	BILLET DESIGNATOR-UNRES GRO (DCONT
8023	PARACHUTIST (NMOS)	8848	MANAGEMENT DATA SYSTEMS OFF (FMOS)	9913	SPECIAL SERVICES OFFICER
8024	COMBATANT DIVER MARINE (NMOS)	8850	OPERATIONS ANALYST (FMOS)	9914	COLONEL, JUDGE ADVOCATE
8026	PARACHUTIST CMBT DIVER MAR (NMOS)	8851	OPERATIONS RESEARCH SPECIALIST (FM)	9915	SPECIAL ASSIGNMENT-ENL (DCONTD)
8028	MECEP PARTICIPANT	8852	DEFENSE SYSTEMS ANALYST (FMOS)	9916	BILLET DESIGNATOR-ENL (DCONTD)
8033	QUALITY ASSURANCE TECHNICIAN (SUBS	8856	CONTRACTING OFFICER (FMOS)	9917	COLLEGE DEGREE-ENLISTED (DCONTD)
8040	COLONEL, LOGISTICIAN	8858	COMD, CNTRL COMM COMP/INTEL (C4I)	9919	MAGTF ENLISTED PLANNER
8041	COLONEL GROUND (PMOS)	8862	MATERIAL MANAGEMENT OFFICER (FMOS)	9925	RANGE OFFICER (DCONTD)
8042	COLONEL NAVAL FLIGHT OFF	8866	SPACE OPERATIONS OFFICER	9928	MECEP PARTICIPANT (DCONTD)
8051	OPERATIONS RESEARCH SPECIALIST	8878	HISTORIAN (FMOS)	9930	BILLET DES-AIR CNTL/ANTI (DCONTD)
8055	INFORMATION MGMT OFF	8911	BARRACKS AND GROUNDS MARINE	9933	SPACE OPR STAFF OFF (DCONTD)
8056	HAZARDOUS MATERIAL/HAZARDOUS OFF	8915	FOOD SERVICE ATTENDANT (DCONTD)	9934	INFORMATION OPR STF OFF (DCONTD)
8057	ACQUISITION PROFESSIONAL	8921	ATHLETIC & RECREATION ASST (DCONTD)	9935	SPECIAL TECH OPR (DONTD)
8058	ACQUISITION MANAGER/ACQUI CORE MBR	8972	AIRCREW TRAINEE	9936	SUBSTANCE ABUSE CNTRL OFF
8059	ACQUISITION MGMT PROFESSIONAL	8991	SGT MAJOR OF THE MARINE CORPS	9940	BASIC FOREIGN AREA OFFICER
8060	ACQUISITION SPECIALIST (FMOS)	8999	SGT MAJOR/1ST SGT	9941	FAO, LATIN AMERICA
8111	COMBAT RUBBER RECON CRAFT (DCONTD)	9051	GRAVES REGISTRATION SPEC (DCONTD)	9942	FAO, USSR
8112	RIVERINE ASLT CRAFT CREWMAN (DCONT	9602	EDUCATION OFFICER (DCONTD)	9943	FAO, PEOPLE'S REPUBLIC OF CHINA
8114	RRC/RHIB COXSWAIN (DCONTD)	9603	LEADERSHIP DEVELOPMENT SPEC (DCON	9944	FAO, MIDDLE EAST/NORTH AMERICA

