



Congress and the Corps



Caseworker Handbook

Table of Contents

SECTION 1: Office of Legislative Affairs 3

Legislative Assistant to the Commandant of the Marine Corps	3
Personal Information and Records	5

SECTION 2: Personnel Policies 9

Duty Status	11
Delayed Entry Program (DEP).....	12
Reenlistment Policy of the Marine Corps	13
Requests for Permanent Change of Station Orders (PCSO).....	16
Humanitarian/Hardship Reassignment	16
Emergency Leave	17
Discharges	18
Disability Evaluation System (DES).....	21
Urinalysis Drug Screening Program	25
Management of the Human Immunodeficiency Virus (HIV) Program	27
<i>Awards and Decorations</i>	27
Restrictions on the Wearing of Military Uniforms	28
Military Justice	29
Unauthorized Absence (UA)/Desertion.....	34
Indebtedness	34
Correction of Military Records	35
Educational Benefits.....	36
Reserve Benefits	37
Identifying and Locating Marines	41

SECTION 3: Casualty Affairs. 43

Casualty Notification.....	43
Casualties.....	43
Casualty Assistance Calls Officers (CACO)	44
Requests for Military Honors at Funerals	44
Interment.....	45
Benefits for Survivors of Marines who die on Active Duty	47
Sole Surviving Family Member	49

SECTION 4: Family Member Services 51

Identification and Privilege Card	51
Exceptional Family Member Program	55
Support of Family Members	56
Tricare Clinics	57

Section 1 Congressional Caseworkers Handbook

SECTION 5: Community Relations 59

Support for Community Activities	59
Marine Corps Ceremonial and Musical Units.....	59
Aviation Support.....	65
Marine Corps Base Visit Requests	69
Political Activities and the Marine Corps	70

SECTION 6: Miscellaneous Support and Information 71

Marine Contract Awards.....	71
Marine Corps Parade and Concert Information	73
Requests for Photographs.....	75
Sources of Historical Information	76
Sale of Military Equipment to Foreign Countries.....	77
Marine Corps Seal.....	78

APPENDIX 79

A - Commonly Used Forms	79
B - Marine Corps Rank Chart	103

SECTION 1 Office of Legislative Affairs

The Office of Legislative Affairs (OLA) coordinates relationships between Marine Corps officials and Members of the U.S. Congress and their staffs. It is headed by the Legislative Assistant to the Commandant.

The Legislative Assistant to the Commandant of the Marine Corps is the staff assistant to the Commandant for all legislative matters. His office is located in the Pentagon near the Commandant's office.

Key to the Legislative Affairs organization are the two liaison offices, one in the **Russell Senate Office Building**, and one in the **Rayburn House Office Building**. These offices exist for one reason - to aid you in answering all questions and concerns regarding the Marine Corps. All inquiries should be made through these offices. The Marines in these offices will serve as your point of contact and will aid in addressing your concerns in the most expeditious manner possible.



Section 1 Congressional Caseworkers Handbook

Senate Liaison Officer

The Senate Liaison Officer coordinates Marine Corps matters with the Senators and their staffs. This Marine and the Marine staff work in the Russell Senate Office Building.

The Senate Liaison staff includes:

- Senate Liaison Officer
- Deputy Liaison Officer
- Senate Liaison Staff Non-Commissioned Officer
- Senate Liaison Non-Commissioned Officer

House Liaison Officer

The House Liaison Officer coordinates Marine Corps matters with the Representatives and their staff. This Marine and the Marine staff work in the Rayburn House Office Building.

The House Liaison staff includes:

- House Liaison Officer
- Deputy House Liaison Officer
- House Liaison Staff Non-Commissioned Officer
- House Liaison NCO

Congressional Inquiries

A key function of the Office of Legislative Affairs is to provide speedy and accurate responses to congressional inquiries. **ALL** inquiries requiring an immediate reply should be referred to the appropriate Marine Corps Liaison office.

Marine Senate Liaison Office

182 Russell Building
Washington, DC 20510
Tel: (202) 224-4681
Fax: (202) 685-6005

Marine House Liaison Office

U.S. House of Representatives
B-324 Rayburn HOB
Washington, DC 20515
Tel: (202) 225-7124
Fax: (202) 685-6077

Office Hours: 7:00 a.m. - 6:00 p.m.
Eastern Time Zone, Monday - Friday
(Message recording available after working hours)

Emergencies and After Hours

Please call the Liaison offices with any inquiries that present time-sensitive or emergency situations. A verbal response will be provided as soon as possible. In case of an emergency after normal office hours, the Legislative Affairs Duty Officer can be reached at the Navy Command Center, (703) 695-0231. The caller should request to speak with the duty Marine Corps Legislative Affairs representative. To help facilitate a timely response, please provide the following information for each inquiry, if possible:

- Marine's full name
- Social Security Number
- Rank
- Current military address
- Authorization for release of information in accordance with Privacy Act
- Specific assistance desired, and
- Members of Marine's chain of command working to resolve situation, if any.

Request Mast

The Marine's chain of command is ultimately responsible for addressing the Marine's situation. Every command is equipped with support services to assist Marines; however, each Marine must notify his or her chain of command if assistance is required. Should the Marine not be satisfied with the response received from the immediate senior, he or she may ***“Request Mast”*** and personally attempt to resolve the problem with the senior's superior officer. We recommend caseworkers ask Marines if they have made their chain of command aware of their problem.

Personal Information and Records

It is Marine Corps policy to make prompt and maximum release of information and records to the public, consistent with the provisions of U.S. Code Title 5, Part 1, Chapter 5, Section 552.



Section 1 Congressional Caseworkers Handbook

Release of Information

The **Privacy Act** prohibits the Marine Corps from disclosing any personal record pertaining to an individual without proper authorization from the individual or as authorized under other conditions of the statute, when release of the record would result in “clearly unwarranted invasion of personal privacy.” The Freedom of Information Act and the Privacy Act govern for the release of a Marine Corps record. The Freedom of Information Act and Privacy Act serve to balance the individual’s privacy with the public’s interest in having access to information pertaining to Government affairs.

Privacy of the Individual

Numerous factors must be considered such as:

- The nature of the information to be disclosed (*i.e., Do individuals normally have an expectation of privacy in the type of information to be disclosed?*);
- Importance of the public interest served by the disclosure and probability of further disclosure which may result in an unwarranted invasion of privacy;
- Relationship of the requester to the public interest being served;
- Newsworthiness of the individual to whom the information pertains (*e.g., high ranking officer, public figure*);
- Degree of sensitivity of the information from the standpoint of the individual or the individual’s family, and its potential for being misused to harm, embarrass, or inconvenience the individual or the individual’s family;
- The passage of time since the event which is the topic of the record (*e.g., disclosure that an individual has been arrested and is being held for trial by court-martial is normally permitted, while disclosure of an arrest which did not result in conviction might not be permitted after the passage of time*); and
- The degree to which the information is already in the public domain or is already known by the particular requester.

Releasable Information

Personal information regarding Civilian Employees of the Marine Corps and Active Duty or Reserve Marines normally authorized for release as a matter of public record are:

Civilian employees of the Marine Corps: Name, pay grade, date of grade, gross salary, present duty assignment (not released if civilian employee is with a unit that is located overseas, routinely deployable, or engages in sensitive

Congressional Caseworkers Handbook *Section 1*

operations), past duty assignments, future assignments which have been finalized, and office phone number.

Active Duty & Reserve Marines: Name, rank, gross salary, present duty assignment (not released if member assigned to a unit that is located overseas, routinely deployable, or engaged in sensitive operations), past duty assignments, future assignments which are finalized, office phone number, source of commission, promotion sequence number, awards and decorations, education (major area of study, school, year of education, and degree), and duty status at any given time.

Release of Information to Congressional Members

In accordance with the Secretary of the Navy Instruction (SECNAVINST) 5211.5D of 17 July 1992, the release of personal information to a Member of Congress on behalf of a constituent is dependent on whether the requester is the individual to whom the record pertains, or is another party.

If the request was prompted by a written request for assistance by the individual to whom the record pertains, the requested information may be disclosed to the requesting Congressional office. However, if the request was originated by a person other than the individual to whom the record pertains, law requires written consent of the individual before disclosure (unless disclosure is permitted under the Freedom of Information Act). As soon as the individual's written consent for disclosure is obtained, the requested information may be disclosed. Marine Corps policy prohibits interference in the relationship of a Member of Congress and his or her constituent; therefore, the Marine Corps is unable to contact an individual who is the subject of a congressional inquiry. The written consent for disclosure must be obtained by the Congressional office.

Release of Lists Containing Names & Duty Addresses of DoD personnel

All DoD components shall ordinarily withhold lists of names and other personal identifying information of personnel currently or recently assigned with a particular component, unit, organization or office with the Department of Defense in response to requests under the FOIA.



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SECTION 2 Personnel Policies

Enlisted Marines



Any U.S. citizen who meets the basic requirements may become a Marine by enlisting in the United States Marine Corps. The normal enlistment obligation in the active duty Marine Corps is between three to five years. Based on the applicant's personal interests, qualifications, and desires, the individual may elect to enlist in either the Enlistment Options Program or Enlistment Bonus Programs. There is also the Quality

Enlistment/College Enlistment Program (QEP/CEP), which offers incentives to highly qualified, career-oriented applicants. The Delayed Entry Program (DEP) allows applicants to delay their entry into the Regular Marine Corps or the Selected Marine Corps Reserve (SMCR). The DEP is described on page 11. All applicants who meet prescribed standards are acceptable for enlistment or reenlistment. No applicant will be refused enlistment because of race, color, religion, national origin, or gender, if the applicant is otherwise qualified in accordance with Marine Corps regulations.

The ultimate objective of the recruiting effort is the perpetuation of the Marine Corps and the standards of preparedness and military vigor that Marines have upheld since 1775. The Active Component is made up of Marines on Active Duty. In FY04 the Marine Corps was authorized 175,000 active duty personnel, composed of 18,088 officers and 156,912 enlisted Marines. This enlisted strength is a much higher percentage than any of the other armed services. This is because the Marine Corps relies on leadership not only from the officers, but also from the enlisted ranks.

Once a person enlists in the Marine Corps, he or she is sent to one of two Recruit Depots. At either Parris Island, South Carolina or San Diego, California, they attend Basic Training, a twelve-week period also known as Boot Camp.

After Boot Camp, the new Marines are assigned one of approximately 200 Military Occupational Specialties (MOS) such as infantry, aircraft mechanic, or communications specialist.

Section 2 Congressional Caseworkers Handbook

Although the Marine Corps is a multidimensional force, Marines share a common operational mindset. This mindset is captured by a simple, powerful credo: “Every Marine a rifleman.” In other words, every Marine, regardless of specialty, is fundamentally the same. All are forged from a common experience, share a common set of values, and are trained as a cohesive air-ground team from the moment they join the Corps.

Officers

Marine officers are leaders of Marines. They are held to an even higher standard than enlisted Marines, for they are to lead Marines into battle should our Nation call upon them to fight. A general requirement to become a commissioned officer is a four-year college degree.

There are several sources by which one may receive a commission in the United States Marine Corps:

Officer Candidate Class (OCC). College graduates attend a numbered OCC at Marine Corps Combat Development Command, (MCCDC) Quantico, Virginia, before earning a commission as a second lieutenant, United States Marine Corps Reserve.



Platoon Leaders Class (PLC). College students attend two periods of summer training at Officer Candidate School, MCCDC, Quantico, Virginia, before earning a commission as a second lieutenant, USMC Reserve.

United States Naval Academy (USNA). When a midshipman completes this four-year military college, and earns a bachelor's degree, he or she may request a commission as a second lieutenant in the U.S. Marine Corps.

Naval Reserve Officers Training Corps (NROTC). This program's selectees are appointed midshipmen in the U.S. Naval Reserve and receive a four-year subsidized college education. Upon successful completion of the established course, accepted Marine Corps-option students are appointed to commissioned grade in the Marine Corps.

Enlisted Commissioning Program (ECP). Allows enlisted Marines to become officers by completing Officer Candidate School.

Marine Corps Enlisted Commissioning Education Program (MECEP). Marines selected for this program first attend the MECEP Preparatory School, located in San Diego, California for approximately 10 weeks. Upon successful completion of the MECEP Preparatory School,

Marines are ordered to one of over 60 colleges and universities with an NROTC unit to pursue a baccalaureate degree. Upon successful completion of Officer Candidate School and receipt of a baccalaureate degree, the MECEP student is commissioned a Reserve Marine Corps officer, and agrees to serve at least 4 years active duty.

Service Academies Other than USNA. Army and Air Force cadets may request to be commissioned as officers in the Marine Corps.

Duty Status - Active Duty

Active duty is defined as full-time duty in the active military service of the United States. It is a general term applied to all active military service with either the Active or Reserve Component. The Commandant of the Marine Corps can issue Active-Duty Orders to a reservist ordering him/her to active duty under 10 USC 10211, 12301(d), and 12310, to fill an Active Reserve (AR) billet.

Duty Status - Reserve Duty

Reserve duty exists to allow Marines to follow other careers while also remaining proficient in their skills as Marines. Reserve duty Marines, depending on which part of the Reserve Component they are in, must fulfill a certain amount of training during the year to include Annual Training (usually about 12-14 days long) and weekend drills (normally one weekend per month for members of the Selected Marine Corps Reserve [SMCR]).

The Reserve Component

The mission of the Reserve Component of the Total Force is “to provide trained and qualified units and individuals to be available for active duty in time of war, national emergency, and at such other times as national security may require.”

Composition of the Reserve Component

The Reserve Component complements the Active Component Fleet Marine Force structure and capabilities. It is charged with providing the means for rapid expansion of the Corps during national emergency and allows sustainment by adding capability, flexibility, and depth. For FY04, the SMCR was authorized 39,558 Marines, comprised of 4,101 officers and 35,457 enlisted members. In addition, there were 57,842 Marines in the Individual Ready Reserve.

Section 2 Congressional Caseworkers Handbook

The Reserve Component consists of three elements:

The Ready Reserve, the Standby Reserve, and the Retired Reserve.

(1) **The Ready Reserve** is comprised of members organized in units, or as individuals; both of which are subject to recall to active duty to augment the active forces in time of war or national emergency. The Ready Reserve consists of the Selected Marine Corps Reserve (SMCR) and the Individual Ready Reserve (IRR).

The SMCR is made up of SMCR units, Individual Mobilization Augmentees (IMA), and the Active Reserve (AR). The Active Reserve consists of Marines who serve in full-time active duty billets. This program allows qualified Marines an opportunity to achieve a twenty year active duty retirement.

The IRR consists of all reservists in the Ready Reserve not affiliated with the SMCR.

(2) **The Standby Reserve** consists of those reservists not in the Ready or Retired Reserve who are subject to recall to active duty in time of war or national emergency declared by Congress. The Standby Reserve consists of the Active Status List (ASL) and the Inactive Status List (ISL).

(3) **The Retired Reserve** consists of various types of retired Marines.

Delayed Entry Program (DEP)

The Delayed Entry Program was designed to permit the recruiting service to enlist applicants into the Regular Marine Corps or Selected Marine Corps Reserve (SMCR) and allow delayed departures for recruit training. Any non-prior service applicants are eligible to participate in the program. An individual with delayed entry status is a member of the Marine Corps Reserve. Prior to the start of basic training, these individuals, commonly referred to as “Poolees”, are in the Ready Reserve category “L” and as such have no reserve participation requirements. However, their recruiters remain in regular contact and invite them to participate in special activities. The activities are designed to provide advance orientation on Marine Corps operations, customs and procedures.

If qualified, an enlistment in the DEP can ensure the Poolee a designated incentive program, bonuses in effect at that time, or an appointment to Private First Class. In addition, the Poolee is mentally and physically prepared for recruit training by recruiters and members of the Recruiting Command.

Requests for release from the DEP are handled on a case-by-case basis by the local recruiter and the Commanding Officer of the Marine Recruiting Station. The most common reason for these requests is the decision to go to college rather than enlist. In such cases, the individual may be counseled to join another reserve program with less active duty service required. However, it is not the Marine Corps’ intent to force an individual to serve on active duty.

If counseling from a recruiter does not resolve the individual's concerns, he or she can be processed for release from the DEP, by submitting a written request to the Commanding Officer of the Recruiting Station. A personal interview with a member of the Recruiting Station command group is necessary to finalize the paperwork and to ensure that the individual's concerns are addressed.

If an individual enrolled in the DEP believes that the Marine Corps has not met the provisions of the delayed enlistment contract, a claim of "unfulfilled enlistment commitment" or "erroneous enlistment" should be forwarded through the chain of command, beginning with the Commanding Officer of the Recruiting Station.

Reenlistment Policy of the Marine Corps



The opportunity to reenlist in the Marine Corps for another term of three or four years is one of the most memorable and gratifying times in a Marine's career. Marines on their initial enlistment are referred to as "First Term Marines." Any Marine with at least one reenlistment in the Marine Corps is termed a "Career Marine." First Term Marines compete for the opportunity to reenlist into the "Career Force" through the First Term Alignment Plan (FTAP). The FTAP controls the flow of Marines into the Career Force according to Military Occupational Specialty (MOS). This ensures that the Marine Corps is composed of an appropriate number of Marines in each MOS. The FTAP also helps to maintain timely and consistent promotion flows. Without the FTAP, MOS balance could not be maintained. Overpopulated MOSs would suffer promotion stagnation, and underpopulated MOSs mission readiness would suffer. To encourage Marines in underpopulated MOSs to reenlist, the Marine Corps offers a Selective Reenlistment Bonus (SRB). The SRB is a cash incentive targeting those Marines in hard to fill MOSs.

In conjunction with reenlistment requests, First Term Marines may request lateral moves into underpopulated MOSs. For approval of such a request, a Marine must be qualified for the new MOS and his or her current MOS must be deemed overpopulated. Occasionally Marines may not be authorized reenlistment in their MOS because of overpopulation; in these cases Marines will receive involuntary lateral moves. Lateral moves allow good Marines the opportunity to remain in the Marine Corps to serve their Country and maintain a stable, capable force.

Career Marines do not compete for reenlistment, but must maintain established retention standards based on the "Whole Marine Concept." Career Marines are required to exhibit high standards of leadership, professional competence and personal behavior; possess moral

Section 2 Congressional Caseworkers Handbook

character and personal integrity; meet medical and dental standards; pass a complete physical fitness test and remain within the prescribed height and weight standards. Past and present performance, and the recommendation of the Marine's current commander determine how well these standards have been met.

In addition to meeting the retention standards, Marines must be promoted to the next rank within the time-in-service limitations below:

<i>Corporals</i>	8 years	<i>Sergeants</i>	13 years
<i>Staff Sergeants</i>	20 years	<i>Gunnery Sergeants</i>	22 years
<i>First/Master Sergeants</i> . . .	27 years	<i>Sergeant Major/Master</i> . . .	30 years
		<i>Gunnery Sergeants</i>	

The Retention Branch of Headquarters Marine Corps provides counselors for career counseling. Marines may contact the counselors to arrange a performance evaluation or to receive advice on methods to improve their performance and competitiveness for promotion.

If a Marine requesting reenlistment has a less than desirable performance record, his or her record will be reviewed by a number of different officers and Senior Staff Non-Commissioned Officers before a final decision is made. A request from the Marine's commanding officer for reconsideration of the final decision may be considered.

Marines who reach 18 years of active service will be in a "sanctuary" status and allowed to continue on active duty until they reach 20 years, provided they are not administratively separated, punitively separated, or separated for disability.

If a Marine is denied further service and is involuntarily separated prior to retirement, the Marine Corps will grant him separation pay. Marines separated because they reach their service limitations or have been twice passed over for promotion are authorized full separation pay, if not selected for continuation for a period long enough to qualify for retirement. Marines separated for not meeting retention standards will only be authorized half separation pay.

Reenlistment/Reentry (RE) Code Information

At the time a Marine is discharged, a reenlistment/reentry (RE) code is assigned. RE codes are administrative tools used by the military services to rate and categorize military personnel according to their eligibility to reenlist or reenter the Service. Except for administrative errors in assigning reenlistment codes, the code assigned may not be changed except by the Secretary of the Navy. The Board for Correction of Naval Records (BCNR) is the appropriate forum to petition for changes to reenlistment codes. The following list explains the meaning of each RE code to Marine personnel:

CODE	MEANING
RE-1A . . .	Recommended and eligible
RE-1B . . .	Recommended and eligible, but denied retention due to Enlisted Career Force Controls

- RE-2A** . . . Transferred to Fleet Marine Corps Reserve (FMCR) prior to reaching maximum service limitation for grade
- RE-2B** . . . Retired
- RE-2C** . . . Transferred to FMCR at maximum service limitation for grade
- RE-3A** . . . Failure to meet general technical score prerequisite
 - Assigned when single disqualifying factor only
- RE-3B** . . . Assigned when there is a military or civil record of in-service drug involvement
- RE-3C** . . . When directed by CMC or when not eligible and disqualifying
 - factor is not covered by any other code
- RE-3F** . . . Failure to complete recruit training
- RE-3H** . . . Hardship discharge
- RE-30** . . . Refused orders assigned without sufficient obligated service remaining
- RE-3P** . . . Failure to meet physical medical standards
 - (*Includes pseudofolliculitis and weight standards*)
- RE-4** Not recommended for reenlistment

Individuals interested in reenlistment in the Marine Corps after prior service in the armed forces must submit a formal request for reenlistment at a recruiting office. The application for reenlistment should include the Marine's Report of Separation from Active Duty (DD 214). Eligibility for reenlistment into the Marine Corps is then determined based on the Basic Enlistment Eligibility Requirements (BEERS), Reentry Codes and prior military service records. Applicants satisfying all BEERS, with a favorable RE code and prior military service record, can be admitted into the Marine Corps as soon as pre-reenlistment physicals and other required processing for broken service reenlistments are complete.

Applications received with less than favorable records may be rejected immediately by recruiting authorities or forwarded to the higher authority for consideration of necessary RE code, civil, drug and alcohol, or similar waivers. If the Commanding Officer of the recruiting command determines that, notwithstanding the character of the last discharge, the applicant is in all respects fully qualified, his or her application and a recommendation from the Commanding Officer of the recruiting command will be forwarded to the Commandant of the Marine Corps' administrative processing for a decision on the applicant's suitability for reentry in the Marine Corps.

Requests for RE Code Correction/Upgrade

If an application is rejected, the former service member may appeal to the Board for Correction of Naval Records (BCNR) for potential RE code change consideration.

RE codes believed to be erroneously assigned, can be reviewed to ensure administrative accuracy. Requests for RE code review or upgrade should be forwarded in letter format with a

Section 2 Congressional Caseworkers Handbook

copy of the Marine's Report of Separation from Active Duty (DD 214) and his last evaluation to:

Manpower & Reserve Affairs (MMER)

3280 Russell Road
Quantico, VA 22134-5103

Marines desiring an RE code upgrade from one that was correctly assigned, but less favorable than believed to be deserved, may petition the BCNR with a DD Form 149 (see appendix A). Headquarters, Marine Corps will review such requests. Marines with denied requests must attach a copy of the denial record to their DD 149.

Requests for Permanent Change of Station Orders (PCSO)

Consistent with the needs of the Marine Corps, an attempt will be made to satisfy Permanent Change of Station Orders (PCSO) requests of qualified Marines. Reassignments are subject to existing vacancies at requested locations, time on duty requirements at current duty stations and End of Active Service (EAS) dates. If a Marine's EAS does not allow for a transfer, the Marine must agree to extend or reenlist.

Humanitarian/Hardship Reassignment

Marine Corps authorities are aware of the hardships which confront Marine families and of the additional burden created by long absences of service members from their families. Emergency leave frequently provides sufficient time to alleviate such hardships; however, when a Marine requires more time than leave can provide and has a reasonable chance of resolving the hardship if reassigned, a humanitarian reassignment may be requested from the Marine's command. Eligibility for humanitarian reassignment is determined on a situational basis. The following factors will be considered:

A severe hardship exists, not normally encountered and resolved by other members of the Marine Corps.

- The hardship occurred or has been excessively aggravated since the Marine has been serving on active duty.
- The problem affects the Marine's immediate family to include a spouse, child, step-child, parent (*including Mother/Father-in-law*); sibling, step-parent or other person acting in loco parentis for a period of 5 years before the member became 21 years of age, or any bonafide dependent of the Marine.
- There are no other family members or relatives nearby capable of providing necessary assistance.
- The Marine has made every reasonable effort to alleviate the hardship and it cannot be alleviated through leave (including emergency leave if the member is overseas), correspondence, power of attorney, or by other professional means.

