MARINE CORPS ORDER 6320.2E

From: Commandant of the Marine Corps

To: Distribution List

Subj: ADMINISTRATION AND PROCESSING OF INJURED/ILL/HOSPITALIZED MARINES

Ref: (a) MCO 1770.2A (NOTAL)
     (b) MCO P3040.4E
     (c) MCO P1070.12K
     (d) JAGINST 5800.7E
     (e) MCO P1000.6G
     (f) MARADMIN (396/07)
     (g) MCO P1080.40C
     (h) Joint Federal Travel Regulations, Volume I
     (i) MCO P1020.34G

Encl: (1) List of Activities Responsible for Hospitalized Personnel
      (2) Combat Injury/Illness Process Charts
      (3) Sample Notification Message
      (4) Sample Transfer by Service Record Book Request
      (5) Source of Supply for Marine Corps Clothing
      (6) Hospital Visit Form

Report Required: Visiting Officer’s Form (Report Control Symbol EXEMPT) par. 5.b.1) and encl (6).

1. Situation. To publish instructions for providing prompt and complete administrative assistance to injured/ill/hospitalized Marines.

2. Cancellation. MCO 6320.2D.

3. Mission. All Marine Corps activities will be familiar with the instructions contained herein for administration and processing of injured/ill/hospitalized Marines. Expeditious administration and personal attention for Marines is vital in upholding the Marine Corps’ standard, "taking care of our own."

4. Execution

   a. The medical evacuation and/or transferring of Marines between medical facilities to effect treatment or use available bed space is controlled by the Global Patient Movement Requirements Center (GPMRC). In the case of medical evacuation, the GPMRC will designate the military or VA hospital to which the patient will be assigned. In the case of inter-hospital transfers, as determined by appropriate medical personnel and coordinated with the Naval District Medical Officer, the GPMRC will be the approving authority.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.
b. When combat conditions exist, a Marine Corps directive in the 3040 series issued by the Commandant of the Marine Corps (CMC) (MM) will provide additional administrative instructions and designate additional commands as patient clearing/administrative agencies and casualty administrators to process evacuees.

5. Administration and Logistics

a. For the purposes of this manual parent command is active duty command or reservists GFC. HTC is Home Training Center where member performs drills when not mobilized.

b. When it becomes known that a Marine has been admitted to a medical facility, the commander of the responsible Marine Corps activity or the Marine’s parent command, when the hospital is in the vicinity will make every effort to ensure that the patient is personally contacted by a Marine Corps representative within 24 hours after admission. Enclosure (2) pertains to the Combat Injury/Illness Process Chart and applies to the paragraphs below.

(1) Enclosure (1) lists military and Veterans Administration (VA) hospitals located in the Continental United States (CONUS) and designates a specific Marine Corps activity responsible for providing support to Marines hospitalized in that facility. Commanders of the activities listed in enclosure (1) will establish liaison with their designated Hospital to ensure prompt notification by the medical facility when a Marine is admitted for treatment. This report is exempt from reports control under SECNAV M-5214.1, and requires no Report Control Symbol.

(2) In cases where Marines are hospitalized outside of CONUS or within CONUS when no activity is designated, the nearest Marine Corps activity to the medical facility will assume cognizance of the Marine. These activities will establish a close liaison with the hospital to ensure prompt notification via a Personnel Casualty Report (PCR), with info to the Wounded Warrior Regiment (WWR) and CMC Casualty Assistance Section (MRPC), when a Marine is admitted for treatment.

(3) Where possible, Marines will receive outpatient care from their permanent duty station. When an active duty patient cannot be returned to full duty, but can perform duty commensurate with the medical limitation, competent medical authority may determine in conjunction with the Marine’s Commanding Officer, that the patient be transferred to a Wounded Warrior activity for ongoing care on an outpatient basis.

(4) Marine reservists on active duty orders in excess of 30 days, become injured/ill/hospitalized beyond the termination date of those orders, may be retained on active duty and administered in accordance with the provisions of this order while continued care is required until returned to full duty or discharged through the Disability Evaluation System (DES). In lieu of retention on active duty, the reservist may elect to be released from active duty and request Line of Duty (LOD) benefits, formerly known as Notice of Eligibility (NOE), per reference (f). The request to WWR Reserve Medical Entitlement Determination (RMED) for an LOD must be completed by the Marine’s parent Command on re-entry into the Reserve Component.

(5) Marine reservists on active duty orders less than 30 days or during Active Duty Training (ADT) or Inactive Duty Training (IDT) will be administered per reference (a).
c. CONUS Hospitalization

(1) When a Marine requires care, and the medical facilities, as dictated by competent medical authorities are not in the immediate vicinity of the permanent duty station, the responsible activities listed in enclosure (1) will assume cognizance for the duration of treatment. The responsible activities will release initial/supplemental PCR(s) in accordance with reference (b) and info CMC (WWR). Further, notification to (MMEA-86) will be completed via enclosure (3). Additionally, the responsible activities will submit a hospitalization visit form, enclosure (6), to HQMC (WWR) and MARFORRES (MFR) G-1 on a weekly basis and/or when the patient’s status changes (i.e., CONLV, condition, Change of facility).

(2) When, as directed by competent medical authority, a Marine requires care outside the vicinity of the parent command and the period of care is expected to be 90 days or less, the Marine will not be transferred to the responsible activity listed in enclosure (1). The Marine’s parent command will report Marine TAD to nearest Marine Corps Activity listed in enclosure (1) and info CMC (MMEA-86) via enclosure (3). Activities listed in enclosure (1) will attach the Marine TAD, provide administrative oversight and complete MCTFS reporting such as to/from sick and administer convalescence leave in coordination with the parent command.