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8151	GUARD	9620	AERONAUTICAL ENGINEER (DCONTD)	9945	FAO, SUB-SAHARAN AFRICA
8152	MARINE CORPSSECURITY FORCE (MCSF)	9622	CHEMICAL ENGINEER	9946	FAO, SOUTHWEST AFRICA
8153	CADRE TRAINER (DCONTD)	9624	ELECTRONICS ENGINEER (DCONTD)	9947	FAO, WESTERN EUROPE
8154	MARINE CORPSSECURITY FORCE CLOSE	9625	MODELING & SIMULATION OFF (DCONTD)	9948	FAO, EAST ASIA (EXECLUDING PRC)
8156	MARINE SCTY GUARD (FMOS)	9626	ORDNANCE SYSTEMS ENGR (DCONTD)	9949	FAO, EASTERN EUROPE (EXECLUDING US)
8220	BILLET DESIGNATOR POLITICAL MIL OF	9628	COMPUTER ENGINEER (DCONTD)	9950	COMBAT ARTIST OFFICER (DCONTD)
8221	REGIONAL AFF OFF LATIN AMERICA	9630	INDUSTRIAL ENGINEER	9952	COMBATANT DIVER MARINE
8222	REGIONAL AFF OFF FMR SOVIET UNION	9631	ENVIRO ENGR MGMT OFF (DCONTD)	9953	PARACHUTE/COMBAT
8223	REGIONAL AFF OFF FMR REPUBLIC CHIN	9632	NUCLEAR ENGINEER (CONTD)	9954	HM/HW SNCO/NCO
8224	REGIONAL AFF OFF MIDDLE EAST/NORTH	9634	TECHNICAL INFO OP OFF (DCONTD)	9955	PSYCHOLOGICAL OPER OFF (DCONTD)
8225	REGIONAL AFF OFF SUB-SAHARAN AFRIC	9636	COMMUNICATIONS ENGINEER	9956	GROUND SAFETY SPECIALIST OFF
8226	REGIONAL AFF OFF SOUTHWEST ASIA	9640	MANAGEMENT OFFICER (DCONTD)	9957	ACQUISITION PROF CAND (DCONTD)
8227	REGIONAL AFF OFF WESTERN EUROPE	9644	FINANCIAL MANAGEMENT SPEC (DCONT)	9958	ACQUISITION MGR/ACQ CORE MBR (DCON)
8228	REGIONAL AFF OFF EASTERN ASIA(EXCL)	9646	DATA SYSTEMS SPECIALIST (DCONTD)	9959	ACQUISITION MGMT PROFESSIONAL
8229	REGIONAL AFF OFF EASTERN EUR(EXCL)	9648	MGMT, DATA SYSTEMS OFF (DCONTD)	9960	ACQUISITION SPECIALIST
8231	EDUCATION ASSISTANT (DCONTD)	9650	OPERATIONS ANALYST (DCONTD)	9962	PARACHUTIST
8240	BASIC FOREIGN AREA OFF (FMOS)	9651	OPERATIONS RESEARCH SPEC (DCONTD)	9965	FIXED WING PILOT (DCONTD)
8241	FOREIGN AREA OFF LATIN AMERICA	9652	DEFENSE SYSTEMS ANALYST (DCONTD)	9966	NAVAL FLIGHT OFFICER (DCONTD)
8242	FOREIGN AREA OFF FMR SOVIET UNION	9656	CONTRACTING OFFICER (DCONTD)	9967	HELICOPTER PILOT (DCONTD)
8243	FOREIGN AREA OFF PEOPLES REP OF CH	9657	SYS ACQUISITION MGMT (SAM) OFFICER	9969	ANY PILOT/NAVAL FLIGHT OFF (DCONTD)
8244	FOREIGN AREA OFF MIDDLE EAST/NORTH	9658	COMMAND CONTROL AND COMM (DCONTD)	9971	BASIC MARINE WITH ENL GUAR (DCONTD)
8245	FOREIGN AREA OFF SUB-SAHARAN AFRIC	9662	MATERIAL MANAGEMENT OFF (DCONTD)	9972	AIRCREW TRAINEE (DCONTD)
8246	FOREIGN AREA OFF SOUTHWEST ASIA	9666	SPACE OPERATIONS OFFICER (DCONTD)	9973	FIXED WG TRANS ACFT SPC KC-130 OFF
MOS	Description				
9974	VERTICAL TAKEOFF UNMANNED AERIAL				
9975	INFORMATION COMPUTER SECURITY SPEC				
9976	HELICOPTER SPECIALIST, AH-1Z/UH-1Y				
9980	SURVEILLANCE SENSOR OFF (DCONTD)				
9981	TACTICAL DATA SYSTEMS				

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	SPECIALIST	
<u>9982</u>	SMALL COMPUTER SYSTEMS OPERATOR/PR	
<u>9985</u>	INFORMATION MANAGEMENT OFF (DCONTD)	
<u>9986</u>	JT TERMINAL ATTACK CNTL (DCONTD)	
<u>8991</u>	SERGEANT MAJOR OF THE MARINE CORPS	
<u>8999</u>	SERGEANT MAJOR/1ST SERGEANT	

SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

103. LIMITED DUTY STATUS CODES

**LIMITED DUTY STATUS**

“Non-deploying” Marines **WILL** fall into 1 of these 3 categories:

1. **EAS non-deployable** because their remaining obligated service does not meet or exceed the EAS cutoff, per the unit’s implementation message
2. **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.
3. **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. Those in RED are most common.