Congressional Caseworkers Handbook Section 2

- The Marine's presence is required for specific reasons other than for morale purposes alone.
- The hardship is resolvable within a short time frame, normally within four months.

Circumstances that normally warrant special consideration include the recent death of a Marine's spouse or child, or a recent divorce, when the Marine has been awarded custody of the children and requires time to make arrangements for their permanent care. The Marine must be able to certify dependent care per MCO 1740.13, Family Care Plans.

Humanitarian Reassignment requests based solely on the following reasons are not considered sufficient to allow a Humanitarian Reassignment and are generally not approved:

- The death of a parent where other family members are surviving;
- The threatened separation or threatened divorce action or normal anxiety/depression due to military assignment;
- A normal pregnancy, threatened miscarriage, breech birth, cesarean section or RH incompatibility;
- Financial or business reasons (including the operation of family business);
- Indebtedness;
- Being a single parent (raising children is not a temporary situation, consequently a hardship discharge should be considered);
- Personal convenience;
- To attend to or assist grandparents (other than *loco-parentis*), or other persons not identified as immediate family;
- Children in school (except for those requiring special education);
- Part-time employment of Marine, or employment of spouse; and/or
- Physical or mental condition.

The Marine should seek assistance in submitting his or her request for a Humanitarian Reassignment from his or her command's administrative section. If on leave (*away from the Marine's regular duty station*), the Marine should go to the nearest Marine facility; such as an active duty unit, reserve unit or a Military Entrance Processing Station (MEPS), where assistance will be provided. The Marine may be attached to that unit temporarily while his or her Humanitarian Reassignment request is pending.

Emergency Leave

When a death or serious illness occurs within a Marine's family, regardless of whether the Marine is stationed overseas, in the United States (CONUS), or at sea aboard a ship, the local Red Cross Representative should be notified immediately. The Red Cross Representative will telephone or telefax the emergency information to the command directly

Section 2 Congressional Caseworkers Handbook

or to the appropriate Naval Communications Command who in turn will forward the information to the Marine's command.

Transportation

Granting emergency leave will be considered on a case-by-case basis by the Marine's commanding officer, based upon the circumstances and the documentation provided by the Marine, the Marine's family or the Red Cross. Once the command has verified the legitimacy of the emergency, consideration of the leave request will be made. As long as the command is able to accomplish its mission without the Marine's presence and all prerequisites in accordance with Marine Corps Regulations have been satisfied, the Marine will normally be granted the requested Emergency Leave.

If stationed overseas the Marine's command will secure the most expedient round trip transportation home through the Overseas Passenger Control Point (PCP), who will coordinate with the Air Mobility Command (AMC), to ensure that the Marine can be with his or her family in their time of need. The Marines Command, upon verification that Government transportation is not reasonably available, may pay for the Marine's travel expenses to and from the overseas duty station to the west coast or the east coast. The Marine is then responsible for paying any remaining costs for travel from the arrival in the United States to home and back to the point of debarkation.

Discharges

A Marine is officially discharged upon execution of Form DD-214. A discharge is defined as separation from military service, whether voluntary, involuntary, and/or as part of retirement.

Enlisted Discharge Categories

The two discharge categories from enlisted Marine Corps service are Administrative and Punitive. The levels of discharges within the two categories are:

Administrative

- Honorable,
- General (Under Honorable Conditions), and
- Under Other Than Honorable Conditions (OTH).

Punitive (*Only awarded by a Court-Martial*)

- Bad Conduct Discharge (BCD), and
- Dishonorable Discharge (DD).

Normal separation at the end of enlistment or obligated service is defined as an administrative discharge. The Marine Corps also may unilaterally terminate a member's enlistment contract by means of administrative discharge. The Marine being discharged is afforded various rights depending upon the reason for processing. A written notification of these rights will be provided. In turn, the Marine must elect to exercise or waive his or her rights in writing. These rights may include representation by legal counsel and a formal hearing, called an Administrative Discharge Board. Once a discharge has been legally awarded, only the Secretary of the Navy, through the Naval Discharge Review Board (NDRB) or the Board for Correction of Naval Records (BCNR) has the authority to change or upgrade the type of discharge awarded. The reason for processing administrative discharges may include:

Convenience of the Government:

- Parenthood hardship;
- Designated physical or mental conditions, and pregnancy/childbirth.

Misconduct:

- Drug/alcohol abuse;
- Minor disciplinary infractions;
- Commission of a serious offense;
- Pattern of misconduct; and
- Civilian conviction.

Separation in Lieu of Trial by Court-Martial

Other Than Honorable discharges are awarded in cases of misconduct or when a Marine requests such a discharge instead of facing a trial by court martial. It is the government's option to accept such a request.

Hardship Discharges

Marines with hardships which meet the criteria listed below will be considered for hardship discharges. However, no service member has the *right* to a hardship discharge. The decision to grant a hardship discharge is purely a discretionary decision. Administrative personnel offices will assist Marines with their requests. The hardship faced must meet the following criteria:

- A severe hardship exists that is not normally encountered and resolved by other Marines.
- The hardship affects the Marine's immediate family as defined to be a spouse, child, stepchild, parent (including Mother/Father-in-law), sibling or

Section 2 Congressional Caseworkers Handbook

other person including a step-parent acting in *loco-parentis* for a period of five years before the Marine became 21 years of age, or any bonafide dependent of the Marine.

- The hardship is not of a temporary nature and cannot reasonably be expected to be resolved within a leave period (including emergency leave if overseas) or a period of temporary duty humanitarian reassignment.
- The hardship has occurred or has been severely aggravated since the Marine entered the service.
- The Marine and his or her family have made every reasonable effort to alleviate the hardship.
- There are no other family members or relatives nearby who are capable of providing the necessary assistance.
- The discharge or release of the Marine will assist in the elimination of or material alleviation of the hardship.

Special consideration will normally be warranted in the following circumstances:

- The death of, or divorce from, a spouse where the Marine is left as sole parent of minor children and other arrangements cannot be made for their continued care. Under these circumstances, the Marine must be on orders to sea duty or be in a deployable status and have a final divorce decree with permanent physical custody of the children in order for discharge consideration.
- The long term physical or mental illness of the spouse requiring the Marine's presence (determination of whether the spouse's mental illness is severe enough to warrant a hardship discharge is at the discretion of the appropriate Special Courts-Martial Convening Authority [SPCMCA]), or
- The disability or death of a parent that requires the Marine's separation from the Marine Corps for the financial and physical support of members of the family. Consideration must first be given to Social Security, Disability payments or other federal and state assistance programs, and any other income and/or assets of the Marine and/or other family members.

Hardship discharge requests based solely on the following circumstances are generally not sufficient to warrant approval:

- The Marine's physical or mental health;
- Providing moral support to immediate family members whose life expectancy is less than six months as estimated by a physician (a humanitarian reassignment request should be submitted using the Assignment Classification, and Travel Systems Manual, Chapter 1 [MCO P1000.6]);
- Financial or business reasons, including the operation of a family business unless the business is the sole income of the family and there are no other family members capable of operating it;

- Indebtedness;
- Custody battles in divorce proceedings; or
- Personal convenience.

Administrative personnel offices can assist Marines in submitting requests for Hardship Discharges and providing all necessary information. If on leave (away from the member's regular duty station), the Marine should go to the nearest Marine Corps Activity, such as a Reserve Center or MEP station, where assistance will be provided.

The Marine Corps will use all available means to get sick or injured Marines fully fit for combat duty as quickly as possible, while ensuring that those disabled Marines receive the medical care and financial benefits to which they are entitled. The Disability Evaluation System (DES) is composed of three levels: Local Command and the Military Treatment Facility (MTF); Commandant of the Marine Corps (CMC) Disability Separations and Retirement Section; and the Physical Evaluation Board (PEB).



Function of Disability Evaluation System Levels

Level I of the DES is the Local Command and the Military Treatment Facility (MTF). Marines who become sick, injured or develop a medical defect report to their local MTF for screening. The physician at the MTF has three options: to find the Marine Fit For Duty (FFD); recommend light duty; or order a Medical Board.

Option 1: If the Marine is found Fit For Duty he or she must return to his or her unit and resume all the duties.

Option 2: If the Marine is recommended for light duty, he or she will be re-evaluated within a 30-day period. At that time the Marine will be found FFD; otherwise, a Medical Board (MEDBD) must be initiated.

Option 3: If a Medical Board (MEDBD) is dictated there are three possible results:

1. An abbreviated limited duty MEDBD can be assigned provided that it is the first period of limited duty, the period of recommended limited duty is less than or equal to 8 months and the MEDBD is not dictated on a Marine Officer.
2. A limited duty MEDBD must be forwarded to CMC (MMSR-4) for review in cases when requests for extension of limited duty are received, when limited duty is requested for a period of more than 8 months, and for all MEDBDS on Marine Officers.
3. A MEDBD may be forwarded to the PEB for determination of fitness when it is questionable if the Marine can be returned to a FFD status.

Section 2 Congressional Caseworkers Handbook

Level II of the DES is the Commandant of the Marine Corps (CMC) Disability Separations and Retirement Branch. It is responsible for supervising the administrative processing of all Marines through the DES. CMC Disability Branch reviews limited duty MEDBDs and determines which warrant approval and which should be forwarded to the PEB for a determination of fitness. It also directs MEDBDs as required, monitors duty limitation codes in the Marine Corps Total Force System, and processes requests for Permanent Limited Duty (PLD). Finally, it administratively processes all Marines once a PEB determination has been made. Processing constitutes a return to full duty, authorization of PLD, discharge with or without severance pay, or Temporary or Permanent Disability Retirement.

DES Level III is the Physical Evaluation Board (PEB). The PEB is the Secretary of the Navy's authority in disability cases. The PEB makes determinations of fitness for duty and entitlement to benefits. Once a case is accepted by the PEB, it undergoes the following steps:

Step 1. Record Review Panel (RRP) - A MEDBD referred to the PEB is initially reviewed by the RRP. This panel composed of three members, typically a Navy Line Officer, a Marine Corps Officer and a Navy Medical Officer, conducts an informal review of a Marine's record. The findings of this panel are forwarded to the Marine via the Physical Evaluation Board Liaison Officer (PEBLO). The RRP will find the Marine either FFD or UNFIT FOR DUTY. A Marine found FFD may accept the finding or submit a request for reconsideration to the RRP. The request for reconsideration should include evidence supporting the Marine's argument and indicate whether the Marine desires a formal hearing. If the RRP upholds the FFD finding, the request and recommendation will be forwarded to the Director, Naval Council of Personnel Boards for final disposition. A Marine found UNFIT FOR DUTY may accept the finding or demand a formal hearing before a hearing panel.

Step 2. Hearing Panel - Formal hearings are held at one of the two Hearing Panels in Bethesda, Maryland or San Diego, California. The Marine is represented by an appointed lawyer and may appear in person to present evidence pertinent to the case. The Marine may also be represented by civilian counsel of their choice; however, civilian counsel is provided at the Marine's personal expense. The decision of the Hearing Panel is the final decision and will not be reviewed unless the Marine submits a Petition for Relief from Final Action.

Step 3. Appeal to the Director, Naval Council of Personnel Boards - A Marine's case will be brought before the Naval Council of Personnel Boards if the Marine can provide new medical evidence that was not available at the previous panel reviews, show that fraud or misrepresentation occurred, or prove that an error in the law was made.

Step 4. Review for Legal Sufficiency - Before any case is finalized, it is reviewed to ensure legal sufficiency. An Attorney with the Judge Advocate General (JAG) Corps of the Navy will conduct this review for legal sufficiency under the conditions that the final disposition is misconduct or willful neglect, the Marine is incompetent, an officer is to be retired, or the Marine is part of the reserve establishment or has a VA code in the 9000 series. All other cases are reviewed at the PEB. In cases where an error is found, the case will be returned to the PEB for correction. If the correction of errors results in a disposition more favorable to the Marine,

the correction will be made and finalized without notifying the Marine. Corrections resulting in an unfavorable disposition require notification of the Marine and opportunity for a new hearing.

Step 5. Rating disabilities - After the RRP or Hearing Panel determines a Marine is UNFIT FOR DUTY, it must assign a disability rating or ratable condition for the diagnosis. Ratable conditions determined by the RRP or Hearing Panel are those that render a Marine UNFIT FOR DUTY or contribute to rendering a Marine UNFIT FOR DUTY. These conditions must not have been incurred as the result of the Marine's own misconduct or during a period of unauthorized absence. The individual ratings range is from zero percent to 100 percent in 10 percent increments. In the case of multiple ratable, physical conditions, the percentages are combined by means of a VA Schedule for Rating Disability (VASRD) table and are generally rounded to the nearest 10 percent increment. A rating of 100 percent equates to a Marine who is completely unemployable. Marines are responsible for complying with the instructions of their treating physician.

Step 6. Final Disposition - A Marine's case will be finalized in one of four ways:

- The Marine will be found FFD and must return to his or her unit and resume the duties of his or her grade and billet.
- The Marine will be separated with or without severance pay. Marines with ratings of less than 30 percent and fewer than 20 years of active duty service will receive a medical discharge with severance pay. Disability severance pay is computed by multiplying the years of active service (but not more than 12) by twice the amount of monthly pay. Part of a year of active service of six months or more is counted as a whole year, but part of a year less than six months is not counted. Even ratings of zero percent receive severance pay. However, if the condition existed prior to entry and was not aggravated by service, the individual will be separated without severance pay.
- The Marine will be transferred to the Temporary or Permanent Disability Retired List (TDRL or PDRL). Marines with ratings of 30 percent or more or who have completed 20 or more years of active service are transferred to the TDRL or PDRL depending on whether their conditions are considered stabilized or permanent. Marines placed on the TDRL will be reevaluated by the PEB as required every 18 months until removed from the TDRL or until the 5-year statutory limit for being on the TDRL has elapsed. As a result of any of the the periodic physicals a Marine may be found physically FIT, retained on the TDRL, discharged from the TDRL, or transferred to the PDRL. A Marine found Physically Fit while on the TDRL may apply for reenlistment and return to active duty. Transfer to the PDRL results in Permanent Retirement and Finalization of a Marine's case.
- The Marine may turn to the Board for Correction of Naval Records (BCNR) if he or she believes that fair treatment was not provided to his or her case. Petitioning to the BCNR is the last recourse available to Marines. A DD Form 149 (Appendix A) is used to petition the BCNR. This petition may be done while the Marine is on active duty, or after the Marine has been separated or retired.

Naval Discharge Review Board (NDRB)

The mission of the Naval Discharge Review Board (NDRB) is to determine whether the types of final discharges (Honorable, General, etc.) received by Marines are equitable and proper. If the Board determines that categorization of a Marine's discharge is improper it will direct a correction of the type of discharge. The NDRB is not authorized to increase the severity of, or revoke any discharge or dismissal; reinstate any former Marine in the Marine Corps; recall any former Marine to active duty; change the reason for a discharge to one for medical reasons; award monetary benefits; or change a reenlistment (RE) code. The NDRB cannot change the type and reason for discharge for the purpose of allowing reentry or reinstatement of Marines into any branch of service. An applicant may appear before the NDRB in open session with or without counsel of his or her own selection. The counsel must be at no expense to the government. When a personal appearance by the applicant or counsel is requested, the Board will send written notification to the applicant and the designated counsel between 30 and 60 days prior to the time of the hearing. At the hearing or with the application, the applicant may present any evidence or arguments that substantiate that the discharge or dismissal was improper.

The DD Form 293 (see Appendix A) is used to apply for an upgrade of a discharge. The form must be signed by the constituent and forwarded to:

Naval Council of Personnel Boards
(Attn: Naval Discharge Review Board)
Bldg 36, Washington, Navy Yard
901 M Street S.E.
Washington, DC 20374-5023

Urinalysis Drug Screening Program

The urinalysis drug screening program is a deterrent to illicit drug use. Urinalysis drug testing is categorized as follows:

1. Search and seizure - collections conducted for investigative purposes, with the Marine's consent, or authorized by the commanding officer when probable cause exists;

2. Inspection - collections conducted by random sampling of unit by social security numbers, computer random number selectors, or other random methods that hold the Marines' chances of selection constant through the testing period. A collection from all personnel within a unit is called a unit sweep. The inspection objective is to ensure military readiness and maintenance of good order and discipline;



3. Fitness for Duty - command directed collections where there is a reasonable suspicion of drug use based on a Marine's behavior, a medical exam incident to a safety mishap or safety investigation, or in conjunction with substance abuse treatment or rehabilitation programs; and

4. Service Directed and Other Testing - security personnel and brig personnel collections specified by the Commandant of the Marine Corps.

Handling Procedures

Samples are collected by Substance Abuse Control Officers designated in writing by the commanding officer. Urine samples are gathered and sent to the drug screening laboratories under a strict chain of custody. If the first chemical screening of a sample shows no drugs to be present, the sample is discarded as void of drugs. If a sample shows drug presence on the first screening, a second chemical test is conducted to verify the drug presence. When the second test reveals no drugs, the sample is discarded as void of drugs. Should both screenings indicate a drug presence, then a quantitative technology is used to identify the drug. The Department of Defense requires that these samples be tested under two different methods before they are confirmed as evidence of drug use.

Section 2 Congressional Caseworkers Handbook

All Marines, regardless of rank, who commit even a single drug offense will be disciplined as appropriate, medically screened for drug dependency, and processed for separation. Marines medically diagnosed as drug dependent, will be ordered to a Navy Medical Treatment Facility prior to separation.

Marines diagnosed as abusers and processed for separation will be offered treatment at a Veterans Administration (VA) treatment hospital. Self-referral for drug use is an announcement of a violation of Marine Corps policy and does not prevent the Marine from being administratively separated.

Alcohol and Drug Treatment

The Marine Corps recognizes that substance abuse as well as dependence are conditions where counseling, education, treatment and rehabilitation programs can help. Therefore, Marines diagnosed as abusers or dependents will be provided remedial education, counseling, treatment and rehabilitation services commensurate with the degree of problems or dependency. Marines will be directed into one of the following substance abuse programs:

- **Early Intervention.** This service will provide drug and alcohol abuse education to explore related risk factors, and assist individuals in recognizing the harmful consequences of inappropriate drug/alcohol use. Service will be delivered in a classroom setting or in one-to-one sessions for a minimum of three hours. Individuals may be referred for an assessment if new problems appear.
- **Outpatient Services (OP).** This service will provide drug and alcohol education and counseling in regularly scheduled sessions of fewer than nine contact hours per week. The appearance of new problems may require referral to other treatment settings or agencies. Length of stay will vary according to the severity of the individual's illness and response to treatment.
- **Intensive Outpatient Services (IOP).** This service is designed for Marines who require a more intensive treatment program while still meeting the patient placement criteria for outpatient care. Such service provides essential drug and alcohol education and treatment components while allowing patients to apply their newly acquired skills within "real world" environments. Length of stay will vary according to the severity of the individual's illness and response to treatment, normally nine or more, but less than 20 contact hours per week. The appearance of new problems may require referral to other treatment settings or agencies.
- **Inpatient Services.** This service is for alcohol dependent Marines who meet the required patient placement criteria and for Marines diagnosed drug dependent. Length of service varies with the severity of the patient's illness and his or her response to treatment. This service is provided at hospitals with alcohol treatment capabilities. Drug treatment will be provided at Naval Hospitals.

Management of The Human Immunodeficiency Virus (HIV) Program

Department of the Navy medical, manpower, and personnel policies related to HIV reflect current knowledge of the natural history of HIV infection, the risks to the infected individual incident to military service, the risk of transmission to non-infected personnel, the effect of infected personnel on Marine Corps units, and the safety of military blood supplies. To this end the following policies have been established:

- Applicants who are HIV positive are not eligible for entry into the Marine Corps.
- Applicants for active and reserve enlisted service will be tested at Military Entrance Processing Stations (MEPS).
- Candidates for service as officers (either regular or reserves) will be tested during pre-contract physical examinations.
- A surveillance program exists for active duty and reserve component members to determine if HIV infection exists. Family members or Marines shall be tested on a voluntary basis.
- Active duty Marines who are HIV positive, but who demonstrate no evidence of immunologic deficiency, neuralgic involvement, decreased capacity to respond to infection, or clinical indication of disease associated with the HIV antibody shall be retained in the Marine Corps.
- HIV positive Marines from reserve components who do not require immediate deployment shall be retained in the Ready Reserve.
- A Marine who is HIV positive on active duty may request voluntary separation within 90 days after initial medical evaluation. Marines who elect separation will not be allowed reentry.
- Information obtained from a Marine during an epidemiological assessment interview may not be used against him or her in a court-marital, nonjudicial punishment, involuntary separation (other than for medical reasons), administrative or disciplinary reduction in grade, denial of promotion, an unfavorable entry in a personnel record, a bar to reenlistment, or any other action by the Secretary of the Navy, considered to be an adverse personnel action.

Awards and Decorations

Federal law as amended by the FY96 Defense Authorization Act does not impose a time limit for submission of personal awards recommendations. However, personal award recommendations should be submitted at the earliest possible opportunity after an act to ensure that the award, if approved, is awarded in a timely manner.

Section 2 Congressional Caseworkers Handbook

The Marine Corps will not reconsider a decision on an award that was made by proper officials at the appropriate time. This includes decisions not to award a personal decoration or a specific level of recognition to a Marine, as well as not reconsidering or reversing a decision because a person disagrees with the level of recognition that was given. Recommendations formally submitted through the proper channels that have not been acted upon or responded to in reasonable time may be resubmitted. This can only be done if conclusive evidence proves that the initial recommendation was lost or not acted upon properly. A copy of the original recommendation is normally required, and the identity and position of the person initiating the original recommendation must be provided.

Constituents wishing to obtain foreign decorations and awards should be notified that the issue of such awards is the responsibility of the presenting nation. Authorized recipients may purchase foreign awards from commercial sources or contact the presenting nation's local embassy.

Replacement Medals

When making inquiries regarding a Veteran Marine's awards, it is essential to provide the social security number, service number, period of service, and date of birth. Inquiries concerning the status of existing awards should be made to the House or Senate Liaison Office. Constituents wishing to obtain replacement medals can write to:

National Personnel Records Center
Military Personnel Records
9700 Page Ave.
St. Louis, MO 63132

Restrictions on the Wearing of Military Uniforms

Title 10, U.S. Code, Sec. 772(e) states, "The President, in Executive Order 10554 of 18 August 1954, delegated to the Secretary of Defense the authority to prescribe regulations under which persons not on active duty who served honorably in the Marine Corps in time of war may wear uniforms."

Former members of the armed forces who served honorably during a war and whose most recent service was terminated under honorable conditions may wear the uniform of the highest grade held during their service for military funerals, memorial services, weddings, inaugurations, patriotic parades or ceremonies in which any active or reserve U.S. military unit is taking part and during travel related to these occasions.

Wearing of uniforms is prohibited under any of the following circumstances for active, reserve or retired military personnel (DoD Instruction 1334.1 of 11 August 1969):

- At any meeting or demonstration which is a function of, or sponsored by an organization, association, movement, group or combination of persons which the Attorney General of the U.S. has designated, pursuant to Executive Order 10450 as amended, as totalitarian, fascist, communist, subversive, or as having adopted a policy of advocating or approving the commission of acts of force or violence to deny others their rights under the Constitution of the U.S. by unconstitutional means,
- During or in connection with political activities, private employment or commercial interest, that imply official sponsorship of the activity or interest,
- When participating in activities such as public speeches, interviews, picket lines, marches, rallies or other public demonstration which might imply that then service supports the principles of the demonstration or activity (subject to waiver by the service),
- When wearing of the uniform would discredit the armed forces, or
- When specifically prohibited by Marine Corps Orders.



Military Justice

A military criminal case is initiated when a Marine is alleged to have violated a punitive article of the Uniform Code of Military Justice (UCMJ). Normally the Marine's immediate commanding officer investigates and evaluates the allegations. If it is determined that there is sufficient evidence to support the allegations and that punishment is appropriate, the commanding officer may award the Marine nonjudicial punishment, or refer the case to a court-martial.

Legal Counsel

Marines will not normally be afforded the opportunity to consult with military defense counsel until charges have been preferred. A Marine subject to a custodial interrogation is entitled to the assistance of counsel if such assistance is specifically requested.

Pretrial Confinement

The commanding officer, at his discretion and when circumstances warrant, may place a Marine in a form of pretrial restraint to include pretrial confinement. Pretrial restraint should only be utilized when the probability exists that the Marine may go UA (unauthorized absence) to avoid being present at trial or if a threat exists that the Marine may engage in further serious criminal misconduct. Time spent in pretrial restraint will be credited to the Marine's sentence if the Marine is subsequently convicted of an offense and confinement is adjudged.

