



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

IN REPLY REFER TO:
NAVMC 1754.11
MFC
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NAVMC 1754.11

From: Commandant of the Marine Corps
To: Distribution List

Subj: FAMILY ADVOCACY PROGRAM PROCEDURES

Ref: (a) Marine Corps Order 1754.11A

Chap: (1) Submitting and Processing Expedited Transfers for Active Duty
(2) Submitting and Processing Expedited Transfers for Family Advocacy Program Eligible Dependents


1. Purpose. The Marine Corps Family Advocacy Program (FAP) is executed in accordance with reference (a), and this NAVMC is a supplement to the aforementioned reference. Standardizing procedures ensures consistency throughout the Marine Corps.

2. Scope. Commanders, Family Advocacy Program Managers, supporting organizations, and individual Marines and Sailors are required to comply with the procedures contained in the enclosures to this NAVMC.

3. Information. Headquarters Marine Corps Marine and Family Programs Division (MF), Behavioral Programs Branch (MFC), FAP will update these procedures as necessary to ensure compliance with higher headquarters directives. Questions related to the content of this NAVMC should be directed to: Manpower & Reserve Affairs, MF, MFC, FAP, 3280 Russell Road, Quantico, VA 22134 (703-784-9633 or HQMCFAP@usmc.mil).

4. Command. This NAVMC is applicable to the active and reserve components of Marine Corps Total Force with the exception of the Individual Ready Reserve.

5. Certification. This NAVMC is effective on the date signed.


M. C. BALOCKI
Director
Marine and Family
Programs Division

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Chapter 1

SUBMITTING AND PROCESSING EXPEDITED TRANSFERS FOR ACTIVE DUTY

Ref: (a) Public Law 115-232, National Defense Authorization Act for Fiscal Year 2019, Title V, Subtitle D, Section 536
(b) Marine Corps Order 1754.11
(c) Department of Defense Instruction 6400.06
(d) 10 U.S. Code 1059
(e) Marine Corps Order 1500.60
(f) Joint Travel Regulations
(g) Marine Corps Order 1300.8
(h) Secretary of Navy Manual 5210.1

Encl: (1) Template Expedited Transfer Request - Active Duty Victim
(2) Template Commanding Officer Approval/Disapproval - Active Duty Victim
(3) Template Dual-Military Active Duty Spouse Relocate Preference
(4) Template Dual Military Active Duty Spouse CO Approval/Disapproval

1. Purpose. To provide Commanding Officers (CO), Family Advocacy Program Managers (FAPM), and Manpower Management Division (MM) the process for active duty Expedited Transfer (ET) requests as required by reference (a).

2. Background. Since 2011, the Marine Corps is required to offer ETs for Marines who file unrestricted reports of sexual assault. Reference (a) expands ET eligibility to include Service Members who file an unrestricted report of domestic abuse, regardless of whether the spouse abuser or intimate partner abuser is a member of the Armed Forces. The procedures herein are meant to assist COs, installation Family Advocacy Program (FAP) staff, and MM implement the requirements established in reference (a). References (b) and (c) are under revision and will include this requirement.

3. Procedures/Processes

a. In accordance with (IAW) reference (a), COs are responsible for establishing command ET request procedures. To ensure strict confidentiality, visibility of ET requests is limited to official need-to-know, with the understanding that maintaining victim and sponsor privacy is essential.

(1) Headquarters Marines Corps (HQMC) FAP is the primary point of contact for all ET requests, to include coordination with MM for submitting the ET request. Command personnel are not to contact MM directly with regard to an ET, to include, but not limited to discussing options prior to the submission of the ET request or once orders have been assigned.

(2) All ET requests, to include those executed in the Reserve Component with the exception of Individual Ready Reserve (IRR), are forwarded via encrypted email to HQMC FAP.

(3) Installation FAPMs do not manage the ET process. FAPMs inform Marines of the availability of the option and advise them to address any ET requests with their CO. FAPMs educate COs about ET eligibility in the required 90 day CO training IAW reference (b).

b. Marines who file an unrestricted report of domestic abuse and elect to file an ET, initiate the process in writing to their CO using the template in enclosure (1).

(1) Marines electing to file an ET request follow their unit's ET request protocol, which includes ensuring that all personal affairs and immediate legal affairs have been resolved prior to requesting an ET.