	<b>English description</b>	<b>CODE</b>
157 000	<b>DUTY LIMIT CONSCIENTIOUS OBJECTOR</b> Must be designated by competent authority per current directives.	<b>A</b>
157 001	<b>DUTY LIMIT HAZARDOUS AREA RESTRICTION</b> Must have competent medical authority documentation	<b>R</b>
157 002	<b>DUTY LIMIT INSUFFICIENT ACTIVE SERVICE</b> Has not completed, at least, 84 days of active duty	<b>B</b>
<b>157 005</b>	<b>DUTY LIMIT NONE</b> Does not have any restrictions on duty	<b>0</b>
<b>157 006</b>	<b>DUTY LIMIT LIMITED DUTY MEDICAL BOARD</b> Is classified as “not physically qualified” for combat by competent authority	<b>Q</b>
157 007	<b>DUTY LIMIT PHYSICAL REMEDIAL PROGRAM</b> Enlisted under physical remedial program	<b>C</b>
157 009	<b>DUTY LIMIT SOLE SURVIVING SON</b> Has been designated a “sole surviving son” per current directives.	<b>M</b>
157 012	<b>DUTY LIMIT 17 YRS</b> Is less than 18 years of age at time of deployment	<b>P</b>
<b>157 014</b>	<b>DUTY LIMIT MEDICALLY NON-DEPLOYABLE</b> Is judged “medically non-deployable” by competent medical authority	<b>D</b>
<b>157 015</b>	<b>DUTY LIMIT ADMINISTRATIVELY NON-DEPLOYABLE</b> Is judged “administratively non-deployable” by competent authority	<b>E</b>

**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.**

**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

104. MOS MONITORS

<b>MMEA (Hqtrs)</b>			<b>MMEA-61 (Reenl Sec)</b>	
<b>Billet</b>	<b>Ext(s)</b>		<b>Billet</b>	<b>Ext(s)</b>
Head MMEA	784-9217		FTAP Officer	784-9238
Deputy Branch Head	784-9217		FTAP Chief	432-9148
Branch Admin Chief	784-9217		STAP Officer	432-9137
Assistant Admin Chief	784-9217/18/19		STAP Chief	432-9151
Branch Admin Clerk	784-9217/18/19		LatMove Chief	784-9236
			LatMove Clerk	784-9970
			LatMove Clerk	784-9970
<b>MMEA-1 (Dist Sec)</b>				
<b>Billet</b>	<b>Ext(s)</b>			
Head MMEA-1	784-9220		<b>MMEA-62 (CarPlan Mon)</b>	
Projects Manager	784-9229		Billet	Ext(s)
			MMEA-82 Liaison	784-9334
<b>MMEA-11 (Recruit Dist Unit)</b>			MMEA-83 Liaison	784-9252
<b>Billet</b>	<b>Ext(s)</b>		MMEA-84 Liaison	784-9956
Hd, Recruit Dist	784-9223/24/25		MMEA-85 Liaison	703-432-9745
Asst Hd, Recruit Dist	784-9223			
Reclass Dist Mon	784-9223/24/25		<b>MMEA-8 (Enl Mon)</b>	
Reclass Mon	784-9223/24/25		<b>Billet</b>	<b>Ext(s)</b>
<b>MMEA-12 (Cmd Dist Unit)</b>			Head MMEA-8	784-9948
<b>Billet</b>	<b>Ext(s)</b>		Asst Head	784-9947
Hd, Cmd Dist	784-9220		NCR Monitor/Career Plan	784-9295
Asst Hd, Cmd Dist	784-9220		MARSOF Monitor	432-9349
Dist	784-9220			
Cmd Dist Mon	784-9220		<b>MMEA-81 (8999 Mon )</b>	
Cmd Dist Mon	784-9220		<b>Billet</b>	<b>Ext(s)</b>
Management Analyst	784-9220		8999 Mon	784-9217
			8999 Assistant Mon	784-9217/18/19
<b>MMEA-13 (Readiness and Analysis)</b>				
<b>Billet</b>	<b>Ext(s)</b>		<b>MMEA-82 (Cbt Arms Mon)</b>	
Hd, Readiness	784-9222		<b>Billet</b>	<b>Ext(s)</b>
Readiness Officer	784-9222		Head	784-9334
			Asst Head	784-9335
<b>MMEA-5 (SysSpt)</b>			Admin Clerk	432-9308
<b>Billet</b>	<b>Ext(s)</b>			
Hd MMEA-5/ESGM Mgr/EAM Mgr	784-9971		<b>MMEA-82A</b>	

**SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION**

352x Monitor	784-9958		Assistant Head	784-9339
353x Monitor	784-9248		Admin Clerk	784-9257
58xx Monitor	784-9957		26xx Monitor	784-9338
0613/14/19/29/48/81/99 Monitor	784-9294		28xx Monitor	784-9258
065X/0689 Monitor	784-9349		59xx/64xx/68xx/72xx Monitor	784-9259
0612/21/27 Monitor	784-9293		61XX Monitor	784-9953
			Aviation Transition Monitor	784-9939
<b>MMEA-83 (Srv Spt Mon)</b>			6019/6046/621X/622X/6276/73	784-9949
<b><u>Billet</u></b>	<b><u>Ext(s)</u></b>		6048/63xx/7314 Monitor	784-9254
Head MMEA-83	784-9252		6500/7000 Monitor	784-9255
Assistant Head	784-9251		64XX/66XX Monitor	784-9256
Admin Clerk	784-9954		6042/6062/607X/6092/625X/62	784-9950
<b>MMEA-83A</b>			<b>MMEA-85 (Spl Assgn)</b>	
<b><u>Billet</u></b>	<b><u>Ext(s)</u></b>		<b><u>Billet</u></b>	<b><u>Ext(s)</u></b>
0111 Non-NCO/44xx Monitor	784-9227		Head MMEA-85	432-9472
0111 NCO/43xx Monitor	784-9228		Drill Instructor/AMOI Monitor	432-9475
0111 SNCO/0161/05xx Monitor	784-9960		MSG Monitor/ D&A HAZMAT/ MC	432-9476
21xx Monitor	784-9226		MCSF Mon/ EEO Adv/ SNCO Deg	432-9473
55xx/34xx/2311 Monitor	784-9296		Recruiter Monitor	432-9474
			85 Liaison	
<b>MMEA-83B</b>			Admin Clerk	432-9745
<b><u>Billet</u></b>	<b><u>Ext(s)</u></b>			
11xx/2336 Monitor	784-9871		<b>MMEA-86 (Hums)</b>	
04xx Monitor	784-9973		<b><u>Billet</u></b>	<b><u>Ext(s)</u></b>
1361/71/46xx Monitor	784-9249		Head-MMEA-86/Hums Monitor	784-9329
33xx/41xx Monitor	784-9250		Mil/Pers Clerk	784-9330
1391/16/41/45/49 Monitor	784-9955			
3043 Monitor	784-9974			
3044/51/52/31xx Monitor	784-9975			

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 105. MANPOWER MANAGEMENT SUPPORT BRANCH (MMSB)

#### **MMSB Main Office**

Branch Head  
Assistant Branch Head  
Budget Analyst/Supply  
Secretary

Phone: (703) 784-3930  
Phone: (703) 784-3931  
Phone: (703) 784-3946  
Phone: (703) 784-5673

#### **RECORDS CORRESPONDENCE SECTION (MMSB-10)**

Section Head  
Assistant Section Head  
Admin Assistant  
Congressional/Special Interest Unit (MMSB-11)  
Correspondence Unit (MMSB-12)  
OMPF Modifications Unit (MMSB-13)  
Medical Records Unit (MMSB-16)  
Worldwide Locator/Diary Unit (MMSB-17)  
MMSB-10 Organizational Mailbox

#### **Contact Information**

Phone: (703) 784-5600  
Phone: (703) 784-5602  
Phone: (703) 784-3934  
Phone: (703) 784-4648  
Phone: (800) 268-3710 (Commercial calls only)  
Phone: (703) 784-3922  
Phone: (703) 784-5606  
Phone: (800) 268-3710 (DSN not available)  
[SMB.Manpower.MMSB@usmc.mil](mailto:SMB.Manpower.MMSB@usmc.mil)

#### **RECORDS MANAGEMENT SECTION (MMSB-20)**

Section Head  
Assistant Section Head  
Operations Officer  
OMPF on CD problems (MMSB-20)  
Customer Service Window