Nonjudicial Punishment (NJP)

Nonjudicial punishment is an administrative disciplinary proceeding administered by the accused's commanding officer or officer in charge for minor offenses. It is not a trial, and determination of misconduct on the part of the accused is not a conviction by a court. The results of the proceeding may be used in determining character of service at separation, administrative boards, or courts-martial. The formal rules of evidence used by Courts-Martial do not apply. The accused does not have the right to legal counsel; however, he or she may be accompanied by his or her own personal representative (who may or may not be a lawyer). Nonjudicial punishment is also referred to as "Article 15" or "Office Hours."

A Marine has an absolute right to refuse nonjudicial punishment and request court-martial, unless attached to or embarked on a vessel. The request for a court-martial must be made prior to the award of nonjudicial punishment by the commanding officer or officer in charge.

Punishment assigned from an NJP hearing may include a combination of the following, dependent upon the rank of the accused, severity of the offense and the seniority of the awarding officer:

- Forfeiture of one-half of one month's pay per month for up to two months;
- Correctional custody for not more than 30 days, or restriction to specified limits for not more than 60 days;
- Reduction to the next inferior pay grade;
- Admonition or reprimand;
- Extra duties for not more than 45 consecutive days;
- Confinement on diminished rations for not more than three consecutive days if the accused is paygrade E-3 or below and attached to or embarked on a vessel.

Appealing Nonjudicial Punishment

Appeals must be made in writing within five calendar days of the date a punishment is awarded. In the Marine Corps, NJP appeals are made to the immediate senior of the commanding officer in the operational chain of command. Review is limited to the question of whether the punishment was unjust (not supported by fact or law) or disproportionate (too severe) for the offense. Appeals of NJP will not delay service of the punishment unless no action is taken on the appeal within five days and the accused requests that punishment involving restraint or extra duties be stayed.

Summary Court-Martial (SCM)

This court may adjudge the least severe sentences of the three types of Courts-Martial. The SCM is a streamlined trial process involving one officer who performs prosecutorial, defense counsel, judicial, and jury functions. The purpose of the SCM is to dispose promptly of relatively minor offenses. The officer assigned to the SCM must inquire thoroughly and impartially into the offenses to ensure both the United States and the accused receive a fair trial. Since the SCM is a streamlined procedure, fewer rights are afforded to the accused than at other Courts-Martial forums. Consequently, the imposable punishments are very limited. The SCM may only try enlisted personnel who consent to be tried by SCM. There is no civilian equivalent to the SCM. This court is not a true adversarial proceeding, though the rules of evidence apply and a finding of guilt can result in the loss of liberty and property. The United States Supreme Court has determined that the constitutional right to representation does not apply. However, under the UCMJ, Marines are allowed to hire civilian counsel if the appearance of this counsel at the SCM will not unnecessarily delay proceedings and the military's situation makes this representation possible. Following are the maximum awardable punishments from the SCM:

E-4 and below:

- Confinement for one month;
- 45 days hard labor without confinement;
- 60 days restriction;
- Forfeiture of 2/3 pay per month for one month; and/or
- Reduction to the lowest paygrade (E-1) or any intermediate paygrade.

E-5 and above:

- Restriction to specified limits for not more than 60 days;
- Forfeiture of 2/3 pay per month for one month; and/or
- Reduction to the next inferior grade.

Review of Summary Court-Martial

The record of the proceedings from a Summary Court-Martial is forwarded to the convening authority (usually the accused's commanding officer) for initial review and then forwarded to a judge advocate for secondary review. If corrective action is recommended, the record is forwarded to the officer exercising general court-martial convening authority over the accused. The accused may request, by sworn petition, review of a final conviction by summary court-martial to the Judge Advocate General.

Special Court-Martial (SPCM)

This is the intermediate level of the military court-martial system. The court of a SPCM consists of at least three military members (enlisted accused may request that one third of the members be enlisted) or a military judge alone. The government is represented by trial counsel (prosecutor) and the accused is assigned defense counsel, a certified judge advocate. If the accused is rendered guilty, the court is responsible to award an appropriate sentence. A transcript of the proceedings is made by a detailed court reporter.

Following are the maximum awardable punishments from a SPCM:

- Forfeiture of two-thirds pay per month for six months;
- Confinement for six months or hard labor without confinement for three months, or restriction to specified limits for up to 60 days;
- Reduction to the lowest paygrade (E-1) or any intermediate pay grade; and/or
- A Bad Conduct Discharge (BCD).

Review of Special Court-Martial

See Review of General Courts-Martial.

General Court-Martial (GCM)

This is the highest trial court in the military judicial system and is reserved for very serious offenses. Unless waived, a GCM is convened by a General Officer only after a formal pretrial hearing is conducted by an impartial investigating officer.

The hearing is conducted in the presence of the accused and defense counsel and the evidence supporting the charges is examined by the investigating officer. Upon conclusion of the hearing, the investigating officer prepares a report to advise the commander whether the charges are in proper form, whether reasonable grounds exist to believe the accused committed the alleged offenses, and to offer a recommendation on the appropriate disposition of the charges. If the charges are forwarded to a GCM convening authority, a Staff Judge Advocate (SJA) will

examine the pretrial investigation record and make a recommendation to the GCM convening authority who decides whether or not to convene the GCM. The personnel at a GCM include a specially designated military judge, assigned defense counsel, and trial counsel (prosecutor). The court consists of at least five military members (an enlisted accused may request that at least one-third of these members be enlisted) or a military judge alone if the accused so requests. A detailed court reporter makes a transcript of the proceedings. Following are the maximum awardable punishments from a GCM:

- Forfeiture of all pay and allowances;
- Confinement at hard labor for the maximum period of time specified in the Manual for Courts-Martial, for the offense(s) charged;
- Reduction to the lowest paygrade (E-1) or any intermediate pay grade; and/or
- A dishonorable or bad-conduct discharge.

Review of General Court-Martial

If the accused is found guilty, he or she may submit matters of clemency to the convening authority. After consideration, the convening authority may approve or disapprove the findings, the sentence, or any part thereof. Cases with approved sentences that include a punitive discharge or confinement for one year or longer must be forwarded to the Navy-Marine Corps Court of Criminal Appeals for review. If an accused is dissatisfied with the decision of this court, he may petition the Court of Criminal Appeals for the Armed Forces and, in limited circumstances, the U.S. Supreme Court. Reviews are designed to determine whether the rights of the defendant were protected, whether proper procedures were followed, whether the evidence supports finding, and whether the sentence imposed was within the authority of the court and appropriate under the circumstances.



Unauthorized Absence (UA)/Desertion

Military personnel absent from their Command without authorization should be instructed to turn themselves in to the nearest active duty unit, reserve unit or MEP station immediately.

Note that Unauthorized Absence (UA) is a very serious offense under the Uniformed Code of Military Justice. On the 31st day of being UA, a Marine's status is heightened to that of a deserter and all law enforcement agencies will be notified.

Upon apprehension or when a Marine voluntarily turns himself in to proper military or civilian authorities, he or she will be held until notification reaches the Deserter Information Point and appropriate actions are made to return the Marine to his or her parent unit.

If civil charges are pending, the Commandant of the Marine Corps will authorize the civilian authorities to retain the Marine until satisfactory completion of any assigned punishment. The Marine's unit will be notified, but his or her status as a deserter will remain until the military assumes control of the absentee.

All congressional inquiries on behalf of a Marine who is in a UA or Deserter status will be deferred until such time as the Marine has turned himself in to civilian or military authorities.

Indebtedness

Marines are held responsible to pay off all just financial obligations in a proper and timely manner. A just financial obligation is a legal obligation acknowledged by the Marine in which there is no reasonable dispute of the facts of law. The Soldier's and Sailor's Civil Relief Act of 1940 (50 United States Code 501) protects Marines from debts incurred prior to enlistment, by authorizing a maximum interest rate of six percent until such debts are relieved. Any judgment on the financial obligations of Marines must conform to orders of this Act. A "proper and timely manner" is deemed to be a manner which, under the circumstances, does not reflect discredit upon the Marine Corps.

The Marine Corps generally remains uninvolved in financial situations, though irresponsibility, neglect, dishonesty or evasiveness will not be tolerated. The Marine Corps will not arbitrate disputed cases, admit or deny validity of complaints, or confirm the liability of its Marines. The Marine Corps has no legal authority to require Marines to pay financial obligations, nor can the Marine Corps divert any part of a Marine's pay unless a final judgment by a court directs such action (Title 5 USC 5520a, subsection K). A Marine's pay may also be garnished for child support and alimony under Title 42 USC 659.

Correction of Military Records

Any Marine or former Marine who believes that he or she has suffered an injustice or that an error exists in his or her service record may request a review by writing to the Board for Correction of Naval Records at:

Board for Correction of Naval Records

Navy Department
2 Navy Annex
Washington, DC 20370-5100
(703) 614-1402

The function of the Board for Correction of Naval Records is to consider all requests for changes/corrections to the records of all Naval personnel (sailors, Marines, active duty, Reserve, retired, and former.) It will decide if an error or injustice exists, and if so, direct the appropriate modification. Individuals may request a personal hearing; however, the Board does not grant them as a matter of right. The Board's policy is to review cases based on priority of action and in the order of receipt. The continuous workload and complexity of cases received often delay the completion of cases. Applicants will be advised promptly when a decision has been rendered. Applications must be submitted using an Application for Correction of Military Records (DD Form 149.) (see Appendix A). The form must be signed directly by the constituent. Potential applicants can find detailed information by visiting the BCNR web site at www.hq.navy.mil/bcncr/bcncr.htm.

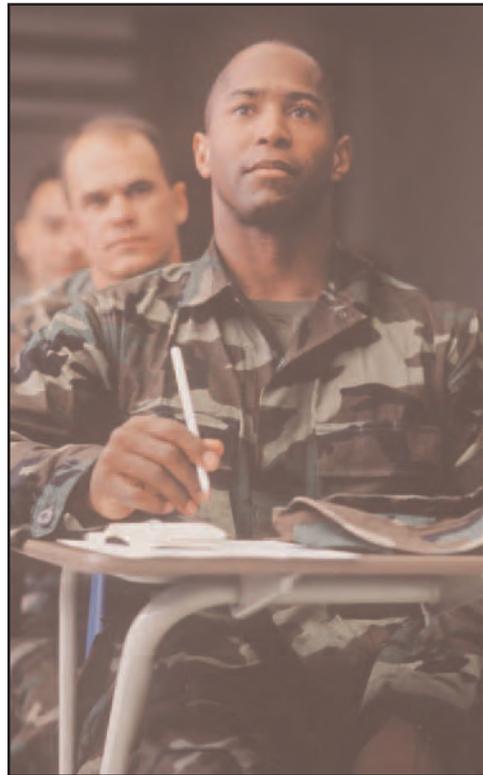
For a Marine who desires to challenge a fitness report, his or her application must be submitted per the guidance contained in Marine Corps Order 1610.11C (Performance Evaluation Appeals) and mailed directly to:

Commandant of the Marine Corps

Performance Evaluation Review Branch (MMER)
3280 Russell Road Quantico, VA 22134-5103

Requests for changes to reenlistment code (RE-Code) assignments should also be directed to the above address. Information concerning appeals to fitness reports and RE-Code upgrades is available on the Performance Evaluation Branch web site,

https://lnweb1.manpower.usmc.mil/manpower/mi/mra_ofct.nsf/MMER/performance+evaluation+review+branch+home.



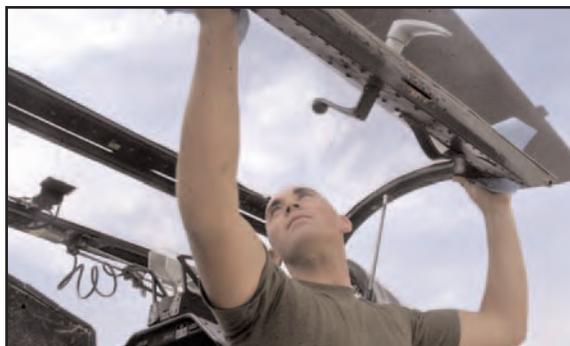
Education Benefits Vietnam Era GI Bill

Veterans who served on active duty for more than 180 continuous days, part of which occurred after January 31, 1955, but before January 1, 1977, and who were released under conditions other than dishonorable, or who continue on active duty, are eligible for benefits under the amended Veterans' Readjustment Benefits Act of 1966. Those who served during the same period, but for 180 days or less, and were discharged for service-connected disabilities are also eligible for such benefits. Individuals who contracted with the Armed Forces and were enlisted in or assigned to reserve units prior to January 1, 1977, and who as a result of this enlistment or assignment, served on active duty for more than 180 days that began less than 12 months after January 1, 1977, and who were discharged from active duty under conditions other than dishonorable are eligible for benefits as well.

Each eligible person will be entitled to one and one-half months of educational assistance for each month of active duty service up to 45 months. If he or she served 18 continuous months or more after January 31, 1955, and started before January 1, 1977, and was released having satisfied his or her active duty obligation, then he or she will be entitled to 45 months. Veterans who were released from active duty after June 1, 1966, maintained eligibility for 10 years after their last discharge or release, or until December 31, 1989, whichever is earliest. Individuals who were on active duty on October 19, 1984, and who meet certain other eligibility criteria, qualify for Montgomery GI Bill benefits since January 1, 1990.

Veterans Educational Assistance Program (VEAP)

Veterans who served and current service personnel are eligible if they, (a) entered active duty after December 31, 1976, and (b) were released under conditions other than dishonorable or continue on active duty but have completed their first obligated period of service or at least six years of active duty, and, (c) have satisfactorily contributed to the program. Satisfactory contribution consists of monthly deductions of \$25 to \$100 from military pay, up to a maximum of \$2,700. Participants, while on active duty, may make lump sum contributions to the fund. When an eligible participant chooses to pursue an approved course of education, the Department of the Navy will match his or her contribution at the rate of \$2 to every \$1 from the participant. The participant will receive monthly payments for the number of months he or she contributed, or up to 36 months, whichever is less. The amount of each payment is determined by dividing the participant's total fund by the number of months that benefits will be paid. A participant may leave the program at the end of any 12 month period of participation. Those who do so may receive a refund for his or her contributions. These benefits are valid for 10 years from the date of last discharge.



Montgomery GI Bill

The Montgomery GI Bill is an educational benefit program for individuals entering military service after June 30, 1985. Service persons entering military service after that date will have their basic pay reduced by \$100 a month for the first 12 months of their service, unless they specifically elect not to participate in the program. Service persons who initially elect not to participate in the program will not be given the opportunity to join the plan at a later date. Service persons eligible for Vietnam Era GI Bill benefits as of December 31, 1989, who meet certain eligibility criteria, are also eligible beginning January 1, 1990, but will not have their basic pay reduced.

Eligibility

To be eligible, service persons must serve a minimum of 36 months on active duty or 24 months for those with initial obligations less than three years in length, have completed the requirements for a high school diploma (or equivalency), and have received an honorable discharge if no longer on active duty.

The basic benefit rate under MGIB is based on the initial obligated period of active duty. Benefits are payable for 36 months, except under certain qualifying discharges when prorated benefits may be authorized. Members whose initial obligation was three years or more receive \$900.00 per month. Members who serve two years on active duty followed by four years in the Selected Reserve or National Guard also receive \$900.00 per month. Members whose initial obligation was less than three years receive \$650.00 per month. Educational assistance is payable for approved programs of education at institutions of higher learning including colleges, universities, technical schools, and business schools; residence courses at non-college degree schools; correspondence courses; tutorial assistance; apprenticeships; cooperative and on-the-job training programs; and refresher remedial and deficiency courses. The Montgomery GI Bill benefits are valid for 10 years from the date of last discharge or release from active duty.

Reserve Benefits Active Reserve (Active Reserve Program)

Marines serving on active duty in the Active Reserve Program are eligible for the following benefits:

- Full medical coverage;
- Full dental coverage;
- Commissary privileges;
- Exchange privileges;
- Full pay and allowances;
- Space available (Space A) flying privileges;
- Disability benefits;

Section 2 Congressional Caseworkers Handbook

- Promotion and advancement opportunities;
- Active Duty I.D. Cards;
- Earn years of active service for retirement eligibility at 20 year;
- Service Member's Group Life Insurance (SGLI); and
- Morale, Welfare and Recreation (MWR) privileges.

Selected Reservists

Reserve Marines participating in a drill status in the Selected Marine Corps Reserves including Individual Mobilization Augmentees are eligible for the following benefits:

- Commissary privileges (up to 24 visits a year);
- Exchange privileges;
- Medical coverage when injury or illness occur during participation or related travel;
- Dental care while on active duty for training;
- Pay and allowances for drills and annual training;
- Space Available (Space A) flying privileges;
- Service Member's Group Life Insurance (SGLI);
- Earn points toward retirement pay at age 60;
- Reserve I.D. Cards;
- Promotion and advancement opportunities;
- Morale, Welfare and Recreation (MWR) privileges.

Individual Ready Reserve (IRR)

Marines serving in the Individual Ready Reserves (IRR) in a non-pay drill status are eligible for the following benefits:

- Commissary privileges (*up to 12 visits a year if Annual Training or Additional Duty Training is performed*);
- Exchange privileges;
- Medical coverage for injury or illness occurring while in a duty status or during related travel;
- Pay and allowances for annual training/additional duty training;
- Space Available (Space A) flying privileges;

Congressional Caseworkers Handbook **Section 2**

- Service Member's Group Life Insurance (*Mobilization Training Units (MTU) members only*);
- Earn points toward retirement pay at age 60;
- Reserve I.D. Cards;
- Promotion and advancement opportunities; and
- Morale, Welfare and Recreation (MWR) privileges.

Standby Reserve-Active Status List (ASL)

Standby Reserve Marines on the Active Status List (ASL) are eligible for the following benefits:

- Reserve participation in a non-pay status;
- Space Available (Space A) flying privileges;
- Retirement points credit;
- Reserve I.D. Cards; and
- Promotion and advancement opportunities.

Standby Reserve-Inactive Status List (ISL)

Standby Reserve Marines on the Inactive Status List (ISL) are eligible for the following benefits:

- Reserve I.D. Cards; and
- Reserve status.

Retired Reservists Awaiting Pay at Age 60

Marines who have received notification of eligibility for retired pay at age 60, but are not yet 60 years of age are eligible for the following benefits:

- Commissary privileges (up to 24 visits annually);
- Exchange privileges;
- Space Available (Space A) flying privileges within the continental United States on DoD aircraft;
- Retention of rank as a member of the Reserve Component;
- Survivor Benefit Plan (Reserve Component);
- Reserve I.D. Cards;
- Morale, Welfare and Recreation (MWR) privileges;
- Uniform privileges.

Reserve Marines Receiving Retirement Pay

Reserve Marines currently receiving retirement pay are eligible for the following benefits:

- Medical care on a space available basis;
- Commissary privileges;
- Exchange privileges;
- Retirement pay based on rank, longevity and established retirement points;
- Space Available (Space A) flying privileges;
- Retention of rank as a member of the Reserve Component;
- Retired I.D. Cards;
- Morale, Welfare and Recreation (MWR) privileges;
- Survivor Benefit Plan (Reserve Component).

The Reserve Component-Survivor Benefit Plan (RC-SBP)

The Reserve Component-Survivor Benefit Plan (RC-SBP) was established by Public Law 95-397 on September 25, 1978. This is a voluntary, cost program offering retired reservists an opportunity to ensure a survivor's annuity for their dependents and eligibility for a Uniformed Services Identification and Privilege Cards (DD Form 1173).

When a reservist completes twenty qualifying years of service and is eligible to retire, he or she is issued a Notification of Eligibility (NOE) for retirement pay at age 60. The NOE is a package explaining RC-SBP and the necessary application forms. These packages are sent certified mail-return receipt requested and the reservist has 90 days from the date of receipt to return the RC-SBP election.

Reservists may elect one of three options:

Option A: Reservists may decline participation in the RC- SBP. This decision forfeits all retirement pay and dependent benefits should the Reservist die before the age 60. If the Reservist attains age 60 and begins to draw retired pay, the Reservist will automatically be enrolled in the RC-SBP at the maximum amount unless a lesser election is made at the time. Provisions of the SBP can be found in Marine Corps Order P1741.11. Spouses concurrence is required for any SBP election other than maximum coverage.

Option B: Reservists may elect to provide an annuity to survivors which becomes effective on the 60th anniversary of the Reservist's birth if death occurs before that date. The survivor's annuity will be 55 percent of the Reservist's full retirement pay until age 62, or a lesser amount as designated by the Reservist, and then 35 percent thereafter. Other benefits the survivor is entitled to may affect these percentages. The cost of the RC-SBP is deducted from the Reservist's retirement pay.

Option C: Reservists may elect to provide an immediate annuity for survivors beginning on the day after the date of death until age 60. The annuity payable is 55 percent of the base amount (an amount chosen by the reservist between the minimum of \$324.00 and the maximum of full gross retired pay) until the beneficiary reaches age 62. At age 62, the annuity will be reduced to 35 percent of the base amount. Additionally, when the Reservist starts to receive retirement pay, the cost of participation in the RC-SBP will be deducted from that pay.

Identifying and Locating Marines - Active Marines

There are several ways to contact Marines whether stationed overseas, aboard ships or in the United States.

Option 1: The U.S. Postal System delivers mail to all domestic and overseas addresses. Delivery time is usually 7 to 12 days.

Option 2: E-mail. Nearly every installation has internet cafes where Marines can establish e-mail addresses and receive correspondence from family and friends.

Option 3: Telegrams sent via Western Union have a normal delivery time of 2 to 5 days. Telegrams should be sent care of one of the Naval Communications Units depending on the Marine's location. To contact Marines on Pacific Fleet ships or bases, send the telegrams care of the Naval Communications Station, San Francisco, CA. For Marines on Atlantic Fleet ships or bases, including those in Europe, the Mediterranean Sea and the Persian Gulf, telegrams should be sent care of the Naval Communications Unit, Cheltenham, MD. Payment for telegrams includes the commercial rate from sender's local Western Union Office to the Naval Communications Unit. The remaining costs are handled by the Navy Communication circuits.

Option 3: In emergency situations contact a local Red Cross Representative.

Option 4: Write to the Marine Corps World Wide Locator at:

Commandant of the Marine Corps

Code (MMSB-10)
2008 Elliot Road, Suite 201
Quantico, VA 22134-5030

Send one (1) return addressed, stamped envelope and include the following:

- a. your full name and relation to the Marine;
- b. the Marine's full name and SSN; and
- c. purpose for locating the Marine.

Unit Rosters

Unit rosters may be requested in writing at one of the following addresses. Exact organization and time period information are required. Rosters from the late 1700's through 1966 are available in microfilm at:

Commandant of the Marine Corps

Headquarters, U.S. Marine Corps
Code (HDH-2)
Washington, DC 20380-1775

Rosters between 1967 and the present lists are available in microfilm at:

Commandant of the Marine Corps

Code (MMSB-20)
2008 Elliot Road, Suite 201
Quantico, VA 22134-5030

Contacting Former Marines

The Marine Corps does not maintain home addresses of former Marines and the Privacy Act (Public Law 93-579) prohibits disclosure of such information without the consent of the individual concerned. However, constituents seeking information may be able to establish contact with former Marines by advertising in the following publications:

Journal of the Armed Forces

Connecticut Ave., N.W.
Washington, DC 20009
(202) 296-0450

Navy/Marine Times

6883 Commercial Dr.
Springfield, VA 22153
(703) 750-8637

The Retired Officers Association

201 N. Washington St.
Alexandria, VA 22314
(703) 549-2311

Leatherneck Magazine

Mail Call Editor
Box 1775,
Quantico, VA 22134

Section 3: CASUALTY AFFAIRS

Casualty Notification

The Marine Corps makes every effort to extend timely assistance to the next of kin during the difficult period following a Marine's death, disappearance, or serious illness/injury. The Casualty Assistance Call Officer (CACO) is the Marine Corps' on-scene representative for the next of kin and will make every effort to answer their questions as expeditiously as possible. Support groups are available to supplement the services that the CACO provides. Information on the Base Chaplain, Legal Services, Marine Corps Community Service, the Navy-Marine Corps Relief Society, and the Family Advocacy Program can be obtained from the CACO.