(3) When as directed by competent medical authority, a Marine requires care outside the vicinity of the parent command, and the prognosis of care is expected to exceed 90 days at a single facility, the Marine will be transferred by service record to the responsible activity listed in enclosure (1). The Marine’s parent command will initiate the request for transfer by service record book via enclosure (4) to the CMC (WWR), which will coordinate with HQMC (MMEA-86). Reservists being returned to their HTC will not normally be TR by SR. Only in those cases having been approved for a TR by SR due to unusual circumstances will a TR by SR be directed. If an injured reservist is required to remain away from the parent command in order to receive proper medical treatment and there is no requirement for movement of dependents or household goods, the Marine will not require TR by SR but will be sent TAD EXCESS to either the WWR or a command closest to where medical treatment is being received. At such time as the reservist is found fit for full duty or determined to be unfit by the Physical Evaluation Board (PEB), the TAD status will be terminated and the reservist will be sent back to the parent command for deactivation or discharge. Consideration of the appropriate action to direct a TR by SR will be handled on a case by case basis and in coordinated with HQMC (MMEA-86), HQMC (WWR), and MARFORRES (G1).

(4) When Marines are discharged from one treatment center and referred to another for further care by competent medical authority, and if the prognosis for care will exceed 90 days, the parent command will initiate the request for transfer by service record book via enclosure (4) to the CMC (WWR), which will coordinate with HQMC (MMEA-86). Reservists being returned to their HTC do not require TR by SR. SRB/OQR, and health and dental records will be forwarded per instructions contained in reference (c). Forward line of duty investigation (LODI) per reference (d) and any pending disciplinary action. Ensure a copy of the personal effects inventory (NAVMC 10154) is included in the document side of the SRB/OQR. In no case will the date of transfer be later than 95 days from the date of admission to the hospital. Exceptions to the forgoing will be referred to the CMC (WWR) for disposition. In these cases, the gaining command in conjunction with the parent command
will indicate specific justification for non-transfer within the 95 day period; however, be under the immediate cognizance of the Marine Corps activity listed in enclosure (1). Ensure a copy of the personal effects inventory (NAVMC 10154) is included in the document side of the SRB/OQR.

d. Medical Evacuees from Commands Located Outside CONUS

   (1) Noncombatant OCONUS Cases. If competent medical authority directs that the Marine be MEDEVAC to CONUS, then subsequent transfers in CONUS will be handled in accordance with paragraph 5b.

   (2) Upon being MEDEVAC from one OCONUS facility, to another OCONUS medical facility regardless of location, request disposition instructions from the CMC (MMEA/MMOA/WWR) by message.

e. Civilian Hospitalization in Foreign Countries. The Commanding Officer of a Marine admitted to a foreign civilian hospital will, upon notification, release a PCR and immediately request disposition instructions from the CMC (MMEA/MMOA/WWR) by message. The following information will be included in the request:

   (1) Hospitalized Marine’s name, grade, social security number, and MOS.

   (2) Name and location of hospital.

   (3) Marine’s diagnosis, condition, and prognosis.

   (4) Location of Marine’s dependents (if any, indicate if residing with Marine).

f. Release from Hospitalization

   (1) Marines who have undergone a PEB and have been found unfit to perform the duties of their grade will, upon release from hospitalization, be retained by their organization pending disposition instructions from the CMC (MMSR-4).

   (2) Upon release from a period of hospitalization of less than 30 days, the Marine will be returned to the parent command. Exceptions to the forgoing are outlined in subparagraph 5f.

   (3) Upon completion of a period of hospitalization exceeding 30 days (including any outpatient treatment required), the Marine’s commanding officer will request disposition instructions from the CMC (MMEA/MMOA) per reference (e).

   (4) The commander, who has administrative control of a Marine who is to be separated for physical disability, will establish procedures to ensure that the Marine receives pre-separation counseling and that the Marine submits (or an annotation is made for refusal to submit) a Veteran’s Application for Compensation or Pension at Separation from Service VA Form.
(1) For ill/injured Marines transferring for further treatment from a non-Navy medical treatment facility to any other medical treatment facility, the travel is funded by Operation & Maintenance (O&M), Navy funds administered by Bureau of Medicine and Surgery.

(2) For Marines assigned to a Department of the Navy command or activity, ordered to a hospital in an outpatient status, the travel is chargeable to the funding source which supports the TAD travel of the Navy/Marine Corps Command/Activity to which assigned.

(3) For Marines assigned to anything other than a Department of the Navy command or activity, and ordered to a hospital in an outpatient status, the travel is chargeable to the funding source which supports the travel of the command/activity to which the patient is assigned for administrative purposes.

(4) Any questions concerning funding should be addressed to the CMC (RPM).

(5) When Marines are moved via TAD orders for medical treatment related to contingency operations, the orders should cite the appropriate funding source designated to support that operation. Commands who fund medical TAD using unit O&M funds, when the travel is the result of an illness or injury sustained in a designated contingency operation, should seek reimbursement for those expenses through their comptroller.

g. Personal Assistance. The following information supplements current instructions and is designed to assist responsible activities in providing support to patients.

(1) Pay. The responsible activity will report either a join or attach entry on the unit diary per reference (g). The appropriate duty status and strength category codes of the patient will be reported in conjunction with the join entry. The date of join or attachment will be the day of arrival at the treatment facility. All other information will be reported as it becomes available.

(2) Household Goods and Travel of Dependents

(a) Every effort will be made to ensure each Marine is afforded the benefits related to transportation and/or storage of household goods and dependent’s travel, if applicable, as entitled by reference (h).

(b) The necessary arrangements for shipment/storage of household goods and/or required tracer action to locate household goods which have been shipped but not received will be coordinated with the Military Traffic Management Office (TMO) responsible for serving the geographical area in which the hospital is located.

(c) If household goods are received by an activity and the Marine’s location cannot be determined locally, the activity will submit a message to the CMC (MMSB) requesting status/current location of the Marine so that the household goods may be forwarded to the proper destination.
(3) Uniform Clothing

(a) Enlisted Marines returned from a combat area for treatment by the Medical Evacuation System (MEDEVACS) shall be furnished individual clothing per reference (i). Commanders of activities administering to patients in an area where a retail clothing outlet (RCO) or military clothing sales store (MCSS) is available shall submit requests for clothing to that clothing activity, using Form NAVMC 604 and DD Form 1348, as appropriate.

(b) For those commands not supported by a RCO or MCSS, requisitions shall be submitted to the Defense Supply Center Philadelphia (DSCP), Pennsylvania 19102, using military standard requisitioning and issuing procedures per current directives.

(c) A listing of retail clothing outlets and military clothing sales stores is contained in enclosure (5) for the purpose of determining the source from which clothing may be obtained most expeditiously.