#### **Contact Information**

Phone: (703) 784-5671  
Phone: (703) 784-3952  
Phone: (703) 784-3950  
Phone: (703) 784-3907  
Phone: (703) 784-3623/5640

#### **OMPF Material:**

Fax OMPF Update material to:

Phone: (703) 784-5682  
Phone: (703) 784-3907

OMPF Questions, Records Audit and Review

[MMSB-20](#)

#### **Digital Photos:**

Digital Photograph Inquiries

Phone: (703) 784-3738/4607  
[PHOTO](#)

#### **PERFORMANCE EVALUATION SECTION (MMSB-30)**

Section Head  
  
Assistant Section Head  
  
Branch Sergeant Major

#### **Contact Information**

Phone: (703) 784-3989  
  
Phone: (703) 784-3994  
  
Phone: (703) 784-3996

#### **MMSB-31, Policy and Compliance**

Section Head  
Asst Section Head  
Operations Chief  
Admin Chief 31  
Corrections, Policy & Compliance Questions  
MMSB-31 Organizational Mailbox

Phone: (703) 784-5686  
Phone: (703) 784-3997  
Phone: (703) 784-3991  
Phone: (703) 784-5689  
Phone: (703) 784-3905/3991/5689  
[SMB.Manpower.MMSB-31@usmc.mil](mailto:SMB.Manpower.MMSB-31@usmc.mil)

#### **MMSB-32, Fitness Report Processing Unit**

Section Head  
Assistant Section Head  
MMSB-32 Organizational Mailbox

Phone: (703) 784-3442  
Phone: (703) 784-3444  
[SMB.Manpower.MMSB-32@usmc.mil](mailto:SMB.Manpower.MMSB-32@usmc.mil)



## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### SYSTEMS SUPPORT SECTION (MMSB-40)

Section Head  
Assistant Section Head  
Operations/LAN/Communications Unit  
Operations Chief  
Programming Head/Webmaster

### Contact Information

Phone: (703) 784-2219  
Phone: (703) 784-3986  
Phone: (703) 784-3986  
Phone: (703) 784-5638  
Phone: (703) 784-3909  
[SMB.Manpower.MMSB.Webmaster](#)

### OFFICER/ENLISTED CAREER COUNSELING SECTION (MMSB-50)

Section Head  
Officer Counselors  
Enlisted Counseling and Retention Unit  
Enlisted Retention Section  
Lateral Move Section  
Career Planning Monitor Section  
Performance Evaluation Unit  
[ecounselor@usmc.mil](mailto:ecounselor@usmc.mil)

### Contact Information

Phone: (703) 784-9281  
Phone: (703) 784-9281/9282/9283  
Phone: (703) 784-9241  
Phone: (703) 784-9238  
Phone: (703) 784-9238  
Phone: (703) 784-9295  
Phone: (703) 784-9241

## 106. SSIC LISTING

1000-1999

Military Personnel

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

2000-2999	Information technology and Communications
3000-3999	Operations and Readiness
4000-4999	Logistics
5000-5999	General Administration Management
6000-6999	Medicine and Dentistry
7000-7999	Financial Management
8000-8999	Ordnance Material
9000-9999	Ships Design and Material
10000-10999	General Material
11000-11999	Facilities and Activities Ashore
12000-12999	Civilian Personnel
13000-13999	Aeronautical and Astronautical Material

### Reference website:

[http://doni.daps.dla.mil/SECNAV%20Manuals1/5210.2%20\(2012\).pdf](http://doni.daps.dla.mil/SECNAV%20Manuals1/5210.2%20(2012).pdf)