Casualties

Information regarding a Marine's death or disappearance will not be released publicly until the Marine's next of kin has been notified. Section 546 of the NDAA for FY04, or P.L. 108-136, provides for a period of privacy for the next of kin of deceased members of 18 to 24 hours after notification. Members of Congress will be notified of a casualty's name and address 24 hours after the next of kin has been notified. Upon request from a Member of Congress, the Office of Legislative Affairs will contact the Casualty Assistance Calls Officer who will request authorization from next of kin to release their name, address, and/or phone number, for the sole purpose of forwarding letters of condolence. The Marine Corps respects the right to privacy of Marine families and will only release this Privacy Act protected information with the Next of Kin's authorization. Every Marine has a Record of Emergency Data that details his or her desires concerning notification of family members, parents, beneficiaries, and other persons in the event of an emergency.

Duty Status Whereabouts Unknown (DUSTWUN)

DUSTWUN is a transitory status, applicable only to military personnel, that is used when a commander suspects that one of his or her Marines may be a casualty, but no sufficient evidence exists to determine whether the Marine is missing or deceased. Assigning the DUSTWUN status gives the commander a maximum of 10 days to investigate the disappearance. After 10 days, the commanding officer must declare the Marine to be either unauthorized absence or deceased; or a report must be submitted to the Headquarters U. S. Marine Corps of the Marine Corps recommending that the Marine be placed in a missing status.

DUSTWUN casualty notification of primary and secondary next of kin is accomplished by an officer or senior enlisted Marine by a personal visit to the residence. The Primary Next of Kin (PNOK) is the Marine's spouse. If none exists, the PNOK is the eldest adult child. If the Marine had no children, the Marine's parents are designated as the PNOK. The Secondary

Section 3 *Congressional Caseworkers Handbook*

Next of Kin (SNOK) are children of minor age residing at a location other than the Marine's household, the Marine's parents (if not categorized as PNOK), and any other relative.

Duty Status Seriously Ill or Injured

When a Marine is diagnosed as terminally ill or has a serious illness or injury, the next of kin shall be notified via the most appropriate and rapid means of communication available (telephone, personal notification, or other means). This will be accomplished by the Marine's commanding officer.

If the attending physician determines that family presence is medically warranted, government-funded travel will be provided for a maximum of two family members.

Marine Corps Reserve Casualties

If a Marine dies while on active duty, active duty for training, or while on inactive duty training (scheduled drill), the survivor assistance and notification of PNOK and SNOK are conducted in the same manner as with the notification of any other active duty casualty member's family.

However, if a Marine dies while assigned to a Marine Corps Reserve Unit, but during an "other than a scheduled drill period," survivor assistance is provided by the Commanding Officer of the Marine Corps Reserve unit. The financial assistance provided to eligible beneficiaries in these cases are claims completion, and funeral arrangement assistance.

Casualty Assistance Calls Officers (CACO)

The CACO assigned to a Marine's family will assist the next of kin and answer all questions they may have.

Requests for Military Honors at Funerals

At the time of death, the Marine's next of kin should engage the services of a funeral director. The funeral director should request military honors from the Marine Corps Unit nearest to where the burial will take place. The assigned Casualty Assistance Call Officer (CACO) can also be called upon if more assistance is needed.

Funeral Honors

If resources permit and if a request is received from the funeral director in sufficient time to plan, prepare and transport the funeral detail to the interment site, the following minimum honors will be provided depending on the duty of the Marine.



For active duty Marines and Medal of Honor recipients: an Officer-in-Charge or noncommissioned Officer-in-Charge, according to the rank of the deceased; six enlisted personnel to serve as pallbearers; a firing squad; a bugler (a civilian musician or recording may be substituted if a military bugler is not available); a chaplain to attend and conduct services at the funeral.

Reserve, or Marines of the Reserves who have 20 years of satisfactory service for retirement but have not reached age 60, will be offered the same support as prescribed for active duty personnel, if available. If such support is not available, a Marine Corps representative will attend to present the flag to the next of kin. For Marines who were honorably discharged a Marine Corps representative will attend the interment and present the flag.

For retired Marines drawing retirement pay, Marines of the Ready

Limitations

Unfortunately, there are certain situations which may preclude furnishing even the minimum support for retiree or veteran funerals. Reasons for these limitations include the nonavailability of equipment or trained personnel, situation where the absence of the funeral personnel seriously interferes with a command's primary mission, when the burial detail is required for more than one day, when insufficient time is provided for proper planning, preparation and transportation of the funeral honors detail.

INTERMENT - National Cemeteries

If the Marine's next of kin desires interment in a national cemetery, the funeral director should contact a representative of the national cemetery. The local Veteran's Administration Regional Office maintains a list of available VA cemeteries by location. The following information about the Marine should be provided by the next of kin:

- Name;
- Rank;
- Social Security Number or Service Number;
- Place and date of birth;
- Date of death;
- Date of retirement or date of separation from last service; and
- Character of discharge.

Arlington National Cemetery



Interment in Arlington National Cemetery is either in the form of ground burial or interment of cremated remains in Arlington's Columbarium. When arranging interment, the funeral director or person making the arrangements should contact the Office of the Superintendent, Arlington National Cemetery. The office is open (eastern time zone) from 7:30 a.m. to 4:00 p.m., Monday through Friday, and from 9:00 a.m. to 1:00 p.m. on Saturday (telephone (703) 695-3250/3255).

The caller must provide the following information:

- Deceased's name;
- Social Security Number and VA Claim number (if existent);
- Dates of enlistment and separation;
- Character of discharge;
- Last rank/rate held;
- Dates of birth and death;
- Use of chapel or burial site for services; and
- Chaplain assistance and appropriate denomination.

Request for Interment for discharged Marines at National Cemeteries

Any honorably discharged veteran is eligible for interment in a National Cemetery administered by the VA. Information on eligibility, space assignment, and other aspects can be obtained from:

Director, National Cemetery Systems (40)

Department of Veterans Affairs
810 Vermont Ave., N.W.
Washington, DC 20420
Ph: (202) 273-5146
Fax: (202) 273-6696

Benefits for Survivors of Marines who die on Active Duty - Death Gratuity

The survivors of a Marine who dies while on Active Duty are eligible to receive \$12,000 payable immediately by a local pay office. A direct payment cannot be made to a minor without the presence of an appointed legal guardian.

Funeral Expense Allowance

An allowance of up to \$3,100, to cover funeral expenses, is offered to the survivors of Marines who die on active duty. Interment in a National Cemetery, including Arlington National Cemetery, is an option for the survivors of these Marines to consider. Six Marine Corps pallbearers to carry the casket from the hearse to the grave site are available for Marines who die on Active Duty.

Family Members Travel to Attend Funeral

Government funded round-trip travel is available for the spouse and unmarried dependent children under age 21, to the funeral site if located outside of their local area. In addition, per diem at a maximum of two days per traveler will be paid. The Marine's parents may utilize this entitlement only if there are no surviving children or a spouse. If the travel is by personal automobile, only the driver is entitled to a travel allowance.

180-Day Housing Allowance

Survivors of a Marine who dies on Active Duty are eligible for a 180-day housing allowance in the same amount that Marine was entitled to at the time of his or her demise. If the Marine had resided in government quarters, the survivors are entitled to remain in those quarters rent-free for the period of 180 days.

Personal Effects Return

The personal effects of a Marine who dies while on Active Duty are processed as expeditiously as possible and the survivors are informed of the estimated date of arrival. If the Marine was stationed overseas, his or her items are routed through either East or West Coast Personal Effects Distribution Centers for re-inventorying, cleaning (if necessary) and onward shipment.

Identification Card Privileges

Military Identification Cards will entitle the survivors to medical, Morale, Welfare and Recreation, commissary, and exchange privileges for the Marine's spouse and children under age 21. Privileges for the Marine's children can be extended through age 23, on a yearly basis if attending college as a full time student.

Section 3 *Congressional Caseworkers Handbook*

Unpaid Pay and Allowances

Pay and allowances due to a Marine are payable to the Marine's designated beneficiary. The Marine's beneficiary selection is documented in his or her Record of Emergency Data. The pay due may include reimbursement for unused leave and unpaid reenlistment bonuses.

Serviceman's Group Life Insurance (SGLI)

Up to a maximum of \$250,000 from the Serviceman's Group Life Insurance (SGLI) is payable to the Marine's survivors. The payment is made to the beneficiary designated in the Marine's Service Record Book.

Household Goods/Family Member Relocation

Relocation within one year for the survivors of a Marine's demise will be covered at government expense. This period can be extended under special circumstances.

Social Security Funeral Expense Allowance

An amount of \$255 is payable to the Marine's spouse for funeral expenses. If there is no surviving spouse, the dependent children will be entitled to this fund.

Benefits for Children

Benefits are payable to the Marine's children until age 18 or 19, if still attending high school. The amount will vary according to the Marine's contribution to the Social Security system. Widows and widowers are entitled to monthly benefits for children under the age of 16, who are in his or her care. If there are no children, the widow's or widower's entitlement commences at the age of 62.

Veterans Administration Benefits for Survivors

Survivor benefits are provided by the Department of Veteran's Affairs for each Marine who dies while in either an active duty or retired status. These benefits also pertain to survivors of Reservists. More information regarding these benefits is available from the Department of Veteran's Affairs.

Dependency and Indemnity Compensation (DIC)

If each child (up to age 26) goes to college full-time, each child will receive monthly (in his or her own right): \$404 (standard rate regardless of Marine's paygrade). If each child goes to

college part-time (3/4 time), each child will receive monthly (in his or her own right): \$303 (standard rate regardless of Marine's paygrade). If each child goes to college part-time (1/2 time), each child will receive monthly (in his or her own right): \$202 (standard rate regardless of Marine's paygrade).

Headstone

The Department of Veteran's Affairs will provide the headstone free of cost.

Sole Surviving Family Member

To qualify as a Sole Surviving Family Member, the Marine must be the only remaining son or daughter of a family in which, by reason of a service in any of the Armed Forces of the United States, the father, mother, or one or more sons or daughters:

- Was killed in action;
- Died when serving in the United States Armed Forces from wounds, accident, or disease;
- Is in a captured or missing in action status;
- Is permanently 100 percent physically or mentally disabled, as determined by the Veteran's Administration or one of the military services, is hospitalized on a continuing basis, and is not gainfully employed as a result of such physical or mental disability.

A family is considered to include a husband and wife; or the father, mother, sons, daughters, and all brothers and sisters in the following categories:

- A brother or sister of the whole blood;
- A brother or sister of the half blood;
- A stepbrother or stepsister; and
- A brother or sister by adoption.

Non-combat duty is duty at any place or in any situation other than that designed by the Secretary of Defense, wherein a Marine would be entitled to receive special pay for duty subject to hostile fire.

Neither the acquisition nor retention of sole surviving son or daughter status is dependent upon the existence of another living family member. Thus, the continued existence of a family unit is not required as a prerequisite for qualification as a sole surviving son or daughter. A person's status does not change once obtained.

Section 3 *Congressional Caseworkers Handbook*

An enlisted Marine who becomes a surviving son or daughter subsequent to enlistment, reenlistment, or induction may apply for and will be given a prompt separation except under the following conditions:

- The Marine has Courts-Martial charges pending against him or her, or he or she has been convicted by Courts-Martial with appellate review in process;
- He or she is serving a sentence;
- The Marine is being processed for involuntary administrative separation for cause (*i.e., by reason of fraudulent enlistment, entry level performance or conduct, unsatisfactory performance or conduct, unsatisfactory performance, rehabilitation failure, misconduct, in lieu of trial by Courts-Martial, or security*);
- During a period of war or national emergency declared by the Congress.

A Marine who has waived his or her status as a sole surviving son/daughter may request reinstatement of that status at any time. However, requests for reinstatement will not be granted automatically, but will be considered on the merits of the Marine's case. When a Marine designated as sole surviving son/daughter is a member of a unit ordered to an area where combat is likely, the commanding officer of the unit shall make every attempt to transfer the Marine to the nearest Marine Corps activity for Temporary Duty pending further assignment. A Marine who has been advised of his rights in this area and enlists, reenlists, or otherwise voluntarily extends his or her period of active duty in the regular Marine Corps or Marine Corps Reserve subsequent to the date of notification of the family casualty on which the sole surviving sonship/daughtership is based, shall be considered as having waived his or her rights for discharge as a sole surviving son or daughter.

Section 4 Family Member Services

Identification and Privilege Card

The Department of Defense issues the Uniform Service Identification and Privilege (ID) Card to identify individuals eligible for benefits and privileges administered by the military departments (i.e., medical care, commissary, exchange, and theater access). It is the responsibility of the Marine to apply for family member ID cards. The application form, when processed, serves to enroll or update eligible beneficiaries in the Defense Enrollment Eligibility Reporting System (DEERS).

This allows the Marine and his/her family to receive proper medical care at all Department of Defense medical facilities. In situations where eligibility is being initially established or the individual is not enrolled in DEERS, documentation will be required (e.g., marriage licenses, retirement orders, birth certificate, etc.). This requirement is not waivable.



Dependents

In the Department of Defense's definition, dependents include lawful spouses, children, and qualifying parents and parents-in-law. Qualifying widows/widowers and qualifying former spouses are also considered dependents. Children are considered dependents only if they fall into the following categories:

1. If the child is unmarried, under 21 years of age, and is:
 - A legitimate child;
 - An adopted child;
 - A stepchild;
 - An illegitimate child of record of a female Marine;
 - An illegitimate child of male Marine, whose paternity has been judicially determined, or;
 - An illegitimate child of a male Marine, whose paternity has not been judicially determined, or illegitimate child of a spouse who resides in the home of the sponsor and dependency has been established.

Section 4 Congressional Caseworkers Handbook

2. If the child is unmarried, 21 years of age or older, and dependent on the sponsor for over 50 percent of his or her support (or was at the time of the sponsor's death);
3. A child that is incapable of self-support because of mental or physical incapacity that existed while a dependent and before his or her 21st birthday;
4. A child that is incapable of self-support because of mental or physical incapacitation that existed while a dependent and enrolled in a full-time course of study in an institution of higher learning approved by the Secretary of Education, prior to reaching the age of 23;
5. A qualifying ward;
6. A pre-adoptive child who has been placed in the Marine's home by a state recognized agency;
7. A child under 10 years of age who resides with a guardian, divorced parent, or other person not eligible for medical care or other privileges;
8. (Incapacitated children who marry and who subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements).

Eligible Categories of DD Form 1173 (Active Duty Dependent ID Card)

The following individuals are eligible for an Active Duty Dependent ID Card:

- Dependents of active duty Marines or Marines entitled to retired pay, including former (discharged) Marines, who are 60 years of age or older, and who are in receipt of retired pay for non-Regular service under 10 USC;
- Dependents of Marines who were eligible for retired pay but separated due to misconduct involving dependent abuse, including those Marines in a dual status;
- Dependents of active duty Marines (over 30 days) not entitled to retired pay who were separated from active duty under a court-martial sentence resulting from a dependent abuse offense and administratively separated from active duty if the basis for separation includes a dependent-abuse offense when separated on or after 30 November 1993, and when dependents are eligible for transitional privileges under Public Law 103-160;
- An unremarried former spouse of a Marine or former Marine where the former spouse must have been married to the Marine for a period of at least 20 years, during which the Marine must have performed at least 20 years of service creditable for retired pay (20/20/20); (See Public Laws 97-252 and 98-525.)

Congressional Caseworkers Handbook **Section 4**

- An unremarried former spouse as described above, except that the period of overlap of marriage and the Marine's creditable service is at least 15 years but less than 20 years (20/20/15)[Benefits for former spouses in this category are summarized below]:
 - If the marriage terminated prior to 1 April 1985, entitlement to medical care has no time limitation provided the former spouse is otherwise eligible.
 - If the marriage terminated on or after 1 April 1985, and before 29 September 1988, the unremarried former spouse is no longer eligible for an ID card. The law authorized an ID card for this category of former spouse for two years from the date of divorce or 31 December 1988, whichever is later. This time has now expired.
 - If the marriage terminated on or after 29 September 1988, medical care shall exist for one year provided the former spouse is otherwise eligible.
- An unremarried former spouse described above except that the period of overlap of marriage and the Marine's creditable service was at least 10 years, and the former spouse is in receipt of an annuity as a result of the Marine being separated from the service due to misconduct involving dependent abuse (10/20/10);
- Surviving dependents of a Marine who died while on active duty or under orders that specified a period of more than 30 days, or Marines who died while in a retired-with-pay status;
- Surviving dependents of a Reserve Marine who died from an injury or illness incurred or aggravated while on active duty for a period of 30 days or less, on active duty for training, or on inactive duty training or while traveling to or from the place at which the inactive duty training occurred (Public Law 99-145);
- Surviving dependents of (1) a Reserve Marine who had earned 20 qualifying years for retirement and received his or her notice of eligibility for retired pay at age 60, but had not transferred to the Retired Reserves, (2) a Retired Reserve Marine eligible for retired pay at age 60, and (3) a former Marine who had net time-in-service requirements, and who died before reaching age 60, but after October 1, 1978 (Public Law 95-397) [The ID card may be issued only on, or after, the date on which the Marine would have been 60 years old had he or she survived.];
- Dependents of an honorably discharged veteran rated by the VA as 100 percent disabled from a Uniformed Service-connected injury or disease and certified by the VA as entitled to commissary and exchange privileges;
- Dependents and survivors of Medal of Honor recipients;
- Involuntarily separated Marines, not for cause, on active duty or full-time National Guard duty prior to or on 30 September 1990, and involuntarily

Section 4 Congressional Caseworkers Handbook

separated from active duty on or after 1 October 1990, through 30 September 1999 (until 1 October 1999), or on active duty after 29 November 1993, and then separated through 30 September 1999 (until 1 October 1999), and their dependents, including dependents acquired after the Marine's separation (Individuals entering active duty after 1 October 1990 and separating through 29 November 1993, were not eligible for Transition Assistance Management Program (TAMP) benefits) (Public Law 101-510); and

- Voluntarily separated Marines who are eligible and approved for payment of a Special Separation Benefit (SSB) or the Voluntary Separation Incentive (VSI), have been on active duty for more than 6 years, have served at least 5 years of continuous active duty immediately preceding the date of separation, and the date of separation is on or before 30 September 1999 and their dependents, including those dependents acquired after the Marine's separation (Public Laws 102- 190 and 102-484).

Eligible Categories of DD Form 1173-1 (Reserve Dependent ID Card)

The following individuals are eligible for a Reserve Dependent ID Card:

- Dependents of Reserve Marines not on active duty in excess of 30 days, in the categories of spouse, child, stepchild, ward and dependent child 21 years of age or older if incapacitated or a student;
- Dependents of Reserve retirees entitled to retired pay at age 60, who have not yet reached age 60 in the categories of spouse, child, ward and dependent child 21 years of age or older if incapacitated or a student;
- Unremarried surviving spouses of Reserve retirees entitled to retired pay at age 60, who die prior to reaching age 60 [Eligible dependents in the categories of child, stepchild, ward and dependent child 21 years of age or older if incapacitated or a student shall also be issued a DD Form 1173-1. The surviving dependents of Reserve retirees shall be issued the DD Form 1173 instead of the DD Form 1173-1, on the anniversary of the sponsor's sixtieth birthday.]; and
- Marines of the Selected Reserve are eligible for Selected Reserve Transition Program benefits, who are involuntarily separated from the Selective Reserves due to discharge to civilian status, on or after 23 October 1992, to on or before 30 September 1999, and their dependents (Public Law 102-484) [Dependents are eligible for benefits regardless of whether dependency status was acquired before or after the Marines separation. Those individuals shall be issued an overstamped DD Form 1173-1 showing the expiration date for each benefit on the reverse of the card.].

Exceptional Family Member (EFM) Program

Participation of eligible military families in the Exceptional Family Member Program (EFM) is mandatory. EFM works in conjunction with other military and civilian agencies to provide for families with chronic medical, special educational needs and/or disabilities. This program enables the Commandant of the Marine Corps to recognize the exceptional family members of Marines and consider their special needs during assignment selection. When a Marine becomes eligible for assignment overseas, all his family members will undergo overseas screening. If screening warrants EFM enrollment, the application process is initiated while the overseas screening process continues. Family travel decisions outside the continental United States (OCONUS), will not be finalized for Marines until EFM enrollment and overseas screening is completed.

Enrollment

Enrollment in the EFM program does not usurp a Marine's overseas rotation requirements. A Marine may have to take a voluntary overseas or, in very rare instances, an involuntary unaccompanied overseas assignment while his family members remain in CONUS, where special needs can be met. EFM enrollment is updated every three years; sooner if needs change substantially. A Marine can initiate disenrollment and/or update procedures by contacting his or her EFM coordinator at the nearest military medical treatment facility.

A Marine should use the following steps to enroll in the EFM program:

1. The application forms may be obtained from the EFM point of contact or the EFM coordinator at their local Family Service Center.
2. Enrollment is initiated at the medical treatment facilities or by the private physician.
3. Once the condition is documented, the Marine will submit the application to the appropriate Central Screening Committee (CSC).
4. Based on the information in the summaries, EFM enrollment is recommended by the CSC and forwarded to the Commandant of the Marine Corps (M&RA).
5. The Commandant of the Marine Corps (M&RA) EFM programs manager will electronically flag the Marine's files. Marines may be assured M&RA maintains information provided on the EFM questionnaires in a secure manner. Assignment managers only know that the Marine is in the EFM program, and not the specifics.

Support of Family Members

Each Marine is expected to provide adequate and continued support for family members. The amount of support is generally based on the needs of the family members and the Marine's ability to provide assistance. Marines are expected to comply with a court order/decreed directing the payment of child support and alimony. However, without a writ of garnishment, the Marine Corps has no authority of its own to enforce a court order/decreed or otherwise deduct money from a Marine's pay for dependent support. Such matters are settled in the civil courts.

Federal law authorizes the pay of Federal civilian employees and active, reserve and retired military members, to be subject to garnishment or similar legal process issued by courts of competent jurisdiction or authorized state agencies for the payment of child and/or spousal support. The law is found at 42 USC 659 and 42 USC 661-662. The regulations, promulgated by the Office of Personnel Management (OPM), concerning the processing of garnishments are found at 5 C.F.R. Part 581.

Where authorized, by applicable state law, the statute is interpreted as permitting legal process for the collection of accrued arrears of child and spousal support, as well as the enforcement of current obligations. The federal law, 15 USC 1673 (b) (2), limits garnishment and/or wage assignment to 60% (65% where the debt is 12 weeks or more in arrears) of the net pay of the employee. This limit shall be 50% (55% where the arrears of 12 weeks or more exists) of net pay where the employee has a spouse or child dependents other than the petitioners. State limitations prevail where they provide a greater exemption from garnishment than the federal limitations.

A child or spousal support order, in a divorce or separation decree, though binding on the individual concerned, is not directly enforceable against a federal agency since the orders contained in the decree are directed to the individuals concerned and not to their employers.

The correct action to be taken for enforcement of support obligations under 43 USC 659 is to obtain a valid garnishment order or similar legal process from an appropriate state court or authorized state agency. Such an order must direct the obligor's employer (e.g., the United States or the Department of Defense, etc.) to divert a specified amount of the individual's pay for the satisfaction of such obligations.

Legal process must be served, by certified or registered mail or by personal service, upon the designated agent for service. For all Active, Reserve and Retired Marines, service of process is to be made as follows:

Director, Defense Finance & Accounting Service

P.O. Box 998002

1240 East 9th St.

Cleveland, OH 44199-8002

Legal process (e.g., Writ of Garnishment, Execution, Order Assigning Salary or Notice of Garnishment) must clearly show it is issued to recover child or spousal support and direct DFAS-Cleveland or the employing agency to withhold and remit the ordered amount as stated in the statutes and in the regulations. The legal process must also include the following information:

- Marine's full legal name;
- Marine's Social Security Number;
- Marine's rank or grade;
- Status: Active duty or Retired;
- If known, the Marine's current duty station.

The definition of "Child Support" and "Alimony" or "Spousal Support" includes attorneys fees, interest and court costs, if they are expressly made recoverable as child and/or spousal support under a decree, order or judgment issued in accordance with applicable law. It should be noted that other marital obligations provided for by separation agreements or court orders (e.g., insurance premiums, lump sum payments, property settlements, interests in retired pay, etc.) are not garnishable under 42 USC 659 and related statutes.