6. Command and Signal

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

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

R. S. COLEMAN
Deputy Commandant for Manpower and Reserve Affairs

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ALASKA

Inspector-Instructor
ReconBn, 4thMarDiv
CRC, bldg 24-855, Elmendorf AFB
Anchorage, AK 99506
(307) 552-7106

Branch Hospital, Co E, 4th
NavSta Adak, AK

USAFH, Elmendorf AFB
Anchorage, AK

USCG, Support Center Hospital
Kodiak, AK

USAH, Bassett
Ft. Wainwright
Fairbanks, AK

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4th FSSG, USMCR
1201 N. 35th Ave.
Phoenix, AZ 85009
(602) 353-3061/3063

VA MedCtr
Phoenix, AZ 85012
(602) 277-5551
800-554-7174

VA MedCtr
Prescott, AZ 86313
(928) 445-4860
800-949-1005

USAFH William AFB
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USAFH, Luke AFB
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6th EngrSptBn, 4thFSSG, NMCRC
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(520) 228-6300  USAH, Ft. Bliss Huachuca
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(925) 373-4700
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<td>Marine Corps Base</td>
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Marine Corps Air Ground Combat Center
Twentynine Palms, CA 92278-5000

NavHosp
Twentynine Palms, CA
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<td>Inspector-Instructor Btry P, 5thBn, 14thMar</td>
<td>VA Med Ctr&lt;br&gt;Grand Junction, CO 81501&lt;br&gt;(970) 242-0731&lt;br&gt;866-206-6415</td>
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<td>P.O. Box 31147, NMCRC</td>
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<td>VA MedCtr&lt;br&gt;Newington, CT 06111&lt;br&gt;(860) 666-6951</td>
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<td>30 Woodward Ave.</td>
<td>VA MedCtr&lt;br&gt;West Haven, CT 06516&lt;br&gt;(203) 932-5711</td>
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<td>NavSubmedCtr, NavSupBase&lt;br&gt;New London, Groton, CT</td>
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<td>(203) 467-5322</td>
<td>USCG Academy Hospital&lt;br&gt;New London, Groton, CT</td>
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<td>DELAWARE</td>
<td>Inspector-Instructor 3d &amp; 4th Plt, 10th Bulk Fuel Co.</td>
<td>USAFH, Dover AFB&lt;br&gt;Dover, DE</td>
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<td>4th FSSG, USMCR</td>
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### DISTRICT OF COLUMBIA

**Commanding Officer**  
3d & 4th Plt, 10th Bulk Fuel, CO  
4th MLG  
3920 Kirkwood Highway  
Wilmington, DE 19808  
(302) 998-6695  

**Inspector-Instructor**  
Rations Co, 4th Supply Bn  
4th MLG, USMCR  
190 Poremba Ct. SW  
Washington, D.C. 20373  
(202) 433-3614  

**VA MedCtr**  
Walter Reed Army MedCtr  
Washington, DC  
(202) 745-8000  
888-553-0242  

### FLORIDA

**Inspector-Instructor**  
Co B, 4th AsltAmphBn  
MFR, USMCR  
Box 44, Bldg 411, NAS  
Jacksonville, FL 32212-0044  
(904) 542-1751  

**VA MedCtr**  
Lake City, FL 32025  
(386) 755-3016  
800-308-8387  

**VAMedCtr**  
Gainesville, FL 32608  
(352) 376-1611  
800-324-8387  

**NRMC**  
Jacksonville, FL  

**Inspector-Instructor**  
AT (TOW) Co, 8th TkBn  
4th MarDiv, USMCR  
6251 NW 186th Street  
Hialeah, FL 33015-6009  

**VA MedCtr**  
Miami, FL 33125  
(305) 575-7000  
(888) 276-1785  

**USAFH, Homestead AFB**
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<td>4th MLG, FMF USMCR</td>
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<td>595 N. Primrose Dr.,</td>
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<td>4th Air-Naval Gunfire Liaison Co.</td>
<td>West Palm Beach, FL 33410</td>
<td>VA MedCtr</td>
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<td>Commanding Officer</td>
<td>Tampa, FL</td>
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<tr>
<td>(850) 452-2148/8762</td>
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<td>Tallahassee, FL 32310</td>
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<td>2d &amp; 3d Plt., Co E., Anti-Terrorism Bn</td>
<td>Valdosta, GA</td>
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GEORGIA

Marine Corps Representative
MarCorAdminDet
USA Infantry Scol, Bldg 4, Rm 545
Ft. Benning, GA 31905-5451
(706) 545-7378/1715

Commanding General
Marine Corps Logistics Base
Albany, GA 31704-5000
(229) 639-5475

Commanding Officer
Marine Aircraft Group 42
1000 Haley Ave., NAS Atlanta
Marietta, GA 30060
(678) 655-6181

Commanding Officer
MarCorAdminDet
US Army Signal Center
Fort Gordon, GA 30905-5676
(478) 272-1210

Inspector-Instructor
2d & 3d Plt., Co E., Anti-Terrorism Bn
2910 Roberts Ave
Tallahassee, FL 32310
(850) 574-3147

Inspector-Instructor
2nd BTO Co. B(-), 4th LSB
62 Leonard-Neal St., Bldg 1281
Hunter Army Field
Savannah, GA 31409

(850) 574-3147
(912) 351-0242

**HAWAII**
Commanding General
United States Marine Corps

**IDAHO**
Inspector-Instructor
Co C(-), (Rein), 4th TkBn
4thMarDiv, USMCR
NMRC, 4087 Harvard St.
Bldg. 800, Gowen Field
Boise, ID  83705-6507

**ILLINOIS**
Inspector-Instructor
2dBn, 24th Mar
4thMarDiv, USMCR,
3034-60 W. Foster Ave.,
Chicago, IL  60625-4830
(773) 539-6464

Inspector-Instructor
Co. K(-), 3d Bn., 24th Mar
200 S. Fruitridge Ave.
Terre Haute, IN  47803
(812) 235-8636

Inspector-Instructor
Btry E, 2dBn, 14thMar
4thMarDiv, USMCR
2711 McDonogh St.
Joilet, IL  60436
(815) 725-7828