(2) ET requests include a minimum of three preferred locations for transfer, all of which must be a major base or station.

(3) Inspector-Instructor Duty Stations are not an option unless a Marine is pre-qualified for that duty at the time of the ET.

(4) If the victim is Active Duty (AD) and married to a Service Member, refer to paragraph f (2) below.

(5) For confidentiality, no details about the reason for the ET request will be included.

c. The CO documents receipt of the request in writing and makes a credible report determination within 72 hours of receiving the request.

d. Per the reference (c), a presumption is established in favor of approving an ET request following a credible report of domestic abuse.

(1) IAW reference (d), a credible report of domestic abuse is defined as an unrestricted report with reasonable grounds to believe that an offense constituting domestic abuse has occurred. Per reference (f), relocation may be authorized and thus an ET request approved following report of a domestic abuse offense.

(2) The CO consults with the supporting judge advocate or other legal advisor concerning shared property, child custody, or other legal issues involving the victim and alleged abuser that would preclude ET of the active duty victim. However, the CO does not give legal guidance and is not responsible for logistics that extend beyond the active duty Marine requesting the transfer. If the Marine has

children, the Marine is solely responsible for ensuring that he/she is legally able to move with his/her child(ren).

(3) The CO advises the Marine requesting an ET to ensure he/she is fully informed regarding reasonably foreseeable career impacts, impact on investigation if applicable, and other possible consequences of granting the request.

(4) The Incident Determination Committee (IDC) involves a separate administrative process that has no bearing on a CO's decision regarding an ET. The CO documents receipt of the request and approves or disapproves the ET within 72 hours of submission. The CO does not wait until the IDC decides whether the incident meets or does not meet the criteria for abuse prior to approving or disapproving the request.

e. COs consider the following prior to making a decision to approve or disapprove a transfer request:

(1) Nature and circumstances of the event.

(2) Whether a temporary transfer would meet the Marine's needs and the operational needs of the unit.

(3) Training status of the Marine requesting the transfer.

(4) Parent command input, if attached (e.g., Temporary Additional Duty [TAD]).

(5) Availability of positions within other units on the installation.

(6) Status of the investigation, potential impact on the investigation, and future disposition of the offense based on consultation with the investigating Military Criminal Investigative Organizations.

(7) Location of the alleged abuser.

(8) Other pertinent circumstances or facts (e.g., length of time between domestic abuse report and request to transfer).

f. The CO notifies the Marine in writing of the decision to approve or disapprove the transfer request.

(1) If the request is approved, the CO forwards the approved request to HQMC FAP via encrypted email. No additional endorsements are required.

(a) CO Approval/Disapproval letter templates are provided in enclosure (2).

(b) The CO notifies the local FAPM of the ET to assist facilitation of supportive services.

(c) The FAPM or FAPM designee informs the Marine of FAP service availability at the new duty location. If the Marine chooses to receive FAP services at the new installation, the FAPM or FAPM designee contacts the gaining installation FAPM or FAPM designee to facilitate continuity of services.

(2) If the Marine requesting the ET is married to an AD Service Member and the Marine is not the alleged abuser, the military spouse is also eligible to transfer.

(a) The AD spouse submits his/her preference in writing using the example in enclosure (3).

(b) If the AD spouse is a Marine and his/her preference is to transfer, the military spouse's command endorses the request using the example in enclosure (4).

(c) If the AD spouse is from another Service and the preference is to transfer, HQMC FAP is the point of contact to facilitate the required inter-Service processes on a case-by-case basis.

(3) If the Marine's request is disapproved, the Marine is given the opportunity to request review by the first General or Flag Officer (GO/FO) in the chain of command or a Senior Executive Service (SES) equivalent, if applicable.

(a) If the Marine requests further review, the CO immediately forwards the request, with reason for disapproval, to the first GO/FO (or SES equivalent) in the chain of command. The decision of the first GO/FO (or SES equivalent) in the chain of command to approve or disapprove is made within 72 hours of submission of the request for review.

1. If the review is approved by the first GO/FO (or SES equivalent) in the chain of command, the package is endorsed and forwarded to HQMC FAP for appropriate action.

2. If the review is disapproved by the first GO/FO (or SES equivalent) in the chain of command, the package with the reason(s) for disapproval is forwarded to HQMC FAP for documentation. Command will prioritize safety of victims throughout the process and/or will pursue all appropriate options to maintain the safety of the Marine or the Marine's dependent.