Former Spouses Protection Act

The Uniformed Services Former Spouses' Protection Act (USFSPA), passed by Congress in 1982, is intended to place the former spouse in substantially the same position that he or she would have been in during the military retirement period had the marriage not been ended by divorce, dissolution or annulment. For benefits and eligibility questions, former spouses may write or call:

Commandant of the Marine Corps

Retired Affairs Section (MMSR-6)

3280 Russell Road

Quantico, VA 22134-5103

Ph: 1-800-336-4649

Tricare Clinics

TRICARE clinics are contractor-owned, contractor-operated primary care facilities, which are managed by and staffed with contract personnel. Compliance with the contract is monitored by a Contracting Officer Technical Representative (COTR) assigned by each Naval Hospital whose cognizance the TRICARE Clinic is assigned. The COTR reports directly to the Contracting Officer who is located at The Naval Regional Contracting Center (NRCC), Philadelphia, PA. TRICARE Clinics are open 365 days a year from 0700 to 2000 on weekdays

Section 4 Congressional Caseworkers Handbook

and from 0700 to 1600 on weekends and Holidays. Treatment and medications will be provided at no cost to the patient. TRICARE Clinics are not emergency-care clinics, rather they provide a broad range of primary-care services to relieve over-crowded Naval medical treatment facilities. TRICARE Clinics typically are staffed by full and part-time primary care physicians. Physician's Assistants, Nurse Practitioners, and Licensed Practical Nurses may also be utilized. Each TRICARE Clinic provides pharmacy, radiology, and laboratory services. No surgery, mental health, optometry, or dental services are offered at TRICARE Clinics. The base medical staff can provide a current list with addresses and phone number for TRICARE facilities in their location.

Also additional information is available on the Tri-Care Website: www.tricare.osp.mil.

SECTION 5: COMMUNITY RELATIONS

Support for Community Activities

The Marine Corps is proud to be a part of each community in which it has a facility or personnel. Accordingly, Marine Corps personnel or equipment may be requested to support community activities. The Public Affairs Officer (PAO) at the Marine Corps facility nearest the event can provide guidance and assistance in determining the availability of support for an activity.

General Guidelines

Marine Corps participation is not authorized when it may directly or indirectly endorse, selectively benefit, or favor any private individual, sect, fraternal organization, political group, commercial venture, or be associated with solicitation of votes in a political election. Also, participation is not authorized when admission, seating, and other accommodations or facilities are restricted in any matter with regard to race, creed, sex, or national origin. Marine Corps support is not permitted when such participation will deny employment of civilians in their regular profession. For Marine Corps participation in events outside an installation's local area, costs to the sponsor normally include: travel and transportation for personnel and equipment; and meals and lodging (or daily per diem allowance in lieu of meals and lodging).

Marine Corps Ceremonial and Musical Units

The Marine Corps has three ceremonial units located at the Marine Barracks, Washington, DC: the United States Marine Drum and Bugle Corps; the Marine Corps Silent Drill Platoon; and the Marine Corps Color Guard.

The United States Marine Drum and Bugle Corps. The Drum and Bugle Corps (D&B) consists of 79 Marines. The D&B performs a “concert in motion,” lasting approximately thirty minutes during which the unit forms various formations while playing.



Section 5 Congressional Caseworkers Handbook

The United States Marine Corps Silent Drill Platoon. The Silent Drill Platoon (SDP) is a 38 Marine drill platoon which performs a complex 15-minute drill sequence, without verbal commands.

The Marine Corps Color Guard. The Marine Corps Color Guard is comprised of four Marines headed by the Color Sergeant of the Marine Corps. The Color Guard carries the National Colors and the Battle Color of the Marine Corps with battle streamers and awards.

The Battle Color Detachment. The Battle Color Detachment is a “traveling” parade ceremony that consists of the Drum and Bugle Corps, the Marine Silent Drill Platoon, and the Marine Corps Color Guard. The Battle Color Ceremony lasts approximately one hour and showcases each of the unit’s unique abilities.



Presently, Marine Corps musical units are organized into three separate and distinct components: “The President’s Own” U.S. Marine Band; “The Commandant’s Own” U.S. Marine Drum & Bugle Corps (D&B); and the 12 Standard Marine Bands located at various bases throughout the United States.

The mission of the Marine Corps musical units is to provide musical support and perform such other functions as may be directed by the Commandant of the Marine Corps. In addition, “The President’s Own” U.S. Marine Band provides musical support as directed by the President of the United States.

Marine ceremonial and musical units increase morale, support recruiting, and perform a vital role in continuing the tradition of Marine Corps ceremonies. When not committed to support training or operations, Marine musical units, in conjunction with the Marine Corps community relations effort, may also be authorized to perform for the general public.

Since the standard Marine Corps Bands and the U.S. Marine Drum & Bugle Corps do not receive funds to travel outside of their local area, event sponsors are responsible for providing all lodging, meals, and transportation as necessary. Military air may be available to transport the musical unit, but cannot be guaranteed.

Generally, the event at which the Marine unit is invited should be of interest or benefit to the local community, state, or Nation as a whole. More importantly, the event must be available and open to the entire community. If the event is a fund-raiser, it must be a non-profit, charitable organization, approved by the Department of Defense.

Additionally, certain civilian-sponsored events are not eligible for Marine Corps support due to DoD policy and regulations. Specifically, Marine Corps units may not participate in

events when the event directly (or indirectly) endorses, or selectively benefits (or appears to benefit) any private individual, company, corporation (whether for profit or nonprofit), sect, quasi-religious or ideological movement, commercial venture, fraternal or political organization, or is associated with the solicitation of votes in a political election. The event also must be free of any discrimination because of race, creed, color, national origin, or sex.

No admission charge can be levied on the public primarily to see the Marine Corps Ceremonial or Musical unit. A general admission charge need not be considered prohibitory to Marine Corps participation, but no specific or additional charge may be made due to Marine Corps participation.

Also, participation will not normally be authorized in public events where military musicians would be placed in direct competition with civilian musicians.

Sponsorship

The “sponsor” is a group, unit or individual who is taking responsibility for requesting, supporting and advertising the appearance of one of the performing units. The sponsor directs the scheduled event and ensures all required support for the performing unit is provided. Sponsors are often individual citizens, civilian agencies, fraternal groups, local government agencies, Recruiting Stations or Districts, or Marine Reserve units.

Sponsor Requirements: Transportation

If the sponsor cannot provide commercial air support, air transportation may be provided by the Department of Defense at no cost to the sponsor. Air availability is dependent upon the operational, training or maintenance requirements of the supporting squadrons. Government air transportation may be canceled or rescheduled at the last minute for these reasons.

Local ground transportation is the responsibility of the sponsor, as the units must travel from the hotel to the performance site, restaurants and other locations, for meals, preparation time, etc. The sponsor must provide all bus and cargo truck drivers. Our Marines will execute the loading and off loading of all equipment onto the vehicles. Vehicular requirements vary according to personnel strengths of the performing units, but normally consist of the following:

- Drum & Bugle Corps** (3) 44-passenger buses and (1) 5-ton cargo truck w/lift
- Silent Drill Platoon** (1) 44-passenger bus and (1) 5-ton cargo truck w/lift
- Battle Color Detachment.** (4) 44-passenger buses and (2) 5-ton cargo trucks w/lifts

Sponsors are expected to provide commercial charter ground transportation when air transportation is not economically feasible or when the event is within a reasonable busing distance (no more than four hours one way).

U.S. Marine units cannot provide transportation assets for events further than 100 miles from their Command. In this case, the sponsor must provide ground transportation.

Section 5 Congressional Caseworkers Handbook

Sponsor Requirements: Meals and Lodging

The sponsor provides all meals and lodging for Marines during their stay in your area. Adequate messing is considered to be three meals per day at normal morning, afternoon and evening meal hours; two of which must be hot meals. Meals must remain flexible due to the unit's transportation, rehearsal and performance schedule. Sponsor responsibilities include meals which can be consumed en route due to time constraints.

Equally important are the housing accommodations for our personnel. Mass billeting (i.e., squad bays, gymnasiums, armories, etc.) is not considered adequate. Marines will not be billeted more than two to a room and proper consideration will be given to the military grade of personnel: officers and Staff NCO's will not be billeted with junior enlisted members. Arrangements must include separate billeting for female Marines. To maintain control and accountability, we are unable to accept housing in private homes. Unless agreed upon by the unit, billeting should not be more than a one hour or 30 mile drive from the performance site. Please contact the performing unit for exact number of Marines requiring housing. Exact numbers are subject to change, but a good approximation of our housing requirements are as follows:

Drum & Bugle Corps . . . (10) single-occupancy rooms and (36) double-occupancy

Silent Drill Platoon (2) single-occupancy rooms and (19) double-occupancy rooms

Battle Color Detachment. (14) single-occupancy rooms and (56) double-occupancy rooms

Sponsor Requirements: Performance Site

The performance area is usually a standard football field or equivalent smooth surface 100 yards by 60 yards with no obstructions. A center line (similar to a 50 yard line) should be established running perpendicular from the reviewing area. Whenever possible standard football yard lines and "college set" hashmarks, on line with the uprights of the goal posts, should be marked. If the performing unit is the Silent Drill Platoon, only a 150 feet by 60 feet area is required. A public address system is also required. The performing units have their own narrator. Any expenses, such as fees for the stadium, lighting, heating, publicity, custodial or security, are the responsibility of the sponsor.

The changing area must be a securable area with either chairs, clothing racks or hooks for clothing bags and uniforms. There must be enough electrical outlets to support the use of 10-15 irons. The area should be large enough to accommodate unit personnel and separate changing facilities are required for the female Marines.

Publicity of the Event

Media promotion/publicity can always maximize the event and audience attendance. Promotional materials and a comprehensive press package, including unit information, biographies, and a public service announcement for both radio and television are available from the Marine Barracks Public Affairs Office (PAO). For public affairs information concerning the Drum & Bugle Corps or the Silent Drill Platoon, contact the Marine Barracks PAO (address and phone number information are available from either of the Marine Corps Congressional Liaison offices).



How to request the U.S. Marine Drum and Bugle Corps or Silent Drill Platoon

To request the United States Marine Drum and Bugle Corps and/or the Marine Corps Silent Drill Platoon, please complete the Request Format: Armed Forces Participation in Public Events (excerpt from DoDInst 5410.59 in Appendix A) and send to (the address is also on the back of the form):

Commandant of the Marine Corps (PAC)

Headquarters, U.S. Marine Corps
2 Navy Annex
Washington, DC 20380-1775

How to Request the Marine Corps Color Guard

To request the Color Guard please complete DD Form 2536 (see Appendix A or online at www.usmc.mil/2535) and send to the address above.

How to Request “The President’s Own” U.S. Marine Band

For further information about “The President’s Own” U.S. Marine Band, or to request an appearance by the Marine Band, contact:

Head Marine Band Branch (PAB)

Headquarters, U.S. Marine Corps
2 Navy Annex
Washington, DC 20380-1775
(703) 614-2267/3502

Section 5 Congressional Caseworkers Handbook

How to Request other Marine Corps Musical Units

Requests for Standard Marine Corps Bands should be submitted with a DD Form 2536 (see Appendix A) and sent to:

Commandant of the Marine Corps

Headquarters, U.S. Marine Corps
(Code: PAC)
2 Navy Annex
Washington, DC 20380-1775

Marine Corps Musical Unit Locations

BAND	LOCATION
“The President’s Own”	Washington, DC
“The Commandant’s Own”	Washington, DC
1st Marine Division Band	Camp Pendleton, CA
2nd Marine Division Band	Camp Lejeune, NC
Marine Forces Pacific Band	Kaneohe Bay, HI
2nd Marine Aircraft Wing Band	Cherry Point, NC
3rd Marine Aircraft Wing Band	Miramar, CA
Marine Forces Reserve Band	New Orleans, LA
Quantico Marine Band	Quantico, VA
Marine Corps Recruit Depot Band	Parris Island, SC
Marine Corps Recruit Depot Band	San Diego, CA
Marine Corps Air Ground Combat Center Band	Twentynine Palms, CA
Marine Corps Logistics Base Band	Albany, GA
III Marine Expeditionary Force Band	Okinawa, Japan



Aviation Support

The following Marine Corps aircraft are available for static display:

Fixed Wing:

- AV-8B (Harrier) *
- EA-6B (Prowler)
- F/A-18 (Hornet)
- KC-130 (Aerial Refueler)
- UC-12 (Transport)



* The AV-8B Harriers scheduled for static display CANNOT provide a demonstration; unless it has been requested and approved. The AV-8B Harrier is the only aircraft with which the United States Marine Corps provides aerial demonstrations.



Rotary Wing:

- UH-1 (Huey)
- AH-1 (Super Cobra)
- CH-53D (Sea Stallion)
- CH-53E (Super Stallion)
- CH-46 (Sea Knight)

All decisions to schedule or cancel a static display support are made at Headquarters, U.S. Marine Corps, not at the squadron level. Event sponsors should only call a squadron after participation has been confirmed, and to make detailed arrangements about arrival time and providing necessary support.

Flyovers

Flyovers are considered only for the following occasions:

- Civic-sponsored public observances of, and official ceremonies for, Armed Forces Day, Independence Day, POW/MIA Day, Veteran's Day and Memorial Day.
- Memorial or funeral services for dignitaries of the Armed Forces and the Federal Government and for related/designated aviation personnel of the Armed Forces as directed by the Secretaries of the Military Departments.
- Ceremonies honoring foreign dignitaries, when directed by executive order of the Secretary of Defense.
- Events that promote and further the field of aviation.

Harrier Demonstration

Factors considered in scheduling the AV-8B Harrier demonstrations include: Recruiting needs, geographical distribution, previous AV-8B Harrier demonstrations and other demonstrations already scheduled in the area, and ability of the East and West Coast squadrons to support.

All decisions to schedule or cancel an AV-8B Harrier demonstration support are made at Headquarters, U.S. Marine Corps, not at the squadron level. When scheduling Harrier demonstrations, priority will be given to aviation events that have not been scheduled for one of the DoD jet demonstration teams (Blue Angels or Thunderbirds). Event sponsors should only call a squadron after participation has been confirmed, and to make detailed arrangements about arrival time and providing necessary support.



When a demonstration is scheduled, two or three AV-8Bs will arrive at the event — one or two for a static display/backup and one for the demonstration. The sponsor must agree to provide the following requirements before a demonstration will be scheduled:

Congressional Caseworkers Handbook Section 5

Crew Support: Meals, lodging and local transportation must be provided for the three to four Marines participating. Each pilot will bring his aircraft to the event, and a ground crewman (the plane captain) will follow via commercial air to provide maintenance support. These Marines are on no-cost orders, thus none of their expenses are paid for by the Marine Corps. In addition to meals, lodging and local transportation, a round-trip airline ticket from the plane captain's home base (either Yuma, Arizona or Cherry Point, North Carolina) to the air show site must be provided. Travel arrangements should be paid for in advance and should include transportation from the airport to the hotel or air show site, and upon completion of the air show transportation back to the airport.

Fuel: Jet A fuel should be available on site at the government contract rate. The pilots will pay with government credit cards, thus requiring a fuel source that will honor them. Any cost for fuel above the government price will be paid by the sponsor. [A note on fuel consumption: The Harrier uses about 500 gallons of fuel per demonstration. In addition, aircraft must be filled with 1,000 gallons of fuel before departing for their home base.]

Water: The Harrier requires 50 gallons of distilled water per demonstration. The Harrier's Level III demonstration takes approximately 8 - 10 minutes. The demonstration begins with the Harrier taxiing out in front of the grandstand for a short take off followed by a 90-degree climbing turn away from the grandstand. The aircraft then does a reverse turn of 270- degrees to make a high speed pass over the runway at 500 feet. (A lower minimum altitude of 200 feet and speeds above 250 knots require FAA approval.) Next, the Harrier circles around, approaching the stands in the landing configuration, and comes to a hover in front of the crowd. The Harrier then backs up 50 to 100 feet, stops, translates left and then right 50 to 100 feet, stops again, and does a 360-degree spot turn. Turning 90 degrees to align with the landing area, a rolling vertical landing is performed. (A vertical landing can be done if the runway surface permits.) This is followed by a vertical or rolling vertical take-off into the wind (but not over the crowd) to a steep climb-out. After turning downwind at 1000 feet for a 180 degree position, the Harrier decelerates to do another vertical landing in front of the grandstand. The Harrier then taxis clear and shuts down.

Safety requirements mandate a "Practice Demonstration" be conducted prior to the air show. This can serve as an opportunity to publicize an event via the local media the day before the show.

Dependent upon weather, ground debris, or other safety factors, the demonstration pilot may decide on-site that a full aerial demonstration cannot be conducted.

Local Marine Corps recruiters should be invited to the air show, and their booth should be set up as close as possible to the AV-8B Harrier on static display.

General Support Requirements

The following information applies to ALL aviation support requested from the Marine Corps:

1. DD Form 2535. All civilian and military requesters must complete a Request for Military Aerial Support — DD Form 2535, which is available upon request or can be found in Appendix A. DD Form 2535 can be found online at www.usmc.mil/2535.

2. Deadlines and Procedures.

a. Static Displays and Flyovers. Requests for static displays and flyovers must be submitted 90 days before the event. Squadrons are notified of eligible events the 10th of the month prior to the event. For example, squadrons are sent a list of eligible events taking place in May, on the 10th of April. The squadrons have until the 25th of the month to request authorization to support an event. These requests, if approved through the chain of command, are ultimately forwarded to Aviation Support and Manpower (ASM) at Headquarters Marine Corps. A message listing all events authorized for support is issued by ASM on the last day of the month. As always, operational and training commitments must be met before supporting public events. Because confirmation of support cannot be provided until the end of the month, it is advised that events be planned for later in the month to provide more time for coordination.

b. Harrier Demonstrations. Requests for Harrier demonstrations must be submitted prior to January 31 of the year the show is scheduled. Once an event is determined to be eligible for a Harrier demonstration, the request is forwarded to the annual Harrier board which convenes in February. The board is composed of representatives from Marine Corps Recruiting Command, the Office of Legislative Affairs, Public Affairs, and Aviation Support and Manpower. These representatives select the events what will receive a Harrier demonstration in the coming year. Not until the Assistant Commandant of the Marine Corps approves the list recommended by the board will the Harrier demonstration schedule be released. Usually, the list is finalized by the end of March. Submit requests for aviation support to:

Commandant of the Marine Corps (PAC)

Headquarters, U.S. Marine Corps
2 Navy Annex
Washington DC 20380-1775

3. Runway Requirements. The following runway lengths are needed to ensure safety at ALL events involving Marine Corps aviation support:

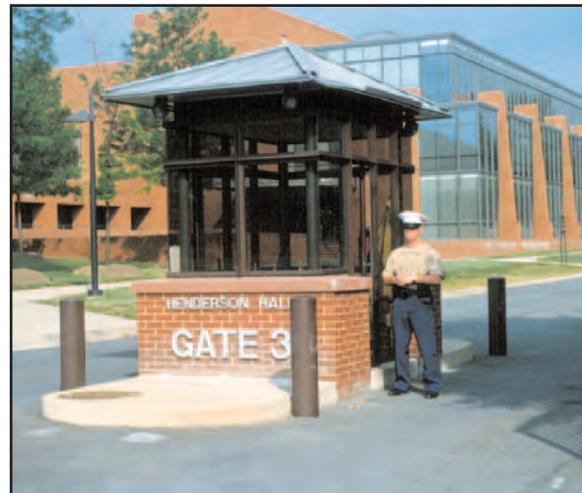
- 6,000 feet or more for any aircraft
- 4,000 - 5,999 feet for AV-8B, KC-130 & any helicopter
- 1,500 - 3,999 feet for AV-8B & any helicopter
- under 1,500 feet for any helicopter

4. Crew Support. Aircraft crews should be lodged in appropriate accommodations for the duration of the show. They will arrive the day before the show, and departure will be based upon the conclusion of the show and the distance back to their home base. Meals must be actual meals, and may be provided by way of meal tickets/coupons or advance payments comparable to the military per diem rates for that city. Those rates can be provided by Headquarters, U.S. Marine Corps upon request

5. Tactical Demonstrations. Due to safety requirements, Marine Corps tactical demonstrations are performed only on a Marine Corps installation (with the exception of the Joint Service Open House).

Marine Corps Base Visit Requests - Casual Visits

Casual visits to installations or units by individuals or specific groups, may be authorized when security, safety and operational considerations permit. Additionally, some commands have an “Open Gate” policy which allows individuals or groups to come aboard without a military escort.



Guided Tour

Guided tours are occasions when the command hosts specific individuals or groups on a scheduled date, usually in response to a written request or invitation. Guided tours are conducted by knowledgeable Marines, and may include visits to operational units, training areas, and dining facilities, as the local situation permits. Programs of guided tours may also be arranged for schools, civic groups and scouts. More comprehensive tours may be arranged periodically for community leaders.

The Local Public Affairs office can provide guidance and assist in determining availability of a Base visit.

The list of Public Affairs Offices located within the continental United States can be obtained from the Marine Corps Congressional Liaison Offices.

Section 5 Congressional Caseworkers Handbook

Political Activities and the Marine Corps

All Marine personnel are free to vote and to engage in political activity, as individual citizens, to the widest extent consistent with the restrictions imposed by law and Navy Department regulations. SECNAVINST 5720.44A provides the following information:

General Restrictions

As a matter of law, the U.S. Armed Forces refrain from any activity or association that could be interpreted as linking the Services with political causes, candidates, or organizations. This policy, and the requirements listed below, apply with equal force to election campaigning and other political activities at federal, state, and municipal levels. Marine Corps and Marine Corps Reserve personnel, and civilian employees are required to adhere to various regulations on individual participation in political activities.

Restriction on Use of Facilities

To avoid conflict, material interference with military mission, and assure good order and discipline, installation commanders should not allow any political activity in their areas of responsibility nor allow any equipment or assigned personnel to be used by a candidate, staff member, or campaign representative for political purposes. Political assemblies and activities can include, but are not limited to: fund raising dinners for candidates; causes or organizations regardless of sponsorship; social events in clubs and messes with campaigning as their real or apparent purpose; and press conferences and similar political and related activities. The definition of candidate includes both the incumbent or a new office seeker. If a federal candidate or campaign organization representative requests a proposed visit or briefing, the request should be made through the Senate or House Liaison officers or the Legislative Assistant to the Commandant.

Authorized Use of Facilities

Members of Congress, whether or not they are candidates for reelection, may be granted access to Marine Corps installations in their official capacities. They may not be granted access to an installation in their roles as candidates. Political activities, including campaign activities, should not be conducted on board a Marine Corps installation by any persons, including incumbents.

Political Surveys or Polls

Marine Corps commands will not allow political surveys or polls to be conducted on their bases.

Section 6 Miscellaneous Support and Information

Marine Contract Awards

For information relating to Department of Defense (DoD) Contracting opportunities and bid preparation, direct constituents to contact the nearest DoD Small Business Specialists, Small Business Administration Office or Procurement Technical Assistance Center. DoD Small Business Specialists are located at most military bases and purchasing offices throughout the country. Their principal mission is to assist small businesses in getting information that will enable them to compete for and win government contracts. A complete listing of DoD Small Business Specialists is contained in the guide [Small Business Specialists](#) and is available through the Marine House and Senate Liaison Offices. A more detailed guide to military contracting opportunities, [Selling to the Military](#), is also commercially available. An unsolicited bid or proposal for a Marine Corps-wide program or issues should be addressed to:

Assistant Deputy Commandant
Installations and Logistics (Contracts)
Headquarters, United States Marine Corps
2 Navy Annex
Washington, DC 20380-1775

Problems Encountered in Competing or in Performance of Specific Contracts

The House or Senate Liaison Offices will provide assistance with regard to any type of contract problem. However, federal law and procurement regulations preclude the contracting officer from taking action regarding some types of problems, unless he or she receives timely notification. To ensure the interests of your constituent are protected, direct your constituent to contact the applicable contracting office in writing with detailed information regarding the complaint while you pursue the matter through the appropriate Marine Corps Liaison Office. For time-sensitive matters, advise your constituent to contact the contracting officer via E-mail or express mail. Access to applicable points of contact are available from the USMC/HQMC websites at www.usmc.mil or www.hqmc.usmc.mil; then click on "Doing Business with the USMC" to access individual websites for various USMC Contracting Offices. All inquiries should include the applicable solicitation or contract number, and, if possible, the points of contact with whom the constituent is dealing.

Section 6 Congressional Caseworkers Handbook

Information Regarding Contracts Prior to Award

Information concerning procurements in process is published in the Commerce Business Daily and on the Internet at various websites including www.FedBizOpps.gov, www.dodbusopps.com, and www.neco.navy.mil. To protect the integrity of the procurement process and ensure no one contractor is afforded a competitive advantage by obtaining information not available to all potential bidders, contracting offices are required to strictly follow laws and regulations concerning the release of pre-award information. The Marine Corps Liaison Offices will provide assistance in obtaining pre-award information that is releasable. To significantly expedite action, inquiries should include the applicable solicitation number.