Inspector-Instructor
3d Bn, 24th Marines
10810 Lambert Intl. Blvd.
Bridgeton, MO  63044
(314) 263-6204/5

Inspector-Instructor
Co. K(-), 3d Bn., 24th Mar

VA MedCtr
Honolulu, HI  96819

VA MedCtr
Boise, ID  83702
(208) 422-1000

VA MedCtr
Chicago, IL  60612
(312) 569-8387

VA MedCtr
North Chicago, IL  60064
(260) 426-5431
800-393-0865

VA MedCtr
Danville, IL  61832
(217) 554-3000
800-320-8387

VA MedCtr
Hines, IL  60141
(708) 202-8387

USAFH, Scott AFB
Belleville, IL

VA MedCtr
Marion, IL  62959
INDIANA

Inspector-Instructor
Det 1, Comm. Co., H&S Bn., 4th MLG
Grisson ARB, 648 Hoosier Blvd.
Peru, IN 46970
(765) 688-4404

VA MedCtr
Fort Wayne, IN 46805
(260) 426-5431
800-360-8387

USAFH, Grissom AFB
Peru, IN

Inspector-Instructor
Det., Comm. Co.(-), H&S Bn, 4th MarDiv
3010 Whiteriver Parkway E. Dr.
Indianapolis, IN 46208
(317) 923-1584/1992

VA MedCtr
Indianapolis, IN 46202
(317) 554-0000
888-360-8387

VA MedCtr
Marion, IN 46953
(765) 674-3321
800-360-8387

Inspector-Instructor
Co. K(-), 3d Bn., 24th Mar
200 S. Fruitridge Ave.
Terre Haute, IN 47803
(812) 235-8636

VA MedCtr
Marion, IL 62959
(618) 997-5311
866-289-3300

VA MedCtr
Danville, IL 61832
(217) 554-3000
800-320-8387

IOWA

Inspector-Instructor
Co. E(-), 2d Bn., 24th Marines
Bldg. 47, Dickman Ave.
Des Moines, IA 50315
(515) 285-2616

VA MedCtr
Des Moines, IA
50310
(515) 699-5999
800-294-8387
KANSAS

Commanding Officer
24th Mar, 4th MarDiv, USMCR
721 South Packard St.
Kansas City, KS 66105-2199

VA MedCtr
Leavenworth, KS 66048
(913) 682-2000
800-952-8387

USAH, Munson
Ft. Leavenworth, KS

Inspector-Instructor
Gen Spt. Ammo Plt., Ammo Co., 4th SupBn
2014 SE Washington St., Ste. 3
Topeka, KS 66607
(785) 862-0923

VA MedCtr
Topeka, KS 66622
(785) 350-3111
800-574-8387

USAH, Irwin
Ft. Riley, KS

Inspector-Instructor
Elec Maint Co., 4th Maint. Bn., 4th MLG
3026 George Washington Blvd.
Wichita, KS 67210
(316) 682-5426

VA MedCtr
Wichita, KS 67218
(316) 685-2221
888-878-6881

KENTUCKY

Inspector-Instructor
MP Co. A, H&S Bn., 4th MLG
151 Vocational-Technical Rd.
Lexington, KY 40510
(859) 254-4503

VA MedCtr
Lexington, KY 40502
(859) 233-4511
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<td>Louisville, KY 40206</td>
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<td>595 7th Armor Div. Cutoff Rd.</td>
<td>Fort Knox, KY 40121</td>
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<td>(502) 624-5134</td>
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<td>Co I, 3d Bn, 24th Marines, 4thMarDiv</td>
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<td>160 White Bridge Rd.</td>
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<td>Nashville, TN 37209-4597</td>
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<td>(615) 352-3386/3387</td>
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**LOUISIANA**

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<td>Pineville, LA 71360</td>
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<td>1710 Surrey St.</td>
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<td>(337) 593-0351</td>
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<td>H&amp;S Co., 3d Bn, 23d Mar, 4thMarDiv, USMCR</td>
<td>Alexandria, LA</td>
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<td>492 Olsen Ave.</td>
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<td>Belle Chasse, LA 70037</td>
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<tr>
<td>(504) 697-9363</td>
<td>USAH, Ft. Polk</td>
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<td>Bossier City, LA 71111</td>
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<td>(318) 747-0795</td>
<td>USAFH, Barksdale AFB</td>
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<td>MAINE</td>
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<td>MARYLAND</td>
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<td>Hamlet &amp; Chesley Ave., Baltimore, MD</td>
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<td>(410) 444-6200/6201/7717/1641</td>
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VA MedCtr
West Roxbury, MA  02132
(617) 323-7700

MICHIGAN

Inspector-Instructor
H&S Co., 1stBn, 24thMar
4th MarDiv, USMCR
27601 C Street
Selfridge ANGB
Mt. Clemens, MI  48045
(586) 307-2249

Commanding Officer
HQ, MWSG-47
Bldg 1435 N. Perimeter Rd.
Selfridge ANGB
Mt. Clemens, MI  48045
(586) 307-6441

Inspector-Instructor
Co B, 1stBn, 24th Mar
3500 Douglass St.
Saginaw, MI  48601
(989) 754-5899

Inspector-Instructor
Bridge Co. A, 6th ESB
NMCRC, 101 Base Ave.
Battle Creek, MI  49015

VA MedCtr
Leeds, MA  01053
(413) 584-4040
800-893-1522

VA MedCtr
Detroit, MI  48201
(313) 576-1000
800-511-8057

VA MedCtr
Ann Arbor, MI  48105
(734) 769-7100
800-361-8387

VA MedCtr
Saginaw, MI  48602
(989) 497-2500
800-406-5143

VA MedCtr
Battle Creek, MI  49015
(269) 966-5600
888-214-1247
(269) 964-8882

Commanding Officer

USAFH, K.I. Sawyer AFB

Det 1, Bulk Fuel Co. B, 6th ESB
2949 Ramada Way
Green Bay, WI 54304
(920) 336-3070

Marquette, MI

VA MedCtr
Iron Mountain, MI 49801
(906) 774-3300
800-215-8262

MINNESOTA

Commanding Officer
MWSS-471(-), MWSG-47
5905 34th Ave. S.
Minneapolis, MN 55450
(612) 713-4802/4813