(b) If the Marine does not request further review, he or she states this in writing. The CO then forwards the package, with reason(s) for disapproval to HQMC FAP.

(4) If the CO determines that an internal move or TAD/Fleet Assistance Program is in the best interest of the Marine as opposed to approving the ET request, the request is considered disapproved for HQMC FAP purposes and follows the guidelines as previously discussed in paragraph 3f(3)(b).

g. Upon receipt of the approved request for ET, HQMC FAP coordinates with MM Division for AD Marines and the Reserve Affairs Management Division for Active Reserve Marines to initiate the transfer following procedures outlined in reference (g).

(1) The Marine may rescind the request in writing with the COs written endorsement, prior to orders being assigned. HQMC FAP should be notified immediately following a notification of an intent to rescind.

(2) Once orders are assigned, the option to rescind is no longer available. The Marine must execute orders per reference (g).

h. HQMC FAP is not the point of contact to request a replacement. Replacements should be requested via Manpower and Reserve Affairs, MM Division in accordance with reference (d).

i. IAW reference (e), when an ET is approved and there is an open case and/or continuation of services, the losing CO notifies the gaining CO. Information provided is limited to need-to-know and to assist facilitation of supportive services.

4. Additional Instructions

a. HQMC FAP works in conjunction with MM/Reserve Affairs to facilitate transfers for approved requests.

b. To protect confidentiality, only those with an official need-to-know are involved in the ET request process.

c. Upon receipt of the ET request, HQMC FAP confirms receipt of the request with the command-provided point of contact.

d. Requests for ET using the ET template in enclosure (1) are scanned into a PDF file and forwarded to HQMC FAP via encrypted email.

(1) Copies are maintained by HQMC FAP in accordance with Records Management Protocol per reference (h).

(2) FAPMs do not maintain copies of ET requests.

e. For safety transfers, refer to (f).

f. Requests for ET by Sailors attached to Marine Corps units are coordinated by the unit with Navy Personnel Command (PERS-833),

Personnel Security Branch Caseworker located aboard Millington, TN
(901-874-4412).

g. For questions regarding ET requests and for the ET HQMC point
of contact, call HQMC Marine and Family Programs Division, Behavioral
Programs Branch, FAP at 703-784-9488, 703-784-9633, or
HQMCFAP@usmc.mil.

1754.11
IMM
Date

From: I. M. Marine [EDIPI/Name]
To: Victim's Immediate Commander

Subj: REQUEST FOR EXPEDITED TRANSFER

Ref: (a) Public Law 115-232, National Defense Authorization Act for
Fiscal Year 2019, Title V, Subtitle D, Section 536
(b) Marine Corps Order (MCO) 1754.11
(c) Department of Defense Instruction 6400.06
(d) MCO 1300.8

1. Per the references, I am requesting an expedited transfer.
2. My preferences for transfer locations are as follows:
 - a. First choice:
 - b. Second choice:
 - c. Third choice:
3. I understand that staffing considerations will be prioritized and reassignment made with due regard to the requirements of the service per reference (c), and that there is no guarantee I will receive my first choice.

To protect confidentiality and the integrity of this process, limit personnel involved to those who have "need-to-know" functions within the command.

I. M. MARINE

LETTERHEAD

1754.11
CO
Date

From: Commanding Officer, [Immediate command for Marine or Sponsor]
To: Headquarters Marine Corps (HQMC), Family Advocacy Program (FAP)
Subj: REQUEST FOR EXPEDITED TRANSFER [LAST NAME/FIRST NAME/EDIPI]

Ref: (a) Public Law 115-232, National Defense Authorization Act for
Fiscal Year 2019, Title V, Subtitle D, Section 536
(b) Marine Corps Order (MCO) 1754.11
(c) Department of Defense Instruction 6400.06
(d) MCO 1300.8

1. The expedited transfer for [AD Marine EDIPI] is approved / denied.
2. Point of contact is HQMC FAP at is 703-784-9488, 703-784-9633, or
HQMCFAP@usmc.mil.

To protect confidentiality and the integrity of this process, limit administrative personnel involved to those who have "need-to-know" functions within the command.

I. M. COMMANDING

Must be signed by the Commanding Officer or someone with acting authority.

First Endorsement

This section is necessary only if the Commanding Officer has denied the request for Expedited Transfer, otherwise leave this out.