Congressional Notification Procedures for Awarded Marine Corps Contracts

The Department of the Navy Office of Legislative Affairs makes daily (Monday-Friday) fax notification to offices of Congressional Members when a Marine Corps Contract valued at \$5 million or more is awarded to a company in a Senator's state or Representative's district. If a contract awarded exceeds \$50 million, written notification will be hand-delivered to the Member's office. Contract award notifications begin at 5:00 p.m. in accordance with Department of Defense policy and Public Law 91-441. Contract award information will not be released prior to 5:00 p.m. on the day the contract is awarded.

The Prompt Payment Act and Payment of Interest

The Prompt Payment Act (Public Law 97-177) was enacted by Congress to ensure timely payment of contractor's invoices, and to both allow and require the Government to pay interest when invoices are not paid within 30 days after receipt of invoice. When all conditions (as set forth in the law) are met and interest is owed, the paying office will automatically compute and pay interest using the interest rate as set by the Department of Treasury. Contractors who feel they are owed interest should direct their inquiries directly to the applicable paying office.

Most payment problems occur simply because the activity responsible for making payment has not received all the information necessary to make payment. Inquiries forwarded to the Marine Corps Congressional Liaison will be expedited significantly if the following information can be provided:

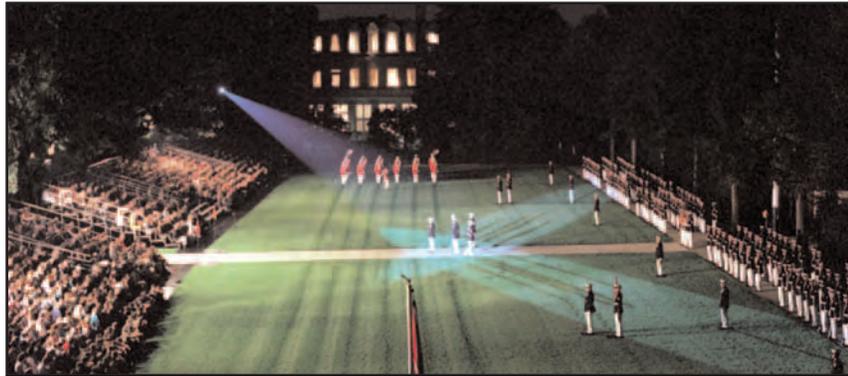
1. Company name, address, phone number, and point of contact;
2. Contracting office and contract number;
3. Office responsible for making payment;
4. Description, price, and quantity of material delivered or services provided;
5. Where and when material was delivered or services were provided;
6. Date the contractor billed, the amount billed, and the invoice number.

Marine Corps Parade and Concert Information

Of the many summer events in Washington, DC, perhaps two of the more popular are the Marine Barracks Evening Parades at 8th and “I” Streets, S.E. and the Sunset Parades at the U.S. Marine Corps War Memorial.

Evening Parade

The Evening Parade is a one hour and fifteen minute performance of music and precision marching featuring “The President’s Own” United States Marine Corps Band; “The Commandant’s Own” United States Marine Corps Drum & Bugle Corps; and the Marine Corps Silent Drill Team together with the Marines of Marine Barracks, Washington, DC. The Evening Parade begins at 8:45 p.m every Friday evening from the last



Friday in April through the last Friday in August at the Marine Barracks at 8th and “I” Streets, S.E. Reserved seating is recommended. Within the reserved section, seats are filled on a first-come basis for guests with reservations, so arrival at the Barracks prior to 8:00 pm is recommended to ensure the best seats. Guests with confirmed reservations are admitted from 7:15 until 8:00 pm at the appropriate numbered gates. After 8:00 pm all available seating, regardless of whether reservations were made, will be made available to the general public. There is also general admission seating which is offered when available. The line for general admission seating usually forms at 6:30 pm at the main gate entrance. Congressional Offices should call the Marine Barracks for reservations of seven or more persons, or call the Marine Liaison Offices for reservations of six persons or less.

Reservations for Members of Congress

The Commandant of the Marine Corps has made special arrangements for Members of Congress and guests. Personal reservations for Senators and Representatives will be processed on an individual basis by the House and Senate Liaison Officers. These reservations should be made up to 10 days prior to but not later than noon on the day before the parade. If the Member of Congress does not attend, then others in the party will be offered general admission seating if available. Telephone reservations cannot be taken earlier than the Friday two weeks preceding each parade.

Due to limited seating, only four seats per office may be reserved for each parade.

Section 6 Congressional Caseworkers Handbook

Reservations for Constituents

Constituents can obtain parade information by calling the parade information number at (202) 433-6060. Reservations must be made in writing. Due to the popularity of the event these requests should arrive three weeks in advance of the desired parade to ensure seating availability (large groups should send their requests at least 40 days in advance). Send the request to:

Adjutant, Marine Barracks

8th & I Streets, S.E.
Washington, DC 20390-5000

Please include the following information in the request: (1) the number of people in the party, (2) the names of the people in the party, (3) a complete return address, (4) a point of contact and his/her telephone number, (5) the date of the parade, and (6) an alternate parade date. Confirmation and gate assignments will be made by return mail.

Parking and directions. Non-reserved parking in the vicinity of the Barracks is extremely limited. It is much faster and more convenient to park free at the Washington Navy Yard, located a few blocks south at 9th and M Streets, S.E., and then take the free shuttle to the Barracks. Shuttle service is provided from 7:00 to 8:00 and 10:00 to 11:00 pm.

Metrorail. Take the Blue/Orange line to the Eastern Market terminal located at 7th and Pennsylvania Ave, S.E. This terminal is four blocks from the Barracks.

Sunset Parade

The Sunset Parade is a one hour performance featuring a concert-in-motion by **“The Commandant’s Own”** the United States Marine Corps Drum & Bugle Corps and precision drill by the Marine Corps Silent Drill Team. The Sunset Parade begins at 7:00 p.m every Tuesday evening from the last Tuesday in May through the last Tuesday in August at the U.S. Marine Corps War Memorial.

Admission. The performance is open to everyone at no charge and reservations are not necessary. Spacious lawns provide ample room for guests to bring lawn chairs and blankets for informal viewing. No other type of seating is available, except for the invited guests of the Parade Reviewing Officials.



Congressional Caseworkers Handbook Section 6

Parking. Since there are no parking spaces available at the Marine Corps War Memorial grounds on Sunset Parade evenings, guests are encouraged to park at the Arlington National Cemetery Visitors Center just outside the front gate of the Arlington National Cemetery. There is a \$1 per hour parking fee. There is a free shuttle bus to the parade grounds from 5:00 to 7:00 pm and return service from 8:00 to 9:00 pm.

Metrorail. Take the Blue Line to the Arlington National Cemetery terminal. Walk the short distance to the Visitors Center just outside the Cemetery's front gate to catch the free shuttle bus to and from the parade grounds.

U.S. Marine Band Summer Concert Series

These concerts are one and a half hour performances by **“The President's Own,”** the United States Marine Band. They feature a variety of music and take place on Wednesdays and Sundays from June through August at 8:00 p.m.

For detailed information on the Marine Corps' parades and concerts, contact the Senate or House Liaison office. Each year a pamphlet will be distributed to each Senator's and Congressman's office with the up-to-date information on the season's parades and concerts. For more information please call the parade information number at (202) 433-6060.

Requests for Photographs

Requests for current or recent (1960 - present) Marine Corps, or other Defense Department photographs should be addressed to:

Defense Visual Information Center

1363 Z. St. Bldg. 2730
March AFB, CA 92518-2073
Tel: (909) 413-2522
Fax: (909) 413-2525

Inquiries concerning earlier service photographs should go to:

National Archives & Records Center Still Pictures Branch

7th & Pennsylvania Ave., N.W.
Washington, DC 20408
Tel: (202) 501-5445/5626

Sources of Historical Information

The Marine Corps Historical Center provides reference services on subjects related to the history of the U.S. Marine Corps. It includes a library and archive and has programs in publication and oral history. Address inquiries to:

Marine Corps Historical Center

Building 58
Washington Navy Yard
Washington, DC 20374

Requests for Marine Corps publications should be sent to the Government Printing Office (GPO). Most publications will be provided for a small fee.

Superintendent of Documents

U.S. Government Printing Office
Washington, DC 20402
Tel: (202) 512-1800

Copies of Marine Corps publications which have been superseded or rescinded may be obtained by contacting the National Archives. There is normally a charge for the cost of reproduction. Normal working hours are from 7:30 a.m. to 4:00 p.m. weekdays (eastern time zone).

Center for Legislative Archives (NLWL)

National Archives Building, Room 205
Washington, DC 20408
Tel: (202) 501-5350
Fax: 219-2176

The Marine Corps Central Files provides research services on current/canceled Marine Corps directive issuances, and Headquarters Marine Corps correspondence housed at the Washington National Records Center, Suitland, Maryland. Address inquiries to:

Commandant of the Marine Corps (ARSE)

Headquarters, U.S. Marine Corps
2 Navy Annex, Room 2128
Washington, DC 20380-1775
Tel: (703) 614-1081

Sale of Military Equipment to Foreign Countries

All material from all Department of Defense offices, posts, bases, and stations which is considered surplus, excess, or scrap is transferred to the Defense Logistics Agency's nearest Defense property Disposal Office for public sale. The guidebook, How to Buy Surplus Personnel Property from the U.S. Department of Defense is available in the Marine Congressional Liaison Offices. Congressional inquiries regarding the sale of surplus material may be directed to:

Defense Logistics Agency
(Attn: CAAG)
8725 John J. Kingman Rd. Suite 2533
Ft. Belvoir, VA 22060-6221
Tel: (703) 767-6312
Fax: (703) 767-6222

The Marine Corps, within the Department of the Navy, is authorized to sell military equipment to foreign governments under the Arms Export Control Act of 1976, as amended. Military equipment is sold to foreign countries to aid them in defending themselves and support the security interests of the United States. In unique situations, sales are made before United States Forces have had their total requirements met because the necessary funds have not been appropriated. Thus, selling equipment to foreign countries also helps to keep our arsenals and defense industries operating during peacetime.

Marine Corps Seal

The Marine Corps seal is for official use only. Commercial businesses can request permission to use the likeness of the official Marine Corps Seal through:

Commandant of the Marine Corps (ARDE)
Headquarters, U.S. Marine Corps
2 Navy Annex
Washington, DC 20380-1775

Requests for Marine Corps Wall Plaque Seals by Congressional Members must be done in writing and forwarded to the Senate or House Liaison Office. The Marine Corps seal is available to constituents by writing to:

Commandant of the Marine Corps (ARDC)
Headquarters, U.S. Marine Corps
2 Navy Annex
Washington, DC 20380-1775

Section 6 Congressional Caseworkers Handbook

At present, there is a \$125.35 charge for the Marine Corps three-dimensional wall plaque seal. The check should be made out to **“Treasury of the United States.”**



Appendix A Commonly Used Forms

<http://www.dior.whs.mil/icdhome/SiteMap.htm>

Each of the below forms can be found in the world-wide web at <http://web1.whs.osd.mil>.

DD Form 149 - Application for Correction of Military or Naval Records

- Used to apply for a correction of military records or a change in reenlistment (RE) code.

DD Form 293 - Application for Review of Discharge or Dismissal from the Armed Forces of the United States

- Used to apply for an upgrade of a discharge.

DD Form 2535 - Request for Military Aerial Support

- Used to request armed forces aerial demonstrations/support at public events.

DD Form 2536 - Request for Armed Forces Participation in Public Events (Non-Aviation)

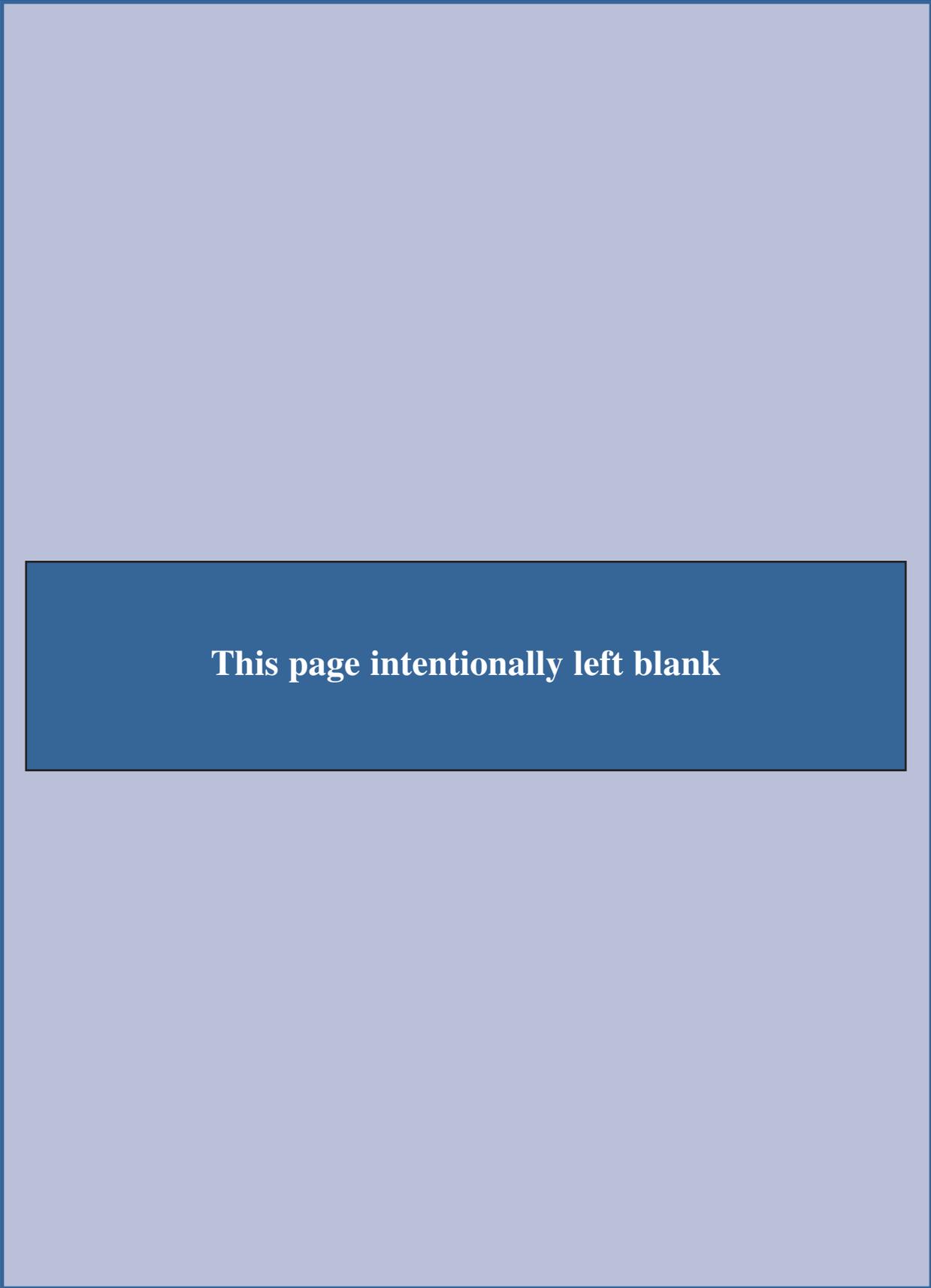
- Used to request the U.S. Marine Band and/or Color Guard.

Request Format from DoD Inst 5410.59 - Armed Forces Participation in Public Events

- Used to request the U.S. Marine Drum and Bugle Corps and/or Marine Silent Drill Platoon.
- Used to request armed forces musical unit, personnel and/or exhibit participation in public events.

Privacy Act Statement

- Privacy Act Statement



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Appendix A

Commonly Used Forms

DD Form 149 Application for Correction of Military or Naval Record

Used to apply for correction of military records or a change in reenlistment (RE) Code

Appendix A Congressional Caseworkers Handbook

APPLICATION FOR CORRECTION OF MILITARY RECORD UNDER THE PROVISIONS OF TITLE 10, U.S. CODE, SECTION 1552 <i>(Please read instructions on reverse side BEFORE completing this application.)</i>		<i>Form Approved OMB No. 0704-0003 Expires May 31, 2006</i>												
The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0003), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA, 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.														
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE APPROPRIATE ADDRESS ON THE BACK OF THIS PAGE.														
PRIVACY ACT STATEMENT														
AUTHORITY: Title 10 US Code 1552, EO 9397.		ROUTINE USE(S): None.												
PRINCIPAL PURPOSE: To initiate an application for correction of military record. The form is used by Board members for review of pertinent information in making a determination of relief through correction of a military record.		DISCLOSURE: Voluntary; however, failure to provide identifying information may impede processing of this application. The request for Social Security number is strictly to assure proper identification of the individual and appropriate records.												
1. APPLICANT DATA <i>(The person whose record you are requesting to be corrected.)</i>														
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">a. BRANCH OF SERVICE <i>(X one)</i></td> <td style="width: 15%;"><input type="checkbox"/> ARMY</td> <td style="width: 15%;"><input type="checkbox"/> NAVY</td> <td style="width: 15%;"><input type="checkbox"/> AIR FORCE</td> <td style="width: 15%;"><input type="checkbox"/> MARINE CORPS</td> <td style="width: 15%;"><input type="checkbox"/> COAST GUARD</td> </tr> <tr> <td>b. NAME <i>(Print - Last, First, Middle Initial)</i></td> <td>c. PRESENT OR LAST PAY GRADE</td> <td>d. SERVICE NUMBER <i>(If applicable)</i></td> <td colspan="3">e. SSN</td> </tr> </table>			a. BRANCH OF SERVICE <i>(X one)</i>	<input type="checkbox"/> ARMY	<input type="checkbox"/> NAVY	<input type="checkbox"/> AIR FORCE	<input type="checkbox"/> MARINE CORPS	<input type="checkbox"/> COAST GUARD	b. NAME <i>(Print - Last, First, Middle Initial)</i>	c. PRESENT OR LAST PAY GRADE	d. SERVICE NUMBER <i>(If applicable)</i>	e. SSN		
a. BRANCH OF SERVICE <i>(X one)</i>	<input type="checkbox"/> ARMY	<input type="checkbox"/> NAVY	<input type="checkbox"/> AIR FORCE	<input type="checkbox"/> MARINE CORPS	<input type="checkbox"/> COAST GUARD									
b. NAME <i>(Print - Last, First, Middle Initial)</i>	c. PRESENT OR LAST PAY GRADE	d. SERVICE NUMBER <i>(If applicable)</i>	e. SSN											
2. PRESENT STATUS WITH RESPECT TO THE ARMED SERVICES <i>(Active Duty, Reserve, National Guard, Retired, Discharged, Deceased)</i>		3. TYPE OF DISCHARGE <i>(If by court-martial, state the type of court.)</i>												
		4. DATE OF DISCHARGE OR RELEASE FROM ACTIVE DUTY <i>(YYYYMMDD)</i>												
5. I REQUEST THE FOLLOWING ERROR OR INJUSTICE IN THE RECORD BE CORRECTED: <i>(Entry required)</i>														
6. I BELIEVE THE RECORD TO BE IN ERROR OR UNJUST FOR THE FOLLOWING REASONS: <i>(Entry required)</i>														
7. ORGANIZATION AND APPROXIMATE DATE <i>(YYYYMMDD)</i> AT THE TIME THE ALLEGED ERROR OR INJUSTICE IN THE RECORD OCCURRED <i>(Entry required)</i>														
8. DISCOVERY OF ALLEGED ERROR OR INJUSTICE														
a. DATE OF DISCOVERY <i>(YYYYMMDD)</i>	b. IF MORE THAN THREE YEARS SINCE THE ALLEGED ERROR OR INJUSTICE WAS DISCOVERED, STATE WHY THE BOARD SHOULD FIND IT IN THE INTEREST OF JUSTICE TO CONSIDER THE APPLICATION.													
9. IN SUPPORT OF THIS APPLICATION, I SUBMIT AS EVIDENCE THE FOLLOWING ATTACHED DOCUMENTS: <i>(If military documents or medical records are pertinent to your case, please send copies. If Veterans Affairs records are pertinent, give regional office location and claim number.)</i>														
10. I DESIRE TO APPEAR BEFORE THE BOARD IN WASHINGTON, D.C. <i>(At no expense to the Government)</i> <i>(X one)</i>		YES. THE BOARD WILL DETERMINE IF WARRANTED.												
		NO. CONSIDER MY APPLICATION BASED ON RECORDS AND EVIDENCE.												
11.a. COUNSEL <i>(If any)</i> NAME <i>(Last, First, Middle Initial)</i> and ADDRESS <i>(Include ZIP Code)</i>		b. TELEPHONE <i>(Include Area Code)</i>												
		c. E-MAIL ADDRESS												
		d. FAX NUMBER <i>(Include Area Code)</i>												
12. APPLICANT MUST SIGN IN ITEM 15 BELOW. If the record in question is that of a deceased or incompetent person, LEGAL PROOF OF DEATH OR INCOMPETENCY MUST ACCOMPANY THE APPLICATION. If the application is signed by other than the applicant, indicate the name <i>(print)</i> _____ and relationship by marking one box below.														
<input type="checkbox"/> SPOUSE <input type="checkbox"/> WIDOW <input type="checkbox"/> WIDOWER <input type="checkbox"/> NEXT OF KIN <input type="checkbox"/> LEGAL REPRESENTATIVE <input type="checkbox"/> OTHER <i>(Specify)</i>														
13.a. COMPLETE CURRENT ADDRESS <i>(Include ZIP Code)</i> OF APPLICANT OR PERSON IN ITEM 12 ABOVE <i>(Forward notification of all changes of address.)</i>		b. TELEPHONE <i>(Include Area Code)</i>												
		c. E-MAIL ADDRESS												
		d. FAX NUMBER <i>(Include Area Code)</i>												
14. I MAKE THE FOREGOING STATEMENTS, AS PART OF MY CLAIM, WITH FULL KNOWLEDGE OF THE PENALTIES INVOLVED FOR WILLFULLY MAKING A FALSE STATEMENT OR CLAIM. <i>(U.S. Code, Title 18, Sections 287 and 1001, provide that an individual shall be fined under this title or imprisoned not more than 5 years, or both.)</i>		CASE NUMBER <i>(Do not write in this space.)</i>												
15. SIGNATURE <i>(Applicant must sign here.)</i>		16. DATE SIGNED <i>(YYYYMMDD)</i>												

INSTRUCTIONS

1. All information should be typed or printed. Complete all applicable items. If the item is not applicable, enter "None."
2. If space is insufficient on the front of the form, use the "Remarks" box below for additional information or attach an additional sheet.
3. List all attachments and enclosures in item 9. Do not send original documents. Send clear, legible copies. Send copies of military documents and orders related to your request, if you have them available. Do not assume that they are all in your military record.
4. The applicant must exhaust all administrative remedies, such as corrective procedures and appeals provided in regulations, before applying to the Board of Corrections.
5. ITEM 5. State the specific correction of record desired. If possible, identify exactly what document or information in your record you believe to be erroneous or unjust and indicate what correction you want made to the document or information.
6. ITEM 6. In order to justify correction of a military record, it is necessary for you to show to the satisfaction of the Board by the evidence that you supply, or it must otherwise satisfactorily appear in the record, that the alleged entry or omission in the record was in error or unjust. Evidence, in addition to documents, may include affidavits or signed testimony of witnesses, executed under oath, and a brief of arguments supporting the application. All evidence not already included in your record must be submitted by you. The responsibility of securing evidence rests with you.
7. ITEM 8. U.S. Code, Title 10, Section 1552b, provides that no correction may be made unless a request is made within three years after the discovery of the error or injustice, but that the Board may excuse failure to file within three years after discovery if it finds it to be in the interest of justice.
8. ITEM 10. Personal appearance before the Board by you and your witnesses or representation by counsel is not required to ensure full and impartial consideration of your application. If the Board determines that a personal appearance is warranted and grants approval, appearance and representation are permitted before the Board at no expense to the government.
9. ITEM 11. Various veterans and service organizations furnish counsel without charge. These organizations prefer that arrangements for representation be made through local posts or chapters.
10. ITEM 12. The person whose record correction is being requested must sign the application. If that person is deceased or incompetent to sign, the application may be signed by a spouse, widow, widower, next of kin (son, daughter, mother, father, brother, or sister), or a legal representative that has been given power of attorney. Other persons may be authorized to sign for the applicant. Proof of death, incompetency, or power of attorney must accompany the application. Former spouses may apply in cases of Survivor Benefit Plan (SBP) issues.
11. For detailed information on application and Board procedures, see: Army Regulation 15-185 and www.arba.army.pentagon.mil; Navy - SECNAVINST 5420.193 and www.hq.navy.mil/bcncr/bcncr.htm; Air Force Instruction 36-2603, Air Force Pamphlet 36-2607, and www.afpc.randolph.af.mil/safmibr; Coast Guard - Code of Federal Regulations, Title 33, Part 52.