VA MedCtr
Minneapolis, MN 55417
(612) 725-2000
866-414-5058

VA MedCtr
St Cloud, MN 56303
(320) 252-1610
800-247-1739

MISSISSIPPI

Inspector-Instructor
4thBn, 14thMar, 4thMardiv
USMCR, N&MCRTC
1001 4th Ave., SW
Bessemer, AL 35023
(205) 426-0555

Inspector-Instructor
Co. C, Anti-Terrorism Bn
4350 Officer Thomas Catchings Sr. Dr.
Jackson, MS 39209
(601) 352-1350

USAFH, Columbus AFB
Columbus, MS

Inspector-Instructor
Co A, 4th AsltAmphBn
4th Plt (Rein)
4thMarDiv, USMCR
Bldg 91, CMC
Gulfport, MS 39501-5000
(228) 871-3101

USAFH, Keesler AFB
Biloxi, MS
(228) 377-6510
DSN: 597-6510

VA MedCtr
Biloxi, MS 39531
(228) 523-5000
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<td>MISSOURI</td>
<td>Inspector-Instructor</td>
<td>VA MedCtr</td>
<td>800-296-8872</td>
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<td>HQ Co, 24th Marines</td>
<td>Columbia, MO  65201</td>
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<td>3805 155th St. Dyess Hall</td>
<td>(573) 814-6000</td>
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<td>Kansas City, MO  64147</td>
<td>800-349-8262</td>
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<td>(816) 843-3566</td>
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<td>Bridgeton, MO  63044</td>
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<td>(314) 652-4100</td>
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<td>(314) 263-6204/5</td>
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<td>Ft. Leonard Wood, MO  65473-5850</td>
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<td>Waynesville, MO</td>
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<td>US Army Trng Center</td>
<td>St Louis, MO  63106</td>
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<td>Anti-Terrorism Bn</td>
<td>Ft. Harrison, MT  59636</td>
<td>(406) 442-6410</td>
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<td>2913 Gabel Road</td>
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<td>EngMaintCo.(.), 4th Maint Bn,</td>
<td>VA MedCtr</td>
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<td>4th MLG</td>
<td>Grand Island, NE  68803</td>
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</tr>
</tbody>
</table>

**Enclosure (1)**
5808 North 30th Street  
Omaha, NE  68111  
(402) 453-8807  

(308) 382-3660  
866-580-1810  

VA Med Ctr  
Lincoln, NE  68510  
(402) 489-3802  
866-851-6052  

USAFH, Offutt AFB  
Omaha, NE  

VA MedCtr  
Omaha, NE  68105  
(402) 346-8800  
800-451-5796  

VA MedCtr  
Sioux Falls, SD  57117  
(605) 336-3230  
800-316-8387  

NEVADA  
Inspector-Instructor  
Wpns Plt, Co F, 2d Bn, 23d Marines  
4th MarDiv, USMCR  
5755 Blytheville, Rd., Bldg. 1032  
Las Vegas, NV  89191  
(702) 632-1505  

VA MedCtr  
Las Vegas, NV  89106  
(702) 636-3000  
888-633-7554  

USAFH, Nellis AFB  
Las Vegas, NV  

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4601 Cocoa Ave.  
Reno, NV  89506  
(775) 972-4998  

VA MedCtr  
Reno, NV  89502  
(775) 786-7200  
888-838-6256  

NEW HAMPSHIRE  
Co. B, 1st Bn, 25th Marines  
4th MarDiv, USMCR  
4 Harvey Road, Suite 107 (AFRC)  
Londonderry, NH  03053  
(603) 537-8000  

VA MedCtr  
Manchester, NH  03104  
(603) 624-4366  
800-892-8384  

NEW JERSEY  
Inspector-Instructor  
H&S Co.(-), 6th Motor T Bn  
4th MLG, USMCR  

USAH, Patterson  
Ft. Monmouth  
Eatontown, NJ
INSPECTOR-INSTRUCTOR VA MEDICARE CENTER 4TH MARINE DIVISION, USMC

NEW MEXICO

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Co D, 4th Recon Bn
4th MarDiv, USMCR
400 Wyoming Blvd. NE, Box L
Albuquerque, NM 87123
(505) 298-5508

VA MedCtr
Albuquerque, NM 87108
(505) 265-1711
800-465-8262

NEW YORK

Inspector-Instructor
Co F, 2d Bn, 25th Marines
4th MarDiv, USMCR
780 Washington Ave.
Albany, NY 12203
(518) 489-4221

VA MedCtr
Albany, NY 12208
(518) 626-5000

Inspector-Instructor
HQ Co (-), 6th Comm Bn.
AFRC, Floyd Bennett Field
Brooklyn, NY 11234
(718) 252-3100

VA MedCtr
Brooklyn, NY 11209
(718) 836-6600

VA MedCtr
Montrose, NY 10548
(914) 737-4400 ext. 2400
800-269-8749

Inspector-Instructor
Co I, 3d Bn, 25th Marines
4th MarDiv, USMCR
3 Porter Ave.
Buffalo, NY 14201
(716) 885-6529

VA MedCtr
Buffalo, NY 14215
(716) 834-9200
800-532-8387

VA MedCtr
Batavia, NY 14020
(585) 297-1000
888-798-2302

Inspector-Instructor
Direct Spt Co A (Rein), 6th Comm Bn
4th MLB, USMCR
600 Albany Ave.
Amityville, NY 11710
(613) 842-1991

VA MedCtr
Northport, NY 11768
(631) 261-4400
800-551-3996
Inspector-Instructor  
H&S Co, 2d Bn, 25th Marines  
4th MarDiv, USMCR

VA MedCtr  
Bronx, NY 10468  
(718) 584-9000

605 Stewart Ave.  
Garden City, NY 11530  
(516) 228-5671

800-877-6976  
VA MedCtr  
New York City, NY 10010  
(212) 686-7500

605 Stewart Ave.  
Garden City, NY 11530  
(516) 228-5671

VA MedCtr  
Castle Point, NY 12511  
(845) 831-2000  
800-269-8749

Commanding Officer  
MAG-49, Det B, 4th MAW  
Stewart ANG Base  
One McDonald St.  
Newburgh, NY 12550-9999  
(845) 563-2905