### 107. RIGHTS ADVISEMENT CARDS (FRONT SIDE)

<p><b>PROCEDURES FOR WARNING AND ADVISING A SUSPECT OF HIS RIGHTS</b></p> <p><b>A. THE WARNING</b></p> <p>BEFORE ASKING A SUSPECT A QUESTION, HE MUST BE WARNED AND ADVISED OF HIS RIGHTS AS FOLLOWS:</p> <p>(1) You are suspected of the offense(s) of: _____;</p>	<p><b>PROCEDURES FOR WARNING AND ADVISING A SUSPECT OF HIS RIGHTS</b></p> <p><b>A. THE WARNING</b></p> <p>BEFORE ASKING A SUSPECT A QUESTION, HE MUST BE WARNED AND ADVISED OF HIS RIGHTS AS FOLLOWS:</p> <p>(1) You are suspected of the offense(s) of: _____;</p>	<p><b>PROCEDURES FOR WARNING AND ADVISING A SUSPECT OF HIS RIGHTS</b></p> <p><b>A. THE WARNING</b></p> <p>BEFORE ASKING A SUSPECT A QUESTION, HE MUST BE WARNED AND ADVISED OF HIS RIGHTS AS FOLLOWS:</p> <p>(1) You are suspected of the offense(s) of: _____;</p>
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# SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

## RIGHTS ADVISEMENT CARDS (BACK SIDE)

### **B. THE WAIVER (After Warning per "A" above)**

DETERMINE WHETHER THE SUSPECT UNDERSTANDS HIS RIGHTS. IF HE 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 JAGMAN Appendix A-1-m, Suspect's Rights Acknowledgement/Statement)

IF THE SUSPECT INDICATES HE IS WILLING TO MAKE A STATEMENT, HE SHOULD FIRST BE ASKED WHETHER HE HAS MADE A STATEMENT ABOUT THE SUSPECTED OFFENSE TO ANYONE PRIOR TO THE PRESENT INTERVIEW. IF HE INDICATES HE HAS, IT SHOULD BE DETERMINED WHETHER HE WAS PROPERLY WARNED BEFORE MAKING THAT STATEMENT. IF NOT, ADVISE THE SUSPECT AS FOLLOWS:

- (1) The statement you gave may or may not be admissible at a court-martial.
- (2) Regardless of the fact that you have talked about this offense before, you still have the right to remain silent now.

### **B. THE WAIVER (After Warning per "A" above)**

DETERMINE WHETHER THE SUSPECT UNDERSTANDS HIS RIGHTS. IF HE 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?

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(If available, have the suspect read and sign JAGMAN Appendix A-1-m, Suspect's Rights Acknowledgement/Statement)

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- (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 JAGMAN Appendix A-1-m, Suspect's Rights Acknowledgement/Statement)

IF THE SUSPECT INDICATES HE IS WILLING TO MAKE A STATEMENT, HE SHOULD FIRST BE ASKED WHETHER HE HAS MADE A STATEMENT ABOUT THE SUSPECTED OFFENSE TO ANYONE PRIOR TO THE PRESENT INTERVIEW. IF HE INDICATES HE HAS, IT SHOULD BE DETERMINED WHETHER HE WAS PROPERLY WARNED BEFORE MAKING THAT STATEMENT. IF NOT, ADVISE THE SUSPECT AS FOLLOWS:

- (1) The statement you gave may or may not be admissible at a court-martial.
- (2) Regardless of the fact that you have talked about this offense before, you still have the right to remain silent now.

## SENIOR ENLISTED LEADER SMART PACKET – SECOND EDITION

### 108. RANK EQUIVALENCY CHART

	NAVY	ARMY	AIR FORCE	MARINE CORPS	COAST GUARD
<b>E-1</b>	Seaman Recruit	Private	Airman Basic	Private	Seaman Recruit
<b>E-2</b>	 Seaman Apprentice	 Private E-2	 Airman	 Private First Class	 Seaman Apprentice
<b>E-3</b>	 Seaman	 Private First Class	 Airman First Class	 Lance Corporal	 Seaman
<b>E-4</b>	 Petty Officer Third Class	 Corporal Specialist	 Senior Airman	 Corporal	 Petty Officer Third Class
<b>E-5</b>	 Petty Officer Second Class	 Sergeant	 Staff Sergeant	 Sergeant	 Petty Officer Second Class
<b>E-6</b>	 Petty Officer First Class	 Staff Sergeant	 Technical Sergeant	 Staff Sergeant	 Petty Officer First Class
<b>E-7</b>	 Chief Petty Officer	 Sergeant First Class	 Master Sergeant First Sergeant	 Gunnery Sergeant	 Chief Petty Officer
<b>E-8</b>	 Senior Chief Petty Officer	 Master Sergeant First Sergeant	 Senior Master Sergeant First Sergeant	 Master Sergeant First Sergeant	 Senior Chief Petty Officer
<b>E-9</b>	 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
<b>Special</b>	 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