MAIL COMPLETED APPLICATIONS TO APPROPRIATE ADDRESS BELOW

ARMY		NAVY AND MARINE CORPS	
(For Active Duty Personnel) Army Board for Correction of Military Records 1941 Jefferson Davis Highway, 2nd Floor Arlington, VA 22202-4508		Board for Correction of Naval Records 2 Navy Annex Washington, DC 20370-5100	
(For Other than Active Duty Personnel) Army Review Boards Agency Support Division, St. Louis 9700 Page Avenue St. Louis, MO 63132-5200			
AIR FORCE		COAST GUARD	
Board for Correction of Air Force Records SAF/MRBR 550-C Street West, Suite 40 Randolph AFB, TX 78150-4742		Board for Correction of Military Records of the Coast Guard (C-60) Room 4100 Department of Transportation 400 7th St., SW Washington, DC 20590	

17. REMARKS

DD Form 293
Application for Review of Discharge or Dismissal from
the Armed Forces of the United States

Used to Apply for an upgrade of a discharge

Congressional Caseworkers Handbook *Appendix A*

APPLICATION FOR THE REVIEW OF DISCHARGE OR DISMISSAL FROM THE ARMED FORCES OF THE UNITED STATES <i>(Please read instructions on Pages 3 and 4 BEFORE completing this application.)</i>		<i>Form Approved OMB No. 0704-0004 Expires Aug 31, 2006</i>
<small>The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0004), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</small>		
PRIVACY ACT STATEMENT		
AUTHORITY: 10 U.S.C. 1553; E.O. 9397. PRINCIPAL PURPOSE(S): To apply for a change in the characterization or reason for military discharge issued to an individual. ROUTINE USE(S): None. DISCLOSURE: Voluntary; however, failure to provide identifying information may impede processing of this application. The request for Social Security Number is strictly to assure proper identification of the individual and appropriate records.		
1. APPLICANT DATA <i>(The person whose discharge is to be reviewed).</i> PLEASE PRINT OR TYPE INFORMATION.		
a. BRANCH OF SERVICE <i>(X one)</i>		<input type="checkbox"/> ARMY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> COAST GUARD
b. NAME <i>(Last, First, Middle Initial)</i>		c. GRADE/RANK AT DISCHARGE d. SOCIAL SECURITY NUMBER
2. DATE OF DISCHARGE OR SEPARATION <i>(YYYYMMDD) (If date is more than 15 years ago, submit a DD Form 149)</i>		4. DISCHARGE CHARACTERIZATION RECEIVED <i>(X one)</i>
3. UNIT AND LOCATION AT DISCHARGE OR SEPARATION		<input type="checkbox"/> HONORABLE
		<input type="checkbox"/> GENERAL/UNDER HONORABLE CONDITIONS
		<input type="checkbox"/> UNDER OTHER THAN HONORABLE CONDITIONS
		<input type="checkbox"/> BAD CONDUCT <i>(Special court-martial only)</i>
		<input type="checkbox"/> UNCHARACTERIZED
		<input type="checkbox"/> OTHER <i>(Explain)</i>
		5. BOARD ACTION REQUESTED <i>(X one)</i>
		<input type="checkbox"/> CHANGE TO HONORABLE
		<input type="checkbox"/> CHANGE TO GENERAL/UNDER HONORABLE CONDITIONS
		<input type="checkbox"/> CHANGE TO UNCHARACTERIZED <i>(Not applicable for Air Force)</i>
		<input type="checkbox"/> CHANGE NARRATIVE REASON FOR SEPARATION TO:
6. ISSUES: WHY AN UPGRADE OR CHANGE IS REQUESTED AND JUSTIFICATION FOR THE REQUEST <i>(Continue in Item 14. See instructions on Page 3.)</i>		
7. (X if applicable) AN APPLICATION WAS PREVIOUSLY SUBMITTED ON <i>(YYYYMMDD)</i> _____ AND THIS FORM IS SUBMITTED TO ADD ADDITIONAL ISSUES, JUSTIFICATION, OR EVIDENCE.		
8. IN SUPPORT OF THIS APPLICATION, THE FOLLOWING ATTACHED DOCUMENTS ARE SUBMITTED AS EVIDENCE: <i>(Continue in Item 17. If military documents or medical records are relevant to your case, please send copies.)</i>		
9. TYPE OF REVIEW REQUESTED <i>(X one)</i>		
<input type="checkbox"/> CONDUCT A RECORD REVIEW OF MY DISCHARGE BASED ON MY MILITARY PERSONNEL FILE AND ANY ADDITIONAL DOCUMENTATION SUBMITTED BY ME. I AND/OR <i>(counsel/representative)</i> WILL NOT APPEAR BEFORE THE BOARD.		
<input type="checkbox"/> I AND/OR <i>(counsel/representative)</i> WISH TO APPEAR AT A HEARING AT NO EXPENSE TO THE GOVERNMENT BEFORE THE BOARD IN THE WASHINGTON, D.C. METROPOLITAN AREA.		
<input type="checkbox"/> I AND/OR <i>(counsel/representative)</i> WISH TO APPEAR AT A HEARING AT NO EXPENSE TO THE GOVERNMENT BEFORE A TRAVELING PANEL CLOSEST TO <i>(enter city and state)</i> <small>(NOTE: The Navy Discharge Review Board does not have a traveling panel.)</small>		
10.a. COUNSEL/REPRESENTATIVE <i>(If any)</i> NAME <i>(Last, First, Middle Initial)</i> AND ADDRESS <i>(See Item 10 of the instructions about counsel/representative.)</i>		b. TELEPHONE NUMBER <i>(Include Area Code)</i>
		c. E-MAIL
		d. FAX NUMBER <i>(Include Area Code)</i>
11. APPLICANT MUST SIGN IN ITEM 13.a. BELOW. If the record in question is that of a deceased or incompetent person, LEGAL PROOF OF DEATH OR INCOMPETENCY MUST ACCOMPANY THE APPLICATION. If the application is signed by other than the applicant, indicate the name <i>(print)</i> _____ and relationship by marking a box below.		
<input type="checkbox"/> SPOUSE <input type="checkbox"/> WIDOW <input type="checkbox"/> WIDOWER <input type="checkbox"/> NEXT OF KIN <input type="checkbox"/> LEGAL REPRESENTATIVE <input type="checkbox"/> OTHER <i>(Specify)</i>		
12.a. CURRENT MAILING ADDRESS OF APPLICANT OR PERSON ABOVE <i>(Forward notification of any change in address.)</i>		b. TELEPHONE NUMBER <i>(Include Area Code)</i>
		c. E-MAIL
		d. FAX NUMBER <i>(Include Area Code)</i>
13. CERTIFICATION. I make the foregoing statements, as part of my claim, with full knowledge of the penalties involved for willfully making a false statement or claim. <i>(U.S. Code, Title 18, Sections 287 and 1001, provide that an individual shall be fined under this title or imprisoned not more than 5 years, or both.)</i>		CASE NUMBER <i>(Do not write in this space.)</i>
a. SIGNATURE - REQUIRED <i>(Applicant or person in Item 11 above)</i>		b. DATE SIGNED - REQUIRED <i>(YYYYMMDD)</i>

Appendix A Congressional Caseworkers Handbook

14. CONTINUATION OF ITEM 6, ISSUES (If applicable)	
15. CONTINUATION OF ITEM 8, SUPPORTING DOCUMENTS (If applicable)	
16. REMARKS (If applicable)	
MAIL COMPLETED APPLICATIONS TO APPROPRIATE ADDRESS BELOW.	
<p style="text-align: center;">ARMY</p> <p>Army Review Boards Agency Support Division, St. Louis 9700 Page Avenue St. Louis, MO 63132-5200 (See http://arba.army.pentagon.mil)</p>	<p style="text-align: center;">NAVY AND MARINE CORPS</p> <p>Naval Council of Personnel Boards 720 Kennon Street, S.E. Room 309 (NDRB) Washington Navy Yard, DC 20374-5023</p>
<p style="text-align: center;">AIR FORCE</p> <p>Air Force Review Boards Agency SAF/MRBR 550-C Street West, Suite 40 Randolph AFB, TX 78150-4742</p>	<p style="text-align: center;">COAST GUARD</p> <p>U.S. Coast Guard Commandant (G-WPM) 2100 Second Street, S.W. Room 5500 Washington, DC 20593</p>

INSTRUCTIONS FOR COMPLETION OF DD FORM 293

REQUESTING COPIES OF YOUR OFFICIAL MILITARY PERSONNEL FILE

Information on how to obtain military or health records is available at the National Personnel Records Center website at www.nara.gov/regional/mpr.html or at your local Veterans Administration office.

Applicants are strongly encouraged to submit any request for their military records prior to applying for a discharge review rather than after submitting a DD Form 293 in order to avoid substantial delays in processing of the application and scheduling of review. Applicants and their counsel may also examine their military personnel records at the site of their scheduled review prior to the review. The Board shall notify applicants of the date of availability of the records for examination in their standard scheduling information.

Submission of a request for an applicant's military records (including a request pursuant to the Freedom of Information Act or Privacy Act) after the DD Form 293 has been submitted will automatically result in the suspension of processing of the application for discharge review until the requested records are sent to an appropriate location for copying, are copied, and are returned to the possession of the headquarters of the Discharge Review Board. Processing of the application shall then be resumed at whatever stage of the discharge review process is practicable.

DD FORM 293 - PLEASE PRINT OR TYPE INFORMATION. (Items on the form are self-explanatory unless otherwise noted below.)

ITEM 1b. Use the name which you served under while in the Armed Forces. If your name has since changed, then also include your current name after adding the abbreviation "AKA". If the former member is deceased or incompetent, see Item 11.

ITEM 2. If you received more than one discharge, the information in this item should refer to the discharge that you want changed. **Discharge Review Boards cannot consider any type of discharge resulting from a sentence given by a general court-martial.**

ITEM 3. If the discharge you want reviewed was issued over 15 years ago, instead of applying on a DD Form 293, you must petition the appropriate Board for Correction of Military Record using DD Form 149, *Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552.*

ITEM 5. If you request a change of narrative reason for separation, you must list the specific reason for discharge that you believe to be appropriate, otherwise the Board will presume that you do not want a change in reason for discharge. If you do not request a change of discharge characterization in this item, the Board will presume you want to change discharge to Honorable.

If you were separated on or after 1 October 1982 while in an entry level status with an under other than honorable conditions discharge and less than 180 days of active service, you can request a change of discharge characterization to "Uncharacterized" and discharge reason to "Entry Level Separation".

ITEM 6. "Issues" are the reasons why you think your discharge should be changed. You are not required to submit any issues with your application. However, if you want the Board to respond in writing to the issues of concern, you must list your specific issues in accordance with those instructions and regulations governing the Board. Issues must be stated clearly and specifically. Your issues should address the reasons why you believe that the discharge received was improper or inequitable. It is important to focus on matters that occurred while you served in the Armed Forces.

The following examples demonstrate one way in which issues may be stated (the example issues do not indicate, in any way, the only type of issues that should be submitted to the Board):

Example 1. My discharge was inequitable because it was based on one isolated incident in 28 months of service with no other adverse action.

Example 2. The discharge is improper because the applicant's pre-service civilian conviction, properly listed on his enlistment documents, was used in the discharge proceedings.

In Item 6 list each of your issues that you want the Board to address. There is no limit to the number of issues that you may submit. If you need additional space, continue in Item 14 or on a plain sheet of paper and attach it to this application.

NOTE: If an issue is not listed in Item 6, it may result in the Board not addressing the issue even if the issue is discussed in a legal brief or other written submissions or at the hearing. Changes or additions to the list may be made on the DD Form 293 anytime before the Discharge Review Board closes the review process for deliberation. Please be sure that your issues are consistent with the Board Action Requested (Item 5). If there is a conflict between what you say in your issues and what you requested in Item 5, the Board will respond to your issue in the context of the action requested in Item 5. For example, if you request a General Discharge in Item 5 but your issue in Item 6 indicated you want an Honorable Discharge, the Board will respond to the issue in terms of your request for a General Discharge. Therefore, if you are submitting issues for the purpose of obtaining an Honorable Discharge, be sure to mark the box for an Honorable Discharge in Item 5.

Incorporation by Reference. Issues that are listed on a legal brief or other written submissions may be incorporated by reference in Item 6. The reference must be specific enough for the Board to clearly identify the matter being submitted as an issue. At a minimum, it shall identify the page, paragraph, and sentence incorporated. Example: Issue 1. Brief, page 2, paragraph 1, sentences one and two.

Applicants should be as specific as possible with all references so the Board can clearly distinguish the scope of the issue. Because it is to your benefit to bring such issues to the Board's attention as early as possible in the review, if you submit a brief, you are strongly urged to set forth all such issues as a separate item at the beginning of the brief.

INSTRUCTIONS FOR COMPLETION OF DD FORM 293 (Continued)

ITEM 8. Evidence not in your official records should be submitted to the Board before the review date. It is to your advantage to submit such documentation with this application. This also applies to legal briefs or counsel submissions. However, you have the right to submit evidence until the time the Discharge Review Board closes the review process for deliberation. Documents that are of the most benefit are those which substantiate or relate directly to your issues in Item 6. Other documents that may be helpful are character references, educational achievements, exemplary post-service conduct, and medical reports. You should add your name and Social Security Number to each document submitted. The Board will consider all documents submitted in your behalf, but will respond in writing only to those issues set forth in Item 6.

ITEM 9. TYPE OF REVIEW REQUESTED

A Discharge Review is conducted in two basic ways:
(1) Records Review or (2) Hearing.

1. Records Review. You may have the Board conduct a discharge review based solely on military records and any additional documentation that you provide. This review is conducted without personal appearance by you and/or your counsel appearing.

2. Hearing. You may appear personally (alone or assisted by a representative/counsel) before the Board in the Washington, D.C. Metro Area or before a Traveling Panel of the Board in selected locations throughout the U.S., if appropriate. The Department of Defense is not responsible for, nor will it pay for, any costs incurred by the applicant or representative/counsel for appearance or providing testimony or documentation. Detailed notification and/or scheduling information for all personal appearances will be provided after the application has been processed. In addition, without appearing yourself, you may have your case presented by a representative/counsel of your choice.

Applicants participating in a personal appearance or hearing examination may make sworn or unsworn statements, introduce witnesses, documents, or other information on their behalf. Applicants may make oral or written arguments personally and/or through representative/ counsel. Applicants and witnesses who present sworn or unsworn statements may be questioned by the Board.

FAILURE TO APPEAR AT A HEARING OR RESPOND TO A SCHEDULING NOTICE. If you do not appear at a scheduled hearing or respond as required to a scheduling notice, and you did not make a prior, timely request for a continuance, postponement, or withdrawal of the application, you will forfeit the right to a personal appearance and the Board shall complete its review of the discharge based upon the evidence of record.

ITEM 10.a - d. Omit if you do not have a representative/ counsel. If you later obtain the services of either, inform the Board immediately.

The military services do not provide counsel representation or evidence for you, nor do they pay the cost of such representation under any circumstance. The following organizations regularly furnish representation at no charge to you. Representatives may or may not be lawyers.

1. American Legion
2. Disabled American Veterans
3. Veterans of Foreign Wars
4. State or Regional Veterans Offices

In addition, there are other organizations willing to assist you in completing this application and to provide representation at no cost. It is to your advantage to coordinate with your counsel prior to submitting this application. This will insure that your counsel is able to appear at the location you listed in Item 9. Please note that some of the organizations listed above only represent applicants who appear before the Board in the Washington, D.C. Metro Area. Contact your local veterans affairs office, Veterans Administration Office or veterans service organization for further information.

ITEM 11. If the former member is deceased or incompetent, the application may be submitted by the next of kin, a surviving spouse or a legal representative. Legal proof of death or incompetency and satisfactory evidence of the relationship to the former member must accompany this application.

ITEM 12.a. Indicate the address to be used for all future correspondence regarding this application. If you change this address while this application is pending, you must notify the Discharge Review Board immediately. Failure to attend a hearing as a result of an unreported change in address may result in a waiver of your right to a hearing.

ITEM 13.a. and b. A signature and date entered by the applicant or person identified in Item 11 are required.

**DD Form 2535
Request for Military Aerial Support**

Used to request armed forces aerial demonstration/support at public events

Appendix A Congressional Caseworkers Handbook

REQUEST FOR MILITARY AERIAL SUPPORT ALL EVENT SPONSORS MUST READ THE INSTRUCTIONS ON PAGE 4 BEFORE COMPLETING THIS FORM.				REQUEST NUMBER	
				Form Approved OMB No. 0704-0290 Expires Aug 31, 2006	
The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0290), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.					
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS ON PAGE 4.					
ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.					
SECTION I - ACTIVITY					
1. CATEGORY REQUESTED <i>(X and complete as applicable)</i>		(1) DATE OF EVENT <i>(YYYYMMDD)</i>	(2) TYPE AIRCRAFT REQUESTED ANY <i>(X)</i> SPECIFIC <i>(Optional)</i>		(3) MILITARY SERVICE REQUESTED ALL <i>(X)</i> SPECIFIC <i>(Optional)</i>
a. FLYOVER <i>(See paragraph 4 of Instructions)</i>					
b. STATIC DISPLAY <i>(See paragraph 5 of Instructions)</i>					
c. SINGLE AIRCRAFT DEMONSTRATION <i>(See paragraph 7 of Instructions)</i>					
d. OTHER AERIAL SUPPORT <i>(i.e. Parachute Demo, SAR Demo)</i>					
e. AERIAL DEMONSTRATION TEAM <i>(X all requested. See Instructions.)</i>		(a) PRIMARY DATE <i>(YYYYMMDD)</i>	(b) ALTERNATE DATE(S) <i>(YYYYMMDD)</i>		(c) I WILL CONSIDER ANY DATE DURING AIR SHOW SEASON <i>(X one)</i>
U.S. ARMY GOLDEN KNIGHTS					YES NO
U.S. NAVY BLUE ANGELS					
U.S. AIR FORCE THUNDERBIRDS					
OTHER <i>(Specify)</i>					
SECTION II - EVENT AND SITE INFORMATION					
2.a. EVENT TITLE					
b. SITE OF EVENT		c. SITE CITY, STATE AND ZIP CODE		d. SITE ELEVATION <i>(Feet above sea level)</i>	e. RUNWAY LENGTH X WIDTH
f. ARRESTING GEAR <i>(X one)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO		g. TYPE OF SITE <i>(i.e., airport, park, lake, etc.)</i>			
3. EVENT SITE CERTIFICATION <i>(To be completed by an agent exercising authority for site use)</i> I certify that an agreement has been made with the sponsoring organization indicated in Section III to use the event site indicated in 2.b. above.					
a. NAME <i>(Last, First, Middle Initial)</i>		b. TITLE		c. TELEPHONE NO. <i>(Include area code)</i>	
d. SIGNATURE				e. DATE SIGNED <i>(YYYYMMDD)</i>	
4. INCLUSIVE DATES OF EVENT <i>(YYYYMMDD)</i>			5. IS THERE CIVILIAN AVIATION/AERIAL PARTICIPATION PLANNED FOR THE EVENT? <i>(X one)</i>		YES NO
6. ATTENDANCE			7. PLANNED MEDIA COVERAGE <i>(X as applicable)</i>		
a. PROJECTED	b. PRIOR EVENT		<input type="checkbox"/> TELEVISION	<input type="checkbox"/> PRINT	
			<input type="checkbox"/> RADIO	<input type="checkbox"/> NONE	
SECTION III - SPONSOR INFORMATION					
8. LOCAL SPONSORING ORGANIZATION				b. TYPE <i>(X one)</i>	
a. NAME				<input type="checkbox"/> PROFIT <input type="checkbox"/> NONPROFIT	
9. POINT OF CONTACT FOR AVIATION ACTIVITIES FOR THIS EVENT <i>(Please PRINT all contact information.)</i>					
a. <i>(X one)</i> <input type="checkbox"/> MR. <input type="checkbox"/> MS. <input type="checkbox"/> OTHER		b. NAME <i>(Last, First, Middle Initial)</i>		c. RANK <i>(if military)</i>	
d. ADDRESS					
(1) NUMBER AND STREET/SUITE NUMBER		(2) CITY		(3) STATE	(4) ZIP CODE
e. TELEPHONE NO. <i>(Include area code or DSN if military)</i> (1) (2)		f. E-MAIL ADDRESS		g. FAX NO. <i>(include area code)</i>	

Congressional Caseworkers Handbook *Appendix A*

10.a. EVENT TITLE		b. EVENT DATE	
SECTION III - SPONSOR INFORMATION <i>(Continued)</i>			
11. IS EVENT OFFICIALLY SUPPORTED BY LOCAL GOVERNMENT <i>(X one)</i>	YES	NO	
12. WILL YOU PROVIDE POST-EVENT REPORT ON REQUEST? <i>(X one)</i>			
13. DOES SPONSORING ORGANIZATION PERMIT MEMBERSHIP WITHOUT REGARD TO RACE, RELIGION, SEX OR COLOR? <i>(X one)</i>			
14. WILL ALL ASPECTS OF THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, RELIGION, SEX OR COLOR? <i>(X one)</i>			
15. WILL THE EVENT BE OPEN TO THE GENERAL PUBLIC? <i>(X one)</i>			
SECTION IV - FEDERAL AVIATION ADMINISTRATION COORDINATION <i>(Airspace Coordination)</i>			
<p style="text-align: center;">FOR THIS EVENT TO BE CONSIDERED FOR U.S. MILITARY SUPPORT, THE SPONSOR MUST HAVE THIS SECTION COMPLETED BY THE FLIGHT STANDARDS DISTRICT OFFICE RESPONSIBLE FOR CONTROLLING THE AERIAL ACTIVITIES AT THE EVENT SITE.</p> <p>For events where the airspace falls under the purview of the United States Department of Transportation, Federal Aviation Administration (FAA) coordination is required for all U.S. military aviation activities described in Section I EXCEPT AIRCRAFT STATIC DISPLAYS. THE SPONSOR WILL FORWARD THIS DOCUMENT, WITH SECTIONS I THROUGH III AND SECTIONS V THROUGH VII COMPLETED, TO THE FLIGHT STANDARDS DISTRICT OFFICE (FSDO) HAVING JURISDICTION OVER THE SITE. After completion of Section IV by the FSDO, form will be returned to the sponsor for submission to DoD. Sponsors will allow a minimum of 45 days for FAA review and completion.</p>			
16. FLIGHT STANDARDS DISTRICT OFFICE REVIEW I have reviewed the requested activity in Section I and determined that: <i>(X and complete as applicable)</i>			
a. FAA/OTHER GOVERNMENTAL WAIVER IS NOT REQUIRED.			
b. WAIVER IS REQUIRED FOR THE FOLLOWING EVENT(S) LISTED IN SECTION I: <i>(Specify)</i>			
c. COORDINATION HAS BEEN ACCOMPLISHED WITH CONTROLLING AIR TRAFFIC CONTROL FACILITY.			
d. AIR TRAFFIC COORDINATION IS NOT REQUIRED.			
e. DEMONSTRATION SITE FEASIBILITY STUDY IS REQUIRED AND SITE PLAN WAS SUBMITTED BY THE SPONSOR. <i>(Must meet show line, crowd line, airspace parameters and show congested areas, dwellings, thoroughfares, and obstructions within 3 NM of show center.)</i>			
f. DEMONSTRATION SITE FEASIBILITY STUDY IS NOT REQUIRED.			
g. NO MAJOR NOISE CONCERNS IN THE REQUESTED AIRSPACE.			
17. FEASIBILITY DETERMINATION Based upon my review of this site, I find the site to be: <i>(X one)</i>			
<input type="checkbox"/> SATISFACTORY	<input type="checkbox"/> CONDITIONAL SATISFACTORY <i>(See NOTE)</i>	<input type="checkbox"/> UNSATISFACTORY <i>(See NOTE)</i>	
NOTE: If the show site is marked "Conditional Satisfactory", explain the conditions which must be met by the show sponsor to provide a "Satisfactory" site in the Additional Comments section. If the show site is marked "Unsatisfactory," the request for the applicable activity cannot be accepted by the Department of Defense.			
18. ADDITIONAL COMMENTS <i>(Mandatory if FARs are waived)</i>			
19. COORDINATING OFFICIAL			
a. NAME <i>(Last, First, Middle Initial)</i>	b. FLIGHT STANDARDS DISTRICT OFFICE	c. TELEPHONE NO. <i>(Include area code)</i>	
d. TITLE AND SIGNATURE		e. DATE SIGNED <i>(YYYYMMDD)</i>	