VA MedCtr  
Canandaigua, NY 14424  
(585) 394-2000

Inspector-Instructor  
Co A, Anti-Terrorism Bn  
4th MarDiv, USMCR  
439 Paul Rd.  
Rochester, NY 14684  
(585) 247-8231

VA MedCtr  
Bath, NY 14810  
(607) 664-4000  
877-845-3247

Inspector-Instructor  
Co E, 4th MAR Bn  
4th MarDiv, USMCR  
P.O. Box 36  
Syracuse, NY 13211  
(315) 454-9577

VA MedCtr  
Syracuse, NY 13210  
(315) 425-4400  
800-792-4334

NORTH CAROLINA  
Inspector-Instructor  
Ammunition Co (-), 4th Supply Bn  
4th MLG, USMCR  
669 Perimeter Rd.  
Greenville, SC 29605  
(864) 299-3937 ext. 226

VA MedCtr  
Ashville, NC 28805  
(828) 298-7911  
800-932-6408

Inspector-Instructor  
H&S Co. (-), 4th Maint Bn.  
4th MLG, USMCR  
6115 North Hills Circle  
Charlotte, NC 28513

VA MedCtr  
Salisbury, NC 28144  
(704) 638-9000  
800-469-8262
Inspector-Instructor
Co L, 3d Bn, 25th Marines

VA MedCtr
Chillicothe, OH 45601

4th MarDiv, USMCR
85 North Yearling Road
Columbus, OH 43213
(614) 492-2990

(740) 773-1141
800-358-8262

VA MedCtr
Columbus, OH 43203
(614) 257-5200
888-615-9448

Inspector-Instructor
MP Co C, H&S Bn, 4th MLB
410 North Gettysburg Ave.
Dayton, OH 45417
(937) 268-3261

USAFH, Wright-Patterson AFB
Dayton, OH
DSN: 787-8762 (937) 257-8762

VA MedCtr
Dayton, OH 45428
(937) 268-6511
800-368-8262

OKLAHOMA
Inspector-Instructor
Anti-Tank Training Co.
4th MarDiv, USMCR
1101 North 6th St.
Broken Arrow, OK 74012
(918) 258-7576

VA MedCtr
Muskokee, OK 74401
(918) 683-3261
888-397-8387

Inspector-Instructor
Btry F, 2d Bn, 14th Marines
4th MarDiv, USMCR
5316 South Douglas Blvd.
Oklahoma City, OK 73150
(405) 737-7883

VA MedCtr
Oklahoma City, OK 73104
(405) 270-0501
866-835-5273

USAFH, Altus AFB
Altus, OK

USAH, Reynolds
Ft. Sill, Lawton, OK

USAFH, Tinker AFB
Oklahoma City, OK

OREGON
Inspector-Instructor
Eng Co A, 6th ESB
4th MLG, USMCR
1520 West13th Ave.
Eugene, OR 97402
(541) 484-6244

VA MedCtr
Roseburg, OR 97470
(541) 440-1000
800-549-8387

Inspector-Instructor
H&S Co(-), 6th ESB

VA MedCtr
Portland, OR 97239
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<td>625 E. Pittsburg/Mckeesport Blvd.</td>
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<td>North Versailles, PA 15137</td>
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4th MAW, USMCR  
1118 Wyoming Ave  
Wyoming, PA  18644  
(570) 288-1947/48/49  

(570) 824-3521  
877-928-2621

PUERTO RICO  
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MCSFCo, PFC 1008  
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FPO AA 34051-8500  
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VA Med Ctr  
San Juan, PR  00921  
(787) 641-7582  
800-449-8721

USAH, Rodriguez USA Base  
San Juan, PR  00921

USAFH, Ramey AFB  
San Juan, PR  00921

RHODE ISLAND  
Officer In Charge  
MarCorAdminDet  
NavEduc&TrngCtr  
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VA MedCtr  
Providence, RI  02908  
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866-590-2976

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4th MLG, USMCR  
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Charleston, SC  29406  
(843) 743-2220/2702/2120

VA MedCtr  
Charleston, SC  29401  
(843) 577-5011  
888-878-6884

NavHosp Charleston  
Charleston, SC  29401

USAFH, Myrtle Beach AFB  
Myrtle Beach, SC

Inspector-Instructor  
Co F, 4th LAR Bn  
4th MarDiv, USMCR  
USMCR Reserve Center Bldg 3430  
5405 Leesburg Rd.  
Eastover, SC  29044  
(803) 783-1030

VA MedCtr  
Columbia, SC  29209  
(803) 776-4000  
888-878-6884

USAH, Ft. Jackson  
Columbia, SC  29209
Commanding General  
Marine Corps Recruit Depot, ERR  
Parris Island, SC  29905-0001  
(843) 220-2406/2307

NavHosp, Beaufort  
Beaufort, SC

**SOUTH DAKOTA**

Inspector-Instructor  
MACS-23 (E/WC)  
4th MAW, USMCR  
5609 Randall Ave. Bldg. 245  
Cheyenne, WY  82005

VA MedCtr  
Hot Springs, SD  57747  
(605) 745-2000  
800-764-5370

Inspector-Instructor  
2d & 3d Plt, Co D, Anti-Terrorism Bn  
2913 Gabel Road  
Billings, MT  59102  
(406) 655-6250/6251

VA MedCtr  
Ft. Meade, SD  57741  
(605) 347-2511  
800-743-1070

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EngMaintCo.(-), 4th Maint Bn, 4th MLG  
5808 North 30th Street  
Omaha, NE  68111  
(402) 453-8807

VA MedCtr  
Sioux Falls, SD  57117  
(605) 336-3230  
800-316-8387

**TENNESSEE**

Inspector-Instructor  
Co L, 3d Bn, 24 Marines  
4th MarDiv, USMCR  
251 Donald May Rd.  
Johnson City, TN  37615  
(423) 467-2196

VA MedCtr  
Mountain Home, TN  37684  
(423) 926-1171  
877-573-3529

Inspector-Instructor  
Co K, 3d Bn, 23d Marines  
4th MarDiv, USMCR  
3114 Jackson Ave.  
Memphis, TN  38112  
(901) 324-9425/9430

VA MedCtr  
Memphis, TN  38104  
(901) 523-8990  
800-636-8262

Inspector-Instructor  
Co I, 3d Bn, 24th Marines  
4th MarDiv, USMCR  
160 White Bridge Road  
Nashville, TN  37209  
(615) 352-3386

VA MedCtr  
Murfreesboro, TN  37129  
(615) 867-6000

VA MedCtr  
Nashville, TN  37212  
(615) 327-4751  
800-228-4973
TEXAS

Inspector-Instructor
Co B (-), Anti-Terrorism Bn
4th MarDiv, USMCR
2500 Tee Anchor Blvd.