I do/do not request a GO/FO review of the aforementioned denial of my Expedited Transfer request.

Marine making the original request should notate his or her choice to have a GO/FO review by circling the words "do" or "do not" above and by signing.

I. M. MARINE

1754.11
IMM
Date

From: I. M. Marine [EDIPI]
To: Marine's Immediate Commander

Subj: PREFERENCE FOR ACTIVE DUTY SPOUSE

Ref: (a) Public Law 115-232, National Defense Authorization Act for
Fiscal Year 2019, Title V, Subtitle D, Section 536
(b) Marine Corps Order (MCO) 1754.11
(c) Department of Defense Instruction 6400.06
(d) MCO 1300.8

Per the references, I am requesting/declining to transfer with my
Active Duty spouse.

To protect confidentiality and the integrity of this
process, limit personnel involved to those who
have "need-to-know" functions within the
command.

I. M. MARINE

LETTERHEAD

1754.11
CO
Date

From: AD Spouse's Immediate Commander
To: Headquarters Marine Corps (HQMC), Family Advocacy Program (FAP)
Subj: ACTIVE DUTY SPOUSE [Last Name/First Name/EDIPI]
Ref: (a) Public Law 115-232, National Defense Authorization Act for
Fiscal Year 2019, Title V, Subtitle D, Section 536
(b) Marine Corps Order (MCO) 1754.11
(c) Department of Defense Instruction 6400.06
(d) MCO 1300.8

1. The Active Duty spouse transfer is approved / denied.
2. Point of contact at HQMC FAP at 703-784-9488, 703-784-9633, or
HQMCFAP@usmc.mil.

To protect confidentiality and the integrity of this process, limit administrative personnel involved to those who have "need-to-know" functions within the command.

I. M. COMMANDING

Must be signed by the Commanding Officer or someone with acting authority.

First Endorsement

This section is necessary only if the Commanding Officer has denied the request for Expedited Transfer, otherwise leave this out.

I do/do not request a GO/FO review of the aforementioned denial of my Expedited Transfer request.

Marine making the original request should notate his or her choice to have a GO/FO review by circling the words "do" or "do not" above and by signing.

I. M. MARINE

Chapter 2

SUBMITTING AND PROCESSING EXPEDITED TRANSFERS FOR FAMILY ADVOCACY
PROGRAM (FAP) ELIGIBLE DEPENDENTS

Ref: (a) Public Law 115-232, National Defense Authorization Act for
Fiscal Year 2019, Title V, Subtitle D, Section 536
(b) Marine Corps Order 1754.11
(c) Department of Defense Instruction 6400.06
(e) Marine Corps Order 1500.60
(d) Marine Corps Order 1300.8
(e) Secretary of Navy Manual 5210.1
(f) NAVMC 1752.5, Sexual Assault Prevention and Response
Procedures Joint Travel Regulations

Encl: (1) Template Expedited Transfer Request - FAP Eligible
Dependent
(2) Template Active Duty Sponsor Preference
(3) Template Commanding Officer Approval/Disapproval Marine or
Sponsor

1. Purpose. To provide Commanding Officers (CO), Family Advocacy
Program Managers (FAPM), and Manpower Management (MM) with the process
for Expedited Transfer (ET) requests for FAP eligible dependents as
required by reference (a).

2. Background. Since 2011, the Marine Corps is required to offer ETs
for Marines who file unrestricted reports of sexual assault.
Reference (a) expands ET eligibility to include the allowance of the
transfer of Service Members whose dependent, under the age of 18, is
the victim of sexual assault perpetrated by a member of the Armed
Forces not related to the victim. For the transfer of Service Member
dependents 18 years or older refer to the Sexual Assault Prevention
and Response NAVMC 1752, reference (f). The procedures herein are
meant to assist COs, installation Family Advocacy Program (FAP) staff,
HQMC FAP, and MM implement the requirements established in reference
(a). References (b) and (c) are under revision and will include this
requirement.

3. Procedures/Processes

a. In accordance with (IAW) reference (a) COs are responsible for
establishing command ET request procedures. To ensure strict
confidentiality, visibility of ET requests is limited to official
need-to-know, with the understanding that maintaining victim and
sponsor privacy is essential.

(1) Headquarters Marines Corps (HQMC) Family Advocacy Program
(FAP) is the primary point of contact for all ET requests, to include
coordination with MM for submitting the ET request. Command personnel
are not to contact MM directly with regard to an ET, to include, but

not limited to discussing options prior to the submission of the ET request or once orders have been assigned.

(2) All ET requests, to include those executed in the Reserve Component with the exception of the Individual Ready Reserve (IRR), are forwarded via encrypted email to HQMC FAP.

(3) Installation FAPMs do not manage the ET process. FAPMs inform Marines of the availability of the option and advise them to address any ET requests with their CO. FAPMs educate COs about ET eligibility in the required 90 day CO training IAW reference (b).

b. A FAP eligible dependent who files an unrestricted report of sexual assault and who elects to file an ET IAW reference (a), is informed that the sponsor must initiate the process in writing with the sponsor's command. The sponsor's command is notified and approves or disapproves the sponsor's request to transfer within 72 hours.

(1) The FAP eligible dependent electing to file an ET request through the sponsor submits a written request for an ET to the sponsor's command. A request letter template is provided in enclosure (1).

(2) The sponsor submits a request that includes three preferred geographical locations, all of which must be a major base or station. A request geographical preference letter template is provided in enclosure (2).

(3) Requests for an ET from Outside the Continental United States (OCONUS) locations may have varying instructions. Contact HQMC FAP with case specifics.

c. For confidentiality, no details about the reason for the ET request will be included.

d. The CO documents in writing receipt of the request and approves or disapproves the request after a credible report within 72 hours of receiving the request.

e. Per reference (g), a presumption is established in favor of approving an ET request following a credible report of sexual assault.

(1) For purposes of the ET process, per reference (g) a credible report of sexual assault is defined as a report having reasonable grounds to believe that an offense constituting sexual assault has occurred.

(2) The CO makes a credible report determination at the time the request is made after considering the advice of the supporting judge advocate or other legal counsel.

(3) In no circumstances will the determination delay the responsibility to approve or disapprove a transfer request within the 72 hour period.

f. The CO notifies the sponsor in writing of his or her decision to approve or disapprove the transfer request.

(1) If the request is approved, the CO forwards the documentation to HQMC FAP via encrypted email. No additional endorsements are required.

(2) If the sponsor's request is disapproved, the sponsor is given the opportunity to request review by the first General or Flag Officer (GO/FO) in the chain of command, or a Senior Executive Series (SES) equivalent, if applicable.

(a) If the sponsor requests further review, the CO immediately forwards the request, with reason(s) for disapproval, to the first GO/FO (or SES equivalent) in the chain of command. The decision of the first GO/FO (or SES equivalent) in the chain of command to approve or disapprove is made within 72 hours of submission of the request for review.

1. If the review is approved by the first GO/FO (or SES equivalent) in the chain of command, the package is endorsed and forwarded to HQMC FAP for appropriate action.

2. If the review is disapproved by the first GO/FO (or SES equivalent) in the chain of command, the package with reason(s) for disapproval, is forwarded to HQMC FAP for documentation purposes.

(b) If the sponsor does not request further review, he or she states this in writing. The CO then forwards the package with reason(s) for disapproval to HQMC FAP for documentation purposes.

(3) A CO approval/disapproval letter template is provided in enclosure (3).

g. Upon receipt of the approved request for ET, HQMC FAP coordinates with MM Division for active duty Marines and Reserve Affairs Management Division for Active Reserve Marines to initiate transfer following procedures outlined in reference (d).

(1) The Marine may rescind the request, in writing, and with the COs written endorsement, prior to orders being assigned. Notify HQMC FAP immediately upon notification of an intent to rescind.

(2) Once orders are assigned, the option to rescind is no longer available. The Marine must execute orders per reference (d).

h. HQMC FAP is not the point of contact to request a replacement. Replacements should be requested via Manpower and Reserve Affairs, MM Division in accordance with reference (d).

i. IAW reference (e), when an ET is approved and there is an open case and/or continuation of services, the losing CO notifies the gaining CO. Information provided is limited to need-to-know and to assist facilitation of supportive services.

4. Additional Instructions

a. HQMC FAP works in conjunction with MM/RA to facilitate approved requests for transfer.

b. To protect confidentiality, only those with an official need-to-know are involved in the ET request process.

c. Upon receipt of the ET request, HQMC FAP confirms receipt of the request with the command-provided point of contact.

d. Requests for ET are scanned into a PDF file and forwarded to HQMC FAP via encrypted email.