Appendix A Congressional Caseworkers Handbook

20.a. EVENT TITLE		b. EVENT DATE
SECTION V - PROGRAM		
21. PROGRAM THEME AND OBJECTIVE <i>(Please explain how aviation support is an integral part of the event.)</i>		
22. CHARGES AND FEES		
a. ADMISSION	b. PARKING	c. SEATING
d. OTHER <i>(Specify)</i>		
e. DOES EVENT RAISE FUNDS? <i>(X one)</i>	f. FUNDS WILL BE USED FOR <i>(X as applicable)</i>	
YES <i>(Complete 22.f. and 22.g.)</i>	(1) CHARITIES	(4) OTHER <i>(Explain in 22.g.)</i>
NO	(2) EXPENSES	
	(3) PRIZES	
23. HISTORICAL INFORMATION		
a. LIST ALL YEARS THE EVENT HAS BEEN HELD	b. LAST AERIAL DEMONSTRATION AND YEAR OF PERFORMANCE <i>(i.e., Blue Angels, Thunderbirds, Golden Knights)</i>	c. LIST CIVILIAN AND MILITARY AIRCRAFT AT LAST YEAR'S EVENT
SECTION VI - SUPPORT <i>(All Requests other than Flyovers)</i>		
24. THE SPONSOR AGREES TO: <i>(Initial each item signifying acceptance. Lack of initials renders the event ineligible for all support other than Flyovers.)</i>		INITIALS
a. OBTAIN THE AIR SHOW WAIVER FROM THE FAA MONITOR PRIOR TO THE EVENT FOR EACH ACTIVITY REQUIRING A WAIVER <i>(plan a 60-day lead time). FAILURE TO OBTAIN A WAIVER WILL RESULT IN DEMONSTRATION CANCELLATION AT THE EXPENSE OF THE SPONSOR.</i>		
b. PAY TEAM COSTS AS OUTLINED ON PAGE 4, PARAGRAPHS 6 OR 8 OF INSTRUCTIONS, AS APPLICABLE. <i>(Applies only for Blue Angels, Thunderbirds, or Golden Knights requests.)</i>		
c. PROVIDE OR REIMBURSE TRANSPORTATION, MEALS, AND QUARTERS COSTS <i>(including pre-event visits) FOR ARMED FORCES PARTICIPANTS, AS REQUIRED.</i> <i>(Reimbursement for demonstration teams covered in paragraphs 6 or 8 of Instructions.)</i>		
d. PROVIDE SUITABLE AIRCRAFT FUEL AT MILITARY CONTRACT PRICES. <i>(Sponsor must pay all costs over military contract prices, including any transportation and handling charges, if fuel is not available at such prices.)</i>		
e. PROVIDE SECURITY FOR AIRCRAFT AT EVENT SITE DURING ENTIRE STAY. <i>(Certain assets (i.e., B-2 and F-117) will require extensive security.)</i>		
f. PROVIDE MOBILE FIREFIGHTING, CRASH, AND GROUND-TO-AIR COMMUNICATIONS EQUIPMENT AT THE SHOW SITE FOR FLIGHT AND PARACHUTE DEMONSTRATIONS AND STATIC DISPLAY AIRCRAFT.		
g. PROVIDE AMBULANCE AND MEDICAL PERSONNEL ON SITE DURING FLIGHT AND PARACHUTE DEMONSTRATIONS AND CERTAIN OTHER TYPES OF AERIAL ACTIVITIES AS DETERMINED, IN ADVANCE, BY THE MILITARY SERVICES.		
h. PROVIDE TELEPHONE FACILITIES FOR NECESSARY OFFICIAL COMMUNICATIONS AT THE EVENT SITE.		
i. PROVIDE AERIAL PHOTOGRAPH AND AIRFIELD DIAGRAM UPON REQUEST.		
j. PROVIDE LOCAL MILITARY RECRUITERS, AT NO CHARGE, PRIME SPACE AT THE EVENT SITE FOR RECRUITING ACTIVITIES.		
SECTION VII - CERTIFICATION BY SPONSOR		
25. PRESIDENT/CHAIRMAN OF SPONSORING ORGANIZATION/BASE OR WING COMMANDER <i>(If military sponsored)</i>		
I certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact us to discuss arrangements and additional costs involved prior to final commitments. Any changes to the information on this form may invalidate eligibility for military participation.		
a. SIGNATURE	b. DATE SIGNED <i>(YYYYMMDD)</i>	c. PRINT NAME AND TITLE

INSTRUCTIONS

1. The attached form is used to request U.S. Armed Forces aircraft participation at public events (*maximum of 3 days*) in support of community relations programs, and for requesting an aerial demonstration team (*U.S. Army Golden Knights, U.S. Navy Blue Angels, or U.S. Air Force Thunderbirds*) to perform on or off a military installation, worldwide. This form is used by each Military Service to determine eligibility of an event for military aerial support. Once an event has been approved as eligible, it is the event sponsor's responsibility to coordinate possible military unit participation, unless a Military Service approving the aviation support has an established policy whereby that Military Service provides coordination support equally to sponsors of all similar events.

2. The event sponsor is responsible for gaining the completion of Section IV, FAA Coordination, prior to submission of the form to each appropriate Military Service. The local Flight Standards District Office that has jurisdiction over the event site will complete all appropriate blocks in Section IV. Requests for static displays only do not require FAA coordination. Complete Sections I - III and V - VII, and forward the form to the nearest Flight Standards District Office (FSDO) for completion of Section IV.

3. The local sponsoring organization is responsible for the accurate completion of the form and conducting the event. The information on this form must be typed or printed in ink, and is used to evaluate the event for compliance with public law and Department of Defense policies, and to determine its eligibility for Armed Forces participation. In all cases, military participation must not interfere with military operations and training programs, and must be at no additional cost to the U.S. Government. Sponsors will consult with local military recruiters and provide, at no charge, prime space at the event site for recruiting activities. Department of Defense is unable to support events for which sponsorship is intended to make a business profit. Events which have an admission charge, or other associated charges, do not necessarily preclude military participation. Military commands cannot participate in events which charge admission unless the military participation is incidental to the event, and not the primary attraction. **Incomplete forms, or forms submitted late, cannot be considered and will be returned to the sponsor's representative.**

4. Requests for flyovers will be considered only for aviation-oriented events (*i.e., air shows, airport anniversaries or dedication events*), or for patriotic observances (*one day only*) held in conjunction with Armed Forces Day, Memorial Day, Independence Day, POW/MIA Recognition Day, or Veterans Day (*event must be within seven days of the actual holiday date to be considered*). Flyovers, not to exceed four aircraft, may be performed by operational or training aircraft as determined by the providing Military Service. Sponsors of events other than bona fide air shows are prohibited from scheduling more than one Service to conduct the flyover. **Once confirmation of participation is gained, other Services will not participate in the event. The Blue Angels and Thunderbirds do not perform flyovers.** Requests for flyovers must be received for processing at least 90 days prior to the event for full consideration by the Services. Requests received closer than 30 days will not allow adequate planning for some organizations to support. Requests received 14 days or closer will not be considered. Complete Sections I - III and V - VII, and forward the form to the nearest Flight Standards District Office (FSDO) for completion of Section IV. The missing man formation will not be flown in support of any activities requested on this form. It is reserved for funeral services in honor of active duty rated/designated aviators or dignitaries of the Federal Government or as determined by the Military Services.

5. Requests for aircraft static displays will only be considered for air shows, airport events, expositions and fairs, and public events which contribute to the public knowledge of Armed Forces equipment and capabilities (*including recruiting and ROTC events*). Complete Sections I - III and V - VII (*Section IV is not applicable when requesting static displays only*). Requests may be sent from the sponsoring organization to each Service branch's public affairs office listed in paragraph 9 of these instructions. The sponsor must satisfy all safety and operational requirements for the requested aircraft. Requests received closer than 60 days (*90 days for Marine Corps support*) will not allow adequate planning for some organizations to support.

6. Civilian-sponsored requests for performances by a flight demonstration team (Blue Angels and Thunderbirds) will be considered only for events

6. (*Continued*) which are: (1) aviation oriented (*i.e. air shows, airport events, historical aviation events*); (2) planning civilian aviation participation; (3) open to all Military Services for participation; and (4) held during the air show season (*mid-March to mid-November*). A partial reimbursement cost (*quarters and meals*) of \$6,000 per official demonstration (*including any performance where admission is charged to view a team*) is payable by all nonmilitary sponsors as indicated in the team support manual. Appearances on a military installation or sponsored by a military organization will only be approved in support of an official installation "open house" program (*no admission charge/entrance fee*). All event sponsors are required to comply with all aspects of the team support manual, as applicable. All requests for an aerial demonstration team must be received by August 1 of the year preceding the year of the event. Complete Sections I - III and V - VII, and forward the form to the nearest FAA Flight Standards District Office (FSDO) for completion of Section IV. The annual schedule will be released in December of the year prior to the season. Subsequent to public release of the schedules, teams will be rescheduled if a scheduled event is cancelled, the original sponsoring organization is changed, or the original event site is changed. Previously validated requests will automatically be reconsidered. **NOTE:** Blue Angels and Thunderbirds require 6,000 and 7,000 foot runways, respectively, at or within 30-50 nautical miles of the demonstration site. The Blue Angels also require arresting gear located within 80 nautical miles of the demonstration site.

7. Requests for single aircraft demonstrations (*i.e., F 15, F 14, Harrier*) will be considered for events as described in paragraph 6 (1) through (4) above. Army and Air Force single aircraft demonstrations must be received for processing at least 60 days prior to the event. USMC Harrier (AV-8B) and Navy demonstration requests must be received by January 31 each year. The Harrier demonstration can only be performed over a prepared hard surface or open water. (*Scheduled Harrier events will receive two aircraft, one for demonstration and one for static display. Fifty gallons of distilled water must be provided for each Harrier demonstration.*) Meals, lodging, and transportation for the aircrews must be provided by the sponsor.

8. Civilian-sponsored requests for the U.S. Army Parachute Team, the Golden Knights, will be considered for events such as air shows, airport dedications and anniversaries, expositions and fairs, events sponsored by the Army, and those events which contribute to the public knowledge of military and airborne operations, equipment and capabilities. All requests must be received by Army Public Affairs by October 1 of the year preceding the year of the event. Appearances on a military installation will only be approved in support of an official "open house" program. All sponsors, military and civilian, are required to reimburse the team for quarters, meals, ground transportation, and a designated rate for the jump platform (*aircraft*), as determined by the team, at least two weeks prior to the event (*approximately \$2,500 per official show day*). The annual schedule will be released in mid-January (*approximately 45 days after the flight demonstration teams' schedules*). After the official schedule is released, the Golden Knights will consider "add on" performances if received at least 60 days prior to the date of the event. In the event of cancellations, all requests previously validated will automatically be reconsidered, as required. Complete Sections I - III and V - VII, and forward the form to the nearest FAA Flight Standards District Office (FSDO) for completion of Section IV. Please send completed request forms to the appropriate Military Service public affairs office(s) listed below.

9. Additional DD Forms 2535 may be obtained through the office(s) listed below, through the nearest military installation public affairs office, or on the Internet at <http://www.dior.whs.mil/icdhome/ddeforms.htm>.

ARMY
Office of the Chief of Public Affairs
Attn: Community Relations Team
1500 Army Pentagon
Washington, DC 20310-1500
(703) 695-6547 (voice)
(703) 695-6253 (fax)
www4.army.mil/ocpa/resources/requestassets.php

MARINE CORPS
Headquarters, U.S. Marine Corps
Attn: Aviation Coordinator
2 Navy Annex (PAC)
Washington, DC 20380-1775
(703) 692-7434 (voice)
(703) 614-2358 (fax)
www.usmc.mil/community

NAVY
Navy Office of Information
Attn: Aviation (OI-512)
1200 Navy Pentagon
Washington, DC 20350-1200
(703) 695-6915 (voice)
(703) 692-4781 (fax)
www.navy.mil

AIR FORCE
SAF/PAN
Attn: Aviation Support
1690 AF Pentagon
Washington, DC 20330-1690
(703) 695-9776 (voice)
(703) 693-9601 (fax)
www.airshows.pa.hq.af.mil

SPONSOR: PLEASE RETAIN A COPY OF THIS FORM FOR FUTURE REFERENCE.

**DD Form 2536
Request for Armed Forces Participation
in Public Events (Non-Aviation)**

Used to request the U.S. Marine Band and/or Color Guard.

Congressional Caseworkers Handbook *Appendix A*

REQUEST FOR ARMED FORCES PARTICIPATION IN PUBLIC EVENTS (NON-AVIATION)			<i>Form Approved</i> OMB No. 0704-0290 Expires Aug 31, 2006	
The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0290), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.				
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE APPROPRIATE ADDRESS ON BACK OF THIS FORM.				
ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.				
PURPOSE: This form is used to request all Armed Forces MUSICAL UNIT, TROOP, COLOR/HONOR GUARD, and/or EXHIBIT/EQUIPMENT participation in public events. The information is required to evaluate the event for appropriateness and compliance with DoD policies and for coordination with the units involved. Please complete all sections.				
SECTION I - EVENT DATA				
1. SPECIFIC REQUIREMENT <i>(i.e., Band, Marching Unit, Color Guard, Tank, etc.)</i>		2. DATE OF EVENT <i>(YYYYMMDD)</i>	3. TIME OF EVENT a. FROM: b. TO:	
4. TITLE OF EVENT		5. EXPECTED ATTENDANCE		
6. SITE OF EVENT <i>(i.e., Park, Auditorium, etc.)</i> <small>[NOTE: This site must be accessible to and usable by persons with disabilities.]</small>		7. ADDRESS OF EVENT <i>(Street, City, State, ZIP Code)</i>		
8. PROGRAM <i>(Describe program theme and objective, audience size and civic makeup, and the purpose of Armed Forces participation.)</i>		9. HAVE OTHER ARMED FORCES UNITS BEEN REQUESTED TO SUPPORT THIS EVENT? <i>(If so, specify.)</i>		
10. IS THIS EVENT BEING USED TO RAISE FUNDS FOR ANY PURPOSE? <i>(If so, specify.)</i>		11. IS THERE ANY CHARGE? <i>(i.e., admission, parking, etc. If so, specify.)</i>		
12. WILL ADMISSION, SEATING, AND ALL OTHER ACCOMMODATIONS AND FACILITIES CONNECTED WITH THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN? <i>(X appropriate box)</i>			YES	NO
SECTION II - SPONSORING ORGANIZATION DATA				
13. NAME OF SPONSORING ORGANIZATION				
<i>(X appropriate box for each item.)</i>			YES	NO
14. IS THE SPONSORING ORGANIZATION A CIVIC ORGANIZATION?				
15. DOES THE EVENT HAVE THE OFFICIAL BACKING OF THE LOCAL GOVERNMENT?				
16. DOES THE SPONSORING ORGANIZATION EXCLUDE ANY PERSON FROM ITS MEMBERSHIP OR PRACTICE ANY FORM OF DISCRIMINATION IN ITS FUNCTIONS BASED ON RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN?				
17. SPONSOR'S REPRESENTATIVE <i>(Please PRINT all contact information.)</i>				
a. NAME		b. ADDRESS <i>(Street, City, State, ZIP Code)</i>		
c. PRIMARY TELEPHONE NO. <i>(Include area code)</i>	d. SECONDARY TELEPHONE NUMBER	e. FAX NUMBER <i>(Incl. area code)</i>	f. E-MAIL ADDRESS	
SECTION III - SPONSORING ORGANIZATION SUPPORT DATA				
Event sponsors must agree to fund certain military expenses when the requested military resources are not local to the geographic area of the event. See paragraph 3 of the instructions on the back of this form. <i>(X appropriate box for each item.)</i>			YES	NO
18. Does the sponsor agree to fund the standard Military Services allowance for meals, quarters, and incidental expenses for Armed Forces participants?				
19. Does the sponsor agree to fund transportation, meals, and hotel accommodations for unit representatives to visit the site prior to the event?				
20. Does the sponsor agree to fund transportation costs from home station to the event and return for Armed Forces participants?				
21. Does the sponsor agree to fund transportation costs for Armed Forces participants between the site of the event and the hotel?				
22. Does the sponsor agree to provide telephone facilities for necessary official communications at the site of the event?				
SECTION IV - CERTIFICATION				
23. I am acting on behalf of the sponsoring organization and certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact me to discuss arrangements and costs involved prior to final commitments, or to inform me of their inability to support this event. I also understand that operational commitments must take priority and can preclude a scheduled appearance at an approved public activity.				
a. SIGNATURE OF SPONSOR'S REPRESENTATIVE		b. DATE SIGNED <i>(YYYYMMDD)</i>	c. PRINT NAME AND TITLE	

INSTRUCTIONS

1. This form is used to request Armed Forces musical unit, personnel, color/honor guard and/or exhibit/equipment participation in public events. The requested information is required to evaluate the event. Please complete all sections.
2. This form should be submitted to the appropriate Military Service (*listed in right hand column*) not less than 30 nor more than 90 days in advance of a scheduled program. Please realize that all Armed Forces units have specific military missions and training requirements. Participation in public programs will only be authorized when such support is in the best interests of the Department of Defense and the Military Services and does not interfere with mission or training programs. In all cases, operational commitments must take priority and can cause previously scheduled appearances to be cancelled.
3. Department of Defense policies require that Armed Forces participation in public events will be provided at no additional cost to the Government. The sponsor is required to pay, when necessary, the standard Military Services allowance for quarters and meals for all Armed Forces participants and for other services which have been determined in advance by the Military Services and agreed to by the sponsor. Transportation and meal costs are not usually incurred when support is provided from a local military installation. However, circumstances may dictate that reimbursement for any or all of these costs may be necessary. All costs are binding after a unit, personnel, or exhibit has arrived at an event site, even though weather conditions or other unforeseen circumstances force the event to be cancelled.
4. Armed Forces musical units are organized for ceremonial and traditional purposes and to support recruiting activities. However, they may be authorized to provide certain specified presentations, such as patriotic ceremonies, for public programs. Armed Forces musical organizations are not permitted to provide entertainment, background, dinner, dance or other social music at public or private events in competition with the customary or regular employment of local civilian musicians. Limited resources permit only one band and/or choir to perform at an event, and the Military Services reserve the right to cancel support to sponsors who have scheduled more than one such military unit.
5. Additional forms may be obtained on the Internet at <http://www.dior.whs.mil/lcdhome/ddeforms.htm>, through the nearest military installation public affairs office, or from any of the military public affairs offices listed to the right. If you have questions regarding the information on this form, please call the Directorate for Programs and Community Relations between 8:30 a.m. and 5:00 p.m. Eastern Time, Monday through Friday, holidays excepted:
Commercial (703) 695-6108; FAX (703) 697-2577

MAIL COMPLETED REQUEST FORM TO:

The Commander of the Military Installation closest to the event; OR to the appropriate Military Service listed below:

ARMY:

Office of the Chief of Public Affairs
ATTN: Community Relations Team
1500 Army Pentagon
Washington, DC 20310-1500
(703) 697-5756 (Voice)
(703) 695-6253 (Fax)
www4.army.mil/ocpa/resources/requestassets.php

MARINE CORPS:

Headquarters, U.S. Marine Corps
Attn: Band Coordinator
2 Navy Annex (PAC)
Washington, DC 20380-1775
(703) 614-1054 (Voice)
(703) 614-2358 (Fax)
www.usmc.mil/community

NAVY:

Department of the Navy
Office of Information
Community Relations Division
1200 Navy Pentagon
Washington, DC 20350-1200
(703) 692-4718 (Voice)
(703) 692-4781 (Fax)
www.navy.mil

AIR FORCE:

Office of the Secretary of the Air Force
Office of Public Affairs (SAF/PA)
1690 Air Force Pentagon
Washington, DC 20330-1690
(703) 695-9664 (Voice)
(703) 693-9601 (Fax)
www.af.mil

NATIONAL GUARD BUREAU:

National Guard Bureau
ATTN: NGB-PAE (ComRel)
1411 Jefferson Davis Highway, Suite 11200
Arlington, VA 22202-3231
(703) 607-2581 (Voice)
(703) 607-3680 (Fax)
www.ngb.dtic.mil

SPONSOR: PLEASE RETAIN A COPY OF THIS FORM FOR FUTURE REFERENCE.

24. REMARKS (Use this area to continue any items if necessary. Reference by section and item number.)

(This area is intentionally left blank for handwritten remarks.)

**Request Format from DoD Instruction 5410.59
Armed Forces Participation in Public Events**

Used to request the U.S. Marine Drum and Bugle Corps
and/or the Marine Silent Drill Platoon

Used to Request armed forces musical unit, personnel and/or exhibit
participation in public events

Appendix A Congressional Caseworkers Handbook

ARMED FORCES PARTICIPATION IN PUBLIC EVENTS

This format is used to request all Armed Forces Band, Troop, and Exhibit participation in public events. The information is required to evaluate the event for appropriateness and compliance with DoD policies and for coordination with units involved.

1. Title of event: _____
Date: _____ Time--from: _____ to: _____
2. Sponsor's representative authorized to complete arrangements for Armed Forces participation:
Name: _____
Address: _____
State: _____ Zip: _____
Telephone: (Office) _____ (Home) _____
(AC) (AC)
3. Because Marine Corps Participation in the public domain must be at no cost at the government, we cannot consider a request until we have determined that necessary support such as local transportation, lodging, and meals for the Marines will be provided.

Will quarters, meals and local transportation be provided at the sponsor expense for Marines participating? _____
4. Will transportation at sponsor's expense be provided for Armed Forces participants between site of the event and hotel? _____ If required, will transportation be provided from home station to the event and return? _____
5. Will telephone facilities, at sponsor's expense, be made available for necessary official communication regarding the event? _____
6. It may be necessary for representatives of the requested unit to visit site prior to the event. Will transportation, meals, and hotel accommodations be provided by the sponsor?

7. The sponsor (is) (is not) a civic organization and the event (has) (does not have) the official backing of the mayor.
8. The sponsoring organization (does) (does not) exclude any person from its membership or practice any form of discrimination in its functions based on race, creed, color, or national origin.

9. Purpose of this event (explain): _____

10. Will admission, seating, and all other accommodations and facilities connected with the event be available to all persons without regard to race, creed, color, sex, or national origin? _____

11. Expected attendance: _____

12. Is this event being used to raised funds for any purposes? _____

13. Admission Charge: _____ Charge for seating: _____

14. Disposition of profits which may accrue: _____

15. If you desire a certain musical unit, troop unit, or type of equipment, please specify:

Return to: COMMANDANT OF THE MARINE CORPS
(Code: (PAC)
HEADQUARTERS, U.S. MARINE CORPS
2 Navy Annex
WASHINGTON, DC 20380-1775

CERTIFICATION

I certify that the information I have provided here is complete and correct to the best of my knowledge and belief. I understand that representatives of the Military Service will contact me to discuss arrangements and costs involved prior to final commitments.

Signature: _____
(Sponsor's Representative)

Privacy Act Statement

PRIVACY ACT STATEMENT		
<i>(To be presented to the prisoner when information for DD Form 2710 and/or DD Form 2711 is provided in an interview setting.)</i>		
1. PRISONER NAME	2. SSN	3. IDENTIFICATION NUMBER
4. FACILITY NAME		
<p>AUTHORITY: 5 U.S.C. 301 and E.O. 9397</p> <p>PRINCIPAL PURPOSE(S): To collect personal history information from the prisoner to assist in the classification and assignment process. In addition, the information will be used to evaluate the prisoner's progress toward rehabilitation or suitability for parole or clemency.</p> <p>ROUTINE USE(S): To the Department of Justice, in instances where the prisoner is transferred to a Federal Bureau of Prisons facility for incarceration.</p> <p>DISCLOSURE AND EFFECT ON THE INDIVIDUAL OF NOT PROVIDING INFORMATION: Voluntary; however, failure to provide the requested information may prevent the staff of the correctional facility from fully evaluating the prisoner.</p>		
5. PRISONER SIGNATURE		DATE (YYYYMMDD)
6. WITNESS		
a. NAME	b. SIGNATURE	c. DATE (YYYYMMDD)

**Appendix B
Marine Corps Rank Chart**

Officers



General Lt. General Major General Brigadier General



Colonel Lt. Colonel Major Captain 1st Lieutenant 2nd Lieutenant

Warrant Officers



CW05 CW04 CW03 CW02 WO1

Enlisted



Sergeant Major of The Marine Corps Sergeant Major Master Gunnery Sergeant First Sergeant Master Sergeant Gunnery Sergeant



Staff Sergeant Sergeant Corporal Lance Corporal Private First Class Private (No Chevrons)