VA MedCtr
Amarillo, TX  79106
(806) 355-9703
800-687-8262

Amarillo, TX  79104

Inspector-Instructor
Wpns Co, 1st Bn, 23d Marines
4th MarDiv, USMCR
4610 Fairview Dr.
Austin, TX  78731
(512) 458-4019

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NavHosp Corpus Christi
Corpus Christi, TX

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1068 Boyinton Dr.
Fort Worth, TX  76127
(817) 782-2719

VA MedCtr
Bonham, TX  75418
(903) 583-2111
800-924-8387

VA Med Ctr
Dallas, TX  75216
(214) 742-8387
800-849-3597

USAFH, Sheppard AFB
Wichita Falls, TX

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Btry D, 2d Bn, 14th Marines
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4810 Pollard Street
El Paso, TX  79930
(915) 566-8697

USAH, William Beaumont
El Paso, TX

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1902 Old Spanish Trail
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(713) 796-1260

VA MedCtr
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301 East Regis St., Suite 1137
Lubbock, TX  79403

VA MedCtr
Big Springs, TX  79720
(432) 263-7361
800-472-1365
West Virginia

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Co A, 4th CEB
4th MarDiv, USMCR
103 Lakeview Drive
Charleston, WV 25313
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VA MedCtr
Beckley, WV 25801
(304) 255-2121
877-902-5142

VA MedCtr
Huntington, WV 25704
(304) 429-6741
800-827-8244

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4th MarDiv, USMCR
1600 Lafayette Ave.
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(304) 845-2662/2790
WISCONSIN  Inspector-Instructor  VA MedCtr

Co G, 2d Bn, 24th Marines  Madison, WI  53705
4th MarDiv, USMCR  (608) 256-1901
1430 Wright Street  VA MedCtr
Madison, WI  53704  Tomah, WI  54660
(608) 241-2022  (608) 372-3971

Inspector-Instructor  800-872-8662
Co F, 2d Bn, 24th Marines  Milwaukee, WI  53295
4th MarDiv, USMCR  (414) 384-2000
2401 South Lincoln Memorial Dr.  888-469-6614
Milwaukee, WI  53207
(414) 481-3806

WYOMING  Inspector-Instructor  VA MedCtr
MACS-23 (E/WC)  Cheyenne, WY  82001
4th MAW, USMCR  (307) 778-7550
5609 Randall Ave., Bldg. 245  888-483-9127
Cheyenne, WY  82005  VA MedCtr
(307) 630-6592  Sheridan, WY  82801

VA MedCtr  USAFH, Francis E. Warren AFB
Sheridan, WY  82801  Cheyenne, WY
(307) 672-3473  866-822-6714
Combat Injury/Illness

MEDEVAC out of theater?

No

Return to Parent Command

Yes

TAD to WWR from Parent Command/Report DCC

OCONUS Level 3 Military Treatment Facility

MEDEVAC to CONUS?

No

Return to Parent Command

Yes

CONUS Medical Evaluation (see page 2)

Figure 1-1.--Combat Injury/Illness Process Chart
Medical Evaluation

- Require inpatient treatment?
  - Yes: Require intensive outpatient treatment (≥ 3 visits a week)
  - No: Continue Medical Evaluation

- Require intensive outpatient treatment (≥ 3 visits a week)?
  - Yes: Anticipate stay at this medical facility for ≥ 90 days
  - No: Return to full duty? See next page

- Anticipate stay at this medical facility for ≥ 90 days?
  - Yes: Is medical facility IVO parent command?
    - Yes: May PCA to WWBn w/ concurrence
    - No: TAD to nearest MCA
  - No: TR by SR to MCA/TAD to WWBn

- Is medical facility IVO parent command?
  - Yes: Remain on parent command roll/TAD to WWBn if
  - No: TAD to nearest MCA

Figure 1-2.--Combat Injury/Illness Process Chart
Duty Status Determination

- **Fit for full duty?**
  - Yes → Was SNM TR by SR during treatment
  - No → Return to Parent Command

  - Was SNM TR by SR during treatment
    - No → Return to Parent Command
    - Yes → TR by SR to MCA nearest to an appropriate Military Treatment Facility

  - TR by SR to MCA nearest to an appropriate Military Treatment Facility
    - Continue Rehab
      - May PCA to WWBn w/ concurrence
    - Continue Medical Evaluation (see page 2)

- **MMEA/OA process future assignment**

*Figure 1-3.--Combat Injury/Illness Process Chart*
SAMPLE NOTIFICATION MESSAGE

NATNAVMEDCEN BETHESDA MD//MAR//
(MARINE’S PARENT COMMAND)
INFO CMC WASHINGTON DC//MMEA/MMOA/MHP-10/WWR//
UNCLAS //NO6320//
MSGID/GENADMIN/HQCO://
SUBJ/NOTIFICATION OF HOSPITALIZATION ICO (MARINE’S RANK, NAME, SSN
AND MOS)
REF/A/DOC/CMC MMEA/30AUGXXXX//
AMPN/REFERENCE A IS MCO 6320.XX//
POC/ NAME/RANK/DSN NUMER/-/UNIT/COMM NUMBER/-//