(1) Copies are maintained by HQMC FAP in accordance with Records Management Protocol per reference (e).

(2) FAPMs do not maintain copies of ET requests.

e. For safety transfers, consult reference (d).

f. Requests for ET by Sailors attached to Marine Corps units are coordinated by the unit with Navy Personnel Command (PERS-833), Personnel Security Branch Caseworker located aboard Millington, TN (commercial 901-874-4412).

g. For questions regarding ET requests and for the ET HQMC point of contact, call HQMC Marine and Family Programs Division, Behavioral Programs Branch, FAP at: 703-784-9488, 703-784-9633, or HQMCFAP@usmc.mil.

1754.11

IMM

Date

From: I. M. Family Advocacy Program (FAP)-eligible Dependent

To: [Sponsor's Immediate Commander]

Subj: REQUEST FOR EXPEDITED TRANSFER [LAST NAME/FIRST NAME/EDIPI]

Ref: (a) Public Law 115-232, National Defense Authorization Act for
Fiscal Year 2019, Title V, Subtitle D, Section 536

(b) Marine Corps Order (MCO) 1754.11

(c) Department of Defense Instruction 6400.06

(d) MCO 1300.8

Encl: Active Duty Sponsor Preference

1. Per the references, I am requesting an expedited transfer. My sponsor is I. M. Marine, [Last Name/First Name/EDIPI].

2. Point of contact at Headquarters (HQMC) Family Advocacy Program (FAP) at 703-784-9488, 703-784-9633, or HQMCFAP@usmc.mil.

To protect confidentiality and the integrity of this process, limit personnel involved to those who have "need-to-know" functions within the command.

I. M. FAP-eligible Dependent

1754.11

IMM

Date

From: I. M. Marine, [EDIPI]

To: [Immediate commander]

Subj: PREFERENCE FOR ACTIVE DUTY SPONSOR [LAST NAME/FIRST NAME/EDIPI]

Ref: (a) Public Law 115-232, National Defense Authorization Act for
Fiscal Year 2019, Title V, Subtitle D, Section 536

(b) Marine Corps Order (MCO) 1754.11

(c) Department of Defense Instruction 6400.06

(d) MCO 1300.8

1. Per the references, I am requesting [insert choice from below options].

Option 1

A curtailment of tour of duty and transfer to one of the following locations:

a. First choice:

b. Second choice:

c. Third choice:

2. I understand that staffing considerations will be prioritized and reassignment made with due regard to the requirements of the service per reference (c), and that there is no guarantee I will receive my first choice.

Option 2

An early return of my dependent(s) to my home of record.

3. Point of contact at Headquarters (HQMC) Family Advocacy Program (FAP) at 703-784-9488, 703-784-9633, or HQMCFAP@usmc.mil.

To protect confidentiality and the integrity of this process, limit administrative personnel involved to those who have "need-to-know" functions within the command.

I. M. MARINE

LETTERHEAD

1754.11
CO
Date

From: Commanding Officer, [Immediate command for Sponsor]
To: Headquarters Marine Corps (HQMC), Family Advocacy Program (FAP)
Subj: REQUEST FOR EXPEDITED TRANSFER [LAST NAME/FIRST NAME/EDIPI]
Ref: (a) Public Law 115-232, National Defense Authorization Act for
Fiscal Year 2019, Title V, Subtitle D, Section 536
(b) Marine Corps Order (MCO) 1754.11
(c) Department of Defense Instruction 6400.06
(d) MCO 1300.8

1. Request for expedited transfer for [AD Marine EDIPI] is
approved/denied.
2. Point of contact at HQMC FAP at 703-784-9488, 703-784-9633, or
HQMCFAP@usmc.mil.

To protect confidentiality and the integrity of this process, limit administrative personnel involved to those who have "need-to-know" functions within the command.

I. M. COMMANDING

Must be signed by the Commanding Officer or someone with acting authority.

First Endorsement

This section is necessary only if the Commanding Officer has denied the request for Expedited Transfer, otherwise leave this out.

I do/do not request a GO/FO review of the aforementioned denial of my Expedited Transfer request.

Marine making the original request should notate his or her choice to have a GO/FO review by circling the words "do" or "do not" above and by signing.

I. M. MARINE