1. PER THE REFERENCE, THE FOL INFO IS PROVIDED:
   A. NAME, LAST 4 SSN, MOS AND LOCATION OF FACILITY:
   B. MARINE’S DIAGNOSIS, CONDITION, AND PROGNOSIS:
   C. LOCATION OF MARINE’S DEPENDENTS (IF ANY, INDICATE IF
      RESIDING WITH MARINE):
   D. ESTIMATE LENGTH OF CARE:
   E. LEGAL PROBLEMS/LEGAL/CIVIL ACTION PENDING IF KNOWN
   F. EFFECTIVE DATE JOIN OR ATTACHED AS APPLICABLE
   G. LODI AND ANY DISCP ACT PEND FWD VIA SEP CORRESP ON ___
   H. REMARKS:
Sample Transfer by Service Record Book Request

THIS REQUEST IS INITIATED BY THE GAINING COMMAND
i.e. INSPECTOR INSTRUCTOR STAFF OR HOSPITAL LIASIONS
***************NOT FOR PARENT COMMANDS***************
RAAUZYUW RUWDHAI2104 0512111-UUUU--RHMFIUU.
ZNRR UUUUU ZUI RHHMMCB0194 0551840
R 202111Z FEB 03
FM NAVMEDCEN SAN DIEGO CA
TO CMC WASHINGTON DC//MRA MM//MMEA-86//WWR//
INFO CG MCRD WRR SAN DIEGO CA
SEVENTH MAR
SECONDBN SEVENTH MAR
CG 1ST MARDIV
BT
UNCLAS //N00259//
MSGID/GENADMIN/NAVMEDCEN SAN DIEGO CA//
SUBJ/REQ TR BY SRB CASE OF LCPL HARD L DOG 000 00 0000 1111 USMC//
REFERENCE/A/MCO 6320.2D/-/19JUL1995//
POC/SHAWN CHENEY/SSGT/MARLNO/LOC:NAVMEDCEN SAN DIEGO
/EMAIL:CHENEYSM@MCRDSD.USMC.MIL COMM: (619)532-6104//
RMKS/PER THE REFERENCE IT IS REQUESTED THAT SNM BE TR BY SRB TO CG MCRD
WRR SAN DIEGO CA (MCC 017) NLT 28 FEB 03.  SNM IS CURRENTLY PENDING
PEB FINDINGS AND IS RECEIVING CONTINUED CARE AT THIS FACILITY.
SNM'S CURRENT CMD IS LOCATED IN OKINAWA JA.  ADDITIONALLY SNM IS NO
LONGER WORLDWIDE DEPLOYABLE.
2. DUE TO THE NATURE OF TR IT IS REQUESTED THAT CMD ENSURE
COMPLIANCE WITH ALL ADMIN PROCEDURES OUTLINED IN REFERENCE (A).  ENSURE
ORIGINAL ORDERS ACCOMP SRB/HR/DR AND HHG/PERSEFFS TO NEW CMD BY MOST
EXPEDITIOUS MEANS.//
BT #2104 NNNN
**SOURCE OF SUPPLY FOR MARINE CORPS CLOTHING**

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 |                       | Albany, GA  31704-5000 |
| MMBU10                | Retail Clothing Outlet  
 |                       | Bldg 204  
 |                       | DSSC Branch, MCLB  
 |                       | Barstow, CA  92311-5000 |
| MMCU10                | Clothing Branch Bulk  
 |                       | DSSC Division  
 |                       | Base Material Bn  
 |                       | Marine Corps Base  
 |                       | Camp Pendleton, CA  92055-5000 |
| MMUI10                | Clothing ISP  
 |                       | DSSC Material Division, MCRD  
 |                       | Parris Island, SC  29905-5000 |
| MMKU10                | DSSC Retail Clothing Outlet  
 |                       | MCB  
 |                       | Kaneohe Bay, HI  96863-5000 |
| MMLU10                | Clothing Branch Bulk  
 |                       | DSSC, MCB  
 |                       | Camp Lejeune, NC  28542-5000 |
| MMNU10                | DSSC Clothing Outlet Bulk,  
 |                       | MCAS  
 |                       | Cherry Point, NC  28533-5000 |
| MMQU10                | DSSC Clothing Bulk  
 |                       | MCCDC  
 |                       | Quantico, VA  22134-5000 |
| MMRU10                | DSSC Clothing Bulk Issue  
 |                       | Point, Camp S. D. Butler  
 |                       | Unit FPO AP  98733-5000 |
| MMSU10                | Clothing Bulk Outlet  
 |                       | DSSC Branch, MCRD  
 |                       | San Diego, CA  92140-5000 |
| MMTU10                | Retail Clothing Bulk Stock, MCB  
 |                       | Twentynine Palms, CA  92278-5000 |
| MMYU10                | DSSC Clothing Outlet Bulk  
 |                       | MCAS, Yuma, AZ  85369-5000 |
SOURCE OF SUPPLY FOR MARINE CORPS CLOTHING

MM1310  
Retail Clothing Outlet  
Naval Support Activity Mid-South  
Millington, TN  38054-0001

MM4710  
Clothing Issue Point  
USMC, Clothing Detachment  
Naval Base, Camp Elmore  
Norfolk, VA  23511-0001

MM8710  
Clothing Issue Point  
HqBn, HQMC, Henderson Hall  
Arlington, VA  22214-5000
VISITING OFFICER’S FORM

1. All Personnel Visiting Wounded Warriors are required to complete this form and forward to Marine Forces Reserve Admin Assist Unit (Wounded Warrior Liaison Officer) upon completion of the visit.

2. Warriors Name: ______________ Rank: __________ SSN Last 4 ______________
   Parent Command: _______________ Treatment Facility: ________________

3. Visiting Marine: ______________ Rank: __________ Phone: ______________
   Unit: ____________________________

4. Date and Time of Visit: ________________________________

5. Request made by Marine to you: ________________________________
   __________________________________________________________________
   __________________________________________________________________

6. Action which you will take on Marines request: ________________
   __________________________________________________________________
   __________________________________________________________________

7. Action which you recommend if any for Marines well being: 
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

8 Family Concerns and issues: ________________________________
   __________________________________________________________________
   __________________________________________________________________

9. Marines condition/Status: ________________________________
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

   Visiting Marine’s Signature ___________________ Date __________

10. Additional Comments: ________________________________
    __________________________________________________________________

11. MFR Review Signature and date ________________________________

12. Date forwarded to WWBn East or WWBn West: